

**MINUTES**  
**Warrant, Summary, and Votes**

**TOWN OF GROTON**



**2013 FALL TOWN MEETING**

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

**Beginning Monday, October 21, 2013 @ 7:00 PM**

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Attention – Voters and Taxpayers

**Please bring this Report to Town Meeting**

**FALL TOWN MEETING MINUTES  
OCTOBER 21, 2013**

**Town Moderator:**

Jason Kauppi

**Deputy Moderator**

Robert I. Gosselin, Sr.

**Board of Selectmen:**

Stuart M. Shulman  
Peter S. Cunningham., Chairman  
Jack G. Petropoulos  
Joshua A. Degen, Vice-Chair  
Anna Eliot, Clerk

**Finance Committee:**

Jay M. Prager, Chairman  
Joseph Crowley  
Gary Green, Vice-Chair  
Peter J. DiFranco  
Robert Hargraves  
Steven Webber  
David Manugian

**Town Manager:**

Mark W. Haddad  
Dawn Dunbar, Executive Assistant

**Town Clerk:**

Michael F. Bouchard

**Proceedings:**

The meeting was called to order at 7:01 PM on October 21, 2013. Moderator Jason Kauppi presided.

There is no quorum requirement for this Annual Town Meeting. 166 voters were present. Later in the proceedings 193 voters were present.

Peter Cunningham led the Meeting in the Pledge of Allegiance.

It was determined that the warrant was duly posted. The reading of the warrant was waived by unanimous vote.

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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 Monday, the twenty-first day of October, 2013 at Seven O'clock in the evening, to consider the following:

**ARTICLE 1: 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.

**BOARD OF SELECTMEN**

**Board of Selectmen: *Recommended Unanimously***  
**Finance Committee: *Recommended Unanimously***

**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 1: PRIOR YEAR BILLS**

**Mover: John Petropoulos**

**MOTION:** I move that the Town vote to transfer from the Excess and Deficiency Fund (Free Cash) the sum of \$1,561 for the payment of the following bills of a prior fiscal year:

Napa Auto Parts -	\$119
Dawson Landscaping -	\$930
Aquarius Systems -	\$226
Nashoba Valley Medical Center	<u>\$286</u>
 Total	 \$1,561

**Moved and Seconded**

**Quantum of Town Meeting Vote: 4/5's Majority**

**Vote: Article 1 Main Motion passed by Unanimous Vote**

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**ARTICLE 2: AMEND THE FISCAL YEAR 2014 TOWN OPERATING BUDGET**

To see if the Town will vote to amend the Fiscal Year 2014 Operating Budget as adopted under Article 5 of the April 29, 2013 Spring Town Meeting, and vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2014, or to take any other action relative thereto.

**FINANCE COMMITTEE**  
**BOARD OF SELECTMEN**  
**TOWN MANAGER**

**ARTICLE 2 RECOMMENDATIONS**

<b>Line Item</b>	<b>Board of Selectmen</b>	<b>Finance Committee</b>
Town Manager Wages	Recommended Unanimously	Recommended Unanimously
Treasurer /Collector Wages	Recommended Unanimously	Recommended Unanimously
IT Salaries	Recommended Unanimously	Recommended Unanimously
Town Clerk Wages	Recommended 3 In Favor, 2 Against (Degen, Petropoulos)	Recommended 3 In Favor, 1 Against (Prager)
Telephone Expense	Recommended Unanimously	Recommended Unanimously
Police Salaries	Recommended Unanimously	Recommended Unanimously
Police Wages	Recommended Unanimously	Recommended Unanimously
Fire Wages	Recommended Unanimously	Recommended Unanimously

Municipal Building Wages	Recommended Unanimously	Recommended Unanimously
Council of Aging Salary	Recommended Unanimously	Recommended Unanimously
Council on Aging Wages	Recommended Unanimously	Recommended Unanimously
Council on Aging Expenses	Recommended Unanimously	Recommended Unanimously
Senior Van Expenses	Recommended Unanimously	Recommended Unanimously
Library Salary	Recommended 3 in Favor, 2 Against (Degen, Petropoulos)	Recommended Unanimously
Water Safety Expenses	Recommended Unanimously	Recommended Unanimously

**Summary:** *The Fiscal Year 2014 Town Operating Budget was approved at the 2013 Spring Town Meeting in April, 2013. Any changes to this Budget would have to be made prior to setting the tax rate. The purpose of this article is to make any necessary changes to balance the FY 2014 Operating Budget. Please see the Town Manager's Report contained in the back of this Warrant for an explanation outlining the proposed changes.*

**ARTICLE 2: AMEND FY 2014 OPERATING BUDGET** **Mover: Joshua Degen**

**MOTION:** I move that the Town vote to amend the Fiscal Year 2014 Operating Budget, as adopted under Article 5 of the April 22, 2013 Spring Town Meeting, as follows, each line item to be considered as a separate appropriation for the purposes voted:

**MOTION 1: GENERAL GOVERNMENT:** By increasing the General Government Appropriation from \$1,721,607 to \$1,746,272 so as to: increase Line Item 1031 – “Town Manager Wages” by \$1,275, from \$80,785 to \$82,060; increase Line Item 1071 – “Treasurer/Tax Collector Wages” by \$17,509 from \$95,229 to \$112,738; increase Line Item 1100 – “Information Technology Salary” by \$24,300 from \$90,780 to \$115,080; decrease Line Item 1101 – “Information Technology Wages” by \$24,300 from \$57,605 to \$33,305; increase Line Item 1131 – “Town Clerk Wages” by \$881 from \$48,304 to \$49,185 and increase Line Item 1181 – “Postage/Town Hall Expenses Telephone Expenses” by \$5,000 from \$42,000 to \$47,000; And to raise and appropriate the sum of \$24,665 to fund said increases.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**MOTION A ARTICLE 2- GENERAL GOVERNMENT** **Mover: Jack Petropoulos**

**MOTION A:** I move to amend the motion under Article 2 – General Government by deleting the proposed increase of \$881 to Line Item 1131 “Town Clerk Wages”, so as to reduce the additional amount raised to fund General Government Increases from \$24,665 to \$23,784, thereby reducing the total appropriation from \$1,746,272 to \$1,745,391.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**Discussion:**

Article 2 – General Government was non-controversial and elicited no discussion except for the “increase Line Item 1131 – “Town Clerk Wages” by \$881” clause. This clause generated a lengthy discussion on the issue of increasing the hours of an Assistant Town Clerk from 19 to

20 hours per week. State law mandates that any municipal employee working 20 hours per week be eligible for health insurance benefits, among other benefits. Health insurance is an expensive benefit, if chosen by an employee. Other benefits which accrue include vacation, sick leave and pension contributions.

- Board of Selectmen supports Article 2 – General Government Town Clerk Wages 3 to 2
  - Finance Committee supports Article 2 – General Government Town Clerk Wages 3 to 1
  - Board of Registrars supports Article 2 – General Government Town Clerk Wages 3 to 0, 1 not present
  - Personnel Board does not support Article 2- General Government Town Clerk Wages 3 to 0
  - Mr. Hargraves offered the majority report of the Finance Committee
  - Mr. Petropoulos and Mr. Degen offered minority reports of the Board of Selectmen.
  - Mr. Prager offered a minority report of the Finance Committee
  - Mr. Robertson offered the majority report of the Personnel Board
  - Mr. Bouchard offered the Town Clerk’s rationale in support of Article 2
  - Mr. Haddad offered the Town Manager’s rationale in support of Article 2.
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- Summary of general discussion points from the floor
    - “Yea” fundamental argument
      - Fairness - Two Positions with Identical responsibility and 95% similar hours should be equally compensated.
    - “Nay” fundamental argument
      - Responsible Financial Management - Tax dollars are to be administered to deliver the maximum service at the least expense, while treating employees fairly.
    - The Clerk’s position is the only job-shared position of the part-time jobs in Town Hall. The two shared positions are treated differently with regards to benefits. Employee is a valued asset and a significant contributor.
    - Statements of concern about impact on other 19 hour per week employees.
    - The Town needs “best practices” and a policy on part-time jobs. 19 hour per week jobs appear to be created only to avoid offering benefits. Suggestion was that part-time jobs be defined in increments of 5 hours or based upon a number of days.
    - Suggestions to stop the process for this Town Meeting, perform a needs analysis/study, develop benchmarks and policies, and present a comprehensive plan at the Spring 2014 Town Meeting.

**MOTION TO MOVE THE QUESTION**

**Moved and Seconded**

**Quantum: 2/3rds Majority**

**Vote on the Motion to Move the Question: Passed by 2/3rds Majority**

**VOTE ON ARTICLE 2 GENERAL GOVERNMENT MOTION A**

**Quantum: Majority**

**Vote: 94 in favor of MOTION A; 99 Opposed to MOTION A  
MOTION A is not adopted**

**VOTE ON ARTICLE 2 GENERAL GOVERNMENT Main Motion**

**Quantum: Majority**  
**Vote on Article 2 GENERAL GOVERNMENT Main Motion:**  
**Passed by Majority Vote**

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**ARTICLE 2- PROTECTION OF PERSONS AND PROPERTY**                      **Mover: Josh Degen**

**MOTION 2: PROTECTION OF PERSONS & PROPERTY:** By increasing the Protection of Persons and Property Appropriation from \$2,974,896 to \$3,118,168 so as to: increase Line Item 1300 – “Police Department Salaries” by \$4,800 from \$270,340 to \$275,140; increase Line Item 1301 – “Police Department Wages” by \$80,000 from \$1,318,025 to \$1,398,025; and increase Line Item 1311 – “Fire Department Wages” by \$58,472 from \$566,843 to \$625,315; And to raise and appropriate the sum of \$143,272 to fund said increases.

