

Warrant, Summary, and Recommendations

TOWN OF GROTON



2017 SPRING TOWN MEETING

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

Beginning Monday, April 24, 2017 @ 7:00 PM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

*THE BUDGET HANDOUT FOR ARTICLE 4 IS AVAILABLE
IN THE BACK OF THE WARRANT*



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 the Selectmen's Office at Town Hall at 978 448-1111 at least one week before the Town Meeting.

SPRING TOWN MEETING WARRANT
APRIL 24, 2017

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-fourth day of April, 2017 at Seven O'clock in the evening, to consider all business other than the election of Town Officers and on the sixteenth day of May, 2017 at an adjourned session thereof to give their ballots for:

| | | |
|--------------|--|---------|
| Vote for One | Board of Assessors | 3 Years |
| Vote for One | Board of Health | 3 Years |
| Vote for Two | Board of Selectmen | 3 Years |
| Vote for One | Commissioner of Trust Funds | 3 Years |
| Vote for One | Groton-Dunstable Regional School Committee | 3 Years |
| Vote for One | Groton-Dunstable Regional School Committee | 1 Year |
| Vote for One | Groton Electric Light Commission | 3 Years |
| Vote for Two | Park Commission | 3 Years |
| Vote for Two | Planning Board | 3 Years |
| Vote for One | Sewer Commission | 3 Years |
| Vote for Two | Trustees of the Groton Public Library | 3 Years |
| Vote for One | Water Commission | 3 Years |

QUESTION 1:

Shall the Town of Groton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase land on Farmers Row owned by the Lawrence Homestead Trust to locate a new Senior Center?

Yes ____ No ____

QUESTION 2:

Shall the Town of Groton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the design, or design and construction bidding, of a new Senior Center? Yes ____ No ____

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ARTICLE 1: HEAR REPORTS

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

BOARD OF SELECTMEN

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

Summary: *To hear reports of Town Boards, Committees and Commissions.*

ARTICLE 2: ELECTED OFFICIALS' COMPENSATION

To see if the Town will vote to allow the following compensation for the following elected officials: Town Clerk - \$ 80,689; Town Moderator - \$65; for the ensuing year, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *To provide compensation for elected officials as proposed by the Town Manager.*

ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE

To see if the Town will vote to amend and adopt for Fiscal Year 2018 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

**BOARD OF SELECTMEN
TOWN MANAGER**

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

Summary: *This article proposes a wage adjustment of two (2%) percent for FY 2018 for the three (3) employees covered by the Personnel Bylaw. This follows the Supervisors' Union Contract which calls for a two (2%) percent wage adjustment in FY 2018 as well.*

ARTICLE 4: FISCAL YEAR 2018 ANNUAL OPERATING BUDGET

To see if the Town will 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 the next fiscal year (2018), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE
BOARD OF SELECTMEN
TOWN MANAGER**

Board of Selectmen: *Recommended (4 In Favor, 1 Deferred – Petropoulos)*
Finance Committee: *Recommended Unanimously*

Summary: *Budget – In accordance with Section 6 of the Town Charter, the Finance Committee conducts its annual budget process by receiving the Town Manager's proposed balanced budget on or before December 31st; meeting with department heads and boards; holding public budget hearings in preparation for issuing its recommendations to Town Meeting; and presenting its budget recommendations at the Spring Town Meeting. The budget handout for this Article is contained in Appendix A of this Warrant. Please also see the Town Manager's Report which includes the Finance Committee's and Board of Selectmen's recommendations.*

ARTICLE 5: APPROPRIATE FY 2018 CONTRIBUTION TO THE OPEB TRUST

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 be added to the Other Post-Employment Benefits Liability Trust Fund as authorized by Massachusetts General Laws, Chapter 32B, Section 20, or to take any other action relative thereto.

**BOARD OF SELECTMEN
TOWN MANAGER**

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

Summary: *The purpose of this article is to fund the Town's OPEB Liability. The Town will be appropriating the amount necessary to cover retirees' health insurance in Fiscal Year 2018. That expense will be paid directly out of the Trust. It is estimated that the FY 2018 cost is approximately \$200,000. This is money that would otherwise be funded in the Health Insurance Line Item of the FY 2018 Operating Budget. In addition, the Town Manager has recommended, and the Finance Committee and Board of Selectmen have agreed, to begin to pay down the OPEB liability by appropriating an additional \$100,000 from the Town's Excess and Deficiency Fund, bringing the total appropriation to \$300,000.*

ARTICLE 6: PILOT PROGRAM FOR CALL EMERGENCY MEDICAL TECHNICIANS

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 added to Line Item 1311 "Fire Department Wages" of the Fiscal Year 2018 Operating Budget for the purpose of establishing a Pilot Program providing additional compensation as an incentive to sign up for call shifts, and all costs associated and related thereto, or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: *2 In Favor – Cunningham, Petropoulos, 2 Deferred – Degen, Pease, 1 Abstain – Eliot*
Finance Committee: ***Recommended Unanimously***

Summary: *Due to the budgetary constraints the Town is facing in Fiscal Year 2018 and future years, the addition of Full-time Firefighters will be a very difficult proposition. However, the Town needs to take some action in Fiscal Year 2018. To this end, the Fire Chief proposed in his operating budget a \$73,000 line item to provide compensation to Call EMT's and Officers as an incentive to sign up for call shifts. Under this plan, if an EMT signs up for a shift, he/she will guarantee to be available and will respond to calls should they occur. By offering a financial incentive, it is expected that more EMT's will cover shifts that are normally difficult to cover. The most difficult shifts to cover are from 6:00 p.m. to 6:00 a.m. on Fridays, Saturdays and Sundays, although this program would target overnight coverage seven days a week. There is a potential that additional revenue from ambulance receipts could lower the cost.*

ARTICLE 7: FISCAL YEAR 2018 CAPITAL BUDGET

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 funding the Fiscal Year 2018 Capital Budget as follows:

| | | |
|----------------------------------|-----------------|-----------------|
| Item #1 – SCBA Compressor | \$41,000 | Fire/EMS |
|----------------------------------|-----------------|-----------------|

Summary: *The breathing air compressor currently in use by the Groton Fire Department was originally built in 1976. This compressor was purchased second hand and has undergone several rehabs over the years. Currently, parts are difficult to obtain and firefighters need to fill bottles in the West Groton Station.*

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

Item #2 – Intermediate Truck**\$70,000****Highway**

Summary: *This size truck was introduced into the Town's fleet several years ago to save wear and tear on the dump trucks and pickup trucks by not overloading them. This has worked out very well. They are used almost daily for tasks such as patching and road construction projects right up to plowing roads. They do not have sanders on them, just plows. They take up less room and eliminate the need for a large vehicle, which makes it safer for the employees as well as the motoring public. The vehicle scheduled to be replaced will be 14 years old at the time of replacement.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #3 – IT Infrastructure**\$40,000****Town Facilities**

Summary: *This item in the Capital Budget was established six years ago and has been very successful. In Fiscal Year 2018, the following items will be purchased/upgraded with this allocation: Ten (10) new computers; replace aging servers and storage arrays with newer equipment; investment to expand the network and keep equipment and maintenance costs current; and network switch upgrades and increased wireless coverage.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #4 – Dispatch Center Upgrade**\$60,000****Town Facilities**

Summary: *The Public Safety Dispatch center was recently upgraded and remodeled in FY 2010 with Grant funds obtained by the Town. In order to keep the Public Safety Dispatch Center up to date and current, it is proposed that another update/remodel take place in 2018.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #5 – Municipal Building Repairs**\$25,000****Town Facilities**

Summary: *This appropriation will be used to continue to maintain all municipal buildings by performing various maintenance activities to prevent major breakdowns in our municipal building infrastructure. Priorities continue to change when it comes to the minor repairs and upgrades in our municipal buildings. With a set line item which is separate from minor capital, the Town can be flexible and change priorities instead of just 'doing it because it is on a list.' Furnaces, a/c units, flooring and painting are some of the small items this capital program could support, with the flexibility the Town needs.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Item #6 – Police Station Parking Lot \$40,000 Town Facilities

Summary: *The parking lot at the Police Station has never been repaved since the original construction almost twenty years ago. The parking lot is breaking apart in several areas. In addition, the brick center around the Flag Pole is beginning to break down and needs to be removed. Relocating the flag pole and paving this section as well will provide a better flow of traffic and additional parking that is sorely needed at the Station.*

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

Item #7 – Trash Trailer \$90,000 Transfer Station

Summary: *In FY 2018, the Highway Department will utilize this funding to refurbish two trailers used to haul trash to meet the demands of the Transfer Station.*

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

Item #8 – Exterior/Parking Lot Lights \$30,000 Library

Summary: *The 5 exterior building wall lights and 11 parking lot lamppost lights were installed in 1999. They are failing. Both an electrician and GELD informed the Library Trustees that the lights could no longer be repaired due to their age, and the Town has been told to expect them to start failing one by one. The first light failed in 2015; 3 more failed in 2016; and now a 5th light is out. This is a safety issue, as there is no other illumination at the rear or sides of the library and it is pitch black without these lights. This funding will be used to replace 16 goosenecks and fixtures.*

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

Item #9 – Police Cruisers \$91,092 Police Department

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

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

Item #10 – All Terrain Vehicles**\$18,000****Police Department**

Summary: *The Police Department is requesting to replace the current ATV with a two seat multipurpose ATV to the Department's vehicle fleet. An increased demand to patrol the Rail Trail, conservation areas and Station Avenue require additional assets and replacement. The current ATV is a one passenger vehicle with limited equipment carrying capacity.*

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

Item #11 – Boom Sprayer Unit**\$6,500****Groton Country Club**

Summary: *In FY 2014, the Groton Country Club replaced this essential sprayer that is needed to regularly distribute fertilizer and pesticides over the golf course throughout the entire golf season. This machine enables the Club to use concentrated liquid chemicals which are both much more efficient and cost effective than granular chemicals. The cost of this Unit is \$32,500. The Town financed this purchase with a five (5) year lease to purchase agreement at an annual cost of \$6,500. This payment is the final installment.*

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

Item #12 – Triplex – Greens Mower**\$5,100****Groton Country Club**

Summary: *The Country Club owns two triplex mowers. Last year, the Town proposed, and Town meeting agreed, to replace one of the mowers so that the Club would have a backup mower. One cuts the greens and the other is used to cut the tees and collars around the greens. The Town Meeting agreed to finance the mower over five years. This is the second of five payments for a total cost of \$25,500.*

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

or to take any other action relative thereto.

TOWN MANAGER

ARTICLE 8: PURCHASE NEW LADDER TRUCK FOR THE FIRE 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 a new Ladder Truck for the Groton Fire Department, and all costs associated and related thereto, and, further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or to take any other action relative thereto.

TOWN MANAGER

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

Summary: *As part of the fleet reduction plan established by the Fire Chief, the Town would be best served by the replacement of two trucks in Fiscal Year 2018. Over the lifetime of the current Ladder Truck, the Groton Fire Department has spent approximately \$100,000 in maintenance and repair funds to keep it operating. This rate of over \$7,500 per year on average is much greater than what should be expected considering the age of the truck. An evaluation of the Ladder Truck by two separate companies estimated a basic refurbishment would cost between \$250,000-\$300,000 to gain an estimated 10 years of life. Simultaneously, Engine 2 is seeing the effects of aging, requiring replacement in the Fiscal Year 2018-2019 range at a cost of about \$445,000. Because of these multiple needs, it would benefit the Groton Fire Department to reduce the fleet and combine these units into one multi-functional apparatus. The long term cost of replacing or maintaining the trucks will be significantly more than the 2 for 1 replacement. The cost to replace the ladder truck would be around \$995,000. The new truck would have an expected lifetime of 25 years. This would provide the Town with a significant savings as the cost to the Town of purchasing two new trucks would have a combined cost of \$1,345,000 along with maintenance of the two trucks going forward.*

ARTICLES 9 THROUGH 16 PERTAIN TO FISCAL YEAR 2017 BUSINESS

ARTICLE 9: ACQUIRE LAND ON FARMERS ROW FOR A NEW SENIOR CENTER

To see if the Town will vote to authorize the Board of Selectmen to acquire from the Lawrence Homestead Trust by gift, purchase, or eminent domain, for general municipal purposes, including, without limitation, for use as a new Senior Center, all or a portion of the parcels of land located on Farmer's Row and shown on Assessors' Map 108 as Parcel 1, Assessors' Map 108 as Parcel 1.2, and Assessors' Map 108 as Parcel 1.3, described in deeds recorded with the Middlesex South District Registry of Deeds in Book 25424, Page 109, said parcels containing 8.4 acres, more or less, in the aggregate, and to raise and appropriate, transfer from available funds, or borrow, or any combination of the foregoing, a sum or sums of money, to be expended by the Town Manager, for such acquisition and costs related thereto, and further to authorize the Board of Selectmen to enter into all agreements and execute on behalf of the Town any and all instruments as may be necessary or convenient to effectuate the purpose of this article, provided, however, that no funds may be expended hereunder for this purpose unless and until the Town approves a Proposition 2½ Debt Exclusion pursuant to Massachusetts General Laws Chapter 59, Section 21C, Clause (k), or to take any other action relative thereto.

