

MINUTES

TOWN OF GROTON



2018 FALL TOWN MEETING

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

Beginning Monday, October 1, 2018 @ 7:00 PM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting



Town Meeting Access for Voters with Disabilities

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

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

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

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

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

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

Questions or concerns - If you or a member of your household has questions or would like to request a sign language interpreter, please contact ADA Coordinator Michelle Collette at Town Hall at 978 448-1105 at least one week before the Town Meeting.

**FALL TOWN MEETING MINUTES
OCTOBER 1, 2018**

Town Moderator:

Jason Kauppi

Deputy Moderator

Stuart Schulman

Board of Selectmen:

Joshua Degen, Chair
Alison Manugian
Barry Pease, Vice-Chair
Becky Pine
John Giger

Finance Committee:

Gary Green, Chairman
Lorraine Leonard
David Manugian
Arthur Prest
Bud Robertson
Scott Whitefield
Colby Doody

Town Manager:

Mark W. Haddad
Dawn Dunbar, Executive Assistant

Town Clerk:

Michael F. Bouchard

The meeting was called to order at 7:01 PM. Mr. Jason Kauppi presided as Moderator. There is no quorum requirement. 186 attendees were present at 7:01. Later in the meeting, 248 voters were in attendance, enough to fulfill the quorum requirement for the embedded Special Town Meeting.

Mr. Kauppi asked for a moment of silence in memory of recent passings in the Groton community.

Mr. Kauppi proceeded to explain that the manner of voting would voice vote, and show of hands and hand count if needed. He would allow principle proponents and opponents of an article seven minutes to make their case.

Mr. Kauppi introduced Groton's new Town Counsel, Paul DeRensis, of the firm Brooks and DeRensis. He then made brief announcements of the status of the Groton Charter in the Legislature and of the November 6 Election Early Voting and Absentee Voting.

Mandy Taylor, Lara Stecewycz and Taryn Emerle, accomplished Girl Scouts from Troop 66508, and earning their Gold Awards, led the Meeting in a Pledge of Allegiance.

The Moderator deemed that the warrant was duly posted and asked for a motion to waive the reading of the warrant. The motion was passed by a unanimous vote.

**FALL TOWN MEETING WARRANT
OCTOBER 1, 2018**

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 first day of October, 2018 at Seven O'clock in the evening, to consider the following:

ARTICLE LISTINGS

Article 1	Prior Year Bills
Article 2	Transfer Within Water Enterprise Fund
Article 3	Transfer Within Sewer Enterprise Fund
Article 4	Transfer Money into the Capital Stabilization Fund
Article 5	Transfer Money into the Stabilization Fund
Article 6	Transfer Money into the GDRSD Capital Stabilization Fund
Article 7	Design and Bidding – Highway Garage
Article 8	New Library Roof Design and Bidding
Article 9	Operational Funding for the Prescott School
Article 10	Extend Center Sewer District
Article 11	Four Corner Sewer District Bylaw
Article 12	Extend Four Corner Sewer District
Article 13	Amend Chapter 13 of the Code of the Town of Groton
Article 14	Amend Town Bylaws to Change Selectmen to Select Board
Article 15	Amend Chapter 218 to Change Selectmen to Select Board
Article 16	Amend Chapter 125 Demolition Delay Bylaw
Article 17	Acceptance of Amelia Way as a Town Way
Article 18	Acceptance of Reconfigured Farmers Row and Peabody Street
Article 19	Citizens' Petition – Amend Zoning Bylaw
	Report of the Town Manager to the 2018 Fall Town Meeting

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.

SELECT BOARD

Select Board: 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.

Mover: Barry Pease

MOTION: I move that the sum of One Thousand Sixty Seven Dollars and Sixty Eight Cents (\$1,067.68) be hereby transferred from the Excess and Deficiency Fund (Free Cash) for the payment of the following bills of prior fiscal years:

<u>Vendor</u>	<u>Amount</u>
Megan Foster	\$ 177.13
Litemor	\$ 325.00
Liberty Supply	\$ 118.00
Liberty Supply	\$ 75.00
Liberty Supply	\$ 161.00
Nashua Animal Hospital	\$ 79.06
Nashua Animal Hospital	\$ 132.49

Total Requested \$ 1,067.68

Moved and Seconded
Quantum of Town Meeting Vote: 4/5's Majority
Vote on Main Motion – Article 1: Passed by Unanimous Vote

ARTICLE 2: TRANSFER WITHIN WATER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2019 Water Department Operating Budget for general expenses, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board: Recommended Unanimously
Finance Committee: Recommended Unanimously
Water Commissioners: Recommended Unanimously

Summary: *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2019 Water Department's Operational Expenses.*

Mover: Tom Orcutt

MOTION: I move that the sum of Forty Thousand Dollars (\$40,000) be transferred from the Water Enterprise Fund Surplus to the Fiscal Year 2019 Water Department Budget for general expenses.

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

- This is to account for the new contracts with employees which came into effect after the budget was approved in the Spring.

Vote on Main Motion – Article 2: Passed by Majority Vote

ARTICLE 3: TRANSFER WITHIN SEWER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Sewer Enterprise Fund Surplus to the Fiscal Year 2019 Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

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

Summary: *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2019 Sewer Department's Operational Expenses.*

Mover: Jim Gmeiner

MOTION: I move that the sum of Four Thousand Dollars (\$4,000) be transferred from the Sewer Enterprise Fund Surplus to the Fiscal Year 2019 Sewer Enterprise Department Budget for general expenses.

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

- This is to account for the new contracts with employees which came into effect after the budget was approved in the Spring.

Vote on Main Motion – Article 3: Passed by Unanimous Vote

ARTICLE 4: 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.

