

Select Board Meeting Packet

April 11, 2022

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

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

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, APRIL 11, 2022
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:06 P.M. Town Manager's Report
1. Update from Town Manager on PFAS Testing at Various Recreational Fields
 2. Update on Fiscal Year 2023 Proposed Operating Budget
 3. Update on Select Board Meeting Schedule Through Spring Town Meeting
- II. 7:10 P.M. Items for Select Board Consideration and Action
1. Vote to Issue the Warrant for the 2022 Spring Town Meeting
 2. Determine Article Assignments for the 2022 Spring Town Meeting
 3. Determine if Masks will be Required at the 2022 Spring Town Meeting
 4. Consider Approval of an Earth Removal Permit for the Florence Roche Elementary School Construction Project

OTHER BUSINESS

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

- A. Water Department – Manganese Issue
- B. PFAS Issue at GDRSD High School
- C. Green Communities Application and Implementation
- D. Florence Roche Elementary School Construction Project
- E. ARPA Funding

SELECT BOARD LIAISON REPORTS

- III. Minutes: Regularly Scheduled Meeting of April 4, 2022

ADJOURNMENT

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



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *April 11, 2022*

TOWN MANAGER'S REPORT

Other than the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues, there are no specific Agenda Items scheduled at this week's meeting.

1. As directed by the Select Board at last week's meeting, I have reached out to the Park Commission and requested that they conduct testing for PFAS in all fields irrigated by private wells. The cost to do this testing (4 fields) is \$1600. The Park Commission will conduct and pay for this testing when they activate the wells next month. When discussing this with the Water Superintendent, he correctly pointed out that we should be testing the well that supplies drinking water at our DPW Facility. We will do this testing as well at a cost of \$550. We will cover this expense. I will report the results of the tests to the Board when completed.
2. As voted last week by both the Finance Committee and Select Board, the FY 2023 Operating Budget is finalized and no update or further action is required. With regard to the Capital Budget, at last week's meeting, Select Board Member Degen stated that the \$60,000 we have set aside for the Groton Country Club Pool Deck was not sufficient and we would need substantially more. As it turns out, Mr. Degen was correct as we received a quote for \$91,000, that did not consider Prevailing Wages in the quote. Given the fact that we would like to complete this project next fall as it is sorely needed, we will need another \$50,000. Currently, the Capital Stabilization Fund has a balance of \$680,435. The current proposed budget calls for using \$538,000 out of this fund, leaving a balance of \$142,435. We can increase the Deck appropriation to \$110,000, leaving a balance in the Capital Stabilization Fund at \$92,435. I would respectfully request that the Select Board consider supporting this change in the Capital Budget. We can discuss this in more detail at Monday's meeting.
3. Please see the update to the Select Board's Meeting Schedule through the Spring Town Meeting:

Monday, April 18, 2022

No Meeting (Holiday)

Monday, April 25, 2022

-Approve Annual Fuel Storage Permits

Saturday, April 30, 2022

2022 Spring Town Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Enclosed with this report is the Final Draft of the 2022 Spring Town Meeting Warrant. After last week's Public Hearing, I have added all of the Select Board's positions on the various Articles, revised the amount for the Country Club Pool Deck (as discussed in Item #2 of the Town Manager's Report) and updated the Summary for the CPA Conservation Project. If the Board is satisfied with these changes, I would respectfully request that the Board vote to issue the Warrant for the 2022 Spring Town Meeting. The Warrant will go to the Printer on Tuesday and be mailed to all residences in Town on Saturday. We will also ask the Constable to Post the Warrant this coming Friday.
2. I would propose the following Article Assignments by the Select Board:

		Individual Assigned
	Consent Motion #1 for Articles 1 through 4	John Reilly
Article 1:	Hear Reports	
Article 2:	Elected Officials Compensation	
Article 3:	Wage and Classification Schedule	
Article 4:	Appropriate FY 2023 Contribution to the OPEB Trust Fund	
	Consent Motion #2 for Article 5 Budget Motion	Bud Robertson
Article 5:	Fiscal Year 2023 Annual Operating Budget	
Article 6:	Fiscal Year 2023 Capital Budget	Alison Manugian
Article 7:	Purchase Fire Engine to Replace Engine 5	John Reilly
Article 8:	Purchase Voting Machine	Rebecca Pine
Article 9:	CPA Project Funding for Replacing Middle School Track	TBD
Article 10:	Community Preservation Funding Accounts	TBD
Article 11:	Community Preservation Funding Recommendations	
	Conservation Fund	TBD
	Prescott Stone Project	TBD
	Nashua River Walk	TBD
	Prescott Elevator Design and Engineering	TBD
	Housing Coordinator	TBD
	Bates/Blackman Improvements/Accessible Path	TBD
	Groton Country Club Recreation Courts Project	TBD
Article 12:	Zoning Amendment – Marijuana Establishments	Peter Cunningham
Article 13:	Zoning Amendment – Performance Standards	TBD
Article 14:	Extend Center Sewer District	TBD
Article 15:	Electronic Voting Study Committee	Rebecca Pine
Article 16:	Citizens' Petition – Age Restricted Housing Definition	TBD
	Consent Motion #3 for Articles 17 through 23	Alison Manugian
Article 17:	Transfer Within the Water Enterprise Fund	
Article 18:	Transfer Within the Sewer Enterprise Fund	
Article 19:	Transfer Within Four Corner Sewer Enterprise Fund	
Article 20:	Transfer Within Cable Enterprise Fund	
Article 21:	Prior Year Bills	
Article 22:	Establishment of Revolving Fund	
Article 23:	Establishing Limits for Various Revolving Funds	

Select Board
Weekly Agenda Update/Report
April 11, 2022
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3. I would respectfully request that the Board make a decision on whether or not to require masks at Town Meeting. I would recommend you follow the same protocol currently instituted at Town Hall. Masks are not required and are at an individual's personal preference. We can discuss this in more detail at Monday's meeting.
4. Enclosed with this report is the recommendation from the Earth Removal Stormwater Advisory Committee on the request for a Certificate of Exemption to remove 55,000 cubic yards of excess earth materials generated by the construction of the New Florence Roche Elementary School and Middle School Track. Please see attached memorandum from the Earth Removal Inspector notifying the Board that the Committee voted unanimously to recommend that the Select Board grant exemption with various conditions. I would respectfully request that the Board grant the exemption with the conditions proposed by the Committee. Michelle Collette will be in attendance at Monday's meeting to answer any questions the Board may have relative to this issue.

MWH/rjb
enclosures

Revised: April 7, 2022

Warrant, Summary, and Recommendations

TOWN OF GROTON



2022 SPRING TOWN MEETING

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

Beginning Saturday, April 30, 2022 @ 9:00 AM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

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

Introduction to Groton Town Meeting

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

What is Town Meeting?

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

What is a warrant?

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

How does Town Meeting proceed?

Voters attending Town Meeting must first check in with the clerks and receive a voting card which is required to vote. The meeting typically acts on the articles in the order they are printed in the warrant. For each article, a main motion is made and seconded by voters and placed by the moderator on the floor for debate. Permission of the moderator is required to speak. The moderator presides and regulates the proceedings, decides all questions of order, and calls and declares all votes. After debate has ended, the moderator will call for a vote by a show of voter cards. If the vote is too close to call by sight or if seven voters immediately question the moderator's declaration of the vote, the moderator will order a hand count to confirm the vote.

Who can attend?

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

How long is town meeting?

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

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

² *Id.*

Explanation of a Consent Agenda

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

How Consent Agendas Work

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



Town Meeting Access for Voters with Disabilities

Parking – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

Wheelchair Accessible & Companion Seating – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

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

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

Restrooms – Accessible restrooms are available near the entrance to the auditorium.

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

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

**SPRING TOWN MEETING WARRANT
APRIL 30, 2022**

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

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Saturday, the thirtieth day of April, 2022 at Nine O'clock in the morning, to consider all business other than the election of Town Officers and on the twenty-fourth day of May, 2022, between the hours of 7:00 A.M. and 8:00 P.M., at an adjourned session thereof at the following locations:

Precincts 1 & 3A	The Groton Center 163 West Main Street	Precincts 2 & 3 Middle School North Gymnasium 346 Main Street
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to give their ballots for:

Vote for One	Board of Assessors	3 Years
Vote for One	Board of Health	3 Years
Vote for One	Board of Health	1 Year
Vote for Two	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 Two	Park Commission	3 Years
Vote for One	Park Commission	1 Year
Vote for Two	Planning Board	3 Years
Vote for One	Sewer Commission	3 Years
Vote for Two	Trustees of the Groton Public Library	3 Years
Vote for One	Water Commission	3 Years

QUESTION 1:

Shall an Act passed by the General Court in the Year 2022, entitled "An Act Relative to the Charter and the Town Clerk in the Town of Groton" be accepted?

YES _____ NO _____

QUESTION 2:

NON-BINDING REFERENDUM – Should the Seal of the Town of Groton be modified by removing the words "Holy Bible" from the image of the book in the center of the Seal, leaving the image of the book blank?

YES _____ NO _____

ARTICLE LISTINGS

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	Article 13:	Zoning Amendment – Performance Standards	17
	Article 14:	Extend Center Sewer District	19
	Article 15:	Electronic Voting Study Committee	20
	Article 16:	Citizens' Petition – Age Restricted Housing Definition	20
***	Article 17:	Transfer Within the Water Enterprise Fund	22
***	Article 18:	Transfer Within the Sewer Enterprise Fund	22
***	Article 19:	Transfer Within Four Corner Sewer Enterprise Fund	22
***	Article 20:	Transfer Within Cable Enterprise Fund	23
***	Article 21:	Prior Year Bills	23
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		Budget Report of the Town Manager and Finance Committee to Town Meeting	26
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		Appendix B – Fiscal Year 2022 Wage and Classification Schedule	52

*Will be presented as one Consent Motion

**The Budget will be presented as one Motion

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

ARTICLE 1: HEAR REPORTS

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

SELECT BOARD

Select Board: *Recommended Unanimously*
Finance Committee: *No Position*

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

ARTICLE 2: ELECTED OFFICIALS' COMPENSATION

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

SELECT BOARD

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

Summary: *To provide compensation for elected officials as proposed by the Town Manager. The Town Clerk is proposed to receive a salary of \$95,417 in FY 2023 and the Moderator is proposed to receive a salary of \$65 in FY 2023.*

ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE

To see if the Town will vote to amend and adopt for Fiscal Year 2023 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

**SELECT BOARD
TOWN MANAGER**

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

Summary: *The purpose of this Article is to set the wage and classification schedule for the three (3) employees (Executive Assistant to the Town Manager, Human Resources Director and IT Director) covered by the Personnel Bylaw. Under the policy of the Select Board, these employees receive the same benefits as contained in the Town Supervisors' Union Contract. These employees will receive a 2.5% cost-of-living adjustment in Fiscal Year 2023.*

ARTICLE 4: APPROPRIATE FY 2023 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: *Recommended Unanimously*
Finance Committee: *Recommended Unanimously*

Summary: *The purpose of this article is to fund the Town's OPEB Liability. The Select Board and Finance Committee have adopted a funding policy for this purpose. One of the funding goals is to commit to an annual appropriation to the Trust that would keep the Net Present Value Liability from growing until such time as the Town can begin to pay down the liability. In Fiscal Year 2023, the anticipated amount necessary for this purpose is estimated to be \$181,000. This Article will seek an appropriation of \$181,000 from Free Cash to add to the OPEB Liability Trust Fund.*

ARTICLE 5: FISCAL YEAR 2023 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 (2023), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE
SELECT BOARD
TOWN MANAGER**

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

Summary: *In accordance with Section 6 of the Town Charter, the Finance Committee conducts its annual budget process by receiving the Town Manager's proposed balanced budget on or before December 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 6: FISCAL YEAR 2023 CAPITAL BUDGET

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2022 and thereafter, for the purpose of funding the Fiscal Year 2023 Capital Budget, or to take any other action relative thereto.

TOWN MANAGER

Summary: *The following is the proposed Town Manager's Capital Budget for Fiscal Year 2023:*

Item #1 – Pick-Up Truck **\$40,000** **Highway**

Summary: *This is a scheduled replacement. The average life of a pick-up truck is approximately 7 years. Replacing one vehicle every couple of years will allow the fleet to stay in good shape. This is a front-line pick-up used for day-to-day operations as well as snow plowing. Due to supply chain issues and availability, this item will be purchased in Fiscal Year 2022.*

Select Board: Recommended Unanimously
Finance Committee: Recommended Unanimously

Item #2 – Intermediate Truck **\$75,000** **Highway**

Summary: *This size truck was introduced into the Town's fleet to save wear and tear on the dump trucks and pickup trucks by not overloading them. This has worked out very well. They are used almost daily for tasks such as patching and road construction projects right up to plowing roads. They do not have sanders on them, just plows. They take up less room and eliminate the need for a large vehicle which makes it safer for the employees as well as the motoring public. The scheduled replacement vehicle will be 15 years old at the time of replacement. Due to supply chain issues and availability, this item will be purchased in Fiscal Year 2022.*

Select Board: Recommended Unanimously
Finance Committee: Recommended Unanimously

Item #3A – Dump Truck **\$22,000** **Highway**

Summary: *In Fiscal Year 2018, Town Meeting approved a bond for \$185,000 to purchase a new Dump Truck for the Highway Department, with the intent to pay it back over five years. The appropriation this year is the fifth of five payments for this truck.*

Select Board: Recommended Unanimously
Finance Committee: Recommended Unanimously

Item #3B – Dump Truck**\$40,000****Highway**

Summary: Last year's Annual Town Meeting appropriated \$185,000 to replace one of our older Dump Trucks. The Town borrowed these funds through a State House Note and will pay it off over five years. Fiscal Year 2023 will be the first of five payments.

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #4 – Municipal Building Repairs**\$25,000****Town Facilities**

Summary: This appropriation will be used to continue to maintain all municipal buildings by performing various maintenance activities to prevent major breakdowns in the Town's building infrastructure. Priorities continue to change when it comes to the minor repairs and upgrades in the municipal buildings. A set line item which is separate from minor capital allows for flexibility. Furnaces, a/c units, flooring and painting are some of the small items this capital program handles.