BOARD OF SELECTMEN TOWN MEETING SENIOR CENTER COMMITTEE

Board of Selectmen: *1 In Favor – Cunningham, 2 Against – Degen, Petropoulos, 2 Deferred – Eliot, Pease*
Finance Committee: *Recommendation Deferred Until Town Meeting*

Summary: *The 2016 Fall Town Meeting created a Committee to conduct a review to determine the future needs of the Groton Senior Center, including whether a new facility is needed. This Review Committee reviewed all documentation concerning this need. Per the charge of the 2016 Fall Town Meeting warrant article, the Committee expanded the review of potential locations to include several additional Town and privately owned properties. Based on their review, the Review Committee, as well as the Feasibility Oversight Committee, have chosen a location. Specifically, the Committees will be recommending that the Town acquire the three parcels on Farmers Row currently owned by the Lawrence Homestead Trust and use the parcel adjacent to the Groton Center Fire Station as the new location for Groton's Senior Center. This Article will request the necessary funding to acquire these parcels. Please note that no funding can be expended under this Article unless and until the Town approves a Proposition 2½ Debt Exclusion Ballot Question at the 2017 Annual Election. Both Committees will have a full report to the 2017 Spring Town Meeting.*

ARTICLE 10: SENIOR CENTER LOCATION AND DESIGN

To see if the Town will vote to approve the location of a new Senior Center as recommended by the Town Meeting Senior Center Committee and the Council on Aging's Feasibility Oversight Committee, and to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2017, 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, of a new Senior Center, and all costs associated and related thereto, provided, however, that no funds may be expended hereunder for this purpose unless and until the Town approves a Proposition 2½ Debt Exclusion pursuant to Massachusetts General Laws Chapter 59, Section 21C, Clause (k), or to take any other action relative thereto.

**TOWN MEETING SENIOR CENTER COMMITTEE
COA FEASIBILITY OVERSIGHT COMMITTEE**

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

Summary: *As stated in the Summary for Article 9, the Town Meeting Senior Center Review Committee and Council on Aging's Feasibility Oversight Committee have recommended that the Town acquire land on Farmers Row adjacent to the Groton Center Fire Station as the location for a new Groton Senior Center. Should the Town Meeting approve this acquisition, this article would appropriate the necessary funding to hire an architect to design and put out to bid the construction of a new Senior Center on Farmers Row. Should the Town decide not to purchase the Farmers Row Property, the Committee will recommend that this funding be used to design and put out to bid a new Senior Center at the current location of the Senior Center in West Groton. Please note that no funding can be expended under this Article unless and until the Town approves a Proposition 2½ Debt Exclusion Ballot Question at the 2017 Annual Election. Both Committees will have a full report to the 2017 Spring Town Meeting.*

ARTICLE 11: CURRENT YEAR LINE ITEM TRANSFERS

To see if the Town will vote to transfer certain sums of money within the Fiscal Year 2017 budget, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *To transfer money within the Fiscal Year 2017 Budget should the need arise. A handout explaining any necessary transfers will be available at Town Meeting.*

ARTICLE 12: APPROPRIATE MONEY TO OFFSET SNOW AND ICE DEFICIT

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 reduce the deficit in the Fiscal Year 2017 Snow and Ice Budget, as approved under Article 4 of the 2016 Spring Town Meeting, or to take any other action relative thereto.

TOWN MANAGER

Board of Selectmen: *Recommendation Deferred Until Town Meeting*
Finance Committee: *Recommended Unanimously*

Summary: *The Town anticipates a deficit in the Fiscal Year 2017 Snow and Ice Budget of approximately \$200,000. Ordinarily, such a deficit is made up in the following Fiscal Year. However, in an effort to minimize the impact on the Fiscal Year 2018 Budget, the Town Manager has recommended that some of the deficit be dealt with this year by utilizing any available funds from the FY 2017 Operating Budget, Free Cash, or the Town's Overlay Surplus Reserve. The appropriation under this Article will reduce the deficit.*

ARTICLE 13: TRANSFER WITHIN WATER ENTERPRISE FUND

To see if the Town will vote to authorize the Groton Water Department to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2017 Water Department Budget, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

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

Summary: *This article allows the Water Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2017 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

ARTICLE 14: 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 2017 Sewer Enterprise Department budget, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

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

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2017 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

ARTICLE 15: TRANSFER WITHIN CABLE ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Cable Enterprise Fund Surplus to the Fiscal Year 2017 Cable Enterprise Department budget, or to take any other action relative thereto.

CABLE ADVISORY COMMITTEE

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

Summary: *This article allows the Cable Advisory Committee to transfer money from its surplus account to cover any deficit in the Fiscal Year 2017 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

ARTICLE 16: 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: *Recommendation Deferred Until Town Meeting*
Finance Committee: *Recommendation Deferred Until Town Meeting*

Summary: *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting.*

ARTICLE 17: ALL ARE WELCOME MARKERS

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 installation of "All Are Welcome" markers at the various major road entrances to the Town of Groton, and all cost related and associated thereto; and to authorize the Town Manager to designate or approve the marker locations, or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: *Recommended (4 In Favor, 1 Abstained – Eliot)*

Finance Committee: *No Position*

Summary: *The All Are Welcome article asks Town Meeting to endorse a privately funded initiative to install stone markers at one or more of the major roads coming in to our town from the 8 surrounding towns. Town Meeting is asked to approve \$1 to demonstrate its commitment to the effort and to support the use of the Highway Department to perform installation.*

ARTICLE 18: COMMUNITY PRESERVATION FUNDING ACCOUNTS

To see if the Town will vote to make the following appropriations from the Community Preservation Fund:

Allocation of Community Preservation Funds to the following sub accounts:

| | |
|----------------------------|-----------|
| CPC Operating Expenses: | \$ 10,000 |
| Open Space Reserve: | \$ 65,000 |
| Historic Resource Reserve: | \$ 65,000 |
| Community Housing Reserve: | \$ 65,000 |
| Unallocated Reserve: | \$445,000 |

or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

Summary: *This is an accounting procedure that is necessary to ensure the Community Preservation Committee will have access to the funds raised during Fiscal Year 2018. Except for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting.*

ARTICLE 19: COMMUNITY PRESERVATION FUNDING RECOMMENDATIONS

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2018, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Board of Selectmen, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

CPC Proposal A: Housing Coordinator Salary \$43,506

Summary: *The Town established the position of Housing Coordinator in 2009. Since that time, the Community Preservation Administrative Account has paid the salary of this position. Three years ago, the Community Preservation Committee approved the increase of the position to 25 hours and requested that it become an annual funding item to be approved by Town Meeting, with the funding to come from the Community Housing Reserve. Town Meeting approved this for the last three years. This will be the fourth year that this position will be funded in this manner. The full amount is to be paid from the Community Housing Reserve.*

Board of Selectmen: Recommended Unanimously
Finance Committee: Recommended Unanimously
Community Preservation Committee: Recommended Unanimously

CPC Proposal B: Baddacook Pond Restoration \$200,000

Summary: *This project would environmentally restore the littoral areas (shallow shoreline areas) of Baddacook Pond and test the management of invasive weeds, using mechanical methods, over the next two years. The aggressive growth of non-native, invasive weeds has negatively impacted Baddacook Pond ecologically and dramatically diminished its recreational use. The two-year project would: 1) Restore portions of Baddacook Pond that have filled with biomass by using hydro-raking; 2) Implement aggressive mechanical weed harvesting to reduce available plant starch which will help control invasive weed infestation. The two-year total would be approximately \$200,000. The complete three-year project would total \$292,000, with \$92,000 in funding proposed to be funded in year three (FY 2020)*

Board of Selectmen: Recommended Unanimously
Finance Committee: Recommended Unanimously
Community Preservation Committee: Recommended Unanimously

CPC Proposal C: Library Entrance

\$15,000

Summary: *The 1893 historic Library entrance used to have inner vestibule doors, but they have not been there for many years. Without these inner doors, the entire foyer and reference area are exposed to the outdoor elements, including Route 119 traffic. The Library has embarked on a space redesign and would like to use the foyer area as a new teen space. In order for this to be practical, the inner vestibule doors are needed to provide a barrier from the exterior elements.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal D: Library Building

\$5,000

Summary: *During the winters of 2007 and 2015, the circa 1893 Library Building suffered severe ice dams which caused significant interior damage. While the Town's insurance company paid for the repairs, the Board of Library Trustees wants to determine the source of the problem and find a solution that protects the long-term integrity of the building. This funding will be used to hire a structural engineer to assess the entire building and provide a recommendation to resolve the issue. This would be the first step in a two-phase approach. The Board of Library Trustees will seek funding in Fiscal Year 2019 to implement the recommendations.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal E: National Register – First Parish Church

\$7,800

Summary: *This funding will be used to fund the joint Old Groton Meetinghouse and Groton Historical Commission project to submit a nomination for individual listing of the Old Groton Meetinghouse to the National Register of Historic Places. This designation recognizes the historic significance of a property.*

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

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal F: Conservation Fund

\$25,000

Summary: *The Conservation Commission is requesting this funding to add to the amount already deposited in the Conservation Fund to preserve open space, protect water resources, preserve land for agricultural, forestry and recreational activities; and protect important wildlife habitats that may otherwise be developed. The goal is to have between \$750,000 and \$1,000,000 in the Conservation Fund. The current balance is \$726,517.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended (5 In Favor – 1 Abstained – Hargraves)*

Community Preservation Committee: *Recommended Unanimously*

CPC Proposal G: Prescott School Restoration

\$15,350

Summary: *Last year, at the request of the Friends of Prescott, Community Preservation Funds were appropriated to address improvements to the Prescott School. The improvements included safety improvements and handicapped access improvements to the School. This year's application from the Friends is to continue with safety improvements to the School and improvements to the north and southwest stairwells.*

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended (5 In Favor, 1 Abstained – Easom)*

COMMUNITY PRESERVATION COMMITTEE

ARTICLE 20: PROPOSED AMENDMENTS TO THE GROTON CHARTER

To see if the Town will vote to endorse the revised Charter that is set forth in Appendix C to this Warrant, and authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for a special act approving the revised Charter as the Town's Charter and to take such further action as may be necessary for the adoption of the revised Charter, or to take any other action relative thereto.