SELECT BOARD

Select Board: Recommended (4 In Favor, 1 Against – Manugian)
Finance Committee: Recommended Unanimously

Summary: *As of the Printing of this Warrant, the Fund has a balance of \$59,416. 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. The target amount for the Capital Stabilization Fund will be provided at Town Meeting.*

Mover: John Giger

MOTION: I move that the sum of Five Hundred Fifty Thousand Dollars (\$550,000) be transferred 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: Majority

Discussion:

- **Select Board Member Manugian stated that she was not supporting Articles 4 through 9 because community needs should have a higher level of discussion before allocating free cash. The allocation needs to be done in the context of the overall budget.**

Vote on Main Motion – Article 4: Passed by Majority Vote.
7 Voters did not contest the ruling of the Chair.

ARTICLE 5: 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.

SELECT BOARD

Select Board: Recommended (4 In Favor, 1 Against – Manugian)
Finance Committee: Recommended Unanimously

Summary: *As of the printing of this Warrant, the balance in this fund is \$1,839,494. The financial management goal is to achieve and maintain a balance in the Fund equal to 5% of the total annual budget. The target amount for the Fund will be provided at Town Meeting.*

Mover: Barry Pease

MOTION: I move that the sum of Fifty-Four Thousand Dollars (\$54,000) be transferred 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: Majority

Vote on Main Motion – Article 5: Passed by Majority vote

ARTICLE 6: TRANSFER MONEY INTO THE GDRSD 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 Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

TOWN MANAGER

Select Board: Recommended (4 In Favor, 1 Against - Manugian)

Finance Committee: Recommended Unanimously

Summary: *This fund was created last year to provide the necessary funding to cover the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. The target amount will be provided at Town Meeting.*

Mover: Barry Pease

MOTION: I move that the sum of Six Hundred Thousand Dollars (\$600,000) be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Groton Dunstable Regional School District Capital Stabilization Fund.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

- **Marlena Gilbert, Chair of the Groton Dunstable regional School Committee, presented two slides describing the FY 20 and FY21 capital expenses of the school district.**
- **Michael Manugian favored putting money into this account, but not at the Fall Town Meeting. He felt monetary articles should be processed at the Spring Town Meeting, in the context of the overall budget, unless there was an emergency or time dependency.**
- **Barry Pease stated that this was not spending money, but allocating money into this account. A town meeting vote is required to spend the money from this account.**

- **Robert Hargraves pointed out that spending money from the Stabilization Fund required a 2/3rds vote.**

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

ARTICLE 7: DESIGN AND BIDDING – HIGHWAY GARAGE

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of hiring an architect and/or engineer, pursuant to the Designer Selection Guidelines adopted by the Board of Selectmen in December, 2010, for the design, or design and construction bidding process, of a new Highway Garage, and/or the renovation and expansion of the current Highway Garage, and all costs associated and related thereto, or to take any other action relative thereto.

**TOWN MANAGER
DPW DIRECTOR**

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

Finance Committee: *Recommended (5 In Favor, 1 Against (Green), 1 Abstain (Doody))*

Summary: *When the current Highway Garage was originally constructed in 1989, the scope and design of the building was reduced due to budgetary constraints. The current building is undersized and does not meet the needs of the Town's current operations. Last Spring, the Town retained the services of an Architect to review the building and make recommendations on potential upgrades. This article requests funding to allow the Town to secure design and bid-level documents that will determine how much a renovated and expanded Highway Garage will cost and thereby adequately inform voters for a future Town Meeting vote.*

Mover: John Giger

MOTION: I move that the sum of Two Hundred Thirty Thousand Dollars (\$230,000) be hereby appropriated, to be expended by the Town Manager, for the purpose of hiring an architect and/or engineer, pursuant to the Designer Selection Guidelines adopted by the Board of Selectmen in December, 2010, for the design, or design and construction bidding process, of a new Highway Garage, and/or the renovation and expansion of the current Highway Garage, and all costs associated and related thereto, and to meet this appropriation \$230,000 be hereby transferred from the Excess and Deficiency Fund (Free Cash).

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

- **Greg Yanchenko, Architect on the project, presented several pictures and a summary of the current condition of the DPW facilities. Built in 1989, it does not meet the needs of the current DPW. The DPW is categorized by the State as First responders, and also support all town operations on a daily basis. Approval of this article will result in a design to improve the facilities, and adequately inform voters at a future town meeting.**

- **Q: What is the life expectancy of a fabric building (part of the current facilities and perhaps some to be proposed)?**
 - **R: 15-20 years if maintained.**
- **Q: What is the estimated impact on the operational budget of the \$223,000 for Design?**
 - **R: No impact. \$233,000 will be paid from free cash. If the project is presented and approved by the Spring Town Meeting in the estimated amount of \$3.7 m, it would be paid by a debt exclusion in conjunction with the Library (Article 9). Estimated FY19 impact on the average bill would be \$25 (\$.07 on the tax rate), and \$98 per year after the first year.**
- **Q: Were these buildings included for review by the Capital Appropriations Committee?**
 - **R: No. The Committee is in the process of being established.**
- **Q: What is the expected lifespan of the (non-fabric) buildings?**
 - **R: With maintenance, 40-50 years. Most mechanical systems have a 25 year expected life.**
- **Q: Who reviews the designs?**
 - **R: A building committee appointed by the Select Board and Town Manager.**
- **Q: Will it have a registered engineer as a member?**
 - **R: That function will be served by the architect, but open to appointing a registered engineer to the committee.**

Vote on Main Motion – Article 7: Passed by Majority Vote.

SPECIAL TOWN MEETING: At 7:45 PM, the Moderator called for the Special Town Meeting to begin. He asked for and received a motion to recess the Annual Town Meeting until the Special Town Meeting dissolved. A Motion was Moved and Seconded, and was passed by a Majority Vote.

The Special Town Meeting was conducted (separate minutes) and was dissolved at 8:43 PM.

ARTICLE 8: NEW LIBRARY ROOF DESIGN AND BIDDING

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Board of Library Trustees, for the purpose of hiring an architect and/or engineer, for the design, or design and construction bidding process, and all other costs related thereto, for a new roof for the Groton Public Library, or to take any other action relative thereto.