**Moved and Seconded**  
**Quantum: Majority**

**Discussion:**

- Impact on tax rate?
- Response (Mr. Haddad):
  - Spring 2013 Approved Budget would set the tax rate at \$17.23, with an average tax bill of \$6892. This is a \$150 increase over FY2013.
  - If Fall 2013 budget changes approved, the tax rate for FY2014 would be set at \$17.36, with an average tax bill of \$6944. This would be a \$204 increase over FY2013.

**Vote on Article 2 – Protection of Persons and Property Main Motion:**  
**Passed by Majority**

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**ARTICLE 2- DEPARTMENT OF PUBLIC WORKS**                      **Mover: Josh Degen**

**MOTION 3: DEPARTMENT OF PUBLIC WORKS:** By increasing the Department of Public Works Appropriation from \$2,033,202 to \$2,036,669 so as to increase Line Item 1540 – “Municipal Building and Property Maintenance Wages” by \$3,467 from \$71,632 to \$75,099; And to raise and appropriate the sum of \$3,467 to fund said increases

**Moved and Seconded**  
**Quantum: Majority**  
**Vote on Article 2 – Department of Public Works Main Motion:**  
**Passed by Majority**

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**ARTICLE 2- LIBRARY AND CITIZEN SERVICES**                      **Mover: Josh Degen**

**MOTION 4 – LIBRARY AND CITIZEN SERVICES:**  
**LIBRARY AND CITIZEN SERVICES:** By increasing the Library and Citizen Services Appropriation from \$1,579,221 to \$1,606,721 so as to: increase Line Item 1600 – “Council on

Aging Salaries” by \$61,160 from \$0 to \$61,160; decrease Line Item 1601 – “Council on Aging Wages” by \$61,160 from \$110,269 to \$49,109; increase Line Item 1602 – “Council on Aging Expenses” by \$3,000 from \$5,454 to \$8,454; increase Line Item 1611 – “Senior Center Van Expenses” by \$3,000 from \$8,166 to \$11,166; increase Line Item 1660 – “Library Salary” by \$6,500 from \$270,645 to \$277,145; and increase Line Item 1681 – “Water Safety Expenses and Minor Capital” by \$15,000 from \$950 to \$15,950; And to raise and appropriate the sum of \$27,500 to fund said increases.

**Moved and Seconded**  
**Quantum: Majority**

**MOTION B ARTICLE 2- LIBRARY AND CITIZEN SERVICES Mover: Jack Petropoulos**

**MOTION B:** I move to amend the motion under Article 2 – Library and Citizen Services by reducing the proposed increase to Line Item 1660 – “Library Salary” from \$6,500 to \$5,570, so as to reduce the additional amount raised to fund the Library and Citizen Services Increases from \$27,500 to \$26,570, thereby reducing the total appropriation from \$1,606,721 to \$1,605,791

**Moved and Seconded**  
**Quantum: Majority**

**Discussion:**

- Mr. Petropoulos offered that MOTION B was an opportunity for the Town to consider the request for moving the Young Adult Librarian position from 19 to 20 hours, incurring benefits, in light of a strategic staffing decision versus a reward for the individual.
- Mark Gerath, Library Trustee and member of Library Budget and Finance Committee spoke in favor of the article and against the amendment. The Young Adult Librarian position has performed “fantastically”, but this is not about a reward for the individual. Young Adult demographics for Library service usage have increased significantly since 2006. This request is part of the process to the upgrade the Young Adult Librarian position and grow the program. The position is a professional position. The current individual in the position holds a Master of Library Sciences and is the only non-benefited manager. Many arguments are similar to the Town Clerk arguments to increase hours. This is a key position for library services.
- Mr. Lindemer asked if a “health insurance benefit budget” is available for the three proposed ungraded positions being voted upon (Assistant Town Clerk, Building Maintenance and Young Adult Librarian). Selectmen Degen reiterated that the benefit budget is available, but that it would be necessary only if the individuals signed up for health insurance coverage.

**VOTE on MOTION B ARTICLE 2- LIBRARY AND CITIZEN SERVICES:**  
**57 in favor, 105 against. MOTION B does not carry**

**Vote on Article 2 – LIBRARY AND CITIZEN SERVICES Main Motion:**  
**Passed by Majority**

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**ARTICLE 3: TRANSFER MONEY INTO THE CAPITAL STABILIZATION FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum or sums of money to be added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

**Summary:** *The Fund has a balance of \$143,000. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. Any balance beyond the 1.5% level should be added to the Capital Stabilization Fund in conjunction with the Capital Plan to reduce overall borrowing and associated costs. The target amount for the Capital Stabilization Fund will be provided at Town Meeting.*

**Mover:** Joshua Degen

**MOTION:** I move that the Town vote to transfer the sum of \$300,000 from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Capital Stabilization Fund.

**Moved and Seconded**  
**Quantum of Town Meeting Vote:** 2/3's Majority  
**Vote on Article 3 Main Motion:** Unanimous

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**ARTICLE 4: TRANSFER MONEY INTO THE STABILIZATION FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum or sums of money to be added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

**Summary:** *The balance in this fund is \$1.13 million. The financial management goal is to achieve and maintain a balance in the Stabilization Fund equal to 5% of the total annual budget. The target amount for the Stabilization Fund will be provided at Town Meeting.*

**Mover:** Joshua Degen

**MOTION:** I move that the Town vote to transfer the sum of \$380,000 from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Stabilization Fund.

**Moved and Seconded**



**Quantum of Town Meeting Vote: 2/3's Majority**  
**Vote on Article 4 Main Motion: Passed by 2/3rds Majority**

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**ARTICLE 5:           OFFSET THE TAX RATE**

To see if the Town will vote to transfer a sum of money from the General Excess and Deficiency Fund (Free Cash) or from other available funds for the purpose of affecting the tax rate for the period beginning July 1, 2013, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: *Recommended Unanimously***  
**Finance Committee: *Recommended Unanimously***

**Summary:**   *The intent of this article is to use a portion of Free Cash or General Stabilization Fund monies as a funding source for the FY 2014 Budget in order to lower the amount of money required to be raised from taxes or to balance a deficit budget. The amount of Free Cash and General Stabilization Fund monies available for appropriation will be provided at Town Meeting.*

**Mover: Joshua Degen**

**MOTION:**    I move that the Town vote to transfer the sum of \$100,000 from the Excess and Deficiency Fund (Free Cash) for the purpose of affecting the tax rate for the period beginning July 1, 2013.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**  
**Vote on Article 5 Main Motion: Passed by Majority**

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**ARTICLE 6:           PURCHASE CRUISERS FOR THE POLICE DEPARTMENT**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money to be expended by the Town Manager to purchase and equip two new police cruisers for the Groton Police Department, and for all costs associated and related thereto, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: *Recommended Unanimously***  
**Finance Committee: *Recommended Unanimously***

**Summary:**    *This is an off-cycle request for additional police cruisers to replace one (2007) un-marked cruiser and one (2010) marked cruiser that was totaled in an accident. The un-marked cruiser is in serious need of repair and needs to be replaced. It has been pulled from service due*

to its condition. A quote to repair this vehicle is estimated at \$5,000. This cruiser is used by the Police detectives and as a back-up cruiser when the need arises. Cruiser vehicles start off as line cars that are painted and equipped as marked police vehicles. They generally stay as line cars for three years. Each year the Town purchases two new line cruisers, trades in the oldest vehicles and converts the best remaining vehicles to unmarked cruisers. Due to delays in receiving new line vehicles, the Town has been forced to keep existing line vehicles in service longer, lessening their value and making them less reliable as unmarked cruisers. Insurance reimbursement will cover a portion of the cost of the new marked vehicle, with an appropriation from this article covering the remaining expense. The purpose of this article is to replace the oldest vehicles in the fleet with two new line cruisers and convert the best remaining line vehicles to unmarked cruisers.

**Mover: Anna Eliot**

**MOTION:** I move that the Town vote to transfer the sum of \$36,000 from the Excess and Deficiency Fund (Free Cash) and appropriate and transfer the sum of \$22,000 from the receipts reserved account for motor vehicle property damage insurance proceeds, to be expended by the Town Manager, to purchase and equip two new police cruisers for the Groton Police Department, and for all costs associated and related thereto.

**Moved and Seconded**

**Quantum of Town Meeting Vote: Majority**

**Vote on Article 6 Main Motion: Passed by Majority**

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#### **ARTICLE 7: IMPROVEMENTS TO VARIOUS TOWN PROPERTIES**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money to be expended by the Park Commission to make various improvements to, and pay all related costs for, several fields and properties operated and controlled by the Groton Park Commission, or to take any other action relative thereto.

#### **PARK COMMISSION**

**Board of Selectmen: Recommended Unanimously**

**Finance Committee: Recommended Unanimously**

**Summary:** The Groton Park Commission is responsible for maintaining and improving all Town Fields and Commons. The current operating budget approved for the Park Commission only provides enough funding to pay for administrative services, supplies and limited improvements. An infusion of funding is needed to continue to maintain and improve Town property. Several projects under consideration for this funding would include replacing the Flag Pole on Firemen's Common, installing fence rails on the Town Common, purchase of solar compacting trash cans for the Hanson Playground, installation of fencing at Hazel Grove as well as improving and expanding parking at Cutler Field to support increased use. It is anticipated that these improvements will cost approximately \$50,000. A more complete list of improvements will be provided at Town Meeting.

**Mover: Gineane Haberlin**

**MOTION:** I move that the Town vote to transfer the sum of \$50,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Park Commission, to make various improvements to, and pay all related costs for, several fields and properties operated and controlled by the Groton Park Commission.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**Discussion:**

- Ms. Haberlin, Chair of the Park Commission, presented an overview of the proposed improvements.
- Q: The Town has voted to accept a lot of financial liability so far in this meeting. Is there any way Town Employees could do this work?
  - Response: Park Commission does rely upon, and budgets for the DPW to do mowing and plowing. The improvements being asked are not budgeted.