CHARTER REVIEW COMMITTEE

Board of Selectmen: *Recommended (3 In Favor, 2 Deferred – Cunningham, Eliot)*

Finance Committee: *Recommended Unanimously*

Charter Review Committee: *Recommended Unanimously*

Summary: *The Groton Charter requires periodic review every ten years. In 2015, a Committee was formed to review the Charter and determine if changes were warranted. The Committee solicited input from the public and has reviewed suggestions and concerns during weekly meetings held over the last two years. Input from the public focused on municipal finance and the powers of, and the relationship between, the Board of Selectmen and the Town Manager. The revised Charter seeks to (1) address this input; (2) have our Charter accurately reflect how our Town Government actually functions; (3) better codify how municipal finances are administered; and (4) clarify the relationship between the Board of Selectmen and the Town Manager and their respective powers and authority. A vote in favor of this Article will be the first step in adopting the revised Charter. A vote against this Article will allow the current Charter to remain in force.*

ARTICLE 21: REGIONAL SCHOOL AGREEMENT AMENDMENT ACCEPTANCE

To see if the town will vote to approve the amended Agreement of the Groton Dunstable Regional School District as approved by the Groton Dunstable Regional School Committee and as 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: *The Groton Dunstable Regional School Committee has voted to adopt the recommendations of the Regional Agreement Sub-Committee to amend the Regional School District Agreement. The Sub-Committee was composed of representatives from the Boards of Selectmen and Finance Committees of the regional towns, along with School Committee members. They met over the last year and have proposed various amendments to the current agreement as follows:*

Updates:

1. *Interim Period*
 - a. *Current – language in the current Regional Agreement speaks to the formation of the original district*
 - b. *Change – deleted all references to “upon the establishment of the District”*
 - c. *“interim” language not needed*
2. *Included Grades*
 - a. *Current – references only K through grade 12*
 - b. *Change – Pre-K through 12*
 - c. *Rationale – All public schools responsible for pre---school special education*
3. *Regional School District Buildings*
 - a. *Current – includes the Tarbell School, Groton Elementary School, Groton Junior High School, Union School, New Elementary School, and Groton High School*
 - b. *Change – remove reference to individual schools*

- c. *Rationale – names and schools continue to change over time – this helps prevent the Regional Agreement from getting outdated if the schools change*
- 4. *Apportionment of Operating Assessment and Capital costs for District Owned buildings*
 - a. *Current – based on foundation enrollment (as of Oct. 1) every year.*
 - b. *Change – use 5 year rolling average*
 - c. *Rationale – 5 year rolling average will smooth-out/eliminate the effects of potentially large shifts in any single year's enrollment. Allows for more predictable town budgeting.*

Legal Requirements/DESE Regulations:

- 1. *Weighted School Committee Votes*
 - a. *Current – Groton = 1.0/5 members & Dunstable = 1.0/2 members*
 - b. *Change – Groton = 1.25/5 members & Dunstable = 1.0/2 members*
 - c. *Rationale – must comply with “one---person---one---vote” principle based on federal and local census data*
- 2. *School Committee ballot votes*
 - a. *Current – School Committee each year elects a “chairman” and a “vice chairman” from among its membership*
 - b. *Change – School Committee each year elects a “chair” and “vice chair” by ballot from among its membership and appoints a treasurer and a clerk who need not be members of the School Committee*
 - c. *Rationale – brings School Committee organization into line with law*

School Committee Policies and Practices:

- 1. *School Committee vacancy*
 - a. *Current – the Selectmen and the remaining member or members of the School Committee from the town involved, acting jointly, appoint a member to serve until the next town election*
 - b. *Change – the Selectmen and members of the School Committee from the town involved, by majority vote, appoint a member to serve until the next annual town election*
 - c. *Rationale – makes it clear how a vote is counted*
- 2. *Apportionment and payment of costs incurred by the District*
 - a. *Current – costs are divided into two categories, capital costs and operating costs*
 - b. *Change – replace nine account names with the Department of Elementary and Second Education Chart of Accounts*
 - c. *Rationale – reference DESE account titles to ensure compliance with DESE regulations (this is current practice of GDRSD)*
- 3. *Annual Report*
 - a. *Current – the School Committee submits to each member town an annual report by September 15*

- b. *Change – the School Committee submits an annual report to each member town by January 30 of each year containing a detailed financial statement for the prior fiscal year*
 - c. *Rationale – January 30 is a more realistic date*
4. *Amendments to the Agreement*
- a. *Current – except a proposal for amendment providing for the withdrawal of a member town, any proposal for amendment may be initiated by a two--thirds vote of all members of the School Committee*
 - b. *Change – a majority vote of the School Committee can initiate any proposal for an amendment except one providing for the withdrawal of a member town which requires a 2/3 vote*
 - c. *Rationale – this slightly lowers the standard for the School Committee to vote to propose an amendment to the Regional Agreement (except if it relates to a town withdrawing from the district)*

Both the Towns of Groton and Dunstable need to approve this amended agreement.

ARTICLE 22: AMEND CHAPTER 218 - ZONING – MEDICAL MARIJUANA DISPENSARY

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

Add to Section 218-4, Definitions, the following text:

REGISTERED MEDICAL MARIJUANA DISPENSARY (RMMD)

A not-for-profit entity registered and approved by the Massachusetts Department of Public Health in accordance with 105 CMR 725.100, and pursuant to all other applicable state laws and regulations, also to be known as a Medical Marijuana Treatment Center, that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana-infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. A RMMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

OFF-SITE REGISTERED MEDICAL MARIJUANA DISPENSARY (ORMMD)

A Registered Medical Marijuana Dispensary that is located off-site from the cultivation/processing facility (and controlled and operated by the same registered and approved not-for-profit entity which operates an affiliated RMMD) but which serves only to dispense the processed marijuana, related supplies and educational materials to registered Qualifying Patients or their personal caregivers in accordance with the provisions of 105 CMR 725.00.

Revise Section 218-13, Schedule of Use Regulations, by adding the following text:

Section 218-13. Schedule of Use Regulations

| USE | R-A | R-B | NB | VCB | GB | I | P | O |
|--|------------|------------|-----------|------------|-----------|----------|----------|----------|
| Industrial: | | | | | | | | |
| Registered Medical Marijuana Dispensary, up to 25,000 square feet gross floor area, see § 218-16.1 | N | N | N | N | N | PB | N | N |
| Off-site Registered Medical Marijuana Dispensary, up to 2,500 square feet gross floor area, see § 218-16.1 | N | N | N | N | PB | PB | N | N |

Add Section 218-16.1 Registered Medical Marijuana Dispensaries

§ 218-16.1 Registered Medical Marijuana Dispensaries

- A. No Registered Medical Marijuana Dispensary (RMMD) or Off-site Registered Medical Marijuana Dispensary (ORMMD) shall be located within five hundred feet (500') of the property boundary line of any lot in use as a public or private pre-school, primary or secondary school, junior college, college, licensed daycare center, church, library, park, playground, or other RMMD or ORMMD. Distance shall be measured in a straight line from property boundary line to property boundary line.
- B. A RMMD or ORMMD shall be located within a permanent building and may not be located in a trailer, cargo container, motor vehicle or other similar non-permanent enclosure. A RMMD or ORMMD shall not have drive-through service.
- C. Marijuana, marijuana-infused products, or associated products shall not be displayed or clearly visible to a person from the exterior of the RMMD or ORMMD.
- D. No outside storage of marijuana, related supplies or educational materials is permitted.
- E. A RMMD or ORMMD shall not display on the exterior of the facility advertisements for marijuana or any brand name. A RMMD or ORMMD shall not utilize graphics related to marijuana or paraphernalia on the exterior of the RMMD, ORMMD or the building in which the RMMD or ORMMD is located.

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 bylaw defines two types of medical marijuana dispensaries and identifies specific, appropriate locations for the cultivation, dispensing and administration of medical marijuana. It also sets forth minimum standards to mitigate potential impacts and better ensure that these uses are innocuous to abutters and the community as a whole.*

ARTICLE 23: AMEND CHAPTER 218 - ZONING – SITE PLAN REVIEW

To see if the Town will vote to amend the Code of the Town of Groton, Chapter 218 Zoning as follows: Revise Section 218-25, Site Plan Review, Subsection C, by deleting the text shown below with strike through and adding the italicized text.

- (2) Major. Major site plan review by the Planning Board is intended as the standard site plan review submission and requires preparation of plans by a registered professional engineer. A major site plan review ~~special permit approval~~ is required for the following:

and, further, revise Section 218-25, Site Plan Review, Subsection D, by adding the italicized text shown below.

- (2) Major site plan review applications. If a project requiring site plan approval also requires a special permit, the same procedure for the review of a special permit application shall apply (see § 218-32.1), with the addition of the procedures delineated herein. *If a project requiring site plan approval does not require a special permit, the procedure for the review of a major site plan review application shall be as follows:*
- (a) *Upon receipt of a site plan review application, the Planning Board or its agent shall review the application for completeness. No application shall be accepted as a submittal unless and until all information necessary for such review, as described herein, is fully provided unless waivers are requested in writing. At the time of submission, the Board or its Agent shall make a determination that the application is either complete or incomplete. If the Planning Board or its Agent determines that the submission is incomplete, the application shall be returned to the applicant either in person or by certified mail with a letter indicating that insufficient information was provided making it impossible for the Planning Board to adequately review or approve the application. Incomplete applications shall not be considered submittals and shall not be considered the start of any time limits within which the Board is required to act under various provisions of Massachusetts General Law, Chapter 40A. If the submission is determined to be complete, the applicant shall file the application with the Town Clerk by delivery or by certified mail, postage prepaid. The Town Clerk shall time and date stamp said application to fix the date of submission.*
- (b) *The Planning Board shall hold a public hearing on any complete application within sixty-five (65) days after filing, shall properly serve notice of such hearing and then render its decision within ninety (90) days of the close of the hearing.*
- (c) *The applicable decision-making criteria shall be those delineated in Subsection H below.*

or to take any other action relative thereto.

PLANNING BOARD

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *No Position*

Planning Board: *Recommended Unanimously*

Summary: *Deletion of the Special Permit provisions of Site Plan Review for by-right uses is proposed because of a recent ruling by the Middlesex County Superior Court. Massachusetts General Laws, Chapter 40A, does not specifically recognize a site plan as an independent method of regulation- it is a prerequisite of issuance of a building permit. The proposed review and approval process for those uses not requiring a special permit is similar to the special permit process, but approval requires a majority vote instead of a super majority vote. These changes will bring Groton's Site Plan Review Bylaw more in conformance with Massachusetts General Laws Chapter 40A and relevant case law.*

ARTICLE 24: AMEND ZONING CHAPTER – CONCEPT PLAN

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

Revise Section 218-4, Definitions, by deleting the following text shown with strike through:

~~MAJOR PROJECT — Development used for business or manufacturing, resulting in either a building whose vertical projection ("footprint") exceeds 5,000 horizontal square feet measured to the outside of its enclosing walls, or 15,000 square feet or more of aggregate floor area which includes all floors of all buildings on the premises. Such development is either construction of a new building or addition to an existing building, where the addition increases the building's floor area by 5,000 square feet or more.~~

Revise Section 218-18 by deleting the following text shown with strike through and adding the italicized text:

§ 218-18. Special use considerations in R-B, VCB, NB, GB and I Districts.

- B. Rezoning to VCB, NB, GB or I. The Planning Board shall neither sponsor nor favorably recommend any rezoning of land into a Business or Industrial District unless a concept plan (see Subsection ~~DE~~) for the area proposed for rezoning has been submitted to the Planning Board for review at the public hearing on the rezoning and is presented at the Town Meeting. In its report to the Town Meeting, the Planning Board shall report its determinations regarding the consistency of the proposed rezoning with the Business or Industrial District intention stated in § 218-11 and regarding the consistency of the concept plan with the objectives stated in Subsection A.
- C. ~~Major projects.~~
- (1) ~~Any business or industrial use which qualifies as a major project, as defined under § 218-4, shall require concept plan approval, as defined under § 218-4, prior to being acted upon for special permit approval. Town Meeting concept plan approval may be made with conditions or limitations. Special permit approval shall not be given by the Planning Board unless the proposal is determined to be consistent with the approved concept plan.~~
- (2) ~~The provisions of this section shall not apply to projects at a location zoned Business or Industrial (or Manufacturing) prior to January 1, 1990, unless the proposed development results in either:~~

- ~~(a) Construction of a new building whose vertical projection (footprint) exceeds 10,000 horizontal square feet measured to the outside of its enclosing walls, or whose aggregate floor area is 30,000 square feet or more, which includes all floors of all buildings on the premises; or~~
- ~~(b) Construction of an addition to an existing building, where the addition increases the building's floor area by 5,000 square feet or more.~~

~~D.~~ Special permits for business or manufacturing use.