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

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

Summary: This item in the Capital Budget was established ten years ago and has been very successful. In Fiscal Year 2023, the following items will be purchased/upgraded with this allocation: 10 replacement computers; Replace aging servers and storage arrays; Investment to expand the network and keep equipment and maintenance costs current; and network switch upgrades and increased wireless coverage.

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #6 – Fork Lift/Mini Loader**\$60,000****Transfer Station**

Summary: This is a vital piece of equipment at the transfer station. It is used to load the two balers located at the facility. In addition, it is used to move the various recyclables around the facility. This piece of equipment is a work horse and this should be considered a scheduled replacement.

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #7 – Upgrade Fire Alarm System \$50,000 Library

Summary: *DPW, Fire, and Impact Fire Services conducted a thorough inspection of the library's 20+ year old fire system, with many components 25 years old in 2024. All of it needs upgrading: the main fire panel, 30 smoke detectors, 9 pull stations, 7 duct detectors, various relay modules, 20 audio/visual units, 8 visual only units, plus 32 sprinkler heads, engineering and design. Install new Keltron box and re-establish lost connection to the Groton Fire Dept., saving the library from paying for a monthly monitoring service as well as saving 1-2 minutes of time alerting the Fire Dept. in an emergency.*

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

Item #8 – Upgrade Building Alarm System \$15,000 Library

Summary: *The burglary alarm system was installed in 1999 and will be 25 years old in 2024. Jasonics owner said some of the Library's security detectors are "ancient" , with several installed too high to be useful. This project includes: replacing the control panel, both entry keypads, all 17 motion detectors, and exit door contacts (if needed). The existing wiring would be reconfigured so that each device is on a separate zone (as opposed to now, with 9 detectors on 1 "top floor" zone.) Newer panic buttons would be tied in. The Library receives numerous false alarms every year and the system needs to be upgraded.*

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

Item #9 – Envelope Repairs \$18,000 Library

Summary: *This is the last identified need still unaddressed from the 2018 building envelope study on how to keep water from entering the building: Repair/replace sealant around every exterior door and aluminum window (up 3 stories), as well as scrape, prime, caulk, and paint all 20 wood window sashes.*

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

Item #10 – Replace Emergency Exit Doors \$19,000 Library

Summary: *For years, water puddled outside the west facing children's room emergency exit and water leaked in under the doors. With all new roof and water drainage, the water is no longer collecting here. Carpeting inside the door was replaced with tile, and now everything is staying dry. But years of water infiltration have rusted out the bottom of these metal doors and the bottoms are flaking off into dust. Commercial-grade metal doors, panic bars, and hardware all need to be replaced as soon as possible.*

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

Item #11 – Master Plan Update**\$100,000****Planning Board**

Summary: *The Town of Groton's Master Plan expired in September 2021. The Planning Board anticipates requiring a minimum of \$150,000 for the procurement of professional planning consultants to assist with the daunting task of preparing the next 10-year Master Plan. The proposed amount of \$150,000 is based on recent examples from Littleton and Millbury. The plan is to appropriate \$100,000 in FY 2023 and any needed funds (approximately \$50,000) in FY 2024. It is anticipated that the final stages of the Master Plan update will be completed in the early part of FY 2025.*

Select Board: *Recommended (4 In Favor, 1 Against – Degen)*

Finance Committee: *Recommended Unanimously*

Item #12 – Property Improvements**\$25,000****Park Department**

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

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #13 – Police Cruisers**\$114,000****Police Department**

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

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #14 – Cameras/Key Card Access**\$25,000****Police Department**

Summary: *Cameras will be installed in Cell Block Hall "blind spots". An exterior security camera for the back of the building and the communications tower. Hardwired Card Key reader for a Cell Block/Sallyport to replace failing battery units. New readers in each of the cell holding areas from Cell Check documentation and the records room.*

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #15 – Pool Improvements

\$110,000

Country Club

Summary: *This funding will be used to replace the deck at the Country Club Pool.*

Select Board: *Recommended (3 In Favor, 1 Against – Degen, 1 Deferred – Manugian)*

Finance Committee: *Recommended Unanimously*

TOWN MANAGER

ARTICLE 7: PURCHASE FIRE ENGINE TO REPLACE ENGINE 5

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 purchase and equip a new Engine 5 for the Fire Department, and all costs associated and related thereto, or to take any other action relative thereto.

TOWN MANAGER

Select Board: *Recommended (4 In Favor, 1 Deferred – Manugian)*

Finance Committee: *Recommended Unanimously*

Summary: *Engine 5 was purchased in 2007 and was slated to be replaced in 2028. Unfortunately, during an ice storm this past winter, Engine 5 was involved in an accident causing over \$95,000 worth of damage that would be covered by insurance. Based on the age and wear and tear on the Engine 5, it does not make sense to invest the \$95,000 in an engine with 5 years of useful life left. The Town Manager and Fire Chief have recommended using the insurance funds and investing it in a new Fire Engine for the Fire Department. The estimated cost of the new vehicle is approximately \$800,000 (cost to the Town of approximately \$800,000 to paid back over 20 years (estimated life of a new Fire Truck).*

ARTICLE 8: PURCHASE VOTING MACHINE

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of purchasing a voting tabulator to be used by the Town to tabulate votes during all elections, and all costs associated and related thereto, or to take any other action relative thereto.

TOWN CLERK

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Summary: *This request for a minor capital item is to purchase a new voting tabulator to tabulate votes cast in Groton's newly created Sub-Precinct 3A. Sub-Precinct 3A was created by the Massachusetts House of Representatives during decennial redistricting in December, 2021. Under State election regulations, the sub-precinct's votes must be counted separately, and on a unique tabulator (if tabulators are used). Groton currently uses Imagecast Precinct (ICP) vote tabulators. This request is to authorize the purchase of an additional Imagecast Precinct Tabulator. Please note that the use of this machine may be considered to be a local mandate by the State Auditor, and if so declared, the cost will be reimbursed to the Town.*

ARTICLE 9: CPA RECOMMENDATION – ADDITIONAL FUNDING SCHOOL TRACK

To see if the Town will vote to adopt and approve the recommendation of the Community Preservation Committee established pursuant to Chapter 44B of the General Laws, for additional funds to supplement funds previously appropriated to construct a new Middle School Track, and all costs associated and related thereto, and to implement such recommendation, borrow pursuant to any applicable statute and/or appropriate a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, said funds to be expended by the Town Manager, or to take other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Select Board: Recommended Unanimously

Finance Committee: Recommended Unanimously

Community Preservation Committee: Recommended Unanimously

Summary: *The 2021 Spring Town Meeting appropriated funds to relocate the Middle School Track in conjunction with the construction of a new Florence Roche Elementary School. The original estimate of \$1.4 million will not be sufficient based on the most recent review of the project. Construction costs have risen at an unprecedented rate. Supply and demand challenges, global shipping, labor shortages, and a high volume of work are all having an impact on construction costs, and all projects and sectors are being affected. While the Project included design, estimating, and escalation contingencies in December 2020, these contingencies cannot absorb the recent estimated costs received. The purpose of this Article will be to appropriate the additional funds needed to complete the project.*

ARTICLE 10: 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:	\$ 88,741
Historic Resource Reserve:	\$ 88,741
Community Housing Reserve:	\$ 88,741
Unallocated Reserve:	\$ 600,687

or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

Summary: *This is an accounting procedure that is necessary so that the Community Preservation Committee will have access to the funds raised during Fiscal Year 2023. Except for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting.*

ARTICLE 11: 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 2023, 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: Conservation Fund – FY 2023 \$400,000

Summary: *The Conservation Commission is requesting \$400,000 to be added to the Conservation Fund to preserve open space, protect water resources and wildlife habitat, and preserve land for agricultural, recreational, and forestry activities. This Fund allows the Town to move quickly in the event a priority parcel becomes available. This Fund has been used to purchase Conservation Restrictions, Agricultural Preservation Restrictions, and fee ownership of conservation land. The Town's Financial Policies recommends that this fund be set at a minimum of 2% of the Operating Budget, which would be approximately \$900,000 in Fiscal Year 2023. As of 1/12/22, the Conservation Fund balance was at \$651,184. The full amount to be paid from the Unallocated Reserve.*

Select Board: *Recommended (3 In Favor – 2 Against – Degen, Manugian)*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal B: Prescott Stone Project

\$6,000

Summary: *The Groton History Center and the Historic Commission is requesting \$6,000 in CPA funds to provide a secure and stable setting for the historical Prescott Stone. It will be located at the Governor George Boutwell House in the side yard, protected from weather and available for viewing by Groton's citizens. The full amount to be paid from the Historic Reserve.*

Select Board: *Recommended (4 In Favor, 1 Abstained – Degen)*

Finance Committee: *Recommended Unanimously*

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

CPC Proposal C: Nashua River Walk

\$60,154

Summary: *The Groton Trails Committee is requesting \$60,154 in CPA funds for a proposed riverwalk. This will include a fully accessible trail that will go along the Nashua River in the J. Harry Rich State Forest for a distance of about 0.25 miles and will connect with the similar John Tinker Trail. The trail will provide a wonderful forest experience along one of the most beautiful stretches of the Nashua River for people of all ages and abilities, including children in strollers, those using walkers, and bikers. It will include two rest areas with benches and a larger observation area at the terminus. The observation area will have two handicap tables and four benches as well as high quality educational signs. The full amount to be paid from the Open Space Reserve.*

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal D: Prescott Elevator Design and Engineering

\$80,000

Summary: *Friends of Prescott is requesting \$80,000 in CPA funds for the architectural and engineering work that needs to be done upfront in order to be able to qualify for a Municipal Americans with Disabilities Act Improvement grant to install a passenger elevator in the town's historic Prescott School. The elevator will provide handicap access to all three floors within the building. The full amount to be paid from the Historic Reserve.*

Select Board: *Recommended (3 In Favor, 1 Against – Manugian, 1 Deferred – Reilly)*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended (5 In Favor, 2 Abstained – Eliot, Easom)*

CPC Proposal E: Housing Coordinator

\$53,543

Summary: *This application is requesting \$53,543 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: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal F: Bates/Blackman Improvement/Accessible Path \$39,545

Summary: *The Groton Conservation Trust is requesting \$39,545 to defray costs of portions of its rehabilitation of the Bates and Blackman parcels located on Old Ayer and Indian Hill Roads. The requested funds would be used to: a) replace the vehicle bridge across James Brook linking the parking lot to the balance of the properties; b) install a wheelchair accessible trail of about ¼ mile length from the parking area through a picnic area and to the edge of Groton Hill Music Center's fields; and c) purchase two wheelchair accessible picnic tables for the project. These are three important components of a larger project to expand and improve the parking lot including accessible parking, restore the three meadows to native vegetation, remove invasive species, improve trail safety, and reconfigure the Bates picnic area. The larger project has relied on extensive volunteer labor and is seeking additional funds from other sources. The full amount to be paid from the Open Space Reserve.*

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal G: Groton Country Club Recreation Courts Project \$146,532

Summary: *Friends of Groton Pickleball, Inc. is requesting \$146,532 in CPA funds to serve as additional funding to convert the four Groton Country Club tennis courts into 8 dedicated Pickleball courts and 1 tennis court. The existing courts have deteriorated and will be replaced with a new base, pavement, pickleball court surface, striping and fencing. The funds requested will be combined with the \$148,868 approved at the 2021 Spring Town Meeting for a total project cost not to exceed \$295,400. The full amount will be paid from the CPA Unallocated Reserve. The full amount to be paid from the Unallocated Reserve.*

Select Board: *Recommended (3 In Favor, 1 Against – Degen, 1 Deferred – Manugian)*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

COMMUNITY PRESERVATION COMMITTEE

ARTICLE 12: ZONING AMENDMENT – MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Zoning Bylaw by deleting Section 218-10.4(C)(3) in its entirety and replacing it with a new Section 218-10.4(C)(3) as follows:

(3) No marijuana establishment entrance shall be located closer than 500 feet from the entrance of a preexisting public or private preschool, school providing education in kindergarten or any grades 1 through 12, junior college, college, licensed day-care center, church, library, park, playground, or other marijuana establishment. Distance shall be measured in a straight line from the geometric center of the marijuana establishment's entrance door to the geometric center of the entrance door or primary public entrance location of the nearest facility listed in the previous sentence, unless there is an impassable barrier within those 500 feet that renders any part of the 500-foot straight-line distance inaccessible by a pedestrian or automobile, in which case the 500-foot distance shall be measured along the center of the shortest publicly-accessible pedestrian travel path from the geometric center of the marijuana establishment's entrance door to the geometric center of the entrance door or primary public entrance location of the nearest facility listed in the previous sentence.

or to take any other action relative thereto.

SELECT BOARD

Select Board: *Recommended Unanimously*

Finance Committee: *No Position*

Planning Board: *Recommended Unanimously*

Summary: *The intent of this Zoning Amendment is to bring the Town's Marijuana Zoning Bylaw in compliance with State Law and State Regulations relative to distance between various establishments.*

ARTICLE 13: ZONING AMENDMENT – PERFORMANCE STANDARDS

To see if the Town will vote to amend the Groton Zoning By-Laws as follows:

1. Delete Section 218-5.5 Special Use Considerations in the R-B, VCG, NB, GB, and I Districts in its entirety and replace it with the following:

218-5.5 Performance Standards for Business and Industrial Special Permit Uses in the R-B, VCB, NB, GB, and I Districts.

- A. Objectives. The objectives of these special use regulations are to provide entrepreneurial and employment opportunities for area residents; to focus development at locations occasioning relatively small environmental or community cost; to protect the Town's rural character and natural environment; to promote harmonious future development; and to provide convenient services for Groton residents.
- B. Special permits for business or industrial uses, if consistent with this chapter in all other respects, shall be granted only if the special permit granting authority determines that the proposal's benefits to the Town or vicinity will outweigh any adverse effects, after consideration of the following:

C. Location.

- [1] The proposal will be located near uses which are similar to the proposed use or, if not, the nearby uses will be ones likely to benefit from rather than be damaged by having the proposed activity nearby.
- [2] Public water supply will be available or will be made available without increased cost to the Town, the Water Department or its current rate payers, and serving this use at this location will pose no problems which are unusual.
- [3] The proposal will not cause environmental stress from erosion, siltation, groundwater or surface water contamination or disturbance to wildlife habitat on the site if the wildlife is officially listed by the Massachusetts Division of Fisheries and Wildlife pursuant to 321 CMR 8.00 as endangered, threatened or of special concern.