BOARD OF LIBRARY TRUSTEES

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

Finance Committee: Recommended Unanimously

Summary: *The Library has been experiencing water infiltration into the building in all areas since the 1999 renovation and addition. After years of fixing each issue separately (with a total cost exceeding \$100,000), the Library Trustees (with CPA and State Aid funding) hired Building*

Envelope Scientists from Gorman Richardson Lewis Architects (GRLA) to do a thorough study of the building systems to make an overall recommendation on what needs to be done. GRLA's evaluation is that the library is experiencing widespread failure of the existing steep slope synthetic slate and original slate roofing systems, associated flashings, and gutters resulting in moisture infiltration throughout the building. Based on their findings, they are recommending complete replacement of all roofs (including the central low-slope EPDM roof with skylights), gutters, and drainage systems, as well as masonry and window repairs. We are requesting \$66,000 for additional investigation, design, and bid services for the recommended work. The design will include every part of the building envelope, from the roof deck to the foundation. The Library Trustees will be provided with all construction drawings, technical specifications, and other bid documents, and quoted services include administration of all phases of the bidding process.

Mover: David Zeiler

MOTION: I move that the sum of Sixty-Six Thousand Dollars (\$66,000) be hereby appropriated, to be expended by the Board of Library Trustees, for the purpose of hiring an architect and/or engineer, for the design, or design and construction bidding process, and all other costs related thereto, for a new roof for the Groton Public Library and to meet this appropriation \$66,000 be hereby transferred from the Excess and Deficiency Fund (Free Cash).

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

- **Mr. Zeiler presented photos demonstrating the damage to the Library.**

Vote on Main Motion – Article 8: Passed by Majority vote

ARTICLE 9: OPERATIONAL FUNDING FOR PRESCOTT SCHOOL

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 purpose of providing funding to maintain and operate the Prescott School in future fiscal years, said funds to be used to supplement any rental income received from tenants of the building, and, further, to authorize the Select Board to lease all or any portions of the property located at 145 Main Street in Groton and known as the Prescott School for a term not to exceed six (6) years and to enter into agreements for the operation and use of such property for any public, commercial or municipal purposes for such consideration and on such terms and conditions as the Select Board deems advisable; or to take any other action relative thereto.

SELECT BOARD

Select Board: Recommended Unanimously

Finance Committee: Recommended Unanimously

Summary: *The 2018 Spring Town Meeting appropriated \$32,000 to operate the Prescott School. The Select Board has entered into a three (3) year lease of the Prescott School (the Article authorizes the Town to renew the lease for an additional three (3) years) with the Friends of Prescott to manage and operate the Building. The Friends will be leasing space within the building*

to various tenants in compliance with local zoning. They have agreed to ensure that they will cover all operational costs of the Prescott School by the third year of the lease. The purpose of this Article is appropriate necessary funding to cover the Town's expenses over the life of the lease.

Mover: John Giger

MOTION: I move that the sum of Thirty Thousand Dollars (\$30,000), be hereby appropriated to be expended by the Town Manager, for the purpose of providing funding to maintain and operate the Prescott School in future fiscal years, said funds to be used to supplement any rental income received from tenants of the building, and, further, to authorize the Select Board to lease all or any portions of the property located at 145 Main Street in Groton and known as the Prescott School for a term not to exceed six (6) years and to enter into agreements for the operation and use of such property for any public, commercial or municipal purposes for such consideration and on such terms and conditions as the Select Board deems advisable, and to meet this appropriation \$30,000 be hereby transferred from the Excess and Deficiency Fund (Free Cash).

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Main Motion – Article 9: Passed by Majority Vote

ARTICLE 10: EXTEND CENTER SEWER DISTRICT

To see if the Town will vote to extend the “Groton Center Sewer District” as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under article 14 of the Annual Town Meeting of April 25, 2005, to include the property shown on Assessor’s Lot 235-1 (227 Boston Road) and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner’s proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

Select Board: (4 In Favor, 1 Against – Manugian)

Finance Committee: No Position

Board of Sewer Commissioners: No Position

Summary: *This Article, if approved, will extend the Center Sewer District to 227 Boston Road.*

Mover: Jim Gmeiner

MOTION: I move that the boundary of “Groton Center Sewer District” as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under article 14 of the Annual Town Meeting of April 25, 2005, be hereby extended to include the property shown on Assessor’s Lot 235-1 (227 Boston Road) and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the

property owner's proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise.

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

- Mr. Lindemer presented an overview of his plan and of the property.
- Select Board Member Manugian argued that this was a concept, and not a permitted plan. This project has not gone through the permitting process (Planning Board, Zoning Board of Appeals, Board of Health, Conservation Commission). The permitting process requires notification of abutters and public hearings. A better process would have been to go through the permitting process and then request a sewer expansion. She also pointed out that the sewer rights go with the land, not with the project. This parcel could be combined with other parcels, some large, and the final land would have the sewer rights. In this case, she believes there is the potential for 100 acres of residential development.
- Q: Will this project require a zoning change?
 - R: (Mr. Lindemer) Only if needed.
- Q: Will the sewer be extended before the project is permitted?
 - R: (Mr. Lindemer) No
- Q: Does the sewer permission extend to others?
 - R: Yes

Motion to Indefinitely Postpone the Main Motion - Article 10
Moved and Seconded
Quantum: Majority

Motion to Move (both) Questions
Moved and Seconded
Quantum: 2/3rds Majority
Vote on Motion to Move the Question: Passed by 2/3rds Majority.
7 Voters did not contest the ruling of the Chair.

Vote on Motion to Indefinitely Postpone the Main Motion – Article 10: Did not pass

Vote on Main Motion – Article 10: Passed by Majority Vote.
7 Voters did not contest the ruling of the Chair.

ARTICLE 11: FOUR CORNERS SEWER DISTRICT

To see if the Town will vote to amend the Town Code of the Town of Groton by deleting Article III of Chapter 190 in its entirety and inserting in its place a new Article III as follows, or to take any other action relative thereto:

Article III. Four Corners Sewer District

§190-8. Establishment.