(1) Special permits for business or industrial uses, if consistent with this chapter in all other respects, shall be granted only if the special permit granting authority determines that the proposal's benefits to the Town or vicinity will outweigh any adverse effects, after consideration of the following:

- (e) Overall planning. The proposed plan will be consistent with:
 - [1] The intentions stated in § 218-12, Intention of districts, and in § 218-2, Purposes.
 - ~~[2] Any concept plan relied upon in rezoning or approved by Town Meeting.~~

~~(2) Procedures.~~

- ~~(a) Special permit granting authority. The Planning Board shall act as the special permit granting authority for all categories of special permit which any major project may require, notwithstanding any contrary provisions of this chapter.~~
- ~~(b) Special permits and concept plans. Applications for a special permit for a major project shall include a concept plan plus an engineered site plan at a scale of one inch equals 40 feet or larger. A special permit for a major project shall be approved only if the Planning Board determines that the proposal is consistent with the concept plan which was approved by a Town Meeting vote.~~
- ~~(bc) Special permit inclusions. Any special permit approval granted shall incorporate by reference the site plan and other documents which the Board relied upon in making its determination and such conditions and safeguards as may be appropriate to assure protection of the interests of the Town.~~
- ~~(cd) Building and occupancy permits. Building and occupancy permits may be granted at a later time without necessity of another special permit, provided that the proposal is determined by the Building Inspector to be consistent with the earlier special permit. To be consistent, the proposed activity must be within the set of uses and area limits for those uses authorized by the special permit, and any proposed construction must involve no change in location of such things as buildings, parking or access drives by more than 10 feet from that indicated on the approved site plan.~~
- ~~(de) Later change. Any proposal to alter or add to a major project after a special permit has been issued may be authorized by the Planning Board, if determined to be consistent with the original special permit and to comply with any limits that the permit may have stipulated. If a new special permit is issued, such new special permit may be approved without necessity of another Town Meeting vote if the proposal is found by the Planning Board to be consistent with the intent of any applicable concept plan approved by the Town Meeting and to comply with any limits Town Meeting vote may have stipulated.~~

DE. Submittal requirements. A concept plan *accompanying a rezoning proposal* shall consist of the following:

- ~~(2) Floor plans and architectural elevations of all planned structures and any existing structures.~~
- ~~(3) Materials indicating the proposed maximum number of square feet of gross floor area for each category of land use (See § 218-13, Schedule of Use Regulations); analysis supporting the demand for such use, indicating the anticipated market area and the anticipated Groton market share; methods of water supply and sewage disposal; time schedule for construction of units and improvements; service improvements proposed to be at the developer's expense and those anticipated at the Town's expense; and means, if any, of providing for design control.~~
- (24) Analysis of the consequence of the proposed development, evaluating the following impacts at a level of detail appropriate to the scale of the development proposed:

PLANNING BOARD

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

Finance Committee: *No Position*

Planning Board: *Recommended Unanimously*

Summary: *The proposed bylaw eliminates the requirement that Major Projects (the development of new business and manufacturing facilities exceeding 5,000 horizontal square feet, or 15,000 or more square feet of aggregate floor area, or additions of 5,000 square feet or more to existing facilities) obtain concept plan approval from Town Meeting. Recent Massachusetts case law suggests that granting Town Meeting the power to approve uses otherwise allowed by-right or by special permit is not a proper delegation of power. It takes the power to approve uses away from those specifically identified as the permitting authorities by Massachusetts General Laws, Chapter 40A (i.e., Building Inspector, Planning Board and/or Zoning Board of Appeals). Moreover, the Town has implemented a number of safeguards that eliminate the necessity for Town Meeting concept plan approval. For example, a Land Use Committee consisting of representatives from all development-related departments/boards and commissions reviews development concept plans and provides feedback very early in the design process. The Town also has a comprehensive site plan review process that incorporates pre-submission review and design standards aimed at ensuring attractive, quality development that minimizes impacts on both the neighborhood and the environment.*

ARTICLE 25: TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 218-16.2, entitled: **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further, to amend the Bylaw's Table of Contents to add Section 218-16.2, "Temporary Moratorium on Recreational Marijuana Establishments:"

Section 218-16.2 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments.

The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section 218-16.2(a) Definition

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

Section 218-16.2(b) Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.

During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *No Position*

Planning Board: *Recommendation Deferred Until Town Meeting*

Summary: *Due to the fact that the Commonwealth has yet to set regulations for the use of recreational marijuana, the Board of Selectmen is recommending the adoption of a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. As stated in the proposed moratorium, it shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.*

ARTICLE 26: AMEND CHAPTER 175 – RETAIL SALES, HOURS OF

To see if Town will vote to vote to amend the Code of the Town of Groton by deleting Chapter 175, "Retail Sales, Hours Of" in its entirety and replacing it with a new Chapter 175, "Retail Sales, Hours Of", to read as follows:

CHAPTER 175, RETAIL SALES, HOURS OF

§ 175-1 Sale of food; violations and penalties.

- A. No person shall sell at retail between the hours of 12:00 a.m. and 5:00 a.m. any food. The term "food," as used in this chapter, shall include any article or commodity, however stored or packaged, intended for human consumption and shall include alcoholic beverages to be consumed off the premises at which they are sold, unless any other law, permit or license granted to the seller of such beverages shall otherwise provide.
- B. This section shall not apply to the sale of food or alcoholic beverages to be consumed on the premises at which they are sold or to be consumed off the premises on which they are sold when such sale is by a licensed common victualler primarily engaged in the sale of food to be consumed on such premises.
- C. Persons found guilty of violating this section shall pay a fine of \$200. For purposes of this section, each separate sale shall be deemed a separate offense. In the event of the sale of several items or articles at one time to one customer, only one sale shall be deemed to have taken place.

§ 175-2. Places of business engaged in selling of food; violations and penalties.

- A. No store or place of business engaged in the retail sale of food shall be open for the transaction of business between the hours of 12:00 a.m. and 5:00 a.m.
- B. This section shall not apply to the sale of food or alcoholic beverages to be consumed on the premises at which they are sold or to be consumed off the premises on which they are sold when such sale is by a licensed common victualler primarily engaged in the sale of food to be consumed on such premises.
- C. Violators of this section shall be subject to a fine of \$200 for each violation. In case of continuing violation, every calendar day upon which a store shall remain open shall be deemed a separate offense.

§ 175-3. Sale of fuel.

No person shall sell at retail between the hours of 12:00 a.m. and 5:00 a.m. any gasoline, oil, diesel fuel or other product used in the operation of a gasoline service station. The term "gasoline service station" shall mean a structure or lot used primarily for the sale at retail of gasoline and oil for servicing motor vehicles.

§ 175-4. Operation of gasoline service station; violations and penalties.

- A. No gasoline service station, as defined in § 175-3, shall be open between the hours of 12:00 a.m. and 5:00 a.m.
- B. Violations of this section shall be subject to a fine of \$200 for each violation. In the case of continuing violations, every calendar day or portion thereof upon which a gasoline service station shall remain open shall be deemed a separate offense.

§ 175-5 Construal of provisions.

Sections **175-3** and **175-4** shall be construed to constitute separate bylaw provisions enforceable independently of §§ **175-1** and **175-2** and of each other to the effect that if either one or the other is found to be unconstitutional or invalid, such finding shall not impair the constitutionality or validity of the remaining section.

or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *The purpose of this article is to allow retail stores and gasoline stations to operate between 5:00 a.m. and midnight. Currently, retail stores and gasoline stations can only operate between 6:00 a.m. and 11:00 p.m.*

ARTICLE 27: ADOPT M.G.L. CHAPTER 41, §41B - DIRECT DEPOSIT

To see if the Town will vote to accept the provisions of section 41B of chapter 41 of the General Laws to authorize the payment of salaries, wages, or other compensation by direct deposit to a bank or other financial institution account, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *Currently, a majority of the Town's employees utilize Direct Deposit for the payment of wages. There are several employees who still receive live checks. The use of live checks can cause administrative issues when they are lost or mutilated. By adopting this Chapter and Section of the General Laws, the Town can implement Direct Deposit for the payment of wages for all employees.*

ARTICLE 28: BOAT EXCISE TAX PAYMENTS

To see if the Town will vote, pursuant to section 5G of chapter 40 of the General Laws, to establish a municipal waterways improvement and maintenance fund for the receipt of fifty percent of boat excise tax payments made under G.L. c. 60B, §2, and payments from the state or federal government, and the expenditure thereof for waterways maintenance and improvements, and law enforcement and fire prevention as authorized by section 5G, or to take any other action relative thereto.

GREAT PONDS ADVISORY COMMITTEE

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

Summary: *Massachusetts General Laws provides that a portion of the revenues received from Boat Excise taxes may be used by the Town for waterways improvements. If collected, Boat Excise taxes could amount to approximately \$2,500 per year. The two State boat ramps located on great ponds in Groton, Baddacook and Lost Lake, badly need portable sanitary facilities to eliminate the current unsanitary use of these ramps. The Commonwealth's Office of Fishing and Boating Access granted the Town permission to place handicapped accessible port-o-potties at each location. The Town received a quote that it would cost approximately \$1,800 annually to install these facilities. If this fund is established by Town Meeting, the revenues received from Boat Excise taxes can be used to cover this expense.*

ARTICLE 29: HANDICAP PARKING FINES

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 40, Section 22G, to allocate all funds received from fines assessed for violations of handicap parking to the Commission on Accessibility, with all funds so received to be deposited by the Town Treasurer in a separate account used solely for the benefit of persons with disabilities, or to take any other action relative thereto.

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COMMISSION ON ACCESSIBILITY

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

Summary: *Adoption of this section of State Law will require that funds from parking tickets for handicapped parking violations be deposited in a special account. Such funds must be used for the benefit of people with disabilities. Examples include automatic door openers, assistive technology devices, access ramps, sign language interpreters, etc.*

ARTICLE 30: INCREASE DEMAND FEE ISSUED BY COLLECTOR

To see if the Town will vote to charge, for each written demand issued by the Collector, a fee of \$10.00, to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15, effective as of July 1, 2017, or to take any other action relative thereto.

**TOWN MANAGER
TOWN TREASURER/TAX COLLECTOR**

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

Summary: *One of the recommendations of the Sustainable Budget Study Committee was to review all fees collected by the Town of Groton. One of the fees that was reviewed was the demand fee the Tax Collector can charge for late payments of both motor vehicle and property tax bills. Currently, the Town charges a fee of \$5.00. State law allows a maximum fee of \$30.00. Town Meeting approval is needed in order to increase this fee. The Town Manager and Town Treasurer/Tax Collector are recommending that this fee be increased to \$10.00.*

ARTICLE 31: ACCEPTANCE OF CRYSTAL SPRING LANE AS A TOWN WAY

To see if the Town will vote to accept as a public way the roadway known as Crystal Spring Lane, as heretofore laid out by the Board of Selectmen and as shown on a plan entitled "Street Acceptance Plan, Crystal Spring Estates, Groton, Mass, prepared for High Oaks Realty Trust" dated December 23, 2014, Revised February 2, 2016, prepared by Ducharme & Dillis, Bolton, MA, a copy of which is on file with the Town Clerk, and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, the fee to or lesser interests in said roadway and all related easements, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *To accept Crystal Spring Lane as a public way.*

ARTICLE 32: ACCEPTANCE OF ROBIN HILL ROAD AS A TOWN WAY

To see if the Town will vote to accept as a public way portion of the roadway known as Robin Hill Road, as heretofore laid out by the Board of Selectmen and as shown on two plans as follows:

Plan #1 - A plan entitled "Roadway As-Built for Robin Hill Road STA 0+00-9+00 In Groton, Mass. Owner: Fox Meadow Realty Corp.", dated December 15, 2014, prepared by R. Wilson Associates, Acton, MA;

Plan #2 - A plan entitled "Roadway As-Built for Robin Hill Road STA 9+00-18+00 In Groton, Mass. Owner: Fox Meadow Realty Corp.", dated December 15, 2014, prepared by R. Wilson Associates, Acton, MA;

Plan #3 - A plan entitled "Roadway As-Built for Robin Hill Road STA 18+00-24+00 and 24+00 to End In Groton, Mass. Owner: Fox Meadow Realty Corp.", dated December 21, 2015, prepared by R. Wilson Associates, Acton, MA;

copies of which are on file with the Town Clerk, and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, the fee to or lesser interests in said roadway and all related easements, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *To accept Robin Hill Road as a public way.*

ARTICLE 33: ACCEPTANCE OF CARDINAL LANE AS A TOWN WAY

To see if the Town will vote to accept as a public way the roadway known as Cardinal Lane, as heretofore laid out by the Board of Selectmen and as shown on a plan entitled "Roadway As-Built for Cardinal Lane in Groton, Mass. Owner: Fox Meadow Realty Group", dated December 15, 2014, prepared by R. Wilson Associates, Land Surveyors and Civil Engineers, Acton, MA, a copy of which is on file with the Town Clerk, and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, the fee to or lesser interests in said roadway and all related easements, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *To accept Cardinal Lane as a public way.*

ARTICLE 34: CONVEY LAND, ASSESSORS' MAP 128, PARCEL 12, LOT 0

To see if the Town will vote to transfer to the custody and control of the Board of Selectmen a certain parcel of land shown on Assessors' Map 128 as Parcel 12 Lot 0 for the purpose of sale or conveyance, and to authorize the Board of Selectmen to convey such land for consideration of \$1.00 to Ms. Linda Grey, and to take all actions and execute all documents required in connection therewith, or to take any other action relative thereto.

BOARD OF ASSESSORS

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

Summary: *To correct a situation where a structure was enlarged on a parcel of land that was Town property. The parcel of land that was owned by Marcel Gervais abuts the lot owned by the Town. Mr. Gervais purchased the parcel in 1979 for cash payment of \$19,900 with a seasonal cottage on the lots. No title search was done and he put an addition on the structure which encroached on the Town land. Mr. Gervais found out about 10 years ago that his house was on Town land and started to work with the Town to correct the situation. He has since passed away and his wife is not able to do anything with the property until this is corrected. Since they have been paying taxes on the parcel with the addition since 1989, the Assessors believe the property should be sold to Linda Grey.*

ARTICLE 35: CITIZENS' PETITION – CREATE TOWN SEAL COMMITTEE

To see if the Town will vote to require the Board of Selectmen to appoint a five (5) member Town Seal Committee charged with soliciting public input into the design for a new Town Seal; selecting from among the submissions received, the design that best embodies Groton's character, history and aspirational values; and presenting that design to a future Town Meeting for approval, or to take any other action relative thereto.