D. Activity type and mix.

- [1] The proposed activity will contribute to the diversity of services available to the Town.
- [2] Any retail services will be designed to serve the Town's population rather than a larger region.
- [3] The proposal will add little to traffic congestion, considering the location, the number of trips likely to be attracted and any special access provisions committed (e.g., bike storage facilities or employee ridesharing).
- [4] The proposal will pose no environmental hazard because of use or storage of explosive, flammable, toxic or radioactive materials.
- [5] The proposal will not result in air pollution or excessive noise.

E. Site design.

- [1] Scenic views from public ways and other developed properties will be considerably treated in the design of the site.
- [2] Topographic change will not result in cuts or fills exceeding seven feet.
- [3] Removal of existing trees or other important natural features will be avoided.
- [4] Pedestrian movement within the site and to other places will be well provided for.
- [5] Vehicular movement within the site will be safe and convenient and arranged so as to not disturb abutting properties.
- [6] Visibility of parking and service areas from public streets will be minimized through facility location and the use of topography and vegetation.
- [7] Potential disturbances such as noise, glare and odors will be effectively confined to the premises through buffering or other means.
- [8] Water quality will be protected through appropriate location and design of disposal facilities in relation to water bodies and site geology.

F. Facility design.

- [1] Scenic views from public ways and other developed properties will be considerably treated in the design of the buildings.
- [2] Primary exterior materials will match the appearance of materials commonly found on existing buildings within the Town.
- [3] Domestic scale will be maintained in the building's design through massing devices such as breaks in walls and roof planes and through the design of architectural features.

G. Overall planning. The proposed plan will be consistent with:

[1] The intentions stated in § 218-4.2, Intention of districts, and in § 218-1.2, Purposes.”

2. Amend Section 218-5.2 Schedule of Use Regulations by deleting Lines 43 and 82 in their entirety and replacing them with the following:

Please see Section 218-5.5 for performance standards for the following special permit uses in the R-B, VCB, NB, GB, and I Districts.

or to take any other action relative thereto.

PLANNING BOARD

Select Board: *Recommended Unanimously*

Finance Committee: *No Position*

Planning Board: *Recommended Unanimously*

Summary: *The intent of this zoning amendment is to clarify the provisions of Section 218-5.5 of the Zoning Bylaw. Section 218-5.5 contains the provisions for two different types of zoning processes which are not necessarily related. One zoning process outlined in Section 218-5.5 is a zoning map change to rezone land into a Business or Industrial District, which requires the presentation of a concept plan and approval at a Town Meeting. The concept plan requirement is inconsistent with state law. The second zoning process outlined in Section 218-5.5 is a special permit for business or manufacturing use, which requires the submittal of a special permit application and approval by the Planning Board after a public hearing. The proposed zoning amendment would eliminate the concept plan requirement for a zoning map change. The special permit requirements for business or manufacturing use would remain.*

ARTICLE 14: EXTEND CENTER SEWER DISTRICT

To see if the Town will vote to extend the "Groton Center Sewer District" as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under article 14 of the Annual Town Meeting of April 25, 2005, to include the property shown on Assessors' Map 116, Lot 101 (Undeveloped Lot Taylor Street) but only for the exclusive use of said lot, 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: *Recommended (4 In Favor, 1 Deferred – Degen)*

Finance Committee: *No Position*

Board of Sewer Commissioners: *Recommended Unanimously*

Summary: *This article requests authorization from the Town Meeting to expand the Center Sewer District to include Lot 116-101, Groton. This article, if approved, will provide Sewer Capacity for the exclusive use of said Lot.*

ARTICLE 15: ELECTRONIC VOTING STUDY COMMITTEE

To see if the Town will vote to create an Electronic Voting Study Committee appointed by the Town Moderator consisting of the Town Clerk and four (4) voters of the Town for the purpose of exploring the option of implementing electronic voting at Town Meeting; said Committee to receive support from Town Officials as required, and, further, said Committee to provide a report to the 2022 Fall Town Meeting addressing all issues associated with such a change including but not limited to cost, bylaws and administrative procedures, or to take any other action relative thereto.

TOWN MANAGER

Select Board: *Recommended (3 In Favor, 2 Against – Manugian, Cunningham)*
Finance Committee: *No Position*

Summary: *The use of electronic voting at Town Meeting has been reviewed as offering a level of anonymity that would yield a better reflection of voter response to Articles proposed at Town Meeting. A considerable number of towns in Massachusetts and across the country now use electronic voting. The 2015 Spring Town Meeting received a report from the Electronic Voting Study Committee suggesting that electronic voting at Town Meeting may be worthy of adopting, but that costs were prohibitive and that questions around implementation remained unanswered. It recommended that the question be revisited in the future. In the years since, many other towns in Massachusetts have accumulated significant experience with electronic voting, experience that may address many of the 2015 Committee's unanswered questions. The costs may have declined, and there may be grant monies available to pay for required equipment. Bylaws may need to be amended to adopt electronic voting. This article asks Town Meeting to direct the Moderator to appoint a committee to update the work done in 2015 and to provide back to the 2022 Fall Town Meeting a comprehensive report on the implementation of electronic voting at Town Meeting including thoroughly researched information on costs, funding, bylaw amendments and implementation details. An accompanying Warrant Article will allow voters to determine whether or not to adopt electronic voting and accompanying bylaw changes.*

ARTICLE 16: CITIZENS' PETITION – AGE RESTRICTED HOUSING DEFINITION

To see if the Town will vote to Amend Section 218-3, Definitions of the Groton Zoning By-Law by deleting the definition of Age-Restricted Housing and replacing it with the following:

AGE-RESTRICTED HOUSING — Housing for persons 55 years of age or older in which at least 20% of the dwelling units meet the requirements for Local Action Units (LAU) and which will result in the development of housing for households at or below 80% of the area median income eligible for inclusion in the subsidized housing inventory (SHI), as defined by the Massachusetts Department of Housing and Community Development (DHCD) and which shall be in conformance with federal and state laws and regulations, including the Fair Housing Act and the Housing for Older Persons Act. All dwelling units in an Age-Restricted Housing development shall be subject to an age restriction which shall limit no less than 80% of all the dwelling units in the development to occupancy of at least one

individual of age 55 or older to be described in a deed, deed rider, restrictive covenant, or other document that complies with all applicable federal and state laws and which shall be recorded at the Registry of Deeds or the Land Court. The age restriction shall run with the land in perpetuity and shall be enforceable by the Town of Groton or any or all of the owners of the development.

or to take any other action relative thereto.

CITIZENS' PETITION

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Richard W. Lewis	330 Old Dunstable Road	Robert Hargraves	21 Temple Drive
Samuel Palmer	319 Hoyts Wharf Road	Daniel Keefe	90 Hoyts Wharf Road
Michael Dermody	268 Lowell Road	Virginia Vollmer	490 Old Dunstable Road
Robert Kiley	601 Lowell Road	Brian Lagasse	111 West Main Street
Carl Flowers	1 Dan Parker Road	Rick Santiano	461 Longley Road

Select Board: *Recommended (4 In Favor, 1 Deferred – Cunningham)*

Finance Committee: *No Position*

Summary: The following summary was prepared by the petitioners and represents their view on the Article: *This change in the definition of "Age-Restricted Housing" will eliminate and correct outdated requirements that are no longer allowed by a written policy of the Massachusetts Department of Housing and Community Development (DHCD) in their approval for affordability provisions and inclusion of restricted affordable units on the Commonwealth of Massachusetts subsidized housing inventory (SHI), changes the percentage from 50% to 20% affordable, and sets the age limit for persons 55 years or older to be in no less than 80% of all the units of the development. All Age-Restricted Housing projects shall still comply with existing by-laws and regulations including the Zoning Bylaw of the Town of Groton, Massachusetts, Section 218-9.3(B) Age-Restricted Housing, which requires a Special Permit from the Planning Board.*

ARTICLES 17 THROUGH 23 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED ON PAGE 2 OF THIS WARRANT.

ARTICLE 17: 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 2022 Water Department Operating Budget, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

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

Summary: *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2022 Water Department's Operational Expenses. As of the printing of the Warrant, it is anticipated that \$95,000 will be transferred for this purpose.*

ARTICLE 18: 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 2022 Center Sewer Enterprise Department Budget, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

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

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2022 Center Sewer Budget. As of the printing of the Warrant, it is anticipated that \$145,000 will be transferred for this purpose.*

ARTICLE 19: 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 2022 Four Corners Sewer Enterprise Department Budget, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

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

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2022 Four Corners Sewer Budget. As of the printing of the Warrant, it is anticipated that \$10,000 will be transferred for this purpose.*

ARTICLE 20: 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 2022 Cable Enterprise Department Budget, or to take any other action relative thereto.

CABLE ADVISORY COMMITTEE

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

Summary: *This article allows the Cable Advisory Committee to transfer money from its surplus account to cover any deficit in the Fiscal Year 2022 budget. As of the Printing of the Warrant, it is anticipated that \$10,000 will be transferred for this purpose.*

ARTICLE 21: 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: *Recommendation Deferred Until Town Meeting*
Finance Committee: *Recommendation Deferred Until Town Meeting*

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 22: ESTABLISHMENT OF REVOLVING FUND

To see if the Town will vote to amend Section 71-1 of the Town of Groton Bylaws (entitled "Funds Established", by inserting the following amendment establishing a new revolving fund, to follow after the "Access for Persons with Disabilities" revolving fund:

<u>Program or Purpose</u>	<u>Representative or Board Authorized to Spend</u>	<u>Departmental Receipts</u>
Council on Aging Program Fund	Council on Aging Director	User fees received from users of Council on Aging Programs

and, further, to amend Section 71-2 (entitled "Limitation on or increase in expenditures) by adding the following text to the end of the existing text: "The second paragraph of Massachusetts General Law Chapter 40, §3 is accepted to allow any balance in the COA Program Revolving Account at the close of each fiscal year to remain available for expenditure, without appropriation for such purposes in future years."

or to take any other action relative thereto.

COUNCIL ON AGING DIRECTOR

Select Board: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Summary: *This Article creates a new revolving fund for the Council on Aging. It will allow for the collection of fees for participants of the various programs offered by the COA and then use those collected fees to pay the various Instructors of the programs.*

ARTICLE 23: 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 2023 spending limits for the various revolving funds as follows:

Program or Purpose	FY 2023 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
Council on Aging Program Fund	\$50,000
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: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

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

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

Given under our hands this 11th Day of April in the year of our Lord Two Thousand Twenty-Two.

Rebecca H. Pine

Rebecca H. Pine, Chair

Alison S. Manugian

Alison S. Manugian, Vice Chair

Peter S. Cunningham

Peter S. Cunningham, Clerk

Joshua A. Degen

Joshua A. Degen, 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

BUDGET MESSAGE FROM THE TOWN MANAGER AND FINANCE COMMITTEE

TOWN OF GROTON FISCAL YEAR 2023

Pursuant to Article 6 "Finance and Fiscal Procedure", Section 6.4 "The Budget", of the Charter of the Town of Groton, Massachusetts, the Finance Committee, Select Board and Town Manager are pleased to submit for your consideration the Proposed Fiscal Year 2023 Operating Budget for the Town of Groton. The Fiscal Year 2022 Budget was significantly impacted by the COVID-19 Pandemic as the Town saw a decrease in anticipated revenues and the Town approved a budget that level funded the municipal budget (reduced services in the Groton Police Department, Groton Public Library and Groton Highway Department were restored in the Fall, 2021) and met the needs of the Groton Dunstable Regional School District. The Finance Committee, Select Board and Town Manager anticipate a rebound in these revenues for Fiscal Year 2023 and have constructed a budget taking these increases into consideration.

In accordance with the Groton Charter and the Town's Financial Policies, in October 2021, the Finance Committee and Select Board issued the following guidance to the Town Manager prior to the development of the initial Proposed Operating Budget:

1. The Town Manager shall prepare a balanced budget for Fiscal Year 2023 with no proposed Override of Proposition 2½.
2. The Town Manager shall work with representatives of the Groton Dunstable Regional School District and Nashoba Valley Technical School District to balance the budget.

As stated, it is anticipated that the Town will realize an increase in its revenues for Fiscal Year 2023. To that end, the Town has budgeted increases in several of its revenue accounts. Please consider the following:

1. **Motor Vehicle Excise Taxes** – The five-year average is \$1,774,069. Based on this collection rate, the Town has budgeted an increase of \$45,526 over the Fiscal Year 2022 Estimate to \$1,783,620.
2. **Meals Tax/Room Occupancy Tax** – The Town has experienced a significant rebound in both these categories. Based on this, the Town has increased this estimate by \$100,000 in Fiscal year 2023 from \$250,000 to \$350,000.
3. **Other Charges for Services** – The Town has negotiated an increase with the Town of Dunstable over the next five years for Dispatcher Services. Fiscal Year 2023 calls for an increase of \$8,000 for a total of \$90,000.
4. **Payments in Lieu of Taxes** – This line item has been increased by \$35,000, from \$265,000 to \$300,000 based on negotiations with the various non-profit entities in the Town of Groton.

5. **Other Departmental Revenue** – This line item has been increased by \$205,000 to \$980,000. This is for the reimbursement for employee benefits from the Enterprise Funds. In FY 2023, the Town has recalculated the estimate in anticipated reimbursement based on the five (5) year history.
6. **Investment Income** – This has been increased by \$10,000 from \$40,000 to \$50,000 in anticipation of interest based on the amount held from the bonding of the Florence Roche Elementary School Project.

Overall, the Town is anticipating an increase in Estimated Receipts of \$403,526, or an increase of 10.19% (excluding Country Club Revenues). This increase will allow the Town to maintain, or in some instances, increase the level of services provided to the residents of Groton, without increasing the Proposition 2½ Levy more than the two and one-half (2½%) percent allowed by law.