There is hereby established a system of sewerage per MGL c. 83, § 15 within that part of the Town of Groton identified as the "Four Corners Sewer District" as bounded and described by the plan entitled "Four Corners Sewer District," prepared by the Town of Groton, dated July 2018 and on file with the office of the Town Clerk. The land as shown on said plan shall be served by a system of sewerage to be provided by the Town within the territorial limits of such district, subject to the capacity of said system.

§190-9 Extension and Expansion of Four Corners Sewer District.

The sewer system therein may, by a vote of any Town Meeting, be extended and expanded to serve an increased land area if there remains, at the time of the vote, sufficient capacity.

§190-10 Assessment for General and Special Benefit Facilities.

Pursuant to MGL c. 83, § 15, the assessment of betterments for extensions of the "Four Corners Sewer District" beyond its limits as of the date of the adoption of this Article III, and the costs of general benefit facilities, including, but not limited to, pumping stations, trunk and force mains, shall be separated from the costs of special benefit facilities, including, but not limited to, the sewer mains, serving adjacent properties.

§190-11 Connections required.

The owner or occupant of a building situated within the Four Corners Sewer District (the Sewer System), as it may be amended, shall:

A. In the case of an existing building within the Sewer System as of the effective date of this Article III, connect said building to the sewer with an effective drain within one year of said effective date or, in the case of an extension of the Sewer System, within two years of the date when said sewer is available for such connection.

B. In the case of a new building within the Sewer System constructed after the effective date of this Article III, or in the case of renovation of a building which would trigger the requirement to upgrade a subsurface sewage disposal system under the provisions of Title 5 of the State Environmental Code (310 CMR 15.000) or any successor regulation, connect said building to the sewer prior to the issuance of a certificate of occupancy by the Building Inspector.

C. Authority. The Groton Sewer Commission, (or in its inability to act, the Select Board acting as such) and the Groton Board of Health shall both be responsible for compliance with and oversight of §§ 190-11 and 190-12 and may act independently and cooperatively within their respective areas of responsibility. The Groton Sewer Commission shall provide administrative services, such as maintenance of connection records for properties within the Sewer District and issuance of notices to property owners. The Groton Board of Health shall address matters of compliance, enforcement, and act upon applications for variances.

§190-12 Variances.

A variance from the connection requirement may be granted by the Board of Health for any one of the following reasons:

A. That said land by reason of its grade or level or any other cause cannot be drained into such sewer, or that a connection is economically unfeasible (defined as the cost of connection being in excess of 10% of the assessed value of the subject property). The applicant for the variance shall provide sufficient documentary evidence to show that a connection is not a feasible option or is economically unfeasible; or

B. In the case of property used for residential purposes, that the buildings on said land are served by a private on-site subsurface sewage disposal system which was issued a certificate of compliance in accordance with the provisions of said Title 5 as in effect on or after March 31, 1995, and, after an inspection as defined in 310 CMR 15.302, is determined not to be failing to protect public health and safety and the environment as defined in 310 CMR 15.303. Such variance shall continue for a period of three years from the date of issuance, provided the subsurface sewage disposal system is pumped once a year during said three years, or for a period of two years from the date of issuance if the system has not been so pumped. After such time period the system shall be re-inspected and an additional variance may be granted if the re-inspection determines the system is not failing to protect public health and safety and the environment as defined in 310 CMR 15.303. Any variance granted under this subsection shall expire upon the "transfer of title" to the property served by the system, as defined in 310 CMR 15.301, and the property shall be connected no later than 90 days after the date of the transfer of title.

C. In the case of property used for nonresidential purposes, that the buildings on said property are served by a private on-site subsurface sewage disposal system which was issued a certificate of compliance in accordance with the provisions of said Title 5 as in effect on or after March 31, 1995, and, after an inspection as defined in 310 CMR 15.302, is determined not to be failing to protect public health and safety and the environment as defined in 310 CMR 15.303. Such variance shall expire after one year. After such three-year or two-year time period, as applicable, the subsurface sewage disposal system shall be re-inspected and an additional variance may be granted if the re-inspection determines the system is not failing to protect public health and safety and the environment as defined in 310 CMR 15.303. Any variance granted under this subsection shall expire upon the "transfer of title" to the property served by the system, as defined in 310 CMR 15.301, and the property shall be connected no later than 90 days after the date of the transfer of title.

D. In the event that the Massachusetts Department of Environmental Protection or successor entity institutes a set of requirements for subsurface sewage disposal system performance stricter than those set forth in the then current version of said Title 5, any variances granted hereunder shall not be considered as exempting the applicable disposal system from the connection requirement. Instead, in that case, any existing systems with variances must either meet the new requirements or the property must be connected to the Sewer System. Such mandatory connections shall be made within 90 days of the effective date of the new requirements for commercial properties or six months of said effective date for residential properties.

E. The Board of Health may review any Title 5 inspection and any approved subsurface sewage disposal works permit to determine if a subsurface sewage disposal system is protective of public health and safety and the environment in considering any variance request.

F. A notice of any variance granted hereunder shall be promptly recorded by the property owner with the Middlesex South District Registry of Deeds and evidence thereof provided to the

Board of Health. Such notice shall state that the variance shall expire upon the "transfer of title" as defined in 310 CMR 15.301.

TOWN MANAGER

Select Board: *Recommended Unanimously*

Finance Committee: *No Position*

Summary: *Now that the Four Corners Sewer Project is completed, this article is brought forward to set forth the Bylaw provisions establishing how the District will function. This proposed Bylaw amendment creates a framework for operation that is similar to that in place for the Center Sewer District. The Select Board and Sewer Commission will then establish regulations for the operation of the District.*

Mover: Alison Manugian

MOTION: I move that the Code of the Town of Groton be hereby amended by deleting Article III of Chapter 190 in its entirety and inserting in its place a new Article III as set forth in the Warrant for the 2018 Fall Town Meeting.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Main Motion – Article 11: Passed by Majority Vote

ARTICLE 12: EXTEND FOUR CORNERS SEWER DISTRICT

To see if the Town will vote to extend the "Four Corners Sewer District", as established by the vote under Article 12 of the 2015 Spring Town Meeting, to include the property shown on Groton Assessors' Maps as Lot 120-2.16 and 120-2.40 on the Plan entitled "Four Corners Village Sewer District", a copy of which is on file in the Town Clerk's Office, provided that all costs of designing, laying, and construction of the connection and any General Benefits Facility Charge are paid by the owner of the property benefited thereby, or to take any other action relative thereto.