CITIZENS' PETITION

| <u>NAME</u> | <u>ADDRESS</u> | <u>NAME</u> | <u>ADDRESS</u> |
|------------------|-------------------|--------------------|--------------------|
| Greg Fishbone | 95 Main Street | Ellen Olson-Brown | 46 Willowdale Road |
| Jack McCaffrey | 8 Prescott Street | Judith Stuer-Moore | 55 Willowdale Road |
| James L. Gmeiner | 366 Longley Road | Peter Santoro | 59 Raddin Road |
| Deborah Santoro | 59 Raddin Road | Stuart M. Schulman | 39 Chicopee Row |
| Jeff Warmouth | 526 Chicopee Row | Dori Fishbone | 95 Main Street |

Board of Selectmen: *1 For – Petropoulos, 1 Against – Cunningham - 1 ATM – Pease, 2 No Position – Degen & Eliot*
Finance Committee: *No Positon*

Summary: *This article would require the Selectmen to appoint a five member Committee charged with designing a new Town Seal for Town Meeting approval.*

ARTICLES 36 THROUGH 41 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED BY THE TOWN MODERATOR AFTER ARTICLE 40.

ARTICLE 36: APPLY FOR GRANTS

To see if the Town will vote to authorize the Board of Selectmen to apply for Federal and State Grants for which the Town is or may be eligible and to expend the funds received thereunder, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *To allow the Board of Selectmen to apply for grants that may become available during the year.*

ARTICLE 37: DEBT SERVICE FOR SURRENDEN FARMS

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, pursuant to Massachusetts General Laws, Chapter 44B, Section 5 for debt service for Fiscal Year 2017 for the Surrenden Farm Land Acquisition, as authorized under Article 1 of the April 24, 2006 Special Town Meeting, or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Community Preservation Committee: *Recommended Unanimously*

Summary: *This article appropriates the debt payments for the Surrenden Farm Land Purchase. Funding for this article will come from Community Preservation Funds. The anticipated debt service for Fiscal Year 2018 is \$476,722. To fund this, \$80,000 would be paid from the Open Space Reserve and \$396,722 would be paid from the Unallocated Reserve.*

ARTICLE 38: SUPPLEMENT PRIOR BORROWING VOTES

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, or to take any other action relative thereto.

TOWN MANAGER

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Summary: *The recently approved Massachusetts Municipal Modernization Act (adopted on November 7, 2016) amended Chapter 44, Section 20 of the General Laws changing the manner in which Bond Proceeds (surplus gained when selling Municipal Bonds) can be used. It changes the treatment of bond premiums from general fund revenue to allow that it be used to pay project costs and reduce the amount borrowed, thereby reducing the debt service payment on capital projects. The purpose of this Article is to allow the Town to apply this change in the law to previously approved capital projects that authorized the Town to borrow funds to complete the project, but have yet to be permanently financed.*

ARTICLE 39: CREATE BYLAW ESTABLISHING VARIOUS REVOLVING FUNDS

To see if the Town will vote, pursuant to the provisions of G.L. c. 44 sec 53E ½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

There are hereby established in the Town of Groton pursuant to the provisions of G.L. C.44, sec 53E ½, the following Revolving Funds:

| Program or Purpose | Representative or Board Authorized to Spend | Department Receipts |
|---|--|---|
| Stormwater Management | Earth Removal/Stormwater Advisory Committee | Stormwater Management/Low-Impact Development Fees |
| Conservation Commission Land Management | Conservation Commission | Agricultural/Silvicultural Fees |
| Affordable Housing Marketing | Town Manager | Fees from Developers for Affordable Units |
| Home Recycling Equipment Support | DPW Director | Sale of Recycling Equipment |
| Access for Persons with Disabilities | Commission on Accessibility | Handicap Parking Violation Fines |

Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, sec. 53E ½.

And, further, to set FY2018 spending limits for such revolving funds as follows:

| Program or Purpose | FY 2018 Spending Limit |
|--------------------------------------|-------------------------------|
| Stormwater Management | \$20,000 |
| Conservation Commission | \$50,000 |
| Affordable Housing Marketing | \$50,000 |
| Home Recycling Equipment | \$10,000 |
| Access for Persons with Disabilities | \$10,000 |

or take any other action relative thereto.

TOWN MANAGER

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

Summary: *In previous years, Town Meeting would vote to create and set the limit on various revolving funds. Each revolving fund would require a separate article. Recently, the General Laws of the Commonwealth were amended to allow municipalities to adopt a bylaw that would authorize the revolving fund, thereby eliminating the necessity to have separate votes on each fund. In the future, all Town Meeting will have to do is set the annual spending limit each fiscal year.*

ARTICLE 40: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTION

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 59, §5C1/2, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 22F, 22G, 37, 37A, 41, 41B, 41C, 41C½, 42, 43, 56 or 57 of G.L. c. 59, §5, or to take any other action relative thereto.

BOARD OF ASSESSORS

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Summary: *This article is geared toward elderly persons, blind persons and veterans with service connected disabilities. It would increase the exemption under state statute up to 100% of the exemption. Section 5C1/2 was enacted in 2014 and replaces the special legislation that previously authorized the additional exemption, Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988.*

ARTICLE 41: ACCEPT PROVISIONS OF M.G.L., CHAPTER 59, §5

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, §5, which, for clauses 22, 22A, 22B, 22C, 22D, 22E and 22F of section 5, allows the Town to reduce from five consecutive years to one year the residency requirement, making certain veterans and their surviving spouses or parents, eligible for the property tax exemptions under Massachusetts General Laws, or to take any other action relative thereto.

BOARD OF ASSESSORS

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Summary: *The Town of Groton has adopted the provisions of MGL Chapter 59, Section 5 Clause 22 for a Veteran domiciled in Massachusetts for 6 consecutive months before entering the service or domiciled in Massachusetts for not less than 5 years prior to filing for his/her exemption. By local option, the residency requirement can be reduced to 1 year by a vote of Town Meeting.*

Moderator's Consent Agenda to Save Time at Town Meeting

To save time at Town Meeting, the moderator will use a procedure known as a consent agenda. It is the bundling of non-controversial articles into a single motion to be voted on by Town Meeting. Routinely used in other towns, the consent agenda can save time by not requiring a main motion, a second, an explanation and a vote on every routine article to which there is no objection or question.

What Articles Are Included

The consent agenda will generally consist of regular housekeeping articles unanimously supported by the Board of Selectmen and Finance Committee. Articles that change by-laws, introduce new spending or require more than a majority vote are ineligible.

The warrant identifies which articles are proposed for the consent agenda. If the articles in the consent agenda changes prior to Town Meeting but after the printing of the warrant, voters will be advised at Town Meeting.

How Consent Agendas Work

When the meeting reaches the first article to be included in the consent agenda, the moderator will explain the process. The moderator will read the title of every article included in the consent agenda. He will pause after each article to allow any voter who has a question on the article to loudly state, "hold."

The held article will be set aside for individual consideration apart from the consent agenda. The voter who holds an article will be asked to identify him- or herself and be prepared to speak to the article later in the meeting.

After the meeting agrees on which articles to include in the consent agenda, there will be no debate and the moderator will immediately call for a vote. Every article included in the consent agenda will either pass or fail depending on the majority vote.

The articles held from the consent agenda will then be taken up individually in the order in which they appear in the warrant.

What Voters Need to Do

Town Meeting voters should review in advance the articles in the consent agenda and be ready to state which article(s) they wish to hold for individual consideration

Any voter with questions about Town Meeting procedure may call Town Moderator Jason Kauppi at (978) 391-4506 or email him at moderator@townofgroton.org.

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 3rd Day of April in the year of our Lord Two Thousand Seventeen.

John G. Petropoulos

John G. Petropoulos, Chairman

Joshua A. Degen

Joshua A. Degen, Vice-Chairman

Barry A. Pease

Barry A. Pease, Clerk

Peter S. Cunningham

Peter S. Cunningham, Member

Anna Eliot

Anna Eliot, Member

OFFICERS RETURN

Groton, Middlesex

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

Constable

Date Duly Posted

BUDGET MESSAGE FROM THE TOWN MANAGER AND FINANCE COMMITTEE

TOWN OF GROTON FISCAL YEAR 2018

Pursuant to Article 6, Sections 6-3 and 6-4 of the Charter of the Town of Groton, Massachusetts, the Finance Committee, Board of Selectmen and Town Manager are pleased to submit for your consideration the Proposed Fiscal Year 2018 Operating Budget for the Town of Groton. This is the second year in which the Board of Selectmen and Finance Committee have provided direction prior to the development of the proposed budget in compliance with the revised Financial Policies of the Town. The Finance Committee and Board of Selectmen met with the Finance Team, comprised of the Town Manager, Town Accountant, Treasurer/Collector, Principal Assessor, Human Resources Director and Executive Assistant prior to the issuance of the initial budget instructions to review objectives and develop specific goals that would be followed during the development of the Fiscal Year 2018 Proposed Operating Budget.

The Board of Selectmen and Finance Committee voted that overall municipal spending should not increase by more than 2.4% and directed the Finance Team to continue to plan for the future and develop a budget that will be sustainable in future years. The initial budget proposed by the Town Manager on December 31, 2016 met the directive of providing a budget that keeps municipal spending to an increase of no more than 2.4%, including excluded debt, while continuing to provide the same level of services that our residents currently receive. When you remove excluded debt, the actual increase in the Proposed Budget was 2.86%.

When developing the Town's estimated revenues for Fiscal Year 2018, there were several factors that had a positive impact on these revenues. First, based on the current budget before the State Legislature, it appears that Groton will receive an increase of approximately \$55,000 in State Aid in Fiscal Year 2018. Second, the local meals tax continues to boost local receipts and we believe the Town will receive over \$100,000 in these revenues in FY 2018. The third factor involves the final new growth certified for Fiscal Year 2017. When the FY 2017 Budget was originally developed, the Town estimated approximately \$17 million in new growth, generating about \$319,000 in additional levy capacity. The final new growth certified in the beginning of December, 2016 was certified at approximately \$24 million, generating over \$444,000 in additional levy capacity. Fourth, the Town has approximately \$674,000 in its Excess and Deficiency Fund (Free Cash) that can be used to address non-recurring issues that will help offset future costs in both Debt Service and Other Post-Employment Benefits (OPEB). The final factor that had a positive impact on revenues for Fiscal Year 2018 is the work of the Sustainable Budget Study Committee. Several of their recommendations have been adopted as part of the Fiscal Year 2018 Budget that has generated over \$100,000 in new revenues for Fiscal Year 2018.

The following chart shows the anticipated new revenues that can be used to balance the proposed budget:

| | Actual | Proposed | Dollar | Percent |
|-------------------------|----------------|----------------|---------------|---------------|
| <u>Revenue Source</u> | <u>FY 2017</u> | <u>FY 2018</u> | <u>Change</u> | <u>Change</u> |
| Property Tax | \$ 28,151,493 | \$ 29,129,180 | \$ 977,687 | 3.47% |
| Unexpended Tax Capacity | \$ (178,840) | \$ (114,542) | \$ 64,298 | -35.95% |
| State Aid | \$ 860,020 | \$ 915,112 | \$ 55,092 | 6.41% |
| Local Receipts | \$ 3,608,413 | \$ 3,828,472 | \$ 220,059 | 6.10% |
| Free Cash | \$ 60,000 | \$ 292,300 | \$ 232,300 | 387.17% |
| Other Available Funds | \$ 225,000 | \$ 266,000 | \$ 41,000 | 18.22% |
| TOTAL | \$ 32,726,086 | \$ 34,316,522 | \$ 1,590,436 | 4.86% |

Due to some of the positive revenue factors outlined above, the Finance Committee, Board of Selectmen and Town Manager were able to address additional issues that will improve the overall delivery of services to our residents. To this end, we would like to call to your attention various areas within the Proposed Operating Budget.