The Finance Committee and Town Manager have developed the following estimated revenues for Fiscal Year 2023:

<u>Revenue Source</u>	<u>Budgeted FY 2022</u>	<u>Proposed FY 2023</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax**	\$ 34,157,624	\$ 35,269,414	\$ 1,111,790	3.25%
State Aid	\$ 1,014,099	\$ 1,023,974	\$ 9,875	0.97%
Local Receipts - Excluding Country Club	\$ 3,958,094	\$ 4,361,620	\$ 403,526	10.19%
Country Club Revenue	\$ 600,000	\$ 600,000	\$ -	0.00%
Free Cash	\$ 478,399	\$ 429,994	\$ (48,405)	-10.12%
Other Available Funds	\$ 390,000	\$ 309,000	\$ (81,000)	-20.77%
TOTAL	\$ 40,598,216	\$ 41,994,002	\$ 1,395,786	3.44%

**Includes 2½ percent increase allowed by law and \$15 million in new growth.

An important difference between Fiscal Year 2022 and Fiscal Year 2023 was the use of Free Cash and ARPA (Federal American Rescue Plan Act) Funding to balance the budget. In Fiscal Year 2022, the Town used Free Cash to fund one-time cash payments to its employees in lieu of receiving a Cost-of-Living Adjustment and ARPA Funds to cover the cost of a position within the Department of Public Works. This inflated the use of Free Cash and Other Available Funds last year. To understand new revenues in Fiscal Year 2023, if those two revenue sources are removed from both years, the Town realizes an increase in new revenues of \$1,525,191, or 3.90%. This allowed the Finance Committee, Select Board and Town Manager to consider increases in the Municipal Budget to fund areas that will improve the delivery of services.

Prior to making any new increases to the Fiscal Year 2023 Operating Budget, a review of mandatory expenditures is warranted, as well as areas in the budget that are routine in nature. With regard to mandatory expenditures, two categories fit this definition, Pension and Health Insurance. In Fiscal Year 2023, the Town has been notified by the Middlesex County Retirement Board that the pension budget will increase by \$153,655 or 6.44%. Health Insurance will increase by \$65,032 or 3.5%.

The Town has seven (7) Collective Bargaining Units. The Town has entered into new three (3) year Agreements with all Units. Copies of the Individual Agreements with the various Unions can be found

on the Town Manager's Page on the Town's Website – www.grotonma.gov. Essentially, all Unions entered into three-year Agreements that call for a 2½% COLA and a one-time 1.5% Cash Bonus in year one and COLA Adjustments of 2% in years two and three. The total increase in the Fiscal Year 2023 Operating Budget for all of these agreements is \$241,879, with one-time cash payments from Free Cash totaling \$123,956.

The Town will realize a significant increase in Excluded Debt for Fiscal Year 2023 as the Town starts paying debt service on the Florence Roche Elementary School Project to cover both debt that was permanently financed (\$8 million) last year and in anticipation of permanently borrowing an additional \$20 million this year. For Fiscal Year 2023, Municipal Excluded Debt will increase from \$1,656,908 to \$3,320,202, an increase of \$1,663,294, or 100.03%. Excluded Debt from the Groton Dunstable Regional School District will decrease by \$62,713, or 12.9% from \$485,426 to \$422,713. Overall, Excluded Debt will increase in Fiscal Year 2023 by \$1,601,031, or 74.8% from \$2,140,460 to \$3,741,491. The Town is continuing with its practice to stabilize debt service within the Levy Limit at approximately \$250,000 annually. The Fiscal Year 2023 Budget will continue to follow the plan by using the Excess and Deficiency ("Free Cash") Account to pay down the Principal and Interest on the Police and Fire Radio Project with the intent of paying that off in FY 2025. Last year, \$91,974 was used for this purpose and committed \$247,161 from taxation to cover non-excluded Debt Service. In FY 2023, this practice will continue to use Free Cash for the Police and Fire Radio Project (\$90,249). Debt within the Levy Limit will be \$240,807 for Fiscal Year 2023.

After a reduction of revenues in Fiscal Year 2020 due to the Pandemic, the Country Club rebounded significantly in Fiscal Year 2021. In Fiscal Year 2019, for the first time in over 20 years, the Club returned a profit of \$48,291. It was expected that this trend would continue in Fiscal Year 2020, however, due to the COVID-19 Pandemic, the Club was closed, essentially eliminating the two biggest revenue months of Fiscal Year 2020 (May and June). Due to this, instead of returning a profit, the Club lost \$147,770 (total expenses of \$471,481; total revenues of \$323,711). Thanks to the excellent planning and adaptation of Pandemic Protocols, our General Manager Shawn Campbell was able to turn the Club around in one year. In Fiscal Year 2021, the Club made a profit of \$149,741 (total expenses of \$514,967; total revenues of \$664,708). The Club was able to balance the budget with no taxpayer subsidy over a two-year period. As a matter of fact, over three years, the Club has actually returned a profit to the Town of \$50,262.

Two years ago, the Finance Committee established the Major Initiative Criteria for budget development. A Major Initiative is defined as any proposed increase in the Operating Budget of \$50,000 in any fiscal year and/or an increase of \$100,000 over three years. There is one major initiative contained in the Fiscal Year 2023 Operating Budget. Specifically, the budget contains funding to add an additional Dispatcher to the Groton Communications Department, bringing the number to seven full-time Dispatchers. The current level of staffing is six full time, one permanent part time and two relief dispatchers. This level allows for two dispatchers to cover eleven (11) of the twenty-one (21) shifts a week and also allows for the supervisor to have one administrative shift. The increased demands placed on the dispatch staff and supervisor make it imperative that operational minimums should be fourteen (14) two (2) dispatcher shifts and two (2) Supervisor administrative shifts. This Department provides service for Groton and Dunstable Police, Fire, EMS, Animal Control, public utilities, and town departments after hours and lobby traffic to the Police Station. During the last four years, the Department averaged over 40,000 logged calls and handled many administrative actions that are not logged. The Regional Agreement with Dunstable Police and Fire qualifies Groton as a Regional Public Safety Answering Point (PSAP). For the past several years the agreement has had the Town of Dunstable paying \$66,000 annually for services and the State 911 Grant provides approximately

\$270,000 in grant for wages, training, and development. The public safety departments in Dunstable consistently request more service(s). The Town has entered into a five-year agreement increasing the Dunstable assessment to \$110,818.09 in the fifth year.

The additional staffing requested will allow for fourteen (14) of the twenty-one (21) weekly shifts to be staffed with two dispatchers and the Communications Supervisor would have two much needed administrative days. The Supervisor needs the two administrative days to ensure compliance with the operational and State mandated requirements to maintain Dispatch Center Certification and State Grant Funding. The current demands placed on the Dispatch Center and personnel are ever increasing and the current staffing provides no relief. Providing the proper staffing levels affords Dispatchers the opportunity to attend to physical needs and partake of their earned breaks, but also a mental break away from their work station. It also ensures that the Dispatchers are not overworked with order-in shifts and will reduce the possibility of emergency calls being mis-handled. The impact on the Fiscal Year 2023 Proposed Operating Budget for this new position is \$72,000 (including salary and benefits).

The Fiscal Year 2023 Budget also contains funding for a fifteen (15) hour per week Departmental Assistant for the Council on Aging. The Council on Aging is the only Department that serves the public that does not have this kind of support. The goal of the Council is to be a welcoming, friendly environment with excellent customer service dedicated to Groton's residents. This position will allow for that type of service. The Department has witnessed a 58.9% increase of duplicated users and a 45.9% increase of unduplicated users over the last year. The Council on Aging will continue to offer programs in-person, hybrid, and virtually. This will require additional resources and expanded staff oversight. This position will allow the Director, Outreach Coordinator, and Community Engagement Specialist to execute the highest level of their job responsibilities in order to provide the optimal level of customer service, expanded program opportunities, and enhanced outreach to Groton's residents. The impact on the Fiscal Year 2023 Proposed Operating Budget for this new position is \$16,640.

The collaboration between the Town of Groton and the Groton Dunstable Regional School District continues to be strong. The relationship between the Finance Committee, Select Board, Town Manager and the Groton Dunstable Regional School District is one of strong collaboration and respect. The Regional School Committee took steps this year to assist the Town of Groton by reducing their Operational Assessment to allow the Town to fund the new Dispatcher Position to the benefit of both the Towns of Groton and Dunstable. They have voted to use their Excess and Deficiency Fund to offset increases in their operational assessment in Fiscal Year 2023. The proposed Operating Assessment from the Groton Dunstable Regional School District for Fiscal Year 2023 is \$24,319,318, an increase of \$837,968, or 3.57%.

With regard to the Nashoba Valley Regional Technical High School, the Town has been informed that the number of Groton students attending the School has decreased from 46 to 45. The proposed Assessment for Nashoba Tech is \$810,037, an increase of \$2,563, or 0.32%.

Section 6-5 of the Groton Charter requires the Finance Committee to provide a report that details the differences between the Town Manager's Proposed Budget and their final Proposed Budget. The primary adjustments to the original budget submitted by the Town Manager were for collective bargaining. The following Chart shows the differences between the budget received by the Finance Committee from the Town Manager on December 31, 2021 and the budget that will be proposed to the 2022 Spring Town Meeting:

<u>Line Item</u>	<u>Department/Description</u>		<u>Original Proposed</u>	<u>Committee Approved</u>
1030	Town Manager - Salaries	\$	227,960	\$ 240,331
1031	Town Manager - Wages	\$	114,323	\$ 119,223
1032	Town Manager - Expenses	\$	12,100	\$ 24,700
1050	Town Accountant - Salaries	\$	97,333	\$ 101,125
1051	Town Accountant - Wages	\$	50,860	\$ 52,906
1060	Board of Assessors - Salaries	\$	82,000	\$ 85,280
1061	Board of Assessors - Wages	\$	62,995	\$ 65,551
1070	Town Treasurer - Salaries	\$	134,173	\$ 139,455
1071	Town Treasurer - Wages	\$	76,157	\$ 79,042
1090	Human Resources - Salary	\$	83,638	\$ 87,984
1100	Information Technology - Salary	\$	116,329	\$ 121,981
1101	Information Technology - Wages	\$	58,882	\$ 61,269
1130	Town Clerk - Salaries	\$	91,748	\$ 95,417
1131	Town Clerk - Wages	\$	71,084	\$ 73,588
1200	Conservation Commission - Salary	\$	70,165	\$ 73,971
1210	Planning Board - Salary	\$	84,843	\$ 89,236
1240	Building Inspector - Salary	\$	94,300	\$ 99,073
1241	Building Inspector - Wages	\$	56,501	\$ 58,769
1300	Police Department - Salaries	\$	271,906	\$ 278,889
1301	Police Department - Wages	\$	1,965,660	\$ 2,092,705
1310	Fire Department - Salaries	\$	253,900	\$ 260,754
1311	Fire Department - Wages	\$	1,080,469	\$ 1,051,432
1312	Fire Department - Expenses	\$	192,700	\$ 195,600
1370	Communications - Wages	\$	475,122	\$ 500,359
1500	Highway Department - Salaries	\$	114,984	\$ 120,523
1501	Highway Department - Wages	\$	715,295	\$ 743,115
1540	Municipal Building - Wages	\$	153,132	\$ 159,057
1550	Solid Waste Disposal - Wages	\$	145,394	\$ 150,995
1560	Parks Department - Wages	\$	16,803	\$ 17,481
1600	Council on Aging - Salaries	\$	81,600	\$ 85,855
1601	Council on Aging - Wages	\$	116,760	\$ 104,536
1610	Senior Center Van - Wages	\$	52,521	\$ 54,331
1660	Library - Salary	\$	410,455	\$ 428,544
1661	Library - Wages	\$	330,093	\$ 342,055
1700	Groton Country Club - Salary	\$	166,977	\$ 170,414
2000	Long Term Debt - Principal Excluded	\$	1,300,000	\$ 2,112,000
3001	OPEB Unfunded Liability	\$	187,553	\$ 181,000
3010	Health Insurance	\$	2,183,767	\$ 1,925,576
1400	Nashoba Tech Assessment	\$	827,661	\$ 810,037
1410	Groton Dunstable Regional School Assessment	\$	24,238,580	\$ 24,319,318
1414	Groton Dunstable Regional School Capital	\$	553,411	\$ 577,026

The following is a breakdown of the Finance Committee's Proposed Fiscal Year 2023 Operating Budget by function:

<u>Category</u>	<u>FY 2022</u>		<u>FY 2023</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,169,373	\$	2,281,925	\$ 112,552	5.19%
Land Use	\$	431,839	\$	454,670	\$ 22,831	5.29%
Protection of Persons and Property	\$	4,353,853	\$	4,671,029	\$ 317,176	7.28%
Department of Public Works	\$	2,293,376	\$	2,345,816	\$ 52,440	2.29%
Library and Citizen Services	\$	1,715,760	\$	1,892,083	\$ 176,323	10.28%
Sub-Total - Wages and Expenses	\$	10,964,202	\$	11,645,523	\$ 681,321	6.21%
Debt Service	\$	1,996,043	\$	3,651,258	\$ 1,655,215	82.92%
Employee Benefits	\$	4,571,593	\$	4,797,706	\$ 226,113	4.95%
Sub-Total - All Municipal	\$	17,531,838	\$	20,094,487	\$ 2,562,649	14.62%
Nashoba Tech	\$	807,474	\$	810,037	\$ 2,563	0.32%
Groton-Dunstable Operating	\$	23,481,350	\$	24,319,318	\$ 837,968	3.57%
Groton-Dunstable Excluded Debt	\$	485,426	\$	422,713	\$ (62,713)	-12.92%
Groton-Dunstable Debt	\$	56,358	\$	60,191	\$ 3,833	6.80%
Groton Dunstable Capital	\$	217,298	\$	577,026	\$ 359,728	165.55%
Sub-Total - Education	\$	25,047,906	\$	26,189,285	\$ 1,141,379	4.56%
Grand Total - Town Budget	\$	42,579,744	\$	46,283,772	\$ 3,704,028	8.70%

The total Fiscal Year 2023 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$46,283,772, or an increase of 8.70%. This proposed balanced budget is at the anticipated FY 2023 Proposition 2½ Levy Limit. When you take into consideration the proposed Capital Budget, Enterprise Fund Budgets and additional appropriations raised on the recap sheet, the total proposed balanced budget is \$50,060,097. The Fiscal Year 2022 Tax Rate has been certified at \$17.19. Based on the Proposed Balanced Budget, the estimated Tax Rate in Fiscal Year 2023 is \$18.35, or an increase of \$1.16. In Fiscal Year 2022, the average Tax Bill in the Town of Groton (based on a home valued at \$535,100) is \$9,198. Under this proposed balanced budget, that same homeowner can expect a tax bill of \$9,819, or an increase of \$621. The following chart shows a comparison between FY 2022 and FY 2023:

	<u>Actual</u> <u>FY 2022</u>	<u>Proposed</u> <u>FY 2023</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used*	\$ 34,157,624	\$ 35,269,414	\$ 1,111,790	3.25%
Tax Rate on Levy Capacity Used	\$ 16.18	\$ 16.59	\$ 0.41	2.53%
Average Tax Bill	\$ 8,658	\$ 8,877	\$ 219	2.53%
Excluded Debt	\$ 2,140,460	\$ 3,741,491	\$ 1,601,031	74.80%
Tax Rate on Excluded Debt	\$ 1.01	\$ 1.76	\$ 0.75	74.26%
Average Tax Bill	\$ 540	\$ 942	\$ 401	74.26%
Final Levy Used	\$ 36,298,084	\$ 39,010,905	\$ 2,712,821	7.47%
Final Tax Rate	\$ 17.19	\$ 18.35	\$ 1.16	6.75%
Average Tax Bill**	\$ 9,198	\$ 9,819	\$ 621	6.75%

*The FY 23 Levy includes FY 22 unexpended tax capacity of \$20,933 and \$15 million in New Growth.