TOWN MANAGER

Select Board: *Recommended Unanimously*

Finance Committee: *No Position*

Summary: *The purpose of this Article is to extend the Four Corner Sewer District to include two residential parcels, Lot 120-2.16 and Lot 120-2.40. The Developer has agreed to pay all costs associated with adding these parcels to the District, including connection fees and other related charges. This article seeks to amend the original district by adding these parcels.*

Mover: Alison Manugian

MOTION: I move that the boundaries of the "Four Corners Sewer District", as established by the vote under Article 12 of the 2015 Spring Town Meeting, be extended to include the properties shown on Groton Assessors' Maps as Lot 120-2.16 and 120-2.40 on the Plan entitled

“Four Corners Village Sewer District”, provided that all costs of designing, laying, and construction of the connection and any General Benefits Facility Charge are paid by the owner of the property benefited thereby.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Main Motion – Article 12: Passed by Majority Vote

ARTICLE 13: AMEND CHAPTER 13 OF THE CODE OF THE TOWN OF GROTON

To see if the Town will vote to amend Chapter 13 “Finance Committee” of the Code of the Town of Groton by deleting Chapter 13 in its entirety and in its place adding a new Chapter 13 “Finance Committee” as follows:

CHAPTER 13 – FINANCE COMMITTEE

§ 13-1. Membership; purpose. [Amended 10-22-2007 STM, Art. 14]

There shall be a finance committee that shall consist of 7 voters appointed by a 3-person committee that shall consist of the chair of the select board, the chair of the finance committee and the town moderator; provided, however, that if the chair of the finance committee is being considered for reappointment, the finance committee shall select another member who is not being considered for reappointment. Members of the finance committee shall serve terms of 3 years; provided, however, that the terms shall be so arranged that the terms of office of as nearly an equal number of members as possible shall expire each year. The finance committee shall appoint a chair and a deputy chair to run meetings and present the finance committee’s recommendations during the town budget process.

§ 13-2. Duties.

- a. Whenever the Warrant for any Town Meeting contains an article or articles under which an appropriation or expenditure of money may be made, the Finance Committee shall consider such article or articles after one or more public hearings thereon and shall report its recommendations to the Town Meeting;
- b. serve as the advisors to the town meeting, the select board, the town manager and the department of finance on all matters pertaining to the budget, including budgeting strategy and goals and the balancing of revenues and expenditures;
- c. together with the select board, town manager and department of finance, develop a budget strategy and set financial goals for each fiscal year;
- d. present the finance committee’s annual budget at the spring town meeting;
- e. consult with the select board and the town manager prior to collective bargaining to develop a strategy aligning with the town’s long-term budgetary strategy and goals;
- f. review the preliminary results of collective bargaining to ensure alignment with long-term budgetary strategy and goals; and
- g. perform any other duties as may be required by law.

§ 13-3. Annual Review of Financial Policies

Annually, the select board and the finance committee shall review and update the town’s overall financial management policy. When reviewing and updating the policy, the select board and the

finance committee shall seek input from the town manager, the department of finance and other advisors.

or to take any other action relative thereto.

**TOWN MANAGER
TOWN CLERK**

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

Summary: *The Town of Groton Charter was recently updated to change the way the Finance Committee is appointed and further codified its duties and responsibilities. The purpose of this Article is to update the Town's Bylaw to reflect these changes.*

Mover: Barry Pease

MOTION: I move that Chapter 13 "Finance Committee" of the Code of the Town of Groton be amended by deleting Chapter 13 in its entirety and in its place adding a new Chapter 13 "Finance Committee" as set forth in the Warrant for the 2018 Fall Town Meeting.

Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Main Motion – Article 13: Passed by Unanimous Vote

ARTICLE 14: AMEND TOWN BYLAWS TO CHANGE SELECTMEN TO SELECT BOARD

To see if the Town will vote to amend the Town Bylaws, with the exceptions of Chapter 13 Finance Committee and Chapter 218 Zoning, by changing the words "Board of Selectmen," wherever they appear, to the words "Select Board" and making such other clerical revisions as are required to change all references to the Board of Selectmen and its members to "Select Board" and "Select Board Members," or to take any other action relative thereto.

SELECT BOARD

Select Board: *Recommended (4 in Favor – 0 Against - 1 Deferred/Abstain, Degen)*
Finance Committee: *No Position*

Summary: *The Board of Selectmen voted unanimously on February 12, 2018 to change the name of the board to the Select Board. This article is necessary in order to make the name change in the Town Bylaws. Chapter 13 Finance Committee and Chapter 218 Zoning will be addressed in separate articles. A list of affected town bylaws is on file with the Town Clerk and included in this Town Meeting Information Packet.*

Mover: Rebecca Pine

MOTION: I move that the Town Bylaws, with the exceptions of Chapter 13 Finance Committee and Chapter 218 Zoning, be hereby amended by changing the words "Board of Selectmen," wherever they appear, to the words "Select Board" and making such other clerical

revisions as are required to change all references to the Board of Selectmen and its members to "Select Board" and "Select Board Members".

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Main Motion – Article 14: Passed by Majority Vote

ARTICLE 15: AMEND CHAPTER 218 – CHANGE SELECTMEN TO SELECT BOARD

To see if the Town will vote to amend the Chapter 218 Zoning of the Code of the Town of Groton, by changing the words "Board of Selectmen," wherever they appear, to the words "Select Board" and making such other clerical revisions as are required to change all references to the Board of Selectmen and its members to "Select Board" and "Select Board Members," or to take any other action relative thereto.