**VOTE on Article 7 Main Motion: Passed by Majority**

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**ARTICLE 8: CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

To see if the Town will vote to become a member of the Central Massachusetts Mosquito Control Project for a minimum of three (3) years, pursuant to Massachusetts General Laws Chapter 252, Section 5A, chapter 583 of the Acts of 1973 and any other enabling authority, or take any other action relative thereto.

**BOARD OF HEALTH**

**Board of Selectmen: Recommended Unanimously**  
**Finance Committee: Recommended Unanimously**

**Summary:** *The Central Massachusetts Mosquito Control Project (CMMCP) is a mosquito control project established by legislative act, Chapter 583 of the Acts of 1973. It operates under an assessment procedure and provides a year-round program of mosquito control in 39 cities and towns in both Middlesex and Worcester counties. Services offered include larval and adult mosquito surveillance, larval and adult mosquito control, public education, ditch cleaning and maintenance and research/control efficacy. The program is tailored to meet the specific needs of the member cities and towns, and residents can opt out of any part of the program. Spraying is done at residents' request. It is anticipated that the Town will be assessed an annual fee of \$73,000 on our Cherry Sheet for a minimum of three (3) years for a total of \$219,000.*

**Mover: Jason Webber**

**MOTION:** I move that the Town vote to become a member of the Central Massachusetts Mosquito Control Project for a minimum of three (3) years, pursuant to Massachusetts General Laws Chapter 252, Section 5A, chapter 583 of the Acts of 1973 and any other enabling authority.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

## Discussion:

- *Jason Weber (JW) and Timothy Deschamps (TD), director of the Central Massachusetts Mosquito Control Project (CMMCP) presented information about the program. Highlights:*
  - *EEE and West Nile Virus are present in Massachusetts. Both are a danger to humans.*
  - *Proposal is to join a regional program to share costs and to promote more effective control by treating a larger area.*
  - *Several components in the program including education, larvae control and adult mosquito control. Spraying is an element of the program, but this is most effective on the adult population. It is more effective to target mosquito larvae.*
  - *Products used have been determined as “safe” – no risk identified to humans or animals. Bees and fish are vulnerable to the products.*
  - *The cost of the program is \$73,000 per year with a minimum 3 year commitment.*
- Q: have studies been performed to determine the effects of the products on birds and bats?
  - R (TD): No specific studies have been conducted. The chemicals don't affect birds or bats, but does affect potential food sources (i.e. the mosquitos)
- Q: How effective is the program if surrounding towns do not participate?
  - R (TD): It is effective, but more effective if surrounding areas participate.
- Q: Could education on the proper use of DEET be more effective than the program?
  - R (TD): Education is important, but only a part of the overall solution.
- Q: Is there any state reimbursement?
  - R (JW): No.
- Q: Is this used on the Rail trail?
  - R (TD): It could be, likely using Ditch Management techniques.
- Q: What would be the result if these chemicals were applied to active bees?
  - There would be an effect on the bees. Federal law mandates for the safety of bees when using these chemicals. The Program would ask beekeepers to register. Application is typically done at night to have the most effect on the mosquito population. Bees are also typically inactive at night, so likely not in the application area when being applied.
- Q: Fish?
  - R (TD): Chemicals are toxic to fish.
- Q: Who oversees the program?
  - R (TD): there is a 5 member commission, consisting of members with credentialed expertise.
- Q: In our town with 32 square miles how are remote areas protected? How widespread is the protection?
  - R (JW & TD): The goal is to target areas where people are most impacted by mosquitos. However, the program can be tailored to local needs. There is no silver bullet to eradicate the mosquito problem.
- Q: Why a 3 year buy-in to the program?
  - R (JW): 3 year commitment helps make the program sustainable.
- Q: Does the program need Conservation Commission approval?
  - R (TD): The program is exempt from Conservation Commission regulation. However, there is a wetlands specialist on staff. The Program prides itself on working well with Conservation Commissions.
- Q; Does the program work on ticks?

- R (TD): Ticks are “on the radar”. The program is ideally suited to add this service.
- Q: Can a household “opt out” of spraying?
  - R (TD & JW): Yes, but it needs to be requested.
- Q: What local testing has been done in Groton to determine the level of disease presence?
  - R (TD): There has been limited testing in Groton, but the diseases are present in the Commonwealth and in some relatively close by towns.
- Q: How can we be assured this is safe?
  - R (JW): The products have been tested and are licensed. Essentially the products are made of naturally occurring bacteria toxic to mosquitos. The bacteria is only effective for a few days.

**MOTION TO MOVE THE QUESTION**

**Moved and Seconded**

**Quantum: 2/3rds Majority**

**VOTE on the Motion to Move the Question: Passed by 2/3rds Majority**

**VOTE on Article 8 – Main Motion: Passed by Majority**

**MOTION to Adjourn Until a Time Certain of  
TUESDAY OCTOBER 29, 2013 at 7:00PM  
at the Middle School Performing Arts Center**

**Motion to Adjourn passed by Unanimous Vote**

**Meeting was adjourned at 10:15 PM.**

**The Meeting reconvened on  
October 28, 2013 at 7:03 PM  
at the Middle School Performing Arts Center**

**Attendance at 7:03 PM: 120 .....at 7:30 PM: 162**

**ARTICLE 9: DESIGN AND BID COSTS, WATER MAIN EXTENSION FOR FIRE PROTECTION**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, for the design of, and solicitation of bids for, a water main extension on Lost Lake Drive and Pine Trail for fire protection purposes, and all costs associated and related thereto, or to take any other action relative thereto.

**TOWN MANAGER**

**Board of Selectmen: Recommended – 4 In Favor, 1 Against (Petropoulos)**

**Finance Committee: Recommended Unanimously**

**Summary:** *This article seeks an appropriation for design and bidding costs for extension of a 12" ductile iron water main approximately 2,700 linear feet on Lost Lake Drive and Pine Trail for fire protection purposes. Fire Protection deficiencies have been identified in the report from the Lost Lake Fire Protection Study Committee appointed by the Town Manager to review and recommend improvements for Fire Protection in the Lost Lake Area. The funding to be requested under this article, estimated to be \$37,000, will be for the design and bidding services. The appropriation to construct the extension of the town water line will be requested at the 2014 Spring Town Meeting once the construction cost is known.*

**Mover: Peter Cunningham**

**MOTION:** I move that the Town vote to transfer the sum of \$37,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, for the design of, and solicitation of bids for, a water main extension on Lost Lake Drive and Pine Trail for fire protection purposes, and all costs associated and related thereto.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**Discussion:**

- The Moderator allowed discussion for Articles 9, 10 and 11 to occur under the Motion for Article 9. The Articles are related.
- Presentation by the Lost Lake Fire Protection Study Committee on its study findings and recommendations
  - Mr. Prest explained the requirements for using dry hydrants. Dry hydrants get the water from the lake. A basic requirement for a dry hydrant to work is approximately 7' 6" of lake depth with no more than a 15' vertical draw. Lost Lake is wide but shallow. 2 suitable locations were found of the 8 surveyed locations thought to have potential.
  - Fire Chief Bosselait explained "draft site" requirements and cistern operation. Draft sites are where water can be drawn from the lake surface. Few sites are available. Drafting does not provide enough gallons per minute to find a sustained fire. Cisterns would need to hold 50,000 gallons to provide effective first response. Two potential sites were identified.
  - Mr. Orcutt explained a potential for a water main extension around a portion of the lake.
  - Q; How do the dry hydrants work during the winter when the lake is frozen?
    - R: The 7'6" lake depth allows for the intake pipe to be 2' above the lake bed and thereby avoid pulling in soils and other debris. This depth also allows for the intake pipe to be 2' below the historical 12" ice depth. These dimensions allow for adequate draw during winter conditions.
  - Q: Would a floating pump work? Wouldn't this approach expand the sites to be used to draw water from the lake?
    - R: Floating pumps draw approximately 250 gallons per minute. 1000 gallons per minute is needed.
  - Mr. Petropoulos highlighted that these recommendations (water main) do not deliver potable water to the lake area and that it was for fire protection

only. He suggested that, while not opposed to fire protection, this was not an element of the Master Plan. He also stated that, while Articles 9, 10 and 11 request funding for an engineering study, the ultimate projects are estimated at \$1.3 million.

- Mr. Cunningham concurred that these articles are requesting money for engineering studies only. Potable water, he noted, could be a by-product of the installation of the water main to portions of Lost Lake.
- Several comments that this is a congested area of town which has had several fires over the years. Fires not only affect the subject home, but also present a danger to surrounding homes, propane tanks and infrastructure.
- Q: Why only study the Lost Lake area? Other sections of town also do not have fire protection.
  - The Lost Lake area is the focus due to the congestion in the area and the incidents of fire. The Committee was charged to look at this area.

**MOTION to Move the Question**

**Moved and Seconded**

**Quantum: 2/3rds Majority**

**Vote on the Motion to Move the Question: Passed by 2/3rds Majority**

**VOTE on Article 9 Main Motion: Passed by Majority Vote.**

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**ARTICLE 10: DESIGN AND BID COSTS, WATER MAIN EXTENSION FOR FIRE PROTECTION**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, for the design of, and solicitation of bids for a water main extension on Boston Road, Summit Drive and Lakeside Drive for fire protection purposes, and all costs associated and related thereto, or to take any other action relative thereto.