**The annual growth in the average tax bill based on the Town Manager's Proposed Budget is 2.5%, however, the overall bill is increasing by an additional 5.2% due to the first year of a portion of the Florence Roche Elementary School Project.

The Town Manager and Finance Committee would like to take this opportunity to thank the Select Board, Town Accountant Patricia DuFresne, Town Treasurer/Collector Hannah Moller, Assistant Treasurer/Collector Michael Hartnett, Town Clerk Michael Bouchard, Principal Assessor Megan Foster, Human Resources Director Melisa Doig, Executive Assistant Dawn Dunbar and all of the Departments, Boards, Committees and Commissions for their outstanding work and cooperation in assisting in the preparation of the Proposed Operating Budget. In addition, the outstanding support and cooperation by Superintendent Dr. Laura Chesson, Business Manager Sherry Kersey and the Groton Dunstable Regional School District Committee was extremely important in developing this budget.

The Finance Committee encourages the public to attend its meetings and contribute through asking questions, providing comments, and listening to others debate the many important financial issues before the Town today.

Respectfully submitted,

Mark W. Haddad

Groton Town Manager

Respectfully submitted,

Bud Robertson, Chair

Colby Doody, Vice Chair

Gary Green

David Manugian

Scott Whitefield

Jamie McDonald

Michael Sulprizio

Town of Groton Finance Committee

**TOWN OF GROTON
FISCAL YEAR 2023
REVENUE ESTIMATES**

	BUDGETED FY 2022		ESTIMATED FY 2023		CHANGE
PROPERTY TAX REVENUE	\$ 34,157,624	\$	35,269,414	\$	1,111,791
DEBT EXCLUSIONS	\$ 2,140,460	\$	3,741,491	\$	1,601,031
CHERRY SHEET - STATE AID	\$ 1,014,099	\$	1,023,974	\$	9,875
UNEXPENDED TAX CAPACITY	\$ 20,933	\$	-	\$	(20,933)
LOCAL RECEIPTS:					
General Revenue:					
Motor Vehicle Excise Taxes	\$ 1,738,094	\$	1,783,620	\$	45,526
Meals Tax and Room Occupancy Tax	\$ 250,000	\$	350,000	\$	100,000
Penalties & Interest on Taxes	\$ 120,000	\$	110,000	\$	(10,000)
Payments in Lieu of Taxes	\$ 265,000	\$	300,000	\$	35,000
Other Charges for Services	\$ 82,000	\$	90,000	\$	8,000
Fees	\$ 340,000	\$	350,000	\$	10,000
Rentals	\$ 28,000	\$	28,000	\$	-
Library Revenues	\$ -	\$	-	\$	-
Other Departmental Revenue	\$ 775,000	\$	980,000	\$	205,000
Licenses and Permits	\$ 300,000	\$	300,000	\$	-
Fines and Forfeits	\$ 20,000	\$	20,000	\$	-
Investment Income	\$ 40,000	\$	50,000	\$	10,000
Recreation Revenues	\$ 600,000	\$	600,000	\$	-
Miscellaneous Non-Recurring	\$ -	\$	-	\$	-
Sub-total - General Revenue	\$ 4,558,094	\$	4,961,620	\$	403,526
Other Revenue:					
Free Cash	\$ 467,679	\$	619,994	\$	152,315
Capital Stabilization Fund for GDRSD	\$ 217,298	\$	577,026	\$	359,728
Stabilization Fund for Tax Rate Relief	\$ -	\$	-	\$	-
Capital Asset Stabilization Fund	\$ 475,000	\$	538,000	\$	63,000
EMS/Conservation Fund Receipts Reserve	\$ 300,000	\$	-	\$	(300,000)
Community Preservation Funds	\$ -	\$	-	\$	-
Water Department Surplus	\$ -	\$	-	\$	-
Sewer Department Surplus	\$ -	\$	-	\$	-
Insurance Reimbursements	\$ -	\$	-	\$	-
Bond Surplus Transfer	\$ -	\$	15,224	\$	15,224
Coronavirus Recovery Funds	\$ 90,000	\$	309,000	\$	219,000
Sub-total - Other Revenue	\$ 1,549,977	\$	2,059,244	\$	509,267
WATER DEPARTMENT ENTERPRISE	\$ 1,404,564	\$	1,647,167	\$	242,603
SEWER DEPARTMENT ENTERPRISE	\$ 798,860	\$	837,839	\$	38,979
LOCAL ACCESS CABLE ENTERPRISE	\$ 215,905	\$	223,219	\$	7,314
FOUR CORNER SEWER ENTERPRISE	\$ 68,769	\$	79,134	\$	10,365
STORMWATER UTILITY ENTERPRISE	\$ 209,753	\$	216,995	\$	7,242
TOTAL ESTIMATED REVENUE	\$ 45,929,284	\$	50,060,097	\$	4,130,813

**TOWN OF GROTON
FISCAL YEAR 2023
TAX LEVY CALCULATIONS**

FY 2023 PROPOSED EXPENDITURES

TOWN MANAGER - Proposed Budget

General Government	\$	2,281,925
Land Use Departments	\$	454,670
Protection of Persons and Property	\$	4,671,029
Regional School Districts	\$	26,189,285
Department of Public Works	\$	2,345,816
Library and Citizen Services	\$	1,892,083
Debt Service	\$	3,651,258
Employee Benefits	\$	4,797,706

Sub-Total - Operating Budget \$ 46,283,772

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	46,283,772
B. CAPITAL BUDGET REQUESTS	\$	728,000
C. ENTERPRISE FUND REQUESTS	\$	2,712,690
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	\$	22,346
6. Revenue deficits	\$	-
7. Offset Receipts	\$	-
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	168,040
10. Other		

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	190,386
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	95,249
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	50,000

TOTAL PROPOSED EXPENDITURES \$ 50,060,097

FY 2023 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY

Levy Limit	\$	35,269,414
Debt Exclusion	\$	3,741,491

A. ESTIMATED TAX LEVY	\$	39,010,905
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	1,023,974
C. LOCAL RECEIPTS NOT ALLOCATED	\$	4,961,620
D. OFFSET RECEIPTS	\$	-
E. ENTERPRISE FUNDS	\$	3,004,354
F. COMMUNITY PRESERVATION FUNDS	\$	-
G. FREE CASH	\$	619,994

OTHER AVAILABLE FUNDS

1. Stabilization Fund	\$	-
2. Capital Asset Fund	\$	538,000
3. GDRSD Capital Asset Fund	\$	577,026
4. EMS/Conservation Fund	\$	-
5. Bond Surplus Transfer	\$	15,224
6. Coronavirus Recovery Funds	\$	309,000

H. OTHER AVAILABLE FUNDS \$ 1,439,250

TOTAL ESTIMATED RECEIPTS \$ 50,060,097

FY 2023 SURPLUS/(DEFICIT) \$ 0

APPENDIX A

TOWN OF GROTON

FISCAL YEAR 2023

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>								
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01	0.00%
1001	Expenses	\$ -	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02	0.00%
DEPARTMENTAL TOTAL		\$ 65	\$ 145	\$ 145	\$ 145	0.00%	\$ 0.03	0.00%
BOARD OF SELECTMEN								
1020	Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1022	Expenses	\$ 2,388	\$ 3,300	\$ 6,800	\$ 6,800	106.06%	\$ 1.41	0.01%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1024	Minor Capital	\$ 25,556	\$ 25,683	\$ 25,800	\$ 25,800	0.46%	\$ 5.35	0.05%
DEPARTMENTAL TOTAL		\$ 27,944	\$ 28,983	\$ 32,600	\$ 32,600	12.48%	\$ 6.76	0.07%
TOWN MANAGER								
1030	Salaries	\$ 235,880	\$ 227,220	\$ 240,331	\$ 240,331	5.77%	\$ 49.84	0.51%
1031	Wages	\$ 124,977	\$ 115,172	\$ 119,223	\$ 119,223	3.52%	\$ 24.72	0.25%
1032	Expenses	\$ 8,322	\$ 14,600	\$ 24,700	\$ 24,700	69.18%	\$ 5.12	0.05%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 369,179	\$ 356,992	\$ 384,254	\$ 384,254	7.64%	\$ 79.69	0.81%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
FINANCE COMMITTEE								
1040	Expenses	\$ 210	\$ 215	\$ 215	\$ 215	0.00%	\$ 0.04	0.00%
1041	Reserve Fund	\$ 64,500	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 31.11	0.32%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 64,710	\$ 150,215	\$ 150,215	\$ 150,215	0.00%	\$ 31.15	0.32%
TOWN ACCOUNTANT								
1050	Salaries	\$ 97,083	\$ 96,408	\$ 101,125	\$ 101,125	4.89%	\$ 20.97	0.21%
1051	Wages	\$ 49,937	\$ 50,865	\$ 52,906	\$ 52,906	4.01%	\$ 10.97	0.11%
1052	Expenses	\$ 35,490	\$ 37,706	\$ 40,204	\$ 40,204	6.62%	\$ 8.34	0.08%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 182,510	\$ 184,979	\$ 194,235	\$ 194,235	5.00%	\$ 40.28	0.41%
BOARD OF ASSESSORS								
1060	Salaries	\$ 85,584	\$ 81,200	\$ 85,280	\$ 85,280	5.02%	\$ 17.69	0.18%
1061	Wages	\$ 53,466	\$ 61,763	\$ 65,551	\$ 65,551	6.13%	\$ 13.59	0.14%
1062	Expenses	\$ 15,541	\$ 45,215	\$ 45,215	\$ 45,215	0.00%	\$ 9.38	0.10%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 154,591	\$ 188,178	\$ 196,046	\$ 196,046	4.18%	\$ 40.66	0.41%
TREASURER/TAX COLLECTOR								
1070	Salaries	\$ 91,700	\$ 138,138	\$ 139,455	\$ 139,455	0.95%	\$ 28.92	0.29%
1071	Wages	\$ 120,703	\$ 77,297	\$ 79,042	\$ 79,042	2.26%	\$ 16.39	0.17%
1072	Expenses	\$ 19,415	\$ 20,945	\$ 21,695	\$ 21,695	3.58%	\$ 4.50	0.05%
1073	Tax Title	\$ 647	\$ 5,725	\$ 7,100	\$ 7,100	24.02%	\$ 1.47	0.01%
1074	Bond Cost	\$ 1,050	\$ 3,300	\$ 2,300	\$ 2,300	-30.30%	\$ 0.48	0.00%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 233,515	\$ 245,405	\$ 249,592	\$ 249,592	1.71%	\$ 51.76	0.53%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
TOWN COUNSEL								
1080	Expenses	\$ 85,217	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.66	0.19%
	DEPARTMENTAL TOTAL	\$ 85,217	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.66	0.19%
HUMAN RESOURCES								
1090	Salary	\$ 84,313	\$ 82,822	\$ 87,984	\$ 87,984	6.23%	\$ 18.25	0.19%
1091	Expenses	\$ 9,107	\$ 10,000	\$ 11,400	\$ 11,400	14.00%	\$ 2.36	0.02%
	DEPARTMENTAL TOTAL	\$ 93,420	\$ 92,822	\$ 99,384	\$ 99,384	7.07%	\$ 20.61	0.21%
INFORMATION TECHNOLOGY								
1100	Salary	\$ 117,003	\$ 115,193	\$ 121,981	\$ 121,981	5.89%	\$ 25.30	0.26%
1101	Wages	\$ 61,116	\$ 62,338	\$ 61,269	\$ 61,269	-1.71%	\$ 12.71	0.13%
1102	Expenses	\$ 20,592	\$ 22,800	\$ 22,800	\$ 22,800	0.00%	\$ 4.73	0.05%
	DEPARTMENTAL TOTAL	\$ 198,711	\$ 200,331	\$ 206,050	\$ 206,050	2.85%	\$ 42.73	0.44%
GIS STEERING COMMITTEE								
1120	Expenses	\$ 16,000	\$ 10,800	\$ 10,800	\$ 10,800	0.00%	\$ 2.24	0.02%
	DEPARTMENTAL TOTAL	\$ 16,000	\$ 10,800	\$ 10,800	\$ 10,800	0.00%	\$ 2.24	0.02%
TOWN CLERK								
1130	Salaries	\$ 92,073	\$ 90,853	\$ 95,417	\$ 95,417	5.02%	\$ 19.79	0.20%
1131	Wages	\$ 69,491	\$ 65,205	\$ 73,588	\$ 73,588	12.86%	\$ 15.26	0.16%
1132	Expenses	\$ 9,951	\$ 9,867	\$ 9,867	\$ 9,867	0.00%	\$ 2.05	0.02%
1135	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 171,515	\$ 165,925	\$ 178,872	\$ 178,872	7.80%	\$ 37.09	0.38%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
ELECTIONS & BOARD OF REGISTRARS								
1140	Stipend	\$ 16,356	\$ 6,336	\$ 21,795	\$ 21,795	243.99%	\$ 4.52	0.05%
1141	Expenses	\$ 11,280	\$ 7,912	\$ 12,437	\$ 12,437	57.19%	\$ 2.58	0.03%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 27,636	\$ 14,248	\$ 34,232	\$ 34,232	140.26%	\$ 7.10	0.07%
STREET LISTINGS								
1150	Expenses	\$ 4,706	\$ 4,850	\$ 5,000	\$ 5,000	3.09%	\$ 1.04	0.01%
DEPARTMENTAL TOTAL		\$ 4,706	\$ 4,850	\$ 5,000	\$ 5,000	3.09%	\$ 1.04	0.01%
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 243,885	\$ 290,000	\$ 300,000	\$ 300,000	3.45%	\$ 62.21	0.63%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.49	0.03%
1162	Insurance Deductible Reserve - 111F	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.18	0.05%
DEPARTMENTAL TOTAL		\$ 255,885	\$ 327,000	\$ 337,000	\$ 337,000	3.06%	\$ 69.89	0.71%
TOWN REPORT								
1170	Expenses	\$ 1,416	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31	0.00%
DEPARTMENTAL TOTAL		\$ 1,416	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
POSTAGE/TOWN HALL EXPENSES								
1180 Expenses		\$ 53,942	\$ 60,000	\$ 65,000	\$ 65,000	8.33%	\$ 13.48	0.14%
1181 Telephone Expenses		\$ 24,034	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.22	0.06%
1182 Office Supplies		\$ 12,837	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.53	0.04%
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DEPARTMENTAL TOTAL		\$ 90,813	\$ 107,000	\$ 112,000	\$ 112,000	4.67%	\$ 23.23	0.24%
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TOTAL GENERAL GOVERNMENT		\$ 1,977,833	\$ 2,169,373	\$ 2,281,925	\$ 2,281,925	5.19%	\$ 473.23	4.82%