First, the Town of Groton has been very fortunate to have such an outstanding Fire Department consisting of both Career and Call Firefighters. This combination has allowed the Town to provide excellent Fire and EMS services to our residents in an extremely cost effective manner. That said, the Town has struggled to recruit and retain on-call Firefighters and EMT's. This is not just a problem in the Town of Groton, but a national trend that is likely to continue due to the increased training requirements for Call Firefighters. These requirements are very demanding and have been known to be prohibitive to working adults. According to a memorandum sent to the Board of Selectmen by our Fire Chief, Steele McCurdy, *"the training provided today to our firefighters and EMT's has increased significantly over the past 20 years due to the changing mission of the fire service and ever increasing hazards of the modern fire. This increase in initial training coupled with the demands of work and family are proving to be a significant obstacle to the addition of new on-call personnel. The importance of constant recruitment cannot be overstated as the department relies heavily upon the consistent recruitment of personnel to counter the attrition seen from year to year."*

Due to the budgetary constraints the Town is facing in Fiscal Year 2018 and future years, the addition of Full-time Firefighters will be a very difficult proposition. However, the Town needs to take some action in Fiscal Year 2018. The Fire Chief has developed a couple of programs to address recruitment of qualified Call Firefighters. One program is the creation of the Groton Fire Explorer program which allows young adults (ages 14-21) to participate in the Fire Department through the Boy Scouts of America. Participating at a young age will hopefully encourage these individuals to become involved in both the Fire Department and Community, with hope that they will join the Call Department when they get older. The second program that the Chief has developed is the Auxiliary Firefighter/EMT program, which allows individuals interested in joining the Groton Fire Department to participate in a more limited role while they receive their Firefighter training. While both these programs are encouraging for the future, the Town has an immediate problem that needs to be addressed. The Town has seen several calls for ambulance services requiring mutual aid coverage because our Call EMT's were unavailable.

To this end, the Fire Chief proposed in his operating budget a \$73,000 line item to provide compensation to Call EMT's and Officers as an incentive to sign up for call shifts. Under this "Pilot Program" plan, if an EMT signs up for a shift, he/she will guarantee to be available and will respond to calls should they occur. According to Department policy, members are required to maintain a minimum number of on-call hours each month but are not currently compensated for this time commitment. By offering a financial incentive, we would expect more EMT's will cover shifts that are normally difficult to cover. The most difficult shifts to cover are from 6:00 p.m. to 6:00 a.m. on Fridays, Saturdays and Sundays, although this program would target overnight coverage seven days a week. Article 6 in the Warrant requests Town Meeting to adopt this Pilot Program.

Second, in Fiscal Year 2016, the Town Meeting appropriated the necessary funding to provide lifeguards at Sargisson Beach. This was extremely popular for our residents and there was high utilization of Sargisson Beach. Due to the budgetary constraints that the Town faced in Fiscal Year 2017, funding for the lifeguards was eliminated from the Budget to address other more pressing issues. However, thanks to the generous donation of several residents, the Town was able to provide lifeguards at Sargisson Beach last summer. When the Town Manager submitted the original Fiscal Year 2018 Budget, funding for the lifeguards was not included. Since that time, as explained earlier, additional revenues became available and the Finance Committee, Board of Selectmen and Town Manager decided to recommend funding the lifeguards again in Fiscal Year 2018. The cost for this program is \$25,257.

Third, with a healthy level of funding in our Excess and Deficiency Fund, the Finance Committee requested that the Finance Team re-evaluate the way we had planned to fund current and anticipated bond authorizations. The Town currently has three bond authorizations for the following projects: Four Corners Sewer Engineering - \$300,000; Lost Lake Fire Protection - \$1,837,000; Public Safety Radio Project - \$650,000. In addition, Article 9 of the Warrant will request a bond authorization of \$995,000 to purchase a new Ladder Truck for the Fire Department. The Fiscal Year 2017 Proposed Operating Budget had proposed that the Town use Bond Anticipation Notes (BANs) to cover the short-term debt service on the previously authorized projects and then permanently finance those bonds (with the exception of the Four Corners Sewer Engineering), as well as the proposed purchase of the Ladder Truck, in Fiscal Year 2020. To pay the debt service on these bonds (less the Four Corners Sewer Engineering), it was proposed to utilize a reduction in the Pension Budget in FY 2020 of approximately \$190,000.

The goal of this evaluation was to stabilize debt service within the levy limit, free up levy capacity to pay for other services, and reduce interest payments for the Town. To that end, the Finance Team proposed, and the Finance Committee approved, a recommendation to utilize \$132,300 in Free Cash to pay down the principal on the approved bond authorizations. This will allow the Town to stabilize debt service in the Operating Budget and choose to either continue to pay down principal each year, or determine the best time to permanently finance the approved bond authorizations. This plan provides greater flexibility to the Town relative to financing the Town's debt.

Fourth, two years ago, we implemented a plan that we felt would allow us to eliminate the taxpayer subsidy to operate the Groton Country Club. The goal was to eliminate this subsidy within three years. In order to achieve this, we made several changes in the way we manage and operate the Groton Country Club. Through the leadership of our General Manager/Head Golf Professional Shawn Campbell, this plan has been extremely successful. Over the last

three years the taxpayer subsidy has decreased from \$273,683 in FY 2015, to approximately \$100,000 last year. Based on recent growth trends and consolidation of expenses, we believe that in Fiscal Year 2018, the Groton Country Club will be completely self-sufficient without the need of any taxpayer subsidy. This includes all operational expenses as well as overhead costs contained within the Town's Operating Budget. Please note that the requested operational budget for FY 2018 is \$379,620. The following chart shows the total anticipated expenses of the Country Club in FY 2018 and anticipated revenues that are not expected to require any taxpayer subsidy in Fiscal Year 2018:

| <u>Item</u> | <u>FY 2018 Expense</u> |
|----------------------------------|----------------------------|
| Country Club Salaries | \$143,285 |
| Country Club Wages | \$113,881 |
| Country Club Expenses | \$122,454 |
| Capital Purchases | \$ 11,600 |
| Wages in Operating Budget | \$ 12,296 |
| Health Insurance | \$ 25,186 |
| Payroll Taxes | \$ 3,907 |
| Insurance | \$ 15,878 |
| Building Costs | \$ 4,000 |
| Unemployment | <u>\$ 8,000</u> |
| Sub-Total Expense | \$460,487 |
| Less Anticipated FY 2018 Revenue | \$460,487 |
| Taxpayer Subsidy | \$ 0 |

Fifth, at the 2015 Spring Town Meeting, the Board of Selectmen and Finance Committee agreed to request that Town Meeting accept the provisions of Chapter 32B, §20 of the General Laws that established a separate trust fund known as the Other Post-Employment Benefits Liability Trust Fund. Beginning in Fiscal Year 2016, the Town funded this Trust by transferring from the Operating Budget the amount of money necessary to cover the annual liability (about \$200,000) for our retirees' health insurance. While this allows us to cover our annual obligation, it does nothing to address our accrued liability. GASB 45 requires that a periodic actuarial analysis be done to identify the costs of OPEB that are earned by public employees during their years of service, and then also requires that this cost be reported as an accrued liability and included as a footnote to the Town's financial statements. Groton's liability at the beginning of Fiscal Year 2016 is \$8.1 million (including the Enterprise Funds). While there is still no obligation to fund this liability, choosing to leave it unfunded may negatively impact the Town's ability to maintain a high credit rating and thereby control debt service costs.

The Finance Team recommended that the Town begin to pay down this liability. To that end, in addition to the transfer of money from the Operating Budget to offset the Town's annual liability, Article 5 will request an additional \$100,000 be transferred from the Town's Excess and Deficiency Fund to the Town's OPEB Trust Fund, to begin making substantial contributions to pay down the Town's liability.

Finally, the Town has seven (7) Collective Bargaining Units. All Agreements were renewed in FY 2016 for three (3) years. Fiscal Year 2018 will be the final year of the contracts. Five of the Unions have agreed to a 2% wage adjustment in FY 2018. Both the Patrolmen's Association and Superior Officers' Union do not receive a wage adjustment in FY 2018. As has been our practice, the remaining three (3) By-Law employees receive the same adjustment as the Supervisors' Union, a wage adjustment of two (2%) percent. When you take into consideration these agreements, along with the employees that have contracts, salaries and wages will increase by \$88,071 in FY 2018. This will be the sixth year that we have implemented the performance incentive program for many of our union employees, as well as our By-Law employees. This program allows employees to earn up to an additional two (2%) percent wage increase based on a review of their performance by their department manager. The Fiscal Year 2018 impact for this program is \$49,022, bringing the total increase in salaries and wages due to collective bargaining in FY 2018 to \$137,093.

Section 6-5 of the Groton Charter requires the Finance Committee to provide a report that details the differences between the Town Manager's Proposed Budget and their final Proposed Budget. The following Chart shows the differences between the budget received by the Finance Committee from the Town Manager on December 31, 2016 and the budget that will be proposed to the 2017 Spring Town Meeting:

| LINE | DEPARTMENT/DESCRIPTION | FY 2018 TOWN MANAGER ORIGINAL PROPOSED | FY 2018 FINANCE COMMITTEE APPROVED |
|--|------------------------------------|---|---|
| BOARD OF SELECTMEN | | | |
| 1024 | Minor Capital | \$ - | \$ 27,000 |
| NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL | | | |
| 1400 | Operating Expenses | \$ 611,524 | \$ 607,520 |
| GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT | | | |
| 1410 | Operating Expenses | \$ 19,149,093 | \$ 19,108,378 |
| LIBRARY | | | |
| 1661 | Wages | \$ 307,082 | \$ 316,472 |
| 1662 | Expenses | \$ 204,346 | \$ 195,621 |
| WATER SAFETY | | | |
| 1681 | Expenses and Minor Capital | \$ 2,732 | \$ 27,989 |
| DEBT SERVICE | | | |
| 2004 | Short Term Debt - Principal - Town | \$ - | \$ 294,100 |
| 2005 | Short Term Debt - Interest - Town | \$ 71,000 | \$ 31,100 |

The following chart is a breakdown of the Finance Committee's Proposed Fiscal Year 2018 Operating Budget by function:

| <u>Category</u> | <u>FY 2017</u> | <u>FY 2018</u> | <u>Dollar Difference</u> | <u>Percentage Change</u> |
|---|----------------------|----------------------|--------------------------|--------------------------|
| General Government | \$ 1,889,183 | \$ 1,946,980 | \$ 57,797 | 3.06% |
| Land Use | \$ 425,575 | \$ 434,948 | \$ 9,373 | 2.20% |
| Protection of Persons and Property** | \$ 3,677,815 | \$ 3,845,214 | \$ 167,399 | 4.55% |
| Department of Public Works | \$ 2,114,413 | \$ 2,136,809 | \$ 22,396 | 1.06% |
| Library and Citizen Services | \$ 1,565,030 | \$ 1,595,272 | \$ 30,242 | 1.93% |
| Sub-Total - Wages and Expenses | \$ 9,672,016 | \$ 9,959,222 | \$ 287,206 | 2.97% |
| Debt Service | \$ 1,282,713 | \$ 1,464,319 | \$ 181,606 | 14.16% |
| Employee Benefits | \$ 3,592,512 | \$ 3,842,510 | \$ 249,998 | 6.96% |
| Sub-Total - All Municipal | \$ 14,547,241 | \$ 15,266,051 | \$ 718,810 | 4.94% |
| Nashoba Tech | \$ 570,080 | \$ 607,520 | \$ 37,440 | 6.57% |
| Groton-Dunstable Operating | \$ 18,399,093 | \$ 19,108,378 | \$ 709,285 | 3.85% |
| Groton-Dunstable Excluded Debt | \$ 1,086,471 | \$ 1,077,059 | \$ (9,412) | -0.87% |
| Groton-Dunstable Debt | \$ 57,103 | \$ 59,835 | \$ 2,732 | 4.78% |
| Sub-Total - Education | \$ 20,112,747 | \$ 20,852,792 | \$ 740,045 | 3.68% |
| Grand Total - Town Budget** | \$ 34,659,988 | \$ 36,118,843 | \$ 1,458,855 | 4.21% |
| ** Fiscal Year 2018 total includes the \$73,000 On-Call EMT Pay Incentive | | | | |