**TOWN MANAGER**

**Board of Selectmen: Recommended – 4 In Favor, 1 Against (Petropoulos)**

**Finance Committee: Recommended Unanimously**

**Summary:** *This article seeks an appropriation for design and bidding costs for extension of a 12" ductile iron water main on Boston Road approximately 1,600 linear feet from the A.L. Prime Gas Station to the entrance to Groton Ridge Heights, and for 800 linear feet of 8" ductile iron water mains on Summit Drive and 1,000 linear feet of 8" ductile iron water mains on Lakeside Drive for fire protection purposes. Fire Protection deficiencies have been identified in the report from the Lost Lake Fire Protection Study Committee appointed by the Town Manager to review and recommend improvements for Fire Protection in the Lost Lake Area. The funding to be requested under this article, estimated to be \$33,850, will be for the design and bidding services. The appropriation to construct the town water lines will be requested at the 2014 Spring Town Meeting once the construction cost is known.*

**Mover: Peter Cunningham**

**MOTION:** I move that the Town vote to transfer the sum of \$33,850 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, for the design of, and solicitation of bids for, a water main extension on Boston Road, Summit Drive and Lakeside Drive for fire protection purposes, and all costs associated and related thereto.

**Moved and Seconded**

**Quantum of Town Meeting Vote: Majority**

**Discussion:**

- Q: Is dredging possible to install more dry hydrants?
  - R: Due to the “soft” soils in the lake bottom, wave action will bring back soil fairly quickly (8-10 years). Dredging is not a permanent solution.
- Q: What is the range of a hydrant?
  - R: Typically 1000 feet, based upon the usual hose length carried. Relay trucks can extend the range.

**VOTE on Article 10 Main Motion: Passed by Majority Vote.**

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**ARTICLE 11: DESIGN COSTS, FIRE CISTERNS FOR FIRE PROTECTION**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, for the design of, and solicitation of bids for the installation of, two (2) underground fire cisterns and one (1) “dry” fire hydrant on Knops Pond at the bridge to the island on Island Road, or to take any other action relative thereto.

**TOWN MANAGER**

**Board of Selectmen: Recommended – 4 In Favor, 1 Against (Petropoulos)**

**Finance Committee: Recommended Unanimously**

**Summary:** *This article seeks an appropriation for design and bidding costs for two (2) 50,000 gallon underground cisterns. One would be installed at Prescott Street at the intersection of Off Prescott Street and the other at Weymisset Road at the intersection of Radio Road. The “dry” fire hydrant would be located at the bridge on Island Road. Fire Protection deficiencies have been identified in the report from the Lost Lake Fire Protection Study Committee appointed by the Town Manager to review and recommend improvements for Fire Protection in the Lost Lake Area. The funding to be requested under this article, estimated to be \$32,550, will be for the design and bidding services. The appropriation to install the two cisterns and “dry” fire hydrant will be requested at the 2014 Spring Town Meeting once the construction cost is known.*

**Mover: Peter Cunningham**

**MOTION:** I move that the Town vote to transfer the sum of \$32,550 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, for the design of, and solicitation of bids for the installation of, two (2) underground fire cisterns and one (1) “dry” fire hydrant on Knops Pond at the bridge to the island on Island Road.



**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**  
**VOTE on Article 11 Main Motion: Passed by Majority Vote**

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**ARTICLE 12: CONCEPT PLAN APPROVAL FOR 128 MAIN STREET**

To see if the Town will vote, pursuant to Section 218-18 of the Zoning Bylaw regarding Special Use Considerations and Section 218-27.C of the Zoning Bylaw regarding Planned Multi-Family Residential Development, to approve the Concept Plan for business development and Multi-Family use for the property owned by Pergantis Realty Trust, situated at 128 Main Street and shown on Assessors' Map 113 as Parcel 10, which premises are described in a deed recorded at the South Middlesex Registry of Deeds in Book 13305, Page 254, being shown on a conceptual plan entitled "Concept Plan in Groton Mass. Prepared for 128 Main Street, LLC" prepared by David E. Ross Associates, Inc., dated August, 2013, a copy of which is on file with the Town Clerk, or to take any other action relative thereto.

**PLANNING BOARD**

**Board of Selectmen: Recommended Unanimously**  
**Finance Committee: No Position**  
**Planning Board: Recommended Unanimously**

**Summary:** *The article requests that voters approve a concept plan to redevelop the Groton Inn property as a three-story, twenty-four (24) room inn with a fifty (50) seat restaurant. The Applicant is also proposing to construct up to thirty (30) long and short term rental cottages, as well as a fitness area and caretaker's residence on the Property. The proposed square footage of the buildings' footprints would be 30,024 square feet with a total gross square footage of building area equal to approximately 51,208 square feet. The Property is the site of the former Groton Inn, and is serviced by Town sewer and water. The Property is zoned B-1.*

**Mover: Russell Burke**

**MOTION:** I move that the Town vote, pursuant to Section 218-18 of the Zoning Bylaw regarding Special Use Considerations and Section 218-27.C of the Zoning Bylaw regarding Planned Multi-Family Residential Development, to approve the Concept Plan for business development and Multi-Family use for the property owned by Pergantis Realty Trust, situated at 128 Main Street and shown on Assessors' Map 113 as Parcel 10, which premises are described in a deed recorded at the South Middlesex Registry of Deeds in Book 13305, Page 254, being shown on a conceptual plan entitled "Concept Plan in Groton Mass. Prepared for 128 Main Street, LLC" prepared by David E. Ross Associates, Inc., dated August, 2013, a copy of which is on file with the Town Clerk.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: 2/3's Majority**

**Discussion:**

- The Planning Board unanimously supported this article in a vote at its September 18 hearing.

- Mr. Anctil presented the concept plan proposal on behalf of the development team, 128 Main St. LLC. Christopher Ferris and Richard Cooper were also in attendance.
  - The presentation described the number of type of buildings. A “replacement” Groton Inn, long and short term transitory rental units, “replacement” apartments and function hall.
  - The concept plan approval request to Town Meeting allows the application process to go forward. A vote by the Town Meeting does not approve the project. The application process is iterative with the Planning Board and others. Town Meeting does not possess the technical skill to judge the project. Request is for Town Meeting to allow the project to proceed to the application process.
  - Q: Is the applicant open to using sprinklers in all the buildings?
    - R: Sprinkler use will be determined in the review process. Sprinklers will be mandated in the Inn itself.
  - Q: Have papers been passed on the property?
    - R: Not as of this time. Mr. Pergantis has collaboratively developed a “solid” Purchase and Sales Agreement with 128 Main St. LLC.
  - Q: What is the expected duration of long term rentals? Will there be an impact on the Schools?
    - R: Possibly a year. It’s possible that school enrollment could occur.\
  - Q: Who would be allowed to use the ancillary facilities such as the 50 seat bistro-pub and the fitness facility?
    - R: These will be built with the guests in mind, but would be open to the public.

**VOTE on Article 12 Main Motion: Passed by Unanimous Vote**

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**ARTICLE 13: REZONE PARCEL 101-22 FROM PUBLIC USE TO RESIDENTIAL – AGRICULTURAL “R-A”**

To see if the Town will vote to amend the Zoning Map established under Chapter 218 of the Code of the Town of Groton to rezone from Public Use (P) to Residential-Agricultural (R-A) a parcel of land located at 33 West Main Street consisting of approximately 0.28 acres, being shown on Assessors’ Map 101, Parcel 22, or take to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: Recommended Unanimously**

**Finance Committee: Recommended Unanimously**

**Planning Board: Recommended Unanimously**

**Summary:** *Currently, Squannacook Hall is zoned for public use because it is owned by the Town and was used for municipal purposes. The Board of Selectmen has solicited proposals for the sale of Squannacook Hall and has received one proposal for its re-use (please see Article 17 for further explanation). Since the building will no longer be used for municipal purposes, it should be rezoned accordingly.*

**Mover: Stuart Schulman**

**MOTION:** I move that the Town vote to amend the Zoning Map established under Chapter 218 of the Code of the Town of Groton, section 218-9, to rezone from Public Use (P) to

Residential-Agricultural (R-A) a parcel of land located at 33 West Main Street consisting of approximately 0.28 acres, being shown on Assessors' Map 101, Parcel 22.

**Moved and Seconded**

**Quantum of Town Meeting Vote: 2/3's Majority**

**Discussion:**

- The Moderator announced that discussion for Articles 13, 14, 15 and 16 would be allowed, as these articles are related.
- The Planning Board unanimously recommended approval of Article 13 at its September 26 hearing.
- Presentation by Mr. Platt on the concept plan for 33 West Main Street, to convert the building to three one-bedroom and one two-bedroom apartments with off street parking.
- Members of the Christian Union Church, an abutter, presented opposition to the concept plan. The project could trigger site work for the church which is unaffordable. The church would lose the use of parking on the Squannacook Hall site for services and activities. The church has been active for 120 years. The presenters felt the survival of the church was at risk should the project go forward.
- Mr. Platt stated the project was not intended to impact the church but to restore the building. It was acknowledged that there would be impact to the church's customary use of the hall's land for parking.
- Mr. Schulman supported the project, stating that the property would come back onto the tax roll.
- Selectmember: RFP responses to multiple offerings have been limited. This project is viable. Development does not diminish the church. This is coming to a point where the Hall needs to be developed or torn down. The preference is to save the building, which has a long
- Q: How many of the proposed units are categorized as "affordable".
  - R: Officially none, but one-bedroom units would be lower priced.
- Q: Can the building be torn down?
  - R: The Board of Selectmen can determine to tear the building down. Town Meeting would need to vote the funds to do this.
- Q: Would this building be governed by the Demolition Delay bylaw?
  - R: Yes
- Q: This seems like a "giveaway" to the developer. Why these favorable terms?
  - R: The building is being sold for \$100. The Town will replace the septic system at a cost of approximately \$30,000. The developer expects to invest \$500,000. The septic replacement makes the project feasible. A completed project would put the property on the tax rolls at an estimated \$10,000 per year.