LAND USE DEPARTMENTS

CONSERVATION COMMISSION								
1200 Salary		\$ 70,278	\$ 69,481	\$ 73,971	\$ 73,971	6.46%	\$ 15.34	0.16%
1201 Wages		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1202 Expenses		\$ 7,196	\$ 7,350	\$ 7,565	\$ 7,565	2.93%	\$ 1.57	0.02%
1203 Engineering & Legal		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1204 Minor Capital		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
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DEPARTMENTAL TOTAL		\$ 77,474	\$ 76,831	\$ 81,536	\$ 81,536	6.12%	\$ 16.91	0.17%
<hr/>								
PLANNING BOARD								
1210 Salaries		\$ 85,519	\$ 84,016	\$ 89,236	\$ 89,236	6.21%	\$ 18.51	0.19%
1211 Wages		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1212 Expenses		\$ 5,540	\$ 8,650	\$ 9,950	\$ 9,950	15.03%	\$ 2.06	0.02%
1215 M.R.P.C. Assessment		\$ 3,755	\$ 3,850	\$ 4,000	\$ 4,000	3.90%	\$ 0.83	0.01%
1216 Legal Budget		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
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DEPARTMENTAL TOTAL		\$ 94,814	\$ 96,516	\$ 103,186	\$ 103,186	6.91%	\$ 21.40	0.22%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
ZONING BOARD OF APPEALS								
1220	Wages	\$ 20,524	\$ -	\$ -	-	0.00%	\$ -	0.00%
1221	Expenses	\$ 484	\$ 1,500	\$ 1,500	1,500	0.00%	\$ 0.31	0.00%
DEPARTMENTAL TOTAL		\$ 21,008	\$ 1,500	\$ 1,500	1,500	0.00%	\$ 0.31	0.00%
HISTORIC DISTRICT COMMISSION								
1230	Wages	\$ -	\$ -	\$ -	-	0.00%	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	-	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	-	0.00%	\$ -	0.00%
BUILDING INSPECTOR								
1240	Salaries	\$ 118,522	\$ 93,380	\$ 99,073	99,073	6.10%	\$ 20.55	0.21%
1241	Wages	\$ 55,788	\$ 56,503	\$ 58,769	58,769	4.01%	\$ 12.19	0.12%
1242	Expenses	\$ 3,700	\$ 3,500	\$ 3,700	3,700	5.71%	\$ 0.77	0.01%
1243	Minor Capital	\$ -	\$ -	\$ -	-	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 178,010	\$ 153,383	\$ 161,542	161,542	5.32%	\$ 33.50	0.34%
MECHANICAL INSPECTOR								
1250	Fee Salaries	\$ 38,620	\$ 30,000	\$ 39,000	39,000	30.00%	\$ 8.09	0.08%
1251	Expenses	\$ 2,838	\$ 4,000	\$ 4,000	4,000	0.00%	\$ 0.83	0.01%
DEPARTMENTAL TOTAL		\$ 41,458	\$ 34,000	\$ 43,000	43,000	26.47%	\$ 8.92	0.09%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.52	0.01%
1261	Expenses	\$ -	\$ 100	\$ 200	\$ 200	100.00%	\$ 0.04	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,700	3.85%	\$ 0.56	0.01%
BOARD OF HEALTH								
1270	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1271	Expenses	\$ 830	\$ 1,575	\$ 1,575	\$ 1,575	0.00%	\$ 0.33	0.00%
1272	Nursing Services	\$ -	\$ 13,767	\$ 14,455	\$ 14,455	5.00%	\$ 3.00	0.03%
1273	Nashoba Health District	\$ 41,841	\$ 30,167	\$ 31,675	\$ 31,675	5.00%	\$ 6.57	0.07%
1274	Herbert Lipton MH	\$ 8,000	\$ 8,000	\$ -	\$ -	-100.00%	\$ -	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 11,233	\$ 10,200	\$ 10,200	\$ 10,200	0.00%	\$ 2.12	0.02%
DEPARTMENTAL TOTAL		\$ 61,904	\$ 63,709	\$ 57,905	\$ 57,905	-9.11%	\$ 12.01	0.12%
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 300	\$ 3,200	\$ 3,200	\$ 3,200	0.00%	\$ 0.66	0.01%
1281	Expenses	\$ -	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
DEPARTMENTAL TOTAL		\$ 300	\$ 3,300	\$ 3,300	\$ 3,300	0.00%	\$ 0.68	0.01%
TOTAL LAND USE DEPARTMENTS		\$ 477,468	\$ 431,839	\$ 454,670	\$ 454,670	5.29%	\$ 94.29	0.96%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
<u>PROTECTION OF PERSONS AND PROPERTY</u>								
POLICE DEPARTMENT								
1300	Salaries	\$ 200,207	\$ 269,791	\$ 278,889	\$ 278,889	3.37%	\$ 57.84	0.59%
1301	Wages	\$ 1,952,786	\$ 1,981,381	\$ 2,092,704	\$ 2,092,704	5.62%	\$ 433.99	4.42%
1302	Expenses	\$ 177,093	\$ 212,200	\$ 214,450	\$ 214,450	1.06%	\$ 44.47	0.45%
1303	Lease or Purchase of Cruisers	\$ 4,920	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.04	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1305	Minor Capital	\$ 19,966	\$ 11,000	\$ 11,000	\$ 11,000	0.00%	\$ 2.28	0.02%
DEPARTMENTAL TOTAL		\$ 2,354,972	\$ 2,479,372	\$ 2,602,043	\$ 2,602,043	4.95%	\$ 539.62	5.50%
FIRE DEPARTMENT								
1310	Salaries	\$ 235,000	\$ 238,928	\$ 260,754	\$ 260,754	9.13%	\$ 54.08	0.55%
1311	Wages	\$ 929,402	\$ 997,894	\$ 1,051,432	\$ 1,051,432	5.37%	\$ 218.05	2.22%
1312	Expenses	\$ 174,567	\$ 161,682	\$ 195,600	\$ 195,600	20.98%	\$ 40.56	0.41%
DEPARTMENTAL TOTAL		\$ 1,338,969	\$ 1,398,504	\$ 1,507,786	\$ 1,507,786	7.81%	\$ 312.69	3.18%
GROTON WATER FIRE PROTECTION								
1320	West Groton Water District	\$ -	\$ 1	\$ 1	\$ 1	0.00%	\$ 0.00	0.00%
1321	Groton Water Department	\$ -	\$ 1	\$ 1	\$ 1	0.00%	\$ 0.00	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ 2	\$ 2	\$ 2	0.00%	\$ 0.00	0.00%
ANIMAL INSPECTOR								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.43	0.00%
1331	Expenses	\$ 125	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08	0.00%
DEPARTMENTAL TOTAL		\$ 2,207	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.51	0.01%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
ANIMAL CONTROL OFFICER								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.43	0.00%
1341	Expenses	\$ 125	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08	0.00%
DEPARTMENTAL TOTAL		\$ 2,207	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.51	0.01%
EMERGENCY MANAGEMENT AGENCY								
1350	Salary	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.83	0.01%
1351	Expenses	\$ 12,500	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07	0.02%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 16,500	\$ 14,000	\$ 14,000	\$ 14,000	0.00%	\$ 2.90	0.03%
DOG OFFICER								
1360	Salary	\$ 14,503	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.11	0.03%
1361	Expenses	\$ 3,997	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.62	0.01%
DEPARTMENTAL TOTAL		\$ 18,500	\$ 18,000	\$ 18,000	\$ 18,000	0.00%	\$ 3.73	0.04%
POLICE & FIRE COMMUNICATIONS								
1370	Wages	\$ 409,095	\$ 415,137	\$ 500,359	\$ 500,359	20.53%	\$ 103.77	1.06%
1371	Expenses	\$ 9,364	\$ 23,875	\$ 23,875	\$ 23,875	0.00%	\$ 4.95	0.05%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 418,459	\$ 439,012	\$ 524,234	\$ 524,234	19.41%	\$ 108.72	1.11%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 4,151,814	\$ 4,353,853	\$ 4,671,029	\$ 4,671,029	7.28%	\$ 968.69	9.87%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
REGIONAL SCHOOL DISTRICT BUDGETS								
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL								
1400	Operating Expenses	\$ 688,273	\$ 807,474	\$ 810,037	\$ 810,037	0.32%	\$ 167.99	1.71%
DEPARTMENTAL TOTAL		\$ 688,273	\$ 807,474	\$ 810,037	\$ 810,037	0.32%	\$ 167.99	1.71%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT								
1410	Operating Expenses	\$ 22,727,239	\$ 23,481,350	\$ 24,319,318	\$ 24,319,318	3.57%	\$ 5,043.39	51.36%
1411	Debt Service, Excluded	\$ -	\$ 485,426	\$ 422,713	\$ 422,713	-12.92%	\$ 87.66	0.89%
1412	Debt Service, Unexcluded	\$ -	\$ 56,358	\$ 60,191	\$ 60,191	6.80%	\$ 12.48	0.13%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1414	Capital Assessment	\$ 265,172	\$ 217,298	\$ 577,026	\$ 577,026	165.55%	\$ 119.66	1.22%
DEPARTMENTAL TOTAL		\$ 22,992,411	\$ 24,240,432	\$ 25,379,248	\$ 25,379,248	4.70%	\$ 5,263.20	53.60%
TOTAL SCHOOLS		\$ 23,680,684	\$ 25,047,906	\$ 26,189,285	\$ 26,189,285	4.56%	\$ 5,431.19	55.31%

