



# TOWN OF GROTON

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## Board of Selectmen

John G. Petropoulos, *Chairman*  
 Anna Eliot, *Vice-Chairman*  
 Stuart M. Schulman, *Clerk*  
 Peter S. Cunningham, *Member*  
 Joshua A. Degen, *Member*

### Town Manager

Mark W. Haddad

**To:** Board of Selectmen  
**From:** Mark W. Haddad – Town Manager  
**Subject:** Weekly Report  
**Date:** August 31, 2015

- Scheduled on Monday's Agenda is just one item. The Zoning Board of Appeals has requested time on the Agenda to meet with the Board to discuss their recent decision on a Special Permit to alter a non-conforming structure that was appealed by the Planning Board. They would like the opportunity to explain their decision making process to the Board.
- Enclosed with this report is the Final Fiscal Year 2015 Financial Statement of the Town of Groton. The Town Accountant and I would like the opportunity to review this document with the Board of Selectmen and inform the public of our financial position. This report should be considered our quarterly report on the Finances of the Town.
- As a follow-up to my report to the Board at last week's meeting on how the Country Club is doing under the new structure, Selectman Petropoulos has requested a breakdown of what the total expenses of the Country Club were in Fiscal Year 2015. The following chart is a breakdown of those expenses:

<u>Category</u>	<u>Final Cost</u>	<u>Explanation</u>
Salaries	\$ 78,193	Part of Approved Operating Budget for the Club.
Wages	\$ 148,766	Part of Approved Operating Budget for the Club.
Expenses	\$ 331,018	Part of Approved Operating Budget for the Club.
Minor Capital	\$ 5,000	Part of Approved Operating Budget for the Club.
Capital Expenses	\$ 36,435	Appropriated from Capital Stabilization Fund.
Health Insurance	\$ 32,000	For Two Employees - From Health Insurance Budget.
Unemployment	\$ 10,000	For Seasonal Employees - From Unemployment Budget.
Retirement	\$ 7,800	For Two Employees - From Pension Budget.
Capital Improvements	\$ 43,071	Funding for this came from the FY 2015 Highway Budget and Municipal Building Budget. \$5,200 was for materials purchased in FY 2014 and on hand in FY 2015.
Locker Rooms		
Retaining Wall		
Pro Shop		
Miscellaneous Repairs		
Chairs/Tables for the Pool	\$ 20,000	Departmental Transfers from FY 2015 Budget.
Tee Box Improvements	\$ 10,000	Departmental Transfers from FY 2015 Budget.
Labor Cost	\$ 4,000	Quintin Shea - 4½ weeks on Locker Rooms.
	\$ 11,000	Three to Four Employees on average per day/per week from the Highway Department for work on the Retaining Wall.
<b>Total Expenses - FY 2015</b>	<b>\$ 737,283</b>	
<b>Total Revenues - FY 2015</b>	<b>\$ 463,600</b>	
<b>Tax Payer Support</b>	<b>\$ 273,683</b>	

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**3. Continued:**

We have seen a major reduction in anticipated expenses in FY 2016. The following is a breakdown of anticipated expenses in FY 2016:

<u>Category</u>		<u>Final Cost</u>	<u>Explanation</u>
Salaries	\$	129,781	Part of Approved Operating Budget for the Club.
Wages	\$	123,483	Part of Approved Operating Budget for the Club.
Expenses	\$	127,239	Part of Approved Operating Budget for the Club.
Administrative Support	\$	15,232	From Town Manager's Budget
Capital Expenses	\$	36,500	Appropriated from Capital Stabilization Fund.
Health Insurance	\$	38,752	For Two and 1/3 Employees - From Health Insurance Budget.
Unemployment	\$	10,000	For Seasonal Employees - From Unemployment Budget.
Retirement	\$	14,501	For Two and 1/3 Employees - From Pension Budget.
Insurance/Liability/Workers	\$	21,105	From Insurance and Bonding Budget
Building Maintenance	\$	10,000	From Municipal Building Budget
<b>Anticipated Expenses - FY 2016</b>	<b>\$</b>	<b>526,593</b>	
<b>Anticipated Revenues - FY 2016</b>	<b>\$</b>	<b>420,000</b>	
<b>Anticipated Tax Payer Support</b>	<b>\$</b>	<b>106,593</b>	

We can discuss this further at Monday's meeting.

4. As you will recall, the 2015 Spring Town Meeting appropriated funding for the Town Clerk to purchase new Voting Machines for use in all Town, State and Federal Elections. Before using the new machines, the Board of Selectmen must take a vote to use these machines as required by M.G.L. c. 54, §34. The vote "must explicitly state to start using the new equipment (Imagecast devices) and discontinue the old equipment (Optech III-P Eagle equipment). This vote must occur before November 2. I would ask the Board to take this vote on Monday.
5. Enclosed with this report is the first draft of the 2015 Fall Town Meeting. I would like to take some time reviewing this draft with the Board at Monday's meeting.
6. At last week's meeting, I mentioned that Selectman Petropoulos and I had an excellent meeting with the new Chief Financial Officer of the Groton School and are planning on having similar meetings with other non-profit entities in Groton. To that end, it would be a good idea for the Board to designate a Non-Profit Entity Liaison. We would recommend that the liaison be the Board Chairman. We can discuss this further at Monday's meeting.
7. I would like to schedule a Work Session of the Board to begin discussion on the Board's Annual Goals and Objectives. I would like to schedule this meeting for an early morning meeting at Legion Hall. I am proposing Thursday, September 24<sup>th</sup> at 8:00 a.m. Please let me know if this time and date is acceptable. We can discuss this further at Monday's meeting.

MWH/rjb  
enclosures