SELECT BOARD

Select Board: Recommended (4 in Favor – 0 Against - 1 Deferred/Abstain, Degen)

Finance Committee: No Position

Planning Board: Recommended Unanimously at September 13 public hearing.

Summary: *The Board of Selectmen voted unanimously on February 12, 2018 to change the name of the board to the Select Board. This article is necessary in order to make the name change in the Chapter 218 Zoning Bylaw, which would require a 2/3rds vote of the Meeting. A copy of Chapter 218 Zoning, as proposed to be amended, is on file with the Town Clerk.*

Mover: Rebecca Pine

MOTION: I move that Chapter 218 Zoning, be hereby amended by changing the words "Board of Selectmen," wherever they appear, to the words "Select Board" and making such other clerical revisions as are required to change all references to the Board of Selectmen and its members to "Select Board" and "Select Board Members".

Moved and Seconded

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

Vote on Main Motion – Article 15: Passed by 2/3rds Majority

ARTICLE 16: AMEND CHAPTER 125 – DEMOLITION DELAY BYLAW

To see if the Town will vote to amend Chapter 125 "Demolition Delay" of the Code of the Town of Groton, by deleting Sections 125-3(G), 125-3(H) and 125-4(A) in their entirety and inserting in their place new Sections 125-3(G), 125-3(H) and 125-4(A) as follows:

§125-3 (G) If after a public hearing the Historical Commission determines that the significant building should be preferably preserved ("preservation determination"), the Historical

Commission shall, within five days after the hearing, notify in writing the Building Inspector and the applicant, and no demolition permit may be issued until eighteen (18) months after the date of the preservation determination by the Historical Commission.

§125-3 (H) Notwithstanding anything contained in Subsection G, the Building Inspector may issue a demolition permit for a building with a preservation determination at any time after receipt of written advice from the Historical Commission to the effect that either:

- (1) The Historical Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building; or
- (2) The Historical Commission is satisfied that for at least eighteen (18) months the applicant has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and that such efforts have been unsuccessful.

§125-4 (A) Once a significant building is given a determination of significance by the Historical Commission, the applicant and owner shall be responsible for properly securing the building to the satisfaction of the Building Inspector, whether occupied or vacant. Should the applicant fail to so secure the building and the significant building is destroyed at any time during the eighteen-month demolition delay period and such destruction could have been prevented by the required security measures as determined by the Building Inspector, it shall be considered a demolition in violation of this chapter.

or to take any other action relative thereto.

HISTORICAL COMMISSION

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

Finance Committee: No Position

Summary: *The Demolition Delay Bylaw was enacted for the purpose of preserving and protecting significant buildings within the Town of Groton which are outside Local Historic Districts. The bylaw is intended to encourage owners and townspeople, with assistance from the Groton Historical Commission, to seek out persons who might be willing to purchase, preserve, rehabilitate or restore such buildings rather than demolish them, and to limit the detrimental effect of demolition on the historical architectural resources of the Town. The Historical Commission is charged with implementing this bylaw. The Historical Commission would like to extend the length of the demolition delay from 6 months (as the bylaw currently reads) to 18 months. This will allow the committee the needed time to perform required due diligence activities.*

Mover: Bob DeGroot

MOTION: I move that Chapter 125 “Demolition Delay” of the Code of the Town of Groton, be amended by deleting Sections 125-3(G), 125-3(H) and 125-4(A) in their entirety and inserting in their place new Sections 125-3(G), 125-3(H) and 125-4(A) as set forth in the Warrant for the 2018 Fall Town Meeting.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

- **Mr. DeGroot:** The Groton Historical Commission is in existence to identify and preserve historic assets in the town. This article will give needed time for the volunteer commission to assess preservation solutions for historic assets , anywhere in town. The current 6 months window is not a best practice; some towns go as long as 24 months. The Commission will only use as much time as needed for an assessment.

Vote on Main Motion – Article 16: Passed by Majority Vote

ARTICLE 17: ACCEPTANCE OF AMELIA WAY AS A TOWN WAY

To see if the Town will vote to accept Amelia Way as a public way, as recommended by the Planning Board and laid out by the Select Board and as shown on a plan entitled “Amelia Way Street Acceptance Plan in Groton, Massachusetts,” prepared by Hannigan Engineering, Inc., Leominster, MA for Grand Coast Capital Group, Hingham, Massachusetts, dated January 16, 2018, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

SELECT BOARD

Select Board: *Recommendation Deferred Until Town Meeting*
Finance Committee: *No Position*

Summary: *To accept Amelia Way as a public way.*

Mover: John Giger

MOTION: I move to indefinitely postpone consideration of Article 17.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Main Motion – Article 17: Passed by Majority Vote

ARTICLE 18: ACCEPTANCE OF RECONFIGURED FARMERS ROW & PEABODY STREET

To see if the Town will vote to accept those portions of Farmers Row and Peabody Street, including sidewalks, as recommended by the Planning Board and laid out and relocated by the Select Board, and as shown on the on the as-built plans entitled “Plan of Land in Groton, Middlesex County Massachusetts,” prepared by Samiotes Consultants, Inc., for Groton School, 282 Farmers Row, P.O. Box 991, Groton, MA 01450, dated September 5, 2018 and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including

but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

SELECT BOARD

Select Board: *Recommended Unanimously*

Finance Committee: *No Position*

Summary: *During this past summer, Groton School installed a sidewalk on Farmers Row and a portion of Peabody Street and reconfigured the Farmers Row/Peabody Street intersection in order to have a safer intersection meeting Massachusetts Department of Transportation standards (previously, Peabody Street did not meet Farmers Row at a right angle, and a utility pole was situated in the center of the intersection). These improvements were approved by the Groton Select Board in 2016 as specific repairs in accordance with M.G.L. c. 82, §21. Portions of these improvements are situated outside of the existing rights of way for these two streets. Approval of this article will include those areas in the rights of way, and allow the Town to accept the gift of land to accomplish this.*

Mover: John Giger

MOTION: I move that those portions of Farmers Row and Peabody Street, including sidewalks, as recommended by the Planning Board and laid out and relocated by the Select Board, and as shown on the on the as-built plans entitled "Plan of Land in Groton, Middlesex County Massachusetts," prepared by Samiotes Consultants, Inc., for Groton School, 282 Farmers Row, P.O. Box 991, Groton, MA 01450, dated September 5, 2018, be accepted as a public way; and that the Select Board be hereby authorized to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of such portions of Farmers Row and Peabody Street as a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Main Motion – Article 18: Passed by Unanimous Vote

ARTICLE 19: CITIZENS' PETITION – AMEND ZONING BYLAW

To see if the Town will vote that Section 218-16 of the Town of Groton Zoning By-Laws be amended to add a new sub-section (3) as follows:

§218-16 (3) Notwithstanding any other provision or interpretation of Chapter 218, where a principal residence exists on a parcel of land which is: 1) below the Minimum Lot Dimensions for residences set forth in §218-20 and 2) either the frontage or natural topography of the parcel makes it impossible to park at least two cars on such parcel, then permitted uses which are ancillary to the owner or lessor of such principal residence shall be allowed on a parcel of land owned, leased or permitted to be used by the owner or lessee of such principal residence where any part of the parcel of land upon which such ancillary use occurs, is within 250 yards of the parcel of land upon which the principal residence exists. Any parcel used for purposes ancillary to a principal residence under this provision shall be kept free of trash or belongings which are

not used and maintained on a regular basis; and no unregistered vehicles or boats (which must be registered for ordinary use) may be kept thereon for more than two months while actively for sale, or to take any other action relative thereto.

CITIZENS' PETITION

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
John W. Valentine	313 Whiley Road	Arthur Prest	8 Weymisset Road
Linda Valentine	313 Whiley Road	Daniel Cuglietta	60 Whiley Road
George W. Day	12 Highland Road	Heather Rhodes	50 Arrow Trail
Lynda Moore	20 Highland Road	John Reilly	50 Arrow Trail
Carole Prest	8 Weymisset Road	Bonnie Carter	8 Lone Lane

Select Board: No Position
Finance Committee: No Position
Planning Board: No Position

Summary: The following summary was prepared by the petitioners and represents their view on the Article: *The purpose of this amendment is to allow parking, storage of boats or other belongings or any other permitted uses on lots which are within 250 yards of a principal residence in where the lot size and configuration will not accommodate at least two cars. Those familiar with areas of the Town such as the Lost Lake area know that historically, lots were virtually campsites. Other sections of the Town also have some very small lots where parking or storage of other personal belongings is not feasible. Many people who own or live in such residences have or have acquired nearby lots for parking and storage. Some were acquired and used for purposes ancillary to a principal residence before the zoning laws. Others have acquired lots for such purposes. This amendment would validate that practice and impose reasonable restrictions to such places from becoming eye-sores. It is also widely known that the current interpretation/application of the law has been sporadic, and when enforced, it has often been the result of complaints motivated by personal disputes unrelated to actual zoning matters. The result has been to deprive owners of the reasonable use of their property. Any ancillary uses permitted by this amendment will still be subject to §218-5 A of the zoning by-laws which prohibit "uses which are dangerous or detrimental to a neighborhood because of fire hazard, offensive noise, smoke, vibration, harmful radioactivity, electrical interference, dust, odor, fumes, heat, glare, unsightliness or other objectionable characteristics." Beyond that, it will require that the cars, boats or other property kept on the lot will be used and maintained on a regular basis. Cars and boats kept on such lots must be registered (if subject to registration for use), except when actively for sale, and then only for two months. These very specific provisions, which are above and beyond the general provisions of §218-5, have been added to prevent such lots from becoming junk yards.*

Mover: John Valentine

MOTION: I move to indefinitely postpone Article 19.

Discussion:

- **Planning Board report: At its September 27 hearing, it determined that the article was insufficient and not recommended. As article 19 is indefinitely Postponed, the Planning Board will work with the applicant to address the goal of the article.**

Moved and Seconded

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

Vote on Main Motion – Article 19: Passed by Unanimous Vote.

Motion to dissolve the Annual Town Meeting:

Moved and Seconded

Passed by Unanimous Vote

The Fall 2018 Annual Town Meeting was dissolved at 10:00 PM on October 1.

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 10th Day of September in the year of our Lord Two Thousand Eighteen.

Barry A. Pease

Barry A. Pease, Chair

Alison S. Manugian

Alison S. Manugian, Vice Chair

John R. Giger

John R. Giger, Clerk

Joshua A. Degen

Joshua A. Degen, Member

Rebecca H. Pine

Rebecca H. Pine, Member

OFFICERS RETURN
Groton, Middlesex

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

Constable

Date Duly Posted

This Article requests a transfer of \$40,000 from Sewer Surplus to the Fiscal Year 2019 Sewer Department Budget to cover costs associated with collective bargaining and other departmental expenditures.

Article 4: *Transfer into Capital Stabilization Fund* *Amount Requested: \$550,000*

As of the time of this writing, the Capital Stabilization Fund has a balance of \$59,416. 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. This would require an appropriation from Free Cash into the Capital Stabilization Fund of \$509,000 to meet this goal. However, the Town Manager is requesting an appropriation of \$550,000 to meet the anticipated Fiscal Year 2020 Capital Plan.

Article 5: *Transfer into the Stabilization Fund* *Amount Requested: \$54,000*

As of the time of this writing, the Stabilization Fund has a balance \$1,839,494. The financial management goal is to achieve and maintain a balance in the Stabilization Fund equal to 5% of the total annual budget. This would require an appropriation from Free Cash of \$54,000 into the Stabilization Fund to meet this goal.

Article 6: *Transfer into GDRSD Cap Stab Fund* *Amount Requested: \$600,000*

This fund was created last year to provide the necessary funding to cover the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. According to the Capital Plan approved by the Groton Dunstable Regional School Committee, Groton's share over the next two fiscal years is approximately \$600,000. The Town will request a transfer from Free Cash to meet this request.