DEPARTMENT OF PUBLIC WORKS

HIGHWAY DEPARTMENT								
1500	Salaries	\$ 115,659	\$ 113,877	\$ 120,523	\$ 120,523	5.84%	\$ 24.99	0.25%
1501	Wages	\$ 646,439	\$ 726,364	\$ 743,115	\$ 743,115	2.31%	\$ 154.11	1.57%
1502	Expenses	\$ 125,643	\$ 136,900	\$ 136,900	\$ 136,900	0.00%	\$ 28.39	0.29%
1503	Highway Maintenance	\$ 54,076	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.66	0.19%
1504	Minor Capital	\$ -	\$ -	\$ 20,000	\$ 20,000	0.00%	\$ 4.15	0.04%
DEPARTMENTAL TOTAL		\$ 941,817	\$ 1,067,141	\$ 1,110,538	\$ 1,110,538	4.07%	\$ 230.31	2.35%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
STREET LIGHTS								
1510	Expenses	\$ 12,204	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.11	0.03%
DEPARTMENTAL TOTAL		\$ 12,204	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.11	0.03%
SNOW AND ICE								
1520	Expenses	\$ 137,133	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 34.22	0.35%
1521	Overtime	\$ 195,333	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 29.03	0.30%
1522	Hired Equipment	\$ 82,973	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.26	0.07%
DEPARTMENTAL TOTAL		\$ 415,439	\$ 340,000	\$ 340,000	\$ 340,000	0.00%	\$ 70.51	0.72%
TREE WARDEN BUDGET								
1530	Salary	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1531	Expenses	\$ 613	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.62	0.01%
1532	Trees	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31	0.00%
1533	Tree Work	\$ 8,800	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07	0.02%
DEPARTMENTAL TOTAL		\$ 9,413	\$ 14,500	\$ 14,500	\$ 14,500	0.00%	\$ 3.01	0.03%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 150,647	\$ 149,751	\$ 159,057	\$ 159,057	6.21%	\$ 32.99	0.34%
1541	Expenses	\$ 275,040	\$ 270,950	\$ 270,950	\$ 270,950	0.00%	\$ 56.19	0.57%
1542	Minor Capital	\$ 19,856	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07	0.02%
DEPARTMENTAL TOTAL		\$ 445,543	\$ 430,701	\$ 440,007	\$ 440,007	2.16%	\$ 91.25	0.93%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
SOLID WASTE DISPOSAL								
1550 Wages		\$ 138,484	\$ 142,722	\$ 150,995	\$ 150,995	5.80%	\$ 31.31	0.32%
1551 Expenses		\$ 40,596	\$ 45,686	\$ 45,686	\$ 45,686	0.00%	\$ 9.47	0.10%
1552 Tipping Fees		\$ 155,101	\$ 150,000	\$ 145,000	\$ 145,000	-3.33%	\$ 30.07	0.31%
1553 North Central SW Coop		\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.21	0.01%
1554 Minor Capital		\$ 6,775	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.04	0.01%
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DEPARTMENTAL TOTAL		\$ 346,806	\$ 349,258	\$ 352,531	\$ 352,531	0.94%	\$ 73.11	0.74%
PARKS DEPARTMENT								
1560 Wages		\$ -	\$ 21,017	\$ 17,481	\$ 17,481	-16.82%	\$ 3.63	0.04%
1561 Expenses		\$ 42,793	\$ 55,759	\$ 55,759	\$ 55,759	0.00%	\$ 11.56	0.12%
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DEPARTMENTAL TOTAL		\$ 42,793	\$ 76,776	\$ 73,240	\$ 73,240	-4.61%	\$ 15.19	0.15%
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TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 2,214,015	\$ 2,293,376	\$ 2,345,816	\$ 2,345,816	2.29%	\$ 486.48	4.95%
 LIBRARY AND CITIZEN'S SERVICES								
COUNCIL ON AGING								
1600 Salaries		\$ 88,447	\$ 80,747	\$ 85,855	\$ 85,855	6.33%	\$ 17.80	0.18%
1601 Wages		\$ 72,037	\$ 72,429	\$ 121,590	\$ 121,590	67.87%	\$ 25.22	0.26%
1602 Expenses		\$ 8,656	\$ 8,454	\$ 11,054	\$ 11,054	30.75%	\$ 2.29	0.02%
1603 Minor Capital		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
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DEPARTMENTAL TOTAL		\$ 169,140	\$ 161,630	\$ 218,499	\$ 218,499	35.18%	\$ 45.31	0.46%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
SENIOR CENTER VAN								
1610 Wages		\$ 37,842	\$ 52,824	\$ 54,331	\$ 54,331	2.85%	\$ 11.27	0.11%
1611 Expenses		\$ 5,126	\$ 12,673	\$ 13,673	\$ 13,673	7.89%	\$ 2.84	0.03%
DEPARTMENTAL TOTAL		\$ 42,968	\$ 65,497	\$ 68,004	\$ 68,004	3.83%	\$ 14.10	0.14%
VETERAN'S SERVICE OFFICER								
1620 Salary		\$ 5,000	\$ 6,200	\$ 6,000	\$ 6,000	-3.23%	\$ 1.24	0.01%
1621 Expenses		\$ -	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.23	0.00%
1622 Veterans' Benefits		\$ 24,009	\$ 37,000	\$ 30,000	\$ 30,000	-18.92%	\$ 6.22	0.06%
1623 Minor Capital		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENT TOTAL		\$ 29,009	\$ 44,300	\$ 37,100	\$ 37,100	-16.25%	\$ 7.69	0.08%
GRAVES REGISTRATION								
1630 Salary/Stipend		\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05	0.00%
1631 Expenses		\$ 760	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16	0.00%
DEPARTMENTAL TOTAL		\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	0.00%	\$ 0.21	0.00%
CARE OF VETERAN GRAVES								
1640 Contract Expenses		\$ 1,550	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31	0.00%
DEPARTMENTAL TOTAL		\$ 1,550	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31	0.00%
OLD BURYING GROUND COMMITTEE								
1650 Expenses		\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
LIBRARY								
1660	Salary	\$ 418,095	\$ 412,593	\$ 428,544	\$ 428,544	3.87%	\$ 88.87	0.91%
1661	Wages	\$ 267,060	\$ 334,389	\$ 342,055	\$ 342,055	2.29%	\$ 70.94	0.72%
1662	Expenses	\$ 123,040	\$ 205,304	\$ 217,697	\$ 217,697	6.04%	\$ 45.15	0.46%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
DEPARTMENTAL TOTAL		\$ 808,195	\$ 952,286	\$ 988,296	\$ 988,296	3.78%	\$ 204.95	2.09%
COMMEMORATIONS & CELEBRATIONS								
1670	Expenses	\$ 86	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.10	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
DEPARTMENTAL TOTAL		\$ 86	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.10	0.00%
WATER SAFETY								
1680	Wages	\$ 932	\$ 4,200	\$ 4,418	\$ 4,418	5.19%	\$ 0.92	0.01%
1681	Expenses and Minor Capital	\$ 5,304	\$ 2,732	\$ 2,907	\$ 2,907	6.41%	\$ 0.60	0.01%
1682	Property Maint. & Improvements	\$ 2,900	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.87	0.02%
DEPARTMENTAL TOTAL		\$ 9,136	\$ 15,932	\$ 16,325	\$ 16,325	2.47%	\$ 3.39	0.03%
WEED MANAGEMENT								
1690	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
1691	Expenses: Weed Harvester	\$ 17,566	\$ 22,000	\$ 22,000	\$ 22,000	0.00%	\$ 4.56	0.05%
1692	Expenses: Great Lakes	\$ 50	\$ 2,385	\$ 12,385	\$ 12,385	419.29%	\$ 2.57	0.03%
DEPARTMENTAL TOTAL		\$ 17,616	\$ 24,385	\$ 34,385	\$ 34,385	41.01%	\$ 7.13	0.07%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
GROTON COUNTRY CLUB								
1700	Salary	\$ 161,609	\$ 161,920	\$ 170,414	\$ 170,414	5.25%	\$ 35.34	0.36%
1701	Wages	\$ 118,025	\$ 150,000	\$ 193,000	\$ 193,000	28.67%	\$ 40.02	0.41%
1702	Expenses	\$ 163,421	\$ 136,000	\$ 162,250	\$ 162,250	19.30%	\$ 33.65	0.34%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 443,055	\$ 447,920	\$ 525,664	\$ 525,664	17.36%	\$ 109.01	1.11%
	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,521,765	\$ 1,715,760	\$ 1,892,083	\$ 1,892,083	10.28%	\$ 392.38	4.00%
 <u>DEBT SERVICE</u>								
DEBT SERVICE								
2000	Long Term Debt - Principal Excluded	\$ 1,154,393	\$ 1,070,000	\$ 2,112,000	\$ 2,112,000	97.38%	\$ 437.99	4.46%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ 159,154	\$ 158,786	\$ 158,786	-0.23%	\$ 32.93	0.34%
2002	Long Term Debt - Interest - Excluded	\$ 598,828	\$ 586,908	\$ 1,208,202	\$ 1,208,202	105.88%	\$ 250.56	2.55%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ 88,007	\$ 82,021	\$ 82,021	-6.80%	\$ 17.01	0.17%
2006	Short Term Debt - Principal - Town	\$ -	\$ 85,174	\$ 85,174	\$ 85,174	0.00%	\$ 17.66	0.18%
2007	Short Term Debt - Interest - Town	\$ 8,958	\$ 6,800	\$ 5,075	\$ 5,075	-25.37%	\$ 1.05	0.01%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 1,762,179	\$ 1,996,043	\$ 3,651,258	\$ 3,651,258	82.92%	\$ 757.21	7.71%
	TOTAL DEBT SERVICE	\$ 1,762,179	\$ 1,996,043	\$ 3,651,258	\$ 3,651,258	82.92%	\$ 757.21	7.71%
 <u>EMPLOYEE BENEFITS</u>								
EMPLOYEE BENEFITS								
GENERAL BENEFITS								
3000	County Retirement	\$ 2,090,289	\$ 2,385,255	\$ 2,538,910	\$ 2,538,910	6.44%	\$ 526.52	5.36%
3001	State Retirement	\$ 177,094	\$ 177,094	\$ 181,000	\$ 181,000	2.21%	\$ 37.54	0.38%
3002	Unemployment Compensation	\$ 10,008	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07	0.02%
INSURANCE								
3010	Health Insurance/Employee Expenses	\$ 1,723,423	\$ 1,860,544	\$ 1,925,576	\$ 1,925,576	3.50%	\$ 399.33	4.07%
3011	Life Insurance	\$ 3,598	\$ 3,700	\$ 3,820	\$ 3,820	3.24%	\$ 0.79	0.01%
3012	Medicare/Social Security	\$ 132,408	\$ 135,000	\$ 138,400	\$ 138,400	2.52%	\$ 28.70	0.29%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 4,136,820	\$ 4,571,593	\$ 4,797,706	\$ 4,797,706	4.95%	\$ 994.96	10.13%
	TOTAL EMPLOYEE BENEFITS	\$ 4,136,820	\$ 4,571,593	\$ 4,797,706	\$ 4,797,706	4.95%	\$ 994.96	10.13%

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	FY 2023 FINCOM BUDGET	PERCENT CHANGE	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
<u>ADDITIONAL APPROPRIATIONS</u>								
ADDITIONAL APPROPRIATIONS								
	Capital Budget Request	\$ 450,100	\$ 625,000	\$ 728,000	\$ 728,000	16.48%	\$ 150.97	1.54%
	Offset Reciepts	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	Cherry Sheet Offsets	\$ 18,527	\$ 22,346	\$ 22,346	\$ 22,346	0.00%	\$ 4.63	0.05%
	Snow and Ice Deficit	\$ 103,816	\$ 80,000	\$ 168,040	\$ 168,040	110.05%	\$ 34.85	0.35%
	State and County Charges	\$ 94,829	\$ 97,077	\$ 95,249	\$ 95,249	-1.88%	\$ 19.75	0.20%
	Allowance for Abatements/Exemptions	\$ 150,000	\$ 273,169	\$ 50,000	\$ 50,000	-81.70%	\$ 10.37	0.11%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 817,272	\$ 1,097,592	\$ 1,063,635	\$ 1,063,635	-3.09%	\$ 220.58	2.25%
	GRAND TOTAL - TOWN BUDGET	\$ 40,739,850	\$ 43,677,336	\$ 47,347,407	\$ 47,347,407	8.40%	\$ 9,819	100.00%

FY 2023 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
WATER DEPARTMENT								
	WD Salaries	\$ 134,036	\$ 145,271	\$ 151,444	\$ 154,449	\$ 161,518	\$ 161,518	4.58%
	WD Wages	\$ 246,235	\$ 167,539	\$ 186,050	\$ 179,675	\$ 264,003	\$ 264,003	46.93%
	WD Expenses	\$ 526,539	\$ 547,269	\$ 499,510	\$ 668,300	\$ 676,063	\$ 676,063	1.16%
	WD Debt Service	\$ 362,548	\$ 402,140	\$ 361,977	\$ 402,140	\$ 545,583	\$ 545,583	35.67%
100	DEPARTMENTAL TOTAL	\$ 1,269,358	\$ 1,262,219	\$ 1,198,981	\$ 1,404,564	\$ 1,647,167	\$ 1,647,167	17.27%
SEWER DEPARTMENT								
	Sewer Salaries	\$ 19,212	\$ 19,440	\$ 20,488	\$ 20,696	\$ 23,339	\$ 23,339	12.77%
	Sewer Wages	\$ 37,432	\$ 36,540	\$ 50,727	\$ 51,709	\$ 46,114	\$ 46,114	-10.82%
	Sewer Expense	\$ 642,205	\$ 633,821	\$ 534,552	\$ 691,295	\$ 734,494	\$ 734,494	6.25%
	Sewer Debt Service	\$ 5,873	\$ 38,338	\$ 5,504	\$ 35,160	\$ 33,892	\$ 33,892	-3.61%
200	DEPARTMENTAL TOTAL	\$ 704,722	\$ 728,139	\$ 611,271	\$ 798,860	\$ 837,839	\$ 837,839	4.88%
FOUR CORNERS SEWER DEPARTMENT								
	Four Corners Sewer Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Wages	\$ -	\$ -	\$ -	\$ -	\$ 7,683	\$ 7,683	0.00%
	Four Corners Sewer Expense	\$ 22,466	\$ 20,619	\$ 37,903	\$ 68,769	\$ 71,451	\$ 71,451	3.90%
	Four Corners Sewer Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
300	DEPARTMENTAL TOTAL	\$ 22,466	\$ 20,619	\$ 37,903	\$ 68,769	\$ 79,134	\$ 79,134	15.07%
LOCAL ACCESS CABLE DEPARTMENT								
	Cable Salaries	\$ 74,004	\$ 77,180	\$ 93,104	\$ 77,941	\$ 69,916	\$ 69,916	-10.30%
	Cable Wages	\$ 51,556	\$ 53,999	\$ 55,272	\$ 57,575	\$ 65,235	\$ 65,235	13.30%
	Cable Expenses	\$ 64,552	\$ 61,355	\$ 58,737	\$ 75,389	\$ 88,069	\$ 88,069	16.82%
	Cable Minor Capital	\$ 5,091	\$ 803	\$ 2,357	\$ 5,000	\$ -	\$ -	-100.00%
400	DEPARTMENTAL TOTAL	\$ 195,203	\$ 193,337	\$ 208,470	\$ 215,905	\$ 223,219	\$ 223,219	3.39%
STORMWATER UTILITY								
	Stormwater Wages/Benefits	\$ -	\$ -	\$ 31,330	\$ 69,753	\$ 76,995	\$ 76,995	10.38%
	Stormwater Equipment	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
	Stormwater Capital Outlay	\$ -	\$ -	\$ -	\$ 51,000	\$ 51,000	\$ 51,000	0.00%
	Stormwater Compliance Costs	\$ -	\$ -	\$ -	\$ 49,000	\$ 49,000	\$ 49,000	0.00%
	Stormwater Disposal/Expenses	\$ -	\$ -	\$ 27,537	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
500	DEPARTMENTAL TOTAL	\$ -	\$ -	\$ 58,867	\$ 209,753	\$ 216,995	\$ 216,995	3.45%
TOTAL ENTERPRISE FUNDS								
		\$ 2,191,749	\$ 2,204,314	\$ 2,116,492	\$ 2,697,851	\$ 3,004,354	\$ 3,004,354	11.36%

APPENDIX B**FACTOR: 1.0250**

**Town of Groton Personnel By-Law
Wage and Classification Schedule
Fiscal Year 2023 (Effective July 1, 2022)**

Grade	Position Title	Low	High
4	Salary	40,646	50,301
	Wages	19.57	24.17
5	Salary	42,967	53,129
	Wages	20.68	25.57
7	Salary	49,682	62,931
	Wages	24.46	30.25
8	Salary	56,401	69,834
	Wages	27.12	33.57
9	Salary	57,760	71,474
	Wages	27.77	34.36
10	Salary Executive Assistant to Town Manager	66,243	83,607
	Wages	31.86	40.20
11	Salary Human Resources Director	69,120	88,067
	Wages	33.23	42.34
12	Salary	71,380	90,200
	Wages	34.34	43.37