The total Proposed Fiscal Year 2018 Operating Budget, including the Regional Schools Assessments and excluded debt, but excluding the On-Call EMT Pay Incentive (\$73,000) is \$36,045,843 or an increase of 4.00%. When you factor in the On-Call EMT Pay Incentive, this proposed budget is \$114,542 under the anticipated FY 2018 Proposition 2½ Levy Limit. When you take into consideration the proposed Fire Department EMT Pay Incentive, Capital Budget, Enterprise Fund Budgets and additional appropriations raised on the recap sheet, the total proposed budget is \$39,043,339. The Fiscal Year 2017 Tax Rate has been certified at \$18.26. Based on the Proposed Budget, the estimated Tax Rate in Fiscal Year 2018 is \$18.68, or an increase of \$0.42. In Fiscal Year 2017, the average Tax Bill in the Town of Groton (based on a home valued at \$425,000) is \$7,761. Under this proposed budget, that same homeowner can expect a tax bill of \$7,939 or an increase of \$179. The following chart shows a comparison between FY 2017 and FY 2018:

| | | Actual | Proposed | | Dollar | Percent |
|--------------------------------|--|-----------------------|-----------------------|--|----------------------|----------------------|
| | | <u>FY 2017</u> | <u>FY 2018</u> | | <u>Change</u> | <u>Change</u> |
| Levy Capacity Used* | | \$ 27,972,653 | \$ 29,007,832 | | \$ 1,035,179 | 3.70% |
| Tax Rate on Levy Capacity Used | | \$ 16.91 | \$ 17.38 | | \$ 0.47 | 2.78% |
| Average Tax Bill | | \$ 7,187 | \$ 7,387 | | \$ 200 | 2.78% |
| Excluded Debt | | \$ 2,232,427 | \$ 2,174,878 | | \$ (57,549) | -2.58% |
| Tax Rate on Excluded Debt | | \$ 1.35 | \$ 1.30 | | \$ (0.05) | -3.70% |
| Average Tax Bill | | \$ 574 | \$ 553 | | \$ (21) | -3.70% |
| Final Levy Used | | \$ 30,205,080 | \$ 31,182,710 | | \$ 977,630 | 3.24% |
| Final Tax Rate | | \$ 18.26 | \$ 18.68 | | \$ 0.42 | 2.30% |
| Average Tax Bill | | \$ 7,761 | \$ 7,939 | | \$ 179 | 2.30% |

The Town Manager and Finance Committee would like to take this opportunity to thank the Board of Selectmen, Town Accountant Patricia DuFresne, Town Treasurer/Collector Michael Hartnett, Principal Assessor Rena Swezey, Human Resources Director Melisa Doig, Executive Assistant Dawn Dunbar and all of the Departments, Boards, Committees and Commissions for their outstanding work and cooperation in assisting in the preparation of the Proposed Operating Budget. In addition, the outstanding support and cooperation by Interim Superintendent of Schools Bill Ryan, Interim Business Manager Frank Antonelli, Assistant Business Manager Michael Knight and the Groton Dunstable Regional School District Committee was extremely important in developing this budget.

Respectfully submitted,

Mark W. Haddad

Groton Town Manager

Respectfully submitted,

Gary Green, Chairman

Robert Hargraves

Arthur Prest

Bud Robertson

Lorraine Leonard

David Manugian

Jon Sjoberg

Town of Groton Finance Committee

| | | | TOWN OF GROTON FISCAL YEAR 2018 REVENUE ESTIMATES | | |
|-------------------------------|--|--|---|---------------|--------------|
| | | | BUDGETED | ESTIMATED | |
| | | | FY 2017 | FY 2018 | CHANGE |
| | | | | | |
| PROPERTY TAX REVENUE | | | \$ 28,151,493 | \$ 29,129,180 | \$ 977,687 |
| DEBT EXCLUSIONS | | | \$ 2,232,427 | \$ 2,172,895 | \$ (59,532) |
| CHERRY SHEET - STATE AID | | | \$ 860,020 | \$ 915,112 | \$ 55,092 |
| UNEXPENDED TAX CAPACITY | | | \$ (178,840) | \$ - | \$ 178,840 |
| LOCAL RECEIPTS: | | | | | |
| General Revenue: | | | | | |
| | Motor Vehicle Excise Taxes | | \$ 1,400,000 | \$ 1,438,435 | \$ 38,435 |
| | Meals Tax | | \$ 100,000 | \$ 100,000 | \$ - |
| | Penalties & Interest on Taxes | | \$ 90,000 | \$ 90,000 | \$ - |
| | Payments in Lieu of Taxes | | \$ 220,000 | \$ 230,000 | \$ 10,000 |
| | Other Charges for Services | | \$ 67,250 | \$ 67,250 | \$ - |
| | Fees | | \$ 325,000 | \$ 325,000 | \$ - |
| | Rentals | | \$ 32,500 | \$ 32,500 | \$ - |
| | Library Revenues | | \$ 12,000 | \$ 12,000 | \$ - |
| | Other Departmental Revenue | | \$ 611,063 | \$ 750,800 | \$ 139,737 |
| | Licenses and Permits | | \$ 275,000 | \$ 275,000 | \$ - |
| | Fines and Forfeits | | \$ 30,000 | \$ 30,000 | \$ - |
| | Investment Income | | \$ 17,000 | \$ 17,000 | \$ - |
| | Recreation Revenues | | \$ 428,600 | \$ 460,487 | \$ 31,887 |
| | Miscellaneous Non-Recurring | | | | \$ - |
| | Sub-total - General Revenue | | \$ 3,608,413 | \$ 3,828,472 | \$ 220,059 |
| Other Revenue: | | | | | |
| | Free Cash | | \$ 60,000 | \$ 292,300 | \$ 232,300 |
| | Stabilization Fund for Minor Capital | | \$ - | \$ - | \$ - |
| | Stabilization Fund for Tax Rate Relief | | \$ - | \$ - | \$ - |
| | Capital Asset Stabilization Fund | | \$ 426,980 | \$ 415,692 | \$ (11,288) |
| | EMS/Conservation Fund Receipts Reserve | | \$ 225,000 | \$ 266,000 | \$ 41,000 |
| | Community Preservation Funds | | \$ - | \$ - | \$ - |
| | Water Department Surplus | | \$ - | \$ - | \$ - |
| | Sewer Department Surplus | | \$ - | \$ - | \$ - |
| | Insurance Reimbursements | | \$ - | \$ - | \$ - |
| | Encumbrances | | \$ - | \$ - | \$ - |
| | Sub-total - Other Revenue | | \$ 711,980 | \$ 973,992 | \$ 262,012 |
| WATER DEPARTMENT ENTERPRISE | | | \$ 1,024,851 | \$ 1,131,936 | \$ 107,085 |
| SEWER DEPARTMENT ENTERPRISE | | | \$ 698,276 | \$ 699,840 | \$ 1,564 |
| LOCAL ACCESS CABLE ENTERPRISE | | | \$ 230,779 | \$ 206,454 | \$ (24,325) |
| TOTAL ESTIMATED REVENUE | | | \$ 37,339,399 | \$ 39,057,881 | \$ 1,718,482 |

| | | |
|---|----|----------------------|
| TOWN OF GROTON | | |
| FISCAL YEAR 2018 | | |
| TAX LEVY CALCULATIONS | | |
| FY 2018 PROPOSED EXPENDITURES | | |
| General Government | \$ | 1,946,980 |
| Land Use Departments | \$ | 434,948 |
| Protection of Persons and Property | \$ | 3,772,214 |
| Regional School Districts | \$ | 20,852,792 |
| Department of Public Works | \$ | 2,136,809 |
| Library and Citizen Services | \$ | 1,595,272 |
| Debt Service | \$ | 1,464,319 |
| Employee Benefits | \$ | 3,842,510 |
| Sub-Total - Operating Budget | | \$ 36,045,843 |
| Additional Appropriations At Town Meeting | | |
| Fire Department Call Incentive Pay | \$ | 73,000 |
| OPEB Additional Funding | \$ | 200,000 |
| A. TOTAL DEPARTMENTAL BUDGET REQUESTS | | \$ 36,318,843 |
| B. CAPITAL BUDGET REQUESTS | | \$ 516,692 |
| C. ENTERPRISE FUND REQUESTS | | \$ 1,797,281 |
| D. COMMUNITY PRESERVATION REQUEST | | |
| OTHER AMOUNTS TO BE RAISED | | |
| 1. Amounts certified for tax title purposes | \$ | - |
| 2. Debt and interest charges not included | \$ | - |
| 3. Final court judgments | \$ | - |
| 4. Total Overlay deficits of prior years | \$ | - |
| 5. Total cherry sheet offsets | \$ | 1,000 |
| 6. Revenue deficits | \$ | - |
| 7. Offset Receipts | \$ | 20,000 |
| 8. Authorized deferral of Teachers' Pay | \$ | - |
| 9. Snow and Ice deficit | \$ | 200,000 |
| 10. Other | | |
| E. TOTAL OTHER AMOUNTS TO BE RAISED | | \$ 221,000 |
| F. STATE AND COUNTY CHERRY SHEET CHARGES | | \$ 89,523 |
| G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS | | \$ 100,000 |
| TOTAL PROPOSED EXPENDITURES | | \$ 39,043,339 |
| FY 2018 ESTIMATED RECEIPTS | | |
| ESTIMATED TAX LEVY | | |
| Levy Limit | \$ | 29,129,180 |
| Debt Exclusion | \$ | 2,172,895 |
| A. ESTIMATED TAX LEVY | | \$ 31,302,075 |
| B. CHERRY SHEET ESTIMATED RECEIPTS | | \$ 915,112 |
| C. LOCAL RECEIPTS NOT ALLOCATED | | \$ 3,828,472 |
| C. OFFSET RECEIPTS | | \$ - |
| D. ENTERPRISE FUNDS | | \$ 2,038,230 |
| E. COMMUNITY PRESERVATION FUNDS | | \$ - |
| F. FREE CASH | | \$ 392,300 |
| OTHER AVAILABLE FUNDS | | |
| 1. Stabilization Fund | | |
| 2. Capital Asset Fund | \$ | 415,692 |
| 3. EMS/Conservation Fund | \$ | 266,000 |
| G. OTHER AVAILABLE FUNDS | | \$ 681,692 |
| TOTAL ESTIMATED RECEIPTS | | \$ 39,157,881 |
| FY 2018 SURPLUS/(DEFICIT) | | \$ 114,542 |

| APPENDIX A | | TOWN OF GROTON | | | | | | |
|------------|---------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-----------------|--------------|
| | | FISCAL YEAR 2018 | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | <u>GENERAL GOVERNMENT</u> | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | MODERATOR | | | | | | | |
| 1000 | Salaries | \$ 65 | \$ 65 | \$ 65 | \$ 65 | 0.00% | \$ 0.01 | 0.00% |
| 1001 | Expenses | \$ 19 | \$ 80 | \$ 80 | \$ 80 | 0.00% | \$ 0.02 | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 84 | \$ 145 | \$ 145 | \$ 145 | | \$ 0.03 | 0.00% |
| | | | | | | | | |
| | BOARD OF SELECTMEN | | | | | | | |
| 1020 | Salaries | \$ 3,891 | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1021 | Wages | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1022 | Expenses | \$ 6,284 | \$ 2,000 | \$ 3,000 | \$ 3,000 | 50.00% | \$ 0.64 | 0.01% |
| 1023 | Engineering/Consultant | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1024 | Minor Capital | \$ 26,717 | \$ - | \$ 27,000 | \$ 27,000 | 100.00% | \$ 5.80 | 0.07% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 36,892 | \$ 2,000 | \$ 30,000 | \$ 30,000 | 1400.00% | \$ 6.44 | 0.08% |
| | | | | | | | | |
| | TOWN MANAGER | | | | | | | |
| 1030 | Salaries | \$ 188,596 | \$ 197,572 | \$ 204,592 | \$ 204,592 | 3.55% | \$ 43.93 | 0.55% |
| 1031 | Wages | \$ 95,178 | \$ 102,646 | \$ 106,780 | \$ 106,780 | 4.03% | \$ 22.93 | 0.29% |
| 1032 | Expenses | \$ 3,800 | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% | \$ 0.86 | 0.01% |
| 1033 | Engineering/Consultant | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1034 | Performance Evaluations | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 287,574 | \$ 304,218 | \$ 315,372 | \$ 315,372 | 3.67% | \$ 67.72 | 0.85% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|------|--------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|-----------------|--------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | FINANCE COMMITTEE | | | | | | | |
| | | | | | | | | |
| 1040 | Expenses | \$ - | \$ 210 | \$ 210 | \$ 210 | 0.00% | \$ 0.05 | 0.00% |
| 1041 | Reserve Fund | \$ 64,441 | \$ 150,000 | \$ 150,000 | \$ 150,000 | 0.00% | \$ 32.21 | 0.41% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 64,441 | \$ 150,210 | \$ 150,210 | \$ 150,210 | 0.00% | \$ 32.25 | 0.41% |
| | | | | | | | | |
| | TOWN ACCOUNTANT | | | | | | | |
| | | | | | | | | |
| 1050 | Salaries | \$ 81,538 | \$ 84,833 | \$ 87,395 | \$ 87,395 | 3.02% | \$ 18.77 | 0.24% |
| 1051 | Wages | \$ 40,950 | \$ 42,360 | \$ 44,067 | \$ 44,067 | 4.03% | \$ 9.46 | 0.12% |
| 1052 | Expenses | \$ 34,267 | \$ 30,975 | \$ 31,185 | \$ 31,185 | 0.68% | \$ 6.70 | 0.08% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 156,755 | \$ 158,168 | \$ 162,647 | \$ 162,647 | 2.83% | \$ 34.92 | 0.44% |
| | | | | | | | | |
| | BOARD OF ASSESSORS | | | | | | | |
| | | | | | | | | |
| 1060 | Salaries | \$ 84,818 | \$ 84,875 | \$ 85,325 | \$ 85,325 | 0.53% | \$ 18.32 | 0.23% |
| 1061 | Wages | \$ 93,510 | \$ 50,974 | \$ 52,782 | \$ 52,782 | 3.55% | \$ 11.33 | 0.14% |
| 1062 | Expenses | \$ 29,649 | \$ 29,135 | \$ 23,235 | \$ 23,235 | -20.25% | \$ 4.99 | 0.06% |
| 1063 | Legal Expense | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 207,977 | \$ 164,984 | \$ 161,342 | \$ 161,342 | -2.21% | \$ 34.64 | 0.44% |
| | | | | | | | | |
| | TREASURER/TAX COLLECTOR | | | | | | | |
| | | | | | | | | |
| 1070 | Salaries | \$ 82,476 | \$ 84,125 | \$ 84,966 | \$ 84,966 | 1.00% | \$ 18.24 | 0.23% |
| 1071 | Wages | \$ 97,406 | \$ 104,236 | \$ 104,658 | \$ 104,658 | 0.40% | \$ 22.47 | 0.28% |
| 1072 | Expenses | \$ 20,266 | \$ 22,855 | \$ 22,855 | \$ 22,855 | 0.00% | \$ 4.91 | 0.06% |
| 1073 | Tax Title | \$ 4,038 | \$ 4,500 | \$ 4,500 | \$ 4,500 | 0.00% | \$ 0.97 | 0.01% |
| 1074 | Bond Cost | \$ 3,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 0.00% | \$ 1.07 | 0.01% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 207,186 | \$ 220,716 | \$ 221,979 | \$ 221,979 | 0.57% | \$ 47.66 | 0.60% |