Article 7: *Design and Bidding – Highway Garage* *Amount Requested: \$230,000*

The Town contracted with HKA, Inc. to conduct a Feasibility Study for needed improvements to the Highway Garage located on Cow Pond Brook Road. The following is a summary of their report explaining the proposal and the funding needed to put the project out to bid:

HKA based the costs on the attached building and site plans (shown at end of this report). While HKA reviewed several options for renovations of the existing facilities, HKA believes the attached layout addresses the potential programmatic, logistical and technical challenges for the Project. Note: *On the basis of the field survey, the existing garage/office building is in fair/poor conditions and the other remaining structures are in very poor condition except the 'fabric' salt storage shed.*

Programmatic: The existing "garage/office" structure satisfies the administrative and vehicle repair requirements. HKA believes that a comprehensive renovation of the structure will address the current deficiencies with the structure. The primary programmatic issues appear to be the lack of vehicle storage area. Currently, the DPW parks vehicles in the repair garage, makeshift vehicle shed and back shed. The DPW requires parking spaces for 23 vehicles ranging in size from a 10-wheeler to a sidewalk tractor. HKA proposes the construction of a new 11,000 SF vehicle storage garage that will easily accommodate 20 large vehicles and includes an aisle that allows additional parking when necessary. The proposed garage size will address the current and future DPW vehicle storage needs. In addition, HKA proposes relocating the existing material storage bins to allow for proper traffic flow from the proposed vehicles storage garage.

Logistical: The proposed plan allows for the existing operations to remain operational during construction. HKA proposes that the existing makeshift shed, material bins and back shed be demolished and then the new vehicles storage garage and bins be constructed. Upon completion, vehicles and some of the garage operations can be temporarily or permanently relocate into the new garage while the existing garage/office building is renovated. HKA proposes that the renovations to the existing garage/office include residing/re-roofing the existing structure, reconfiguring the office area and upgrading the building utilities. The office operations will need to temporarily be relocated for a 2-3 month period during the renovations. Note: During the phase 1 or phase 2 construction, HKA also recommends that the existing 'wood' sand storage shed be demolished and a new fabric sand storage shed be constructed.

Technical: The proposed renovations and upgrades also address the technical challenges associated with the site. The existing garage/office structure has a septic system and limited fire protection system due to the limited water service at the site. By renovating the existing structure, these utilities will be "grandfathered" and will not have to be upgraded --- saving a substantial amount of money. [Note: An addition or modification to the existing garage/office would also trigger seismic upgrades to the building.] The proposed vehicle storage garage will be for "cold storage" and classified as a "utility building" thus requiring limited heating and eliminating the need for restrooms (again reducing the demand and costs on the septic system).

The proposed approach is the most economical solution to address the immediate and future needs of the DPW.

Budget:

Soft Costs:

Design/Bidding Phase

A/E Design/Bidding Fee:	\$185,000
OPM Fee:	\$ 15,000
Geotechnical Report:	\$ 10,000
Site Survey:	\$ 8,000
Bidding Expenses:	\$ 5,000
Contingency:	<u>\$ 7,000</u>
Total	\$230,000

Construction Phase (Anticipated, Subject to Bidding) –

A/E Construction Admin Services:	\$ 70,000
Testing Services:	\$ 15,000
OPM Services:	\$ 35,000
Clerk-of-the-Works:	\$ 75,000
Renovate existing Garage/Office:	\$1,100,000
New Vehicles Storage Garage:	\$1,875,000
Site Work (paving):	\$ 150,000
Material Bins:	\$ 65,000
Sand Storage:	\$ 300,000
Demolition:	<u>\$ 75,000</u>

Total **\$3,760,000**

This article will request a transfer from Free Cash of \$230,000 to pay for the Design/Bidding Phase, with the intent to come to a future Town Meeting to pay for the construction based on actual bids.

Article 8: Library Roof Design and Bidding Amount Requested: \$66,000

From the Summary Contained in the Warrant: The Library has been experiencing water infiltration into the building in all areas since the 1999 renovation and addition. After years of fixing each issue separately (with a total cost exceeding \$100,000), the Library Trustees (with CPA and State Aid funding) hired Building Envelope Scientists from Gorman Richardson Lewis Architects (GRLA) to do a thorough study of the building systems to make an overall recommendation on what needs to be done. GRLA's evaluation is that the library is experiencing widespread failure of the existing steep slope synthetic slate and original slate roofing systems, associated flashings, and gutters resulting in moisture infiltration throughout the building. Based on their findings, they are recommending complete replacement of all roofs (including the central low-slope EPDM roof with skylights), gutters, and drainage systems, as well as masonry and window repairs. The Library Trustees are requesting a \$66,000 transfer from Free Cash for additional investigation, design, and bid services for the recommended work. The design will include every part of the building envelope, from the roof deck to the foundation. The Library Trustees will be provided with all construction drawings, technical specifications, and other bid documents, and quoted services include administration of all phases of the bidding process.

Article 9: Operational Funding for Prescott School Amount Requested: \$30,000

From the Summary Contained in the Warrant: The 2018 Spring Town Meeting appropriated \$32,000 to operate the Prescott School to supplement any rental income received from tenants of the Building. The Select Board has entered into a three (3) year lease of the Prescott School with the Friends of Prescott to manage and operate the Building. The Friends will be leasing space within the building to various tenants in compliance with local zoning. They have agreed to ensure that they will cover all operational costs of the Prescott School by the third year of the lease. The purpose of this Article is appropriate necessary funding to cover the Town's expenses over the life of the lease to ensure expenses are covered in the event the Friends of Prescott are unable to fulfill their obligations under the lease. This Article will request an appropriation of \$30,000 from Free Cash for this purpose.

As stated above, the Town's Free Cash has been certified at \$2,212,873. The above stated Articles are seeking appropriations from Free Cash in the amount of \$1,531,345. Should they all pass, the Town will have a remaining balance in Free Cash of \$681,528.

Respectfully submitted,

Mark W. Haddad

Mark W. Haddad
Town Manager