**MOTION to Move the Question**

**Moved and Seconded**

**Quantum: 2/3rds Majority**

**VOTE on the Motion to Move the Question: Passed by 2/3rds Majority**

**VOTE on Article 13 Main Motion:**

**Quantum: 2/3rds Majority 84 In Favor 62 Against**

**Motion fails to reach a 2/3rds Majority and does not pass**

**ARTICLE 14: CONCEPT PLAN APPROVAL – 33 WEST MAIN STREET**

To see if the Town will vote, pursuant to Section 218-27.C of the Zoning Bylaw regarding Planned Multi-Family Residential Development, to approve the concept plan entitled “Re-Development of Squannacook Hall” for planned multi-family/residential development for the land owned by the Town of Groton located at 33 West Main Street, and shown on Assessors’ Map 101, Parcel 22, which plan is on file with the Town Clerk, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*  
**Planning Board:** *Recommended Unanimously*

**Summary:** *As discussed in Articles 14 and 17, the Board of Selectmen has solicited proposals for the sale of Squannacook Hall through the Request for Proposals process and has received one proposal to convert the building into four (4) residential rental units. Pursuant to our Zoning Bylaw, this type of use requires concept plan approval at Town Meeting for a planned multi-family residential development.*

**Mover:** **Stuart Schulman**

**MOTION:** I move that the Town vote, pursuant to Section 218-27.C of the Zoning Bylaw regarding Planned Multi-Family Residential Development, to approve the concept plan entitled “Re-Development of Squannacook Hall” for planned multi-family/residential development for the land owned by the Town of Groton located at 33 West Main Street, and shown on Assessors’ Map 101, Parcel 22, which plan is on file with the Town Clerk.

**Moved and Seconded**  
**Quantum of Town Meeting Vote:** **2/3’s Majority**

**MOTION:** I move that Article 14 be indefinitely postponed

**Moved and Seconded**  
**Quantum:** **Majority**  
**VOTE on Motion to Indefinitely Postpone Article 14:** **Passed by Majority Vote**

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**ARTICLE 15: REPAIR SEPTIC SYSTEM AT SQUANNACOOK HALL**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money to repair the septic system at Squannacook Hall located on West Main Street in West Groton, and for all costs associated and related thereto, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

**Summary:** Please see the summary in Article 16. During the negotiations with the prospective buyer of Squannacook Hall, the Board of Selectmen has agreed to repair the Septic System as part of the purchase and sale agreement. The estimated cost of the repair is \$30,000. By selling this building and putting it on the tax rolls, the Town will receive an estimated \$10,000 a year in taxes. The Board of Selectmen believes it is reasonable to invest in a new system to allow the sale to move forward, with an anticipated three year period to recoup the cost of the system.

**Mover: Stuart Schulman**

**MOTION:** I move that the Town vote to transfer the sum of \$30,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to repair the septic system at Squannacook Hall located on West Main Street in West Groton, and for all costs associated and related thereto.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**MOTION:** I move that Article 15 be indefinitely postponed

**Moved and Seconded**  
**Quantum: Majority**  
**VOTE on Motion to Indefinitely Postpone Article 15: Passed by Majority Vote**

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**ARTICLE 16: SALE OR LEASE OF SQUANNACOOK HALL**

To see if the Town will vote to authorize the Board of Selectmen to sell and/or lease, for a period not to exceed 99 years, the building known as Squannacook Hall, which comprises of approximately 4,402 square feet, and all or a portion of the 0.28 acre site on which it is located at 33 West Main Street, West Groton, Massachusetts, to take all necessary action to comply with the General Laws of the Commonwealth for the disposal of said building, and to petition the General Court for any necessary special legislation, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: Recommended Unanimously**  
**Finance Committee: Recommended Unanimously**

**Summary:** Squannacook Hall has been vacant for the past four years. A re-use study was completed four years ago for the future use of the Building. However, due to cost and lack of a viable septic system, no action was taken on the proposed rehabilitation. Last fall, the Town successfully designed a Title V septic system that was permitted by the Board of Health. Based on this, the Board of Selectmen issued a Request for Proposals for the disposition of the Building. The Town received one proposal to convert Squannacook Hall into four (4) residential rental units and rent the building for the next twenty (20) years. The purpose of this article will be to present the proposal in more detail to the Town Meeting for approval of the disposition of the Building. A full report will be made to the Fall Town Meeting.

**Mover: Stuart Schulman**

**MOTION:** I move that the Town vote to transfer to the Board of Selectmen for the purpose of sale, and authorize the Board of Selectmen to sell, for a sum of not less than \$100, the Town-owned building known as Squannacook Hall, which comprises approximately 4,402 square feet, and all or a portion of the 0.28 acre site on which it is located at 33 West Main Street, West Groton, Massachusetts, to take all necessary action to comply with the General Laws of the Commonwealth for the disposal of said building, and to petition the General Court for any necessary special legislation.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: 2/3's Majority**

**MOTION:** I move that Article 16 be indefinitely postponed

**Moved and Seconded**  
**Quantum: Majority**  
**VOTE on Motion to Indefinitely Postpone Article 16: Passed by Majority Vote**

**ARTICLE 17: AMEND § 218-13 – ZONING – SCHEDULE OF USE REGULATIONS**

To see if the Town will vote to amend the Code of the Town of Groton, Chapter 218 Zoning, as follows:

Revise Article III Use Regulations, §218-13 Schedule of Use Regulations, by adding the following note no. 11 applicable to the following use entries in the B-1 District:

	R-A	R-B	B-1	M-1	C	O	P
Retail store or service establishment	N	N	Y <sup>11</sup>	N	N	N	N
Business or professional office building or bank	N	SP	Y <sup>11</sup>	N	N	N	N
Restaurant or other place for serving food	N	SP	Y <sup>11</sup>	N	N	N	N

<sup>11</sup>Except "PB" if the footprint of the new building or addition to an existing building exceeds 2500 square feet

or to take any other action relative thereto.

**PLANNING BOARD**

**Board of Selectmen: Not Recommended – 4 Against, 1 In Favor (Cunningham)**

**Finance Committee: No Position**

**Planning Board: Recommended Unanimously**

**Summary:** *Currently all professional office, retail, and restaurant establishments are allowed by right under the Zoning By-Law. Other than Site Plan Review, which can only impose site-related conditions, the only discretionary review is through Concept Plan approval by Town Meeting (which does include a subsequent special permit by the Planning Board). The future of the Concept Plan process may be in question in light of recent court decisions. Therefore, the proposed zoning amendment seeks to explicitly codify the Special Permit portion of the Concept Plan process into the Zoning By-Law in the event the Concept Plan process is no longer*

operative. This article does not alter or remove the existing Concept Plan requirements. The Special Permit process would parallel Site Plan Review, which considers vehicular and pedestrian access, parking, traffic circulation, stormwater management, landscaping, lighting, utilities, and architectural design.

**Mover: Jason Parent**

**MOTION A:** I move that the Town vote to amend the Code of the Town of Groton, Chapter 218 Zoning, section 218-13, as set forth in Article 17 of the Warrant for the October 21, 2013 Fall Town Meeting.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**MOTION B:** I move that Article 17 be indefinitely postponed.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**  
**VOTE on Motion to Indefinitely Postpone Article 17: Passed by Unanimous Vote**

**ARTICLE 18: AMEND § 218-13 – ZONING – SCHEDULE OF USE REGULATIONS**

To see if the Town will vote to amend the Code of the Town of Groton, Chapter 218 Zoning, as follows:

Revise Article III Use Regulations, §218-13 Schedule of Use Regulations, by changing the use entry for motel, hotel or inn from “SP” to “PB” in the Business District. The proposed change will read as follows:

	R-A	R-B	B-1	M-1	C	O	P
Motel, hotel or inn	N	N	PB	N	N	N	N

or to take any other action relative thereto.

**PLANNING BOARD**

**Board of Selectmen: Recommended Unanimously**  
**Finance Committee: No Position**  
**Planning Board: Recommended Unanimously**

**Summary:** *The proposed zoning amendment will designate the Planning Board as Special Permit Granting Authority for motels, hotels, and inns located in a Business District. The Planning Board Special Permit process would be undertaken in conjunction with Site Plan Review which considers vehicular and pedestrian access, parking, traffic circulation, stormwater management, landscaping, lighting, utilities, and architectural design. The process would be more easily coordinated because the applicant would present plans to the Planning Board rather than both the Planning Board and the Zoning Board of Appeals. The abbreviations in Section 218-13 Schedule of Use Regulations are:*

R-A Residential-Agricultural District      M-1 Manufacturing District  
R-B Residential-Business District      C Conservancy District

B-1 Business District. P Public Use District  
O Official Open-Space District

The notations in the table are as follows: Y (yes) Use permitted by right; SP Use allowed under a special permit to be acted upon by the Board of Appeals; PB Use allowed under a special permit to be acted upon by the Planning Board; N (no) Use prohibited

**Mover: John Giger**

**MOTION:** I move that the Town vote to amend the Code of the Town of Groton, Chapter 218 Zoning, section 218-13, as set forth in Article 18 of the Warrant for the October 21, 2013 Fall Town Meeting.

**Moved and Seconded**

**Quantum of Town Meeting Vote: 2/3's Majority**

**VOTE on Article 18 Main Motion: Passed by 2/3rds Majority**

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**ARTICLE 19: ACCEPT PROVISIONS OF M.G.L. CHAPTER 59, §5K**

To see if the Town will vote to adjust the exemption authorized under Massachusetts General Laws, Chapter 59, Section 5K, concerning the so-called "Senior Work-Off Program" under which seniors may reduce their property tax liability in exchange for services provided to the Town by allowing an approved representative, for persons physically unable, to provide such services to the city or town, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: Recommended Unanimously**

**Finance Committee: No Position**

**Summary:** *The Town of Groton has been offering the Senior Tax-Work Off Program to our seniors for several years. The program allows seniors, based on their income level, the ability to work at Town Hall performing various functions while earning up to a \$500 credit towards their property tax bill. The program has been very successful. Recently, the Board of Selectmen voted to increase the tax credit to \$700 and would like to allow seniors who cannot perform the work to have a proxy fill in for them in order to earn the credit. Adopting this section of the law will allow for this to occur.*

**Mover: Jack Petropoulos**

**MOTION:** I move that the Town vote to adjust the exemption authorized under Massachusetts General Laws, Chapter 59, Section 5K, concerning the so-called "Senior Work-Off Program" under which seniors may reduce their property tax liability in exchange for services provided to the Town by allowing an approved representative, for persons physically unable, to provide such services to the Town.

**Moved and Seconded**

**Quantum of Town Meeting Vote: Majority**

**VOTE on Article 19 Main Motion: Passed by Unanimous Vote**



**ARTICLE 20: AMEND PERSONNEL BYLAW**

To see if the Town will vote to amend Chapter 48, "Personnel," of the Code of the Town of Groton by deleting the current Chapter 48 in its entirety, and replacing it with a new Chapter 48, "Personnel", a copy of which is on file in the Office of the Town Clerk, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: Recommended - 4 In Favor, 1 Against (Petropoulos)**  
**Finance Committee: No Position**

**Summary:** *At the request of the Board of Selectmen, the Bylaw Review Committee and the Personnel Board jointly reviewed the Personnel Bylaw, (Chapter 48). Town Meeting is asked to consider the recommendation from this joint study. These recommendations are intended to streamline the bylaw, invoke personnel expertise for management consideration and enable a more clear enforcement of personnel policy. Three significant changes are being recommended. The Personnel Board's powers and duties are revised to reflect the advisory and consultative nature of the Board, consistent with the Town Charter and effective practice of the Board. The Grievance Procedure is updated to allow bylaw employees the option to request an advisory opinion from the Personnel Board in the procedure. The bylaw which is currently in effect mandated that the Board issue a binding opinion, effectively overriding management's responsibilities. Lastly, administrative orders dealing with employee leave (vacation, sick time, holidays, etc.) are removed from the bylaw, and redrafted as policies of the Board of Selectmen. The Personnel Bylaw covers (non-union) employees of the Town. Recently, a majority of Town employees have unionized, leaving only three positions covered by the bylaw. Please see Appendix A for a summary comparison of the changes.*

**Mover: Joshua Degen**

**MOTION:** I move that the Town vote to amend Chapter 48, "Personnel," of the Code of the Town of Groton by deleting the current Chapter 48 in its entirety, and replacing it with a new Chapter 48, "Personnel", a copy of which is on file in the Office of the Town Clerk.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**Discussion:**

- Mr. Bouchard presented a summary of the recommended changes.

**Mover: John Petropoulos**

**MOTION to Amend (Primary):** I move to amend the main motion by adding the following language to Section 48-1 after the words "as designated by the Selectmen":

No person shall serve upon said Board who is, at the same time, an employee of the Town or who holds an elective Town office or who is a member of any other permanent Town committee, board or commission; provided, however, that this restriction shall not prevent one member of the Personnel Board from serving concurrently on the Finance Committee or an ad hoc committee of the Town established by the Selectmen or otherwise

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**

**Discussion:**

- Mr. Petropoulos: Finds that this language will help preserve the independence of the Personnel Board.
- Mr. Cunningham: This amendment would narrow the pool of potential candidates for the Personnel Board. One current member would be forced to resign either from the Personnel Board or another committee assignment. The Board of Selectmen would use good judgment when making appointments.
- After further discussion, Mr. Petropoulos advanced that he wished to modify the Motion to amend to only exclude employees from eligibility for the Personnel Board.
  - Since the motion to amend has been made and seconded, and placed on the floor, it cannot be simply changed by the maker. Either a secondary motion to amend must be made or Unanimous Consent be given by the Meeting. Unanimous Consent was not granted.

**Mover: John Petropoulos**

**MOTION to Amend the Primary Motion to Amend (Secondary Motion to Amend):** I move to amend the Primary Motion to Amend to have it read as:

No person shall serve upon said Board who is, at the same time, an employee of the Town.

These words to be inserted in Section 48-1 after the words "as designated by the Selectmen".

**Moved and Seconded**  
**Quantum: Majority**

**Motion to Move the Question**

**Moved and Seconded**  
**Quantum: 2/3rds Majority**

**Vote on the Motion to Move the Question (Secondary Amendment):**  
**Passed by 2/3rds Majority**

**VOTE to Amend the (Primary) Motion to Amend with the Secondary Motion to Amend:**  
**Passed by Majority Vote**

**VOTE on the (Primary) Motion to Amend, as amended:**  
**Passed by Majority Vote**

**VOTE on Article 20 Main Motion, as amended**  
**Passed by Majority Vote**

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**ARTICLE 21: AMEND CHAPTER 153 OF THE CODE OF GROTON**

To see if the Town will vote to amend Chapter 153, "Historic Districts and Commission," of the Code of the Town of Groton by deleting the current Chapter 153 in its entirety, and replacing it with a new Chapter 153, "Historic Districts and Commission", a copy of which is on file in the Office of the Town Clerk, or to take any other action relative thereto.

**HISTORIC DISTRICTS COMMISSION**

**Board of Selectmen: *Recommended Unanimously***  
**Finance Committee: *No Position***

**Summary:** *The article proposes revisions to Groton By-Law Chapter 153 to address the following: (1) to reflect that Groton has multiple Historic Districts; (2) to better align our by-law and duties of the Historic Districts Commission with Massachusetts General Laws chapter 40C, which governs Historic Districts and Historic Districts Commissions; and (3) to clarify the Commissions duties and responsibilities associated with protecting the Town's Historic Districts.*

**Mover: Daniel Barton**

**MOTION:** I move that the Town vote to amend Chapter 153, "Historic Districts and Commission," of the Code of the Town of Groton by deleting the current Chapter 153 in its entirety, and replacing it with a new Chapter 153, "Historic Districts and Commission", a copy of which is on file in the Office of the Town Clerk.

**Moved and Seconded**  
**Quantum of Town Meeting Vote: 2/3's Majority**

**Mover: Daniel Barton**

**MOTION:** I move that Article 21 be indefinitely postponed

**Moved and Seconded**  
**Quantum of Town Meeting Vote: Majority**  
**VOTE on Article 21 Motion to Indefinitely Postpone:**  
**Passed by Unanimous Vote**

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**ARTICLE 22: ACCEPT ALTERATION OF LAYOUT OF COW POND BROOK ROAD**

To see if the Town will vote to accept an alteration of the public way layout of Cow Pond Brook Road, as voted by the Board of Selectmen, a copy of which vote is on file in the office of the Town Clerk, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: *Recommended Unanimously***  
**Finance Committee: *No Position***

**Summary:** *By a conveyance to the Town in 2000, there are strips of land along Cow Pond Brook Road that belong to the Town. However, the official layout of the public way, which was adopted prior to that conveyance, did not include those strips of land within the layout. The intention of this article is to accept an alteration of the layout, which will include those strips of land within the public way.*

**Mover: John Petropoulos**

**MOTION:** I move that the Town vote to accept an alteration of the public way layout of Cow Pond Brook Road, as voted by the Board of Selectmen, a copy of which vote is on file in the office of the Town Clerk.

**Moved and Seconded**

**Quantum of Town Meeting Vote: Majority**

**VOTE on Article 22 Main Motion: Passed by Unanimous Vote**

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**ARTICLE 23: ACCEPT ALTERATION AND RELOCATION OF RIDGEWOOD AVENUE**

To see if the Town will vote to accept the alteration and relocation of the public way layout of Ridgewood Avenue, as voted by the Board of Selectmen, a copy of which vote is on file in the office of the Town Clerk, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen: Recommended Unanimously**

**Finance Committee: No Position**

**Summary:** *Following a survey, it has been determined that the on-the-ground location of Ridgewood Avenue is different from the location shown on the Ridgewood Estates subdivision plan. As a result, an existing house on Ridgewood Avenue is located partially within the public way layout. Alteration and relocation of the public way will eliminate the encroachment.*

**Mover: John Petropoulos**

**MOTION:** I move that the to accept the alteration and relocation of the public way layout of Ridgewood Avenue, as voted by the Board of Selectmen, a copy of which vote is on file in the office of the Town Clerk.

**Moved and Seconded**

**Quantum of Town Meeting Vote: Majority**

**VOTE on Article 23 Main Motion: Pass by Unanimous Vote**

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**MOTION TO DISSOLVE PASSED BY UNANIMOUS VOTE**

**Meeting dissolved at 10:13 PM**

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 30<sup>th</sup> Day of September in the year of our Lord Two Thousand Thirteen.

Peter S. Cunningham

Peter S. Cunningham, Chairman

Joshua A. Degen

Joshua A. Degen, Vice Chairman

Anna Eliot

Anna Eliot, Clerk

Stuart M. Schulman

Stuart M. Schulman, Member

John G. Petropoulos

John G. Petropoulos, 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.

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Constable

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Date Duly Posted

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## REPORT OF THE TOWN MANAGER TO THE 2013 FALL TOWN MEETING

The 2013 Fall Town Meeting Warrant contains several warrant articles that seek appropriations, some of which will affect the Tax Rate and some which will have no further impact on taxes. The purpose of this report is to provide the residents and taxpayers with a summary of these articles and what impact they will have on the Fiscal Year 2014 Tax Rate.