APPENDIX B

FACTOR: 1.0250

**Town of Groton Personnel By-Law
Wage and Classification Schedule
Fiscal Year 2023 (Effective July 1, 2022)**

Grade	Position Title	Low	High
13	Salary	73,929	93,833
	Wages	35.54	45.11
14	Salary	75,500	95,552
	Wages	36.30	45.94
15	Salary	77,946	96,425
	Wages	37.47	46.36
16	Salary	80,762	98,200
	Wages	38.83	47.21
17	Salary	90,479	111,931
	Wages	43.50	53.81
18	Salary	97,848	121,094
	IT Director Wages	47.04	58.22
19	Salary	100,417	124,251
	Wages	48.28	59.74
20	Salary	107,672	132,422
	Wages	51.77	63.66

APPENDIX B

NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS

NON-STEP AND STIPEND POSITIONS

FIRE/EMS DEPARTMENT

Call Captain: Fire	25.63
Call Lieutenant: Fire	25.11
Call Firefighter	21.97
Call Emergency Medical Technician	21.97
Probationary Firefighter	18.30
Probationary Emergency Medical Technician	18.30
Call Fire Mechanic	61.50

Country Club Seasonal Employees

Pro Shop Staff	MW *- 18.00
Pool Staff	MW - 18.00
Lifeguards	MW - 19.00
Swim Coaches	MW - 24.00
Camp Staff	MW - 18.00
Counselors	MW - 19.00
Buildings & Grounds	MW - 28.00
Library Shelves	MW - 19.00

MISCELLANEOUS

Veteran's Agent	6,000
Earth Removal Inspector	2,500
Dog Officer	15,000
Animal Inspector	2,082
Animal Control Officer	2,082
Town Diarist	1.00
Keeper of the Town Clock	1.00
Per Diem Van Driver	19.13 - 21.53
Park Ranger	Minimum Wage
Graves Registration Officer	250
Emergency Management Director	4,000
Election Worker: Warden	Minimum Wage
Election Worker: Precinct Clerk	Minimum Wage
Election Worker: Inspectors (Checker)	Minimum Wage

* - Minimum Wage

Town of Groton
Select Board
173 Main Street
Groton, MA 01450

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TOWN OF GROTON

Earth Removal Stormwater Advisory Committee

173 Main Street
Groton, Massachusetts 01450
Telephone (978) 448-1105
FAX: (978) 448-1113

MEMORANDUM

DATE: April 6, 2022

TO: Select Board

FROM: Michelle Collette, Earth Removal Stormwater Inspector

RE: Groton Dunstable Regional School District
Florence Roche Elementary School, 342 Main Street
Earth Removal Exemption

At its regular meeting on April 5, 2022, the Earth Removal Stormwater Advisory Committee reviewed the Request for a Certificate of Exemption submitted by the Groton Dunstable Regional School District and the Town of Groton to remove 55,000 cubic yards of excess earth material generated by the construction of the new Florence Roche Elementary School, new athletic track, and associated hardscape and landscaping. The proposed construction is shown on the plans entitled, "Florence Roche Elementary School," prepared by Samiotes Consultants, dated December 22, 2021, and supporting documentation including the cut and fill analysis provided by Gilbane Building Company and stamped by Stephen Powers, PE, of Samiotes Consultants, on March 22, 2022. The Committee determined that the removal of material qualifies as an exemption under Chapter 134, Section 10, of the Code of the Town of Groton, because the excess material results from construction of the new school, athletic track, hardscape, and landscaping. The Committee granted Stormwater Management Permit #2022-02 for the project on February 15, 2022.

The Committee voted unanimously to recommend that the Select Board grant the exemption to remove up to 55,000 cubic yards of excess earth material from the site with the following standard conditions:

1. The applicant shall confirm that there are no wells or sewage disposal systems within 100 ft of the area to be excavated.
2. No operating on site before 7:00 AM or after 5:00 PM unless the Select Board determines otherwise.
3. Loaded trucks shall depart from the site only within such hours as the Select Board, after consultation with the Police Chief, may prescribe in the interest of public safety.

4. The public roadway must be cleaned at the end of the workday.
5. Applicant shall notify the Earth Removal Stormwater Inspector prior to commencement of activity.
6. Slope of stockpiles shall not exceed 2:1.
7. Stockpiles shall be stabilized with non-invasive, fast-germinated seed such as annual rye to prevent dust and wind-blown erosion. Erosion control barriers shall be installed around the base of the stockpiles.
8. Town water is available on the site. It is imperative that appropriate dust control measures to be undertaken at all times.

**SELECT BOARD MEETING MINUTES
MONDAY, APRIL 4, 2022
UN-APPROVED**

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

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

Ms. Pine called the meeting to order at 7:00 PM and reviewed the agenda.

ANNOUNCEMENTS

Mr. Haddad repeated the Town Election information he stated last week. He said they were seeking pro and con arguments for each ballot question to be submitted to the Town Clerk.

Mr. Haddad said that an announcement was made last week about the Groton Hill ticket fund fee which received wonderful feedback. He said that he would be remised if he didn't give Mr. Degen proper credit adding he brought up this idea a few years ago. He said that the Groton Herald gave the Town Manager credit but added it was because of Mr. Degen and his idea that this came to fruition.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that the Finance Committee reconsidered and revoted the Budget with the new numbers unanimously to include an additional \$812K in debt service. He said that the Finance Committee also voted to accept the draft budget message for the warrant that he and Mr. Robertson had put together. Mr. Haddad said that he had informed them that it was his intention to request that the Board of Assessors release \$100,000 from the Overlay to help offset the Snow and Ice Deficit in Fiscal Year 2022 so that they could fund the new Dispatcher position in the Communications Department Budget and eliminate the need to depend on ARPA Funds to cover the cost of the DPW Employee. Mr. Haddad said that it was a reasonable request given the fact that the beginning balance in the Overlay for Fiscal Year 2022 was \$721,205. Mr. Haddad said that the Board of Assessors had declined to discuss the request at their meeting the previous Friday. Mr. Haddad said that the Finance Committee had no issue with funding the overlay with an additional \$50K but take the additional \$100K they were going to put in the overlay and fund the snow and ice deficit instead. He said this would eliminate the need to ask the Assessors for \$100K from the Overlay.

Mr. Robertson said that the reserves were good to have but excess reserves were not good. Mr. Robertson said that they probably had 4 years' worth of abatements in reserves. He said that they would have to have 400 abatements at an average of \$1,000 adding this year they only had 14 abatement requests so the likelihood of that happening was slim. Mr. Haddad said that it was suggested by Ms. Dufresne that they develop an Overlay Policy which was something they didn't currently have. Mr. Robertson said it would be added to their Financial Policies. Mr. Degen said that the 5-year rolling average of abatements was \$120K adding he thought they should add this to the Financial Policies so that they were not overfunding it.

CONTINUATION OF THE 2022 SPRING TOWN MEETING WARRANT

Mr. Haddad asked the Board to reopen the public hearing on the warrant at 7:15pm.

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

Ms. Perkins said that the Prescott Stone was built by Jonas Prescott as part of a larger wall. She provided the history behind the stone and their efforts to rehabilitate it and protect it from acid rain along with a plaque explaining the stone and its history. Mr. Reilly said he was a big supporter of keeping the history of their town.

Mr. Haddad said that they needed to decide if they wanted to hold all CPC articles in a consent agenda or have them voted separately.

Mr. Degen asked why the CPC voted to fund the Conservation Commission at their requested \$400K which would bring their total to over \$1M. Mr. Richard Hewitt said it was their understanding that the \$750K was the floor of the range. He said that based on their conversation that given the prices of land, the million dollars was the baseline. Mr. Robertson said that the Financial Policies references an amount of at least 2% of the Town's current line-item budget.

Mr. Hewitt said that the CPC was posting a meeting for next Monday night to talk about whether to see a consent agenda or not. Ms. Manugian said she was prepared to hold 3 projects at this point. Mr. Cunningham said he was not in favor of a consent agenda. Mr. Degen agreed it should not be done by consent agenda. Mr. Haddad said that seeing three members were not in favor of a consent agenda, there was no need for the CPC to hold a special meeting. Ms. Pine said that there were benefits to hear where taxpayers' money was going.

Mr. Degen asked if this was put out to bid. Mr. Haddad said that this was not his project and had not been asked to put out a request for bid. He said that if it was his project, he would have put this out to bid and had a bid in hand for Town Meeting.

Ms. Manugian asked if the Prescott Elevator had come before them for support because they were the owners of the building. Mr. Degen said that an elevator had come before them before but as part of this CPC process, it had not. Mr. Robertson said that the Executive Director was in during the public hearing to discuss the need for the elevator. Mr. Degen said that the elevator proposal was to have the engineering done. Mr. Degen said that maybe they needed to adjust their policies and say that any project on town owned property come before the Board for consideration during the submittal process. Ms. Perkins said that any language should be given to CPC to incorporate it into their Plan.

Mr. Haddad said he was very pleased, thanks to the hard work of Ms. Dunbar, that they were able to get the Charter amendment on the Town Clerk approved by the Legislature and signed by the Governor on Friday. He asked the Board to add the question to the ballot.

Mr. Cunningham made the motion to add the language to the ballot as printed. Ms. Manugian seconded the motion. The motion carried unanimously.

It was clarified that the precinct 3A would vote at the Senior Center.

Positions

Article 1 – Unanimously in favor to support.

Article 2 – Mr. Degen said that the Town Clerk was part of the elected official's compensation. Mr. Haddad said that elected official's compensation had to be voted separately and why he kept it that way. He said that it was included in the budget. Unanimously in favor to support.

Article 3 - Unanimously in favor to support.

Article 4 – Unanimously in favor to support.

Article 5 – Unanimously in favor to support.

Article 6 – Pick-up truck - Unanimously in favor to support.

Intermediate truck - Unanimously in favor to support.

Dump Truck (FY18 purchase) - Unanimously in favor to support.

Municipal Bldg. Repairs - Unanimously in favor to support.

IT Infrastructure - Unanimously in favor to support.

Fork Life - Unanimously in favor to support.

Fire Alarm Library - Unanimously in favor to support.

Building Alarm System Library - Unanimously in favor to support.

Building Envelope Repairs Library - Unanimously in favor to support.

Emergency Doors Library - Unanimously in favor to support.

Master Plan Update – Mr. Degen did not support. The rest of the Board was in favor.

Park Department - Unanimously in favor to support.

Police Cruisers - Unanimously in favor to support.

Camera Key Access Police Station - Unanimously in favor to support.

Pool Improvements at the Country Club – Mr. Degen said he didn't support. Ms. Manugian was at Town Meeting. The rest of the Board supported this. Mr. Degen said he didn't believe a new deck could be done for \$60K.

Article 7 – Ms. Manugian was at Town Meeting. The rest of the Board was in favor to support.

Article 8 - Unanimously in favor to support.

Article 9 – Unanimously in favor to support.

Article 10 - Unanimously in favor to support.

Article 11 – A: Ms. Manugian was a no. Mr. Degen was not in support of this amount. The rest of the Board was in favor to support.

B: Mr. Degen abstained. The rest of the Board was in favor to support.

C: Unanimously in favor to support.

D: Ms. Manugian was a no. Mr. Reilly was at Town Meeting. The rest of the Board was in favor to support.

E: Unanimously in favor to support.

F: Unanimously in favor to support.

G: Ms. Manugian was at Town Meeting. Mr. Degen did not support this.

Article 12 - Unanimously in favor to support.

Article 13 - Unanimously in favor to support.

Article 14 – Mr. Degen was at Town Meeting. The rest of the Board was in favor to support.

Article 15 – Ms. Manugian and Mr. Cunningham were a no. The rest of the Board was in favor to support.

Article 16 – Mr. Haddad said he needed to vote to accept the revised wording of this petition.

Mr. Degen moved that they approve the revised article to the warrant with all signatures being put in place. Mr. Cunningham seconded the motion. The motion carried unanimously.

Mr. Cunningham was at Town Meeting contingent on Planning Board support at their public hearing on April 28th. The rest of the Board was in favor to support.

Article 17 – This was removed. It was no longer needed

Article 18 - Unanimously in favor to support.

Article 19 - Unanimously in favor to support.

Article 20 - Unanimously in favor to support.

Article 21 - Unanimously in favor to support.

Article 22 – Defer to Town Meeting.

Article 23 - Unanimously in favor to support.

Article 24 - Unanimously in favor to support.

Mr. Haddad asked the Board to close the public hearing on the warrant. Mr. Degen made the motion. Mr. Cunningham seconded the motion. The motion carried unanimously.

TOWN MANAGER'S REPORT – Cont.

2. Mr. Haddad reviewed the Board's meeting schedule.

SELECT BOARD ITEMS FOR CONSIDERATION

1. Mr. Haddad said that Salt and Light Cafe had requested a One Day Beer and Wine License for a Private Function to be held on Saturday, April 16, 2022 from 6:00 p.m. to 10:00 p.m. Mr. Haddad respectfully requested that the Board consider approving this License

Mr. Cunningham made the motion. Ms. Manugian seconded the motion. The motion carried unanimously.

ON-GOING ISSUES

D: Mr. Haddad said that the ERSAC was meeting tomorrow night to discuss the earth removal exemption for the Florence Roche Building Project. He said that the Board would discuss this next week and if both boards were agreeable to their plans, they would be in the hitting the ground running next week.

B: Mr. Degen said he would like to see the water tested at all Town Fields for PFAS.

MINUTES

Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting on March 28, 2022. Ms. Manugian seconded the motion. The motion carried unanimously.

Mr. Haddad asked for a motion to enter Executive Session at 8:17pm #1 – Pursuant to M.G.L., c. 30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares” – Purposes – Collective Bargaining

and for an

Executive Session #2 – Pursuant to M.G.L., c. 30A, §21(a), Clause 7 – “To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” – Purpose – Review, Approve, Consider the Release of Executive Session Minutes

And not return to open session.

Ms. Manugian made the motion. Mr. Cunningham seconded the motion. Roll Call: all ayes

Approved: _____
Peter S. Cunningham, Clerk

_____ respectfully submitted:
Dawn Dunbar,
Executive Assistant to the Town Manager

Date Approved: