



## TOWN OF GROTON

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## Select Board

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

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Report*

**Date:** *October 7, 2019*

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

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

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

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4. **Continued:**

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

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

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

MWH/rtjb  
enclosures