As you will recall, the 2013 Spring Town Meeting voted a budget of \$30,994,975 which was \$501,034 under the levy limit based on our best estimate of revenues at that time. Since that time, we have begun to get a better picture on our estimates. Most importantly, in July, the Commonwealth finalized its budget and provided the Town with its final State Aid Estimates. Further, the Assessors have finalized their calculation of new growth. I am pleased to say that both of these amounts have come in higher than anticipated last December when the Fiscal Year 2014 Operating Budget was first developed. The following chart provides the difference between what was originally estimated and what we are estimating at this time:

	<u>Original</u>	<u>Current</u>	<u>Difference</u>
State Aid	\$745,207	\$818,909	\$ 73,702
State Charges	\$ 84,042	\$104,471	\$(20,429)
New Growth	\$202,200 (\$12m)	\$286,450 (\$17m)	\$ 84,250
<b>Additional Revenues</b>			<b>\$137,523</b>

With this additional revenue, the approved budget is now \$638,557 under the levy limit. When we presented the Budget to the Spring Town Meeting, we stated that it was our intention to keep the excess levy capacity at \$500,000 under the levy limit. Since that time, several issues have arisen that may require the Town to expend some of its levy capacity and dip below the \$500,000 level. Article 2 of this Warrant amends the original budget in several line items. The use of this excess levy capacity to fund these budget expenditures will increase the tax rate. Another revenue source is our Surplus Revenue Account ("Free Cash"). The Department of Revenue has certified the Town's Free Cash at \$1,316,409. Some of this Free Cash will be used to fund several of the Articles contained in the Warrant. The use of "Free Cash" will not impact the tax rate.

The following is a summary of Warrant Articles requesting funding and how it will impact the anticipated FY 2014 Tax Rate:

**Article 1: Unpaid Bills** **Amount Requested: \$1,561**

The following unpaid bills will be funded through Free Cash and will not affect the Tax Rate:

Napa Auto Parts -	\$119
Dawson Landscaping -	\$930
Aquarius Systems -	\$226
Nashoba Valley Medical Center	<u>\$286</u>
Total	\$1,561

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**Article 2: Budget Amendments**

**Amount Requested: \$198,904**

This proposed funding for this Article will come from taxation and will increase the Tax Rate (at the conclusion of the summary and explanation will be a chart showing the impact on the FY 2014 Tax Rate). The following is a breakdown of the request, followed by an explanation:

<u>Line Item</u>	<u>Original Appropriation</u>	<u>New Appropriation</u>	<u>Difference</u>
Town Manager Wages	\$ 80,785	\$ 82,060	\$ 1,275
Treasurer/Collector Wages	\$ 95,229	\$ 112,738	\$ 17,509
IT Salaries	\$ 90,780	\$ 115,080	\$ 24,300
IT Wages	\$ 57,605	\$ 33,305	\$ (24,300)
Town Clerk Wages	\$ 48,304	\$ 49,185	\$ 881
Telephone Expense	\$ 42,000	\$ 47,000	\$ 5,000
Police Salaries	\$ 270,340	\$ 275,140	\$ 4,800
Police Wages	\$1,318,025	\$1,398,025	\$ 80,000
Fire Wages	\$ 566,843	\$ 625,315	\$ 58,472
Municipal Buildings Wages	\$ 71,632	\$ 75,099	\$ 3,467
Council on Aging Salary	\$ 0	\$ 61,160	\$ 61,160
Council on Aging Wages	\$ 110,269	\$ 49,109	\$ (61,160)
Council on Aging Expenses	\$ 5,454	\$ 8,454	\$ 3,000
Senior Van Expenses	\$ 8,166	\$ 11,166	\$ 3,000
Library Salary	\$ 270,645	\$ 277,145	\$ 6,500
Water Safety Expenses	\$ 950	\$ 15,950	\$ 15,000
Total	\$3,037,027	\$3,235,931	\$198,904

Explanation of Requests:

**Town Manager Wages - \$1,275**

Three years ago, through a consolidation of operations and the development of the Land Use Department, the position of Land Use Assistant was created. At that time, the position was classified as a Grade 5 position and had the primary responsibility of providing administrative support to all Land Use Departments. Since that time, the position has evolved and taken on more responsibility, including overseeing the Form of Intent process and the issuance of passports, supporting the Town Manager's Office in various roles and implementing the permitting software. Recently, the Land Use Director/Town Planner approached the Town Manager and asked that the position's job description be amended to incorporate the added responsibility and be re-classified pursuant to Article 31 of the Agreement between the Town of Groton and SEIU, Local 888. Based on this review, the job has been renamed Interdepartmental Administrative Assistant and re-graded to Grade 7. The cost of the re-classification (effective November 4, 2013) in FY 2014 is \$1,275.

**Board of Selectmen: Recommended Unanimously**  
**Finance Committee: Recommended Unanimously**

**Treasurer/Collector Wages - \$17,509**

This request is based on the Assistant Treasurer/Collector In-Training program that was approved by the Board of Selectmen in May, 2013. The long-time Assistant Treasurer/Collector is retiring in April, 2014 and we have begun a program to train a current employee to assume the position upon the retirement of the current Assistant Treasurer/Collector. The cost of the program includes the salary of the employee serving in the training program, along with the additional salary of filling that employee's current position. The cost of this program is \$17,509.

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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**IT Salaries - \$24,300**  
**IT Wages - \$(24,300)**

When the 2013 Spring Town Meeting approved the new Web Developer position, it was added to the IT Wage Account in error. When the position was proposed and approved, it was considered a salaried position and should have been added to the IT Salaries Account. This request is a simple transfer between the two accounts. There is no additional cost impact.

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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**Town Clerk Wages - \$881**

Currently, in the Town Clerk's Office there are two part-time Assistant Town Clerk positions. One position is budgeted for 20 hours and one position is budgeted for 19 hours. The office is open for 40 hours and both these positions perform identical functions at different times. One position receives benefits and one does not. It is a matter of fairness to these two dedicated hardworking employees. Both positions are deserving of benefits and it is time for the Town to correct this inconsistency and provide benefits to both positions. Should this be approved at Town Meeting, the Town Clerk's Office will remain open one additional hour on Friday afternoons to provide additional services to our residents. The cost of the additional hour per week from November 4, 2013 to June 30, 2014 is \$881 (estimated year impact is \$1,200). As a benefited position, the Town has a potential exposure of an estimated \$6,000 to \$16,000 should the employee choose to take health insurance.

**Board of Selectmen:** *Recommended - 3 In Favor, 2 Against (Degen, Petropoulos)*  
**Finance Committee:** *Recommended - 3 In Favor, 1 Against (Prager)*

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**Telephone Expense - \$5,000**

In Fiscal Year 2012, the Town consolidated all telephone expense budgets into one account. This account pays for all telephone lines, including land lines, cell phones and air cards for the laptops in the various public safety vehicles. Last year, the Town added several new air cards and the budget was not adjusted accordingly to cover this additional expense. For the past two years, Town Meeting approved line item transfers at the end of the fiscal year to balance out the account. It appears that this budget has been averaging around \$46,000 in telephone expense. The Fiscal Year 2014 Budget contains \$42,000 for telephones. The additional \$5,000 should be sufficient to avoid a line item transfer at the end of the fiscal year.

**Board of Selectmen:**    *Recommended Unanimously*  
**Finance Committee:**   *Recommended Unanimously*

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**Police Salaries - \$4,800**

In Fiscal Year 2013, the Police Lieutenant's Salary was moved from the Wage Account to the Salary Account. Unfortunately, not all of the direct expenses were moved. As the Lieutenant, he gets most of the same benefits that the patrol officers receive through their Union Agreement even though he is not a member of the Union. Two of the benefits that he receives that were not budgeted for are vacation buy back (he is allowed to buy back one week of vacation if he is maxed out in accrual) and health insurance buy back if he does not take the Town's health insurance coverage. The total cost of these two benefits is \$4,800.

**Board of Selectmen:**    *Recommended Unanimously*  
**Finance Committee:**   *Recommended Unanimously*

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**Police Wages - \$80,000**

For the past two Fiscal Years, the Police Department has had to ask Town Meeting in the spring for a line item transfer or request from the Finance Committee a Reserve Fund Transfer to cover Police Wages. While the Town has been conservatively budgeting this line item, the Town Meeting should address the actual cost of funding the Police Department Wage Account. Last Spring, the Finance Committee asked that the Finance Team take a closer look at the actual cost and fund the account appropriately. During the past two fiscal years, the Department has consistently had to come back to Town Meeting and the Finance Committee for an average of \$125,000 in additional funding. Taking this into consideration, along with salary increases and the cost of having Reserve Officers cover various shifts, it appears that the budget will require an additional \$120,000 in wages in FY 2014. The Finance Committee has approved an appropriation of \$80,000 at this Town Meeting and requested that the Finance Team conduct an in depth review of police wage expenses and come back to the Finance Committee and Board of Selectmen for any additional funding necessary at the 2014 Spring Town Meeting.

**Board of Selectmen:**    *Recommended Unanimously*  
**Finance Committee:**   *Recommended Unanimously*

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**Fire Wages - \$58,472**

In January 2012, the Town was notified by the International Association of Firefighters (IAFF) that they would be representing the Professional Firefighters of Groton. For the past year and a half, the Town has been negotiating a new Collective Bargaining Agreement with the IAFF, Local 4879. The reason that this has been such a lengthy process is due to the difficulty of negotiating the initial contract and covering all the issues that may arise over the course of a three year agreement. The Town performed salary and benefit surveys of similar departments and tried to be as fair and equitable as possible to the Firefighters, while protecting the Town's interests. The Town and the Union have reached a tentative agreement on a three year contract that provides a seven percent (7%) wage adjustment (3% in FY 2013, 2% in FY 2014 and 2% in FY 2015) and runs from July 1, 2012 through June 30, 2015. This is consistent with all other Union Agreements. The Wage increase is retroactive to July 1, 2012. The requested appropriation of \$58,472 will cover the retro-active pay (including overtime), as well as provide enough funding in FY 2014.

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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**Municipal Buildings Wages - \$3,467**

The new Center Fire Station is scheduled to be completed in May, 2014. Previous budget projections have contemplated the need for additional custodial coverage to perform janitorial services in the new building. Currently, there are two part-time custodians and one full time custodian. Both the part-timers work 17 hours per week. This funding will allow the Town to increase one of the part-time employees to 35 hours to cover this building, commencing on April 1, 2014. The Wage impact of this request in FY 2014 is \$3,467. In FY 2015, the estimated wage impact would be \$17,000.

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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**Council on Aging Salary - \$ 61,160**  
**Council on Aging Wages - \$(61,160)**

The Town has always budgeted the COA Director in the Wage Account. This is a salaried position and should be budgeted in a salary account. This transfer between the Wage and Salary Account will fix this error at the Fall Town Meeting. This is a simple transfer from one account to the other and has no impact on the FY 2014 Budget.

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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**Council on Aging Expenses - \$3,000**

The Town has recently hired a new COA Director. The new Director began work in May and has been a wonderful addition to the Town's Staff. The Director inherited a Fiscal Year 2014 Budget that was developed by the former Director. After a top to bottom review of the budget and programming, the Director would like to provide additional programming for our Seniors. To that end, the Director is requesting a budget adjustment of \$3,000 to provide this additional programming. Revenues will be collected from participation in these programs to offset two-thirds of this expense.

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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**Senior Van Expenses - \$3,000**

The Fiscal Year 2014 budget doubles the amount of hours the Senior Van is available. While we increased the hours, we never increased the expense budget to cover gasoline and maintenance. After reviewing the budget and use, we believe these added hours will cost approximately \$3,000 in gas and maintenance expense. This appropriation is needed to cover the total FY 2014 operational expense and is reimbursed to the Town by the Commonwealth.

**Board of Selectmen:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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**Library Salary - \$6,500**

The Library has four departmental librarians in addition to the Library Director. Three of the four work forty (40) hours per week, while the fourth (Young Adult Librarian) works 19. Three of the Librarians are classified as Grade 8 positions, while the Young Adult Librarian is classified as a Grade 7. The Library Director approached the Town and requested that this inequity in grading as well as benefits be reviewed. The Town reviewed the job description and determined that this position should be classified as Grade 8 since it had all the same duties, responsibilities and educational requirements of the other Librarians. In addition, similar to the issue we have in the Town Clerk's Office, three of the positions receive benefits, while one does not. The Library Trustees are looking to expand the programming offered by the Young Adult Librarian and are seeking an additional hour per week for this position. The cost of adjusting the current YA Librarian's pay rate to the appropriate level within Grade 8 and the cost of increasing the position to 20 hours effective November 4, 2013 would be \$3,500. Additionally, when the Board of Library Trustees hired the new Library Director last year, they provided the Director with a one (1) year agreement. The Trustees are negotiating a 3.5 year agreement with the Director that will align her salary with the Town's fiscal cycle for future budgets. This one-time request is to provide a salary increase at one year, rather than 18 months. The total amount requested for both these issues is \$6,500.

**Board of Selectmen:** *Recommended - 3 In Favor, 2 Against (Degen, Petropoulos)*  
**Finance Committee:** *Recommended Unanimously*

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**Water Safety Expenses - \$15,000**

The Board of Selectmen has made the re-opening of Sargisson Beach a top priority of in FY 2014. A committee has been formed to develop a plan to open the beach after Memorial Day, 2014. A review of the expense of operating the beach (life guards, ranger, etc.) when it was last opened in 2009 was conducted. It appears the annual expense in 2014 would be approximately \$55,000. The Town would need to provide funding for the month of June, 2014. This article requests \$15,000 to cover this expense in FY 2014.

**Board of Selectmen: *Recommended Unanimously***  
**Finance Committee: *Recommended Unanimously***

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This article requests that the \$198,904 requested come out of our excess levy capacity since almost all of these requests (with the exception of the Treasurer/Collector Wage Expense) will be recurring expenses in FY 2015. The impact on the FY 2014 Tax Rate is as follows:

Original Budget -	\$30,994,975
Original Levy Limit -	\$24,721,030
Amount Under the Levy Limit -	\$501,034
Original Proposed Tax Rate -	\$17.23
Average Tax Bill -	\$6,892 or \$152 increase over FY 2013
New Proposed Budget -	\$31,231,448
New Levy Limit (Additional New Growth)	\$24,805,711
Amount Under the Levy Limit -	\$439,653
New Proposed Tax Rate -	\$17.36
Average Tax Bill -	\$6,944 or \$204 increase over FY 2013

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**Article 3 – Capital Stabilization Fund** **Amount Requested: \$300,000**

The Fund has a balance of \$143,000. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. To meet this level, the Town will need to add \$300,000 to the fund. This funding will come from Free Cash and not affect the Tax Rate.

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**Article 4 – Stabilization Fund** **Amount Requested: \$380,000**

The balance in this fund is \$1.13 million. The financial management goal is to achieve and maintain a balance in the Stabilization Fund equal to 5% of the total annual budget. To meet this level, the Town will need to add \$380,000 to the fund. This funding will come from Free Cash and not affect the Tax Rate.

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**Article 5 – Offset the Tax Rate**

**Amount Requested: \$100,000**

The Board of Selectmen is recommending that Town Meeting transfer \$100,000 from Free Cash to offset the tax rate in FY 2014. This will reduce the average tax bill (home valued at \$400,000) by \$28.00.

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**Article 6 – Police Cruiser Purchase**

**Amount Requested: \$58,000**

Please see the summary with the Article on page 3 of the Warrant. This funding will come from Free Cash and not affect the Tax Rate.

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**Article 7 – Improvements to Town Properties**

**Amount Requested: \$50,000**

Please see the summary with the Article on page 4 of the Warrant. This funding will come from Free Cash and not affect the Tax Rate.

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**Article 9 – Lost Lake Fire Protection**

**Amount Requested: \$37,000**

Please see the summary with the Article on page 5 of the Warrant. This funding will come from Free Cash and not affect the Tax Rate.

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**Article 10 – Lost Lake Fire Protection**

**Amount Requested: \$33,850**

Please see the summary with the Article on page 5 of the Warrant. This funding will come from Free Cash and not affect the Tax Rate.

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**Article 11 – Lost Lake Fire Protection**

**Amount Requested: \$32,550**

Please see the summary with the Article on page 6 of the Warrant. This funding will come from Free Cash and not affect the Tax Rate.

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**Article 15 – Squannacook Hall Septic System**

**Amount Requested: \$30,000**

Please see the summary with the Article on page 7 of the Warrant. This funding will come from Free Cash and not affect the Tax Rate.

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With the exception of Article 2 (\$198,904), all of the funding for the remaining money articles (\$1,022,961) will be appropriated from Surplus Revenue (“Free Cash”) and not impact the Fiscal Year 2014 Tax Rate. Should each of these articles pass, the Town will have a balance of \$293,448 in Free Cash.

Respectfully submitted,

*Mark W. Haddad*

Mark W. Haddad  
Town Manager

**APPENDIX A**  
**Summary of Changes – Chapter 48 Personnel Bylaw**

<b>PROCESS</b>	<ul style="list-style-type: none"> <li>• 6 Bylaw Review Committee Public Meetings</li> <li>• Interested parties invited to participate (Individuals who have stated opinions, Applicants for the Personnel Board, Members of the Personnel Board, Bylaw Employees, Members of the Public)</li> <li>• Note: During the process, <ul style="list-style-type: none"> <li>○ Personnel Board Members were appointed</li> <li>○ Bylaw Employees unionized, leaving 3 bylaw employees</li> </ul> </li> </ul>		
<b>TOPIC</b>	<b>2009 VERSION</b>	<b>RECOMMENDATION</b>	<b>COMMENTS</b>
48-1 Membership of Personnel Board	Restricted membership from anyone serving on any town board or employees EXCEPT the Finance Committee	No membership restriction	
48-2 Powers and Duties	A. Prepare and maintain the Wage and Classification Schedule	B. Advise in the preparation of the Wage and Classification Schedule	Purview of the Human Resources Director; Time commitment of Personnel Board members
	B. Establish and administer a grievance procedure	E. Participate in a grievance procedure	The Personnel Board, if invoked, is one step of four. Town Meeting establishes the grievance procedure.
48-9 Grievance Procedure	Step 1: Immediate Supervisor Step 2: Appeal to Town Manager Step 3: Appeal to Personnel Board Step 4: Appeal to Board of Selectmen <u>Note:</u> A decision must be appealed to the next step	Step 1: immediate Supervisor Step 2: Appeal to Town Manager Step 2A: (Optional) Request an advisory opinion from the Personnel Board Step 3: Appeal to the Board of Selectmen	If Town Manger is the immediate supervisor, then Step 2 does not apply.  Grievant has the option of appealing to the Personnel Board for an advisory opinion; OR Proceed to Step 3
Administrative Orders	AO1: Employee Classification AO2: Vacation AO3: Holidays AO4: Sick Leave AO5: Personnel records AO6: Grievance Procedure AO7: Wage and Classification Schedule AO8: Leave of Absence AO9: Personal Days	AO1: Employee Classification AO2: Personnel records AO3: Grievance Procedure AO4: Wage and Classification Schedule	Recommendation: Board of Selectmen Policies to address employee "leave" issues.  Employee leave issues are addressed in union contracts. Allows the BoS to address parity issues as needed.