| | | FY 2016 | FY 2017 | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|------|-------------------------------|-------------------|-------------------|------------------------|-------------------|-------------------|---------------------|------------------------|
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | TOWN MANAGER BUDGET | FINCOM BUDGET | PERCENT CHANGE | AVERAGE TAX BILL | PERCENT OF TAX BILL |
| | | | | | | | | |
| | TOWN COUNSEL | | | | | | | |
| 1080 | Expenses | \$ 60,269 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% | \$ 19.33 | 0.24% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 60,269 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% | \$ 19.33 | 0.24% |
| | | | | | | | | |
| | HUMAN RESOURCES | | | | | | | |
| 1090 | Salary | \$ 70,359 | \$ 73,202 | \$ 75,412 | \$ 75,412 | 3.02% | \$ 16.19 | 0.20% |
| 1091 | Expenses | \$ 7,491 | \$ 9,550 | \$ 9,550 | \$ 9,550 | 0.00% | \$ 2.05 | 0.03% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 77,850 | \$ 82,752 | \$ 84,962 | \$ 84,962 | 2.67% | \$ 18.24 | 0.23% |
| | | | | | | | | |
| | INFORMATION TECHNOLOGY | | | | | | | |
| 1100 | Salary | \$ 122,698 | \$ 100,814 | \$ 104,888 | \$ 104,888 | 4.04% | \$ 22.52 | 0.28% |
| 1101 | Wages | \$ 47,286 | \$ 47,753 | \$ 47,753 | \$ 47,753 | 0.00% | \$ 10.25 | 0.13% |
| 1102 | Expenses | \$ 23,336 | \$ 24,800 | \$ 24,800 | \$ 24,800 | 0.00% | \$ 5.33 | 0.07% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 193,320 | \$ 173,367 | \$ 177,441 | \$ 177,441 | 2.35% | \$ 38.10 | 0.48% |
| | | | | | | | | |
| | GIS STEERING COMMITTEE | | | | | | | |
| 1120 | Expenses | \$ 2,051 | \$ 15,100 | \$ 15,100 | \$ 15,100 | 0.00% | \$ 3.24 | 0.04% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 2,051 | \$ 15,100 | \$ 15,100 | \$ 15,100 | 0.00% | \$ 3.24 | 0.04% |
| | | | | | | | | |
| | TOWN CLERK | | | | | | | |
| 1130 | Salaries | \$ 74,544 | \$ 77,556 | \$ 80,689 | \$ 80,689 | 4.04% | \$ 17.33 | 0.22% |
| 1131 | Wages | \$ 50,992 | \$ 54,536 | \$ 54,589 | \$ 54,589 | 0.10% | \$ 11.72 | 0.15% |
| 1132 | Expenses | \$ 9,175 | \$ 11,655 | \$ 11,515 | \$ 11,515 | -1.20% | \$ 2.47 | 0.03% |
| 1135 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 134,711 | \$ 143,747 | \$ 146,793 | \$ 146,793 | 2.12% | \$ 31.52 | 0.40% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|--|--|-------------------|-------------------|-------------------|-------------------|----------------|-----------------|--------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| ELECTIONS & BOARD OF REGISTRARS | | | | | | | | |
| | | | | | | | | |
| 1140 | Stipend | \$ 11,472 | \$ 11,656 | \$ 5,408 | \$ 5,408 | -53.60% | \$ 1.16 | 0.01% |
| 1141 | Expenses | \$ 12,046 | \$ 10,620 | \$ 6,831 | \$ 6,831 | -35.68% | \$ 1.47 | 0.02% |
| 1142 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 23,518 | \$ 22,276 | \$ 12,239 | \$ 12,239 | -45.06% | \$ 2.63 | 0.03% |
| | | | | | | | | |
| | | | | | | | | |
| STREET LISTINGS | | | | | | | | |
| | | | | | | | | |
| 1150 | Expenses | \$ 4,081 | \$ 6,000 | \$ 6,250 | \$ 6,250 | 4.17% | \$ 1.34 | 0.02% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 4,081 | \$ 6,000 | \$ 6,250 | \$ 6,250 | 4.17% | \$ 1.34 | 0.02% |
| | | | | | | | | |
| | | | | | | | | |
| INSURANCE & BONDING | | | | | | | | |
| | | | | | | | | |
| 1160 | Insurance & Bonding | \$ 181,075 | \$ 200,000 | \$ 222,000 | \$ 222,000 | 11.00% | \$ 47.67 | 0.60% |
| 1161 | Insurance Deductible Reserve - Liability | \$ 3,145 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 0.00% | \$ 2.58 | 0.03% |
| 1162 | Insurance Deductible Reserve - 111F | \$ 9,642 | \$ 25,000 | \$ 25,000 | \$ 25,000 | 0.00% | \$ 5.37 | 0.07% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 193,862 | \$ 237,000 | \$ 259,000 | \$ 259,000 | 9.28% | \$ 55.61 | 0.70% |
| | | | | | | | | |
| | | | | | | | | |
| TOWN REPORT | | | | | | | | |
| | | | | | | | | |
| 1170 | Expenses | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% | \$ 0.32 | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% | \$ 0.32 | 0.00% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|------------------|--------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| | POSTAGE/TOWN HALL EXPENSES | | | | | | | |
| | | | | | | | | |
| 1180 | Expenses | \$ 59,429 | \$ 55,000 | \$ 55,000 | \$ 55,000 | 0.00% | \$ 11.81 | 0.15% |
| 1181 | Telephone Expenses | \$ 31,886 | \$ 45,000 | \$ 40,000 | \$ 40,000 | -11.11% | \$ 8.59 | 0.11% |
| 1182 | Office Supplies | \$ 14,841 | \$ 17,000 | \$ 17,000 | \$ 17,000 | 0.00% | \$ 3.65 | 0.05% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 106,156 | \$ 117,000 | \$ 112,000 | \$ 112,000 | -4.27% | \$ 24.05 | 0.30% |
| | | | | | | | | |
| | | | | | | | | |
| | TOTAL GENERAL GOVERNMENT | \$ 1,758,227 | \$ 1,889,183 | \$ 1,946,980 | \$ 1,946,980 | 3.06% | \$ 418.06 | 5.27% |
| | | | | | | | | |
| | | | | | | | | |
| | LAND USE DEPARTMENTS | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | CONSERVATION COMMISSION | | | | | | | |
| | | | | | | | | |
| 1200 | Salary | \$ 63,551 | \$ 66,118 | \$ 68,789 | \$ 68,789 | 4.04% | \$ 14.77 | 0.19% |
| 1201 | Wages | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1202 | Expenses | \$ 3,836 | \$ 6,679 | \$ 6,699 | \$ 6,699 | 0.30% | \$ 1.44 | 0.02% |
| 1203 | Engineering & Legal | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1204 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 67,387 | \$ 72,797 | \$ 75,488 | \$ 75,488 | 3.70% | \$ 16.21 | 0.20% |
| | | | | | | | | |
| | PLANNING BOARD | | | | | | | |
| | | | | | | | | |
| 1210 | Salaries | \$ 94,923 | \$ 80,580 | \$ 82,192 | \$ 82,192 | 2.00% | \$ 17.65 | 0.22% |
| 1211 | Wages | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1212 | Expenses | \$ 6,686 | \$ 7,500 | \$ 7,850 | \$ 7,850 | 4.67% | \$ 1.69 | 0.02% |
| 1215 | M.R.P.C. Assessment | \$ 3,319 | \$ 3,403 | \$ 3,488 | \$ 3,488 | 2.50% | \$ 0.75 | 0.01% |
| 1216 | Legal Budget | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 104,928 | \$ 91,483 | \$ 93,530 | \$ 93,530 | 2.24% | \$ 20.08 | 0.25% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|-------------------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------|-----------------|--------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| ZONING BOARD OF APPEALS | | | | | | | | |
| | | | | | | | | |
| 1220 | Wages | \$ 18,455 | \$ 18,823 | \$ 19,285 | \$ 19,285 | 2.45% | \$ 4.14 | 0.05% |
| 1221 | Expenses | \$ 1,027 | \$ 1,700 | \$ 1,700 | \$ 1,700 | 0.00% | \$ 0.37 | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 19,482 | \$ 20,523 | \$ 20,985 | \$ 20,985 | 2.25% | \$ 4.51 | 0.06% |
| | | | | | | | | |
| | | | | | | | | |
| HISTORIC DISTRICT COMMISSION | | | | | | | | |
| | | | | | | | | |
| 1230 | Wages | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1231 | Expenses | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| BUILDING INSPECTOR | | | | | | | | |
| | | | | | | | | |
| 1240 | Salaries | \$ 80,858 | \$ 82,475 | \$ 84,966 | \$ 84,966 | 3.02% | \$ 18.24 | 0.23% |
| 1241 | Wages | \$ 58,904 | \$ 60,174 | \$ 61,636 | \$ 61,636 | 2.43% | \$ 13.23 | 0.17% |
| 1242 | Expenses | \$ 1,950 | \$ 5,000 | \$ 3,500 | \$ 3,500 | -30.00% | \$ 0.75 | 0.01% |
| 1243 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 141,712 | \$ 147,649 | \$ 150,102 | \$ 150,102 | 1.66% | \$ 32.23 | 0.41% |
| | | | | | | | | |
| | | | | | | | | |
| MECHANICAL INSPECTOR | | | | | | | | |
| | | | | | | | | |
| 1250 | Fee Salaries | \$ 31,860 | \$ 30,000 | \$ 30,000 | \$ 30,000 | 0.00% | \$ 6.44 | 0.08% |
| 1251 | Expenses | \$ 3,253 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 0.00% | \$ 1.07 | 0.01% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 35,113 | \$ 35,000 | \$ 35,000 | \$ 35,000 | 0.00% | \$ 7.52 | 0.09% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|---|---------------------------------|-------------------|-------------------|-------------------|-------------------|--------------|-----------------|--------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| EARTH REMOVAL INSPECTOR | | | | | | | | |
| | | | | | | | | |
| 1260 | Stipend | \$ - | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% | \$ 0.32 | 0.00% |
| 1261 | Expenses | \$ 68 | \$ 100 | \$ 100 | \$ 100 | 0.00% | \$ 0.02 | 0.00% |
| 1262 | Minor Capital | | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 68 | \$ 1,600 | \$ 1,600 | \$ 1,600 | 0.00% | \$ 0.34 | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| BOARD OF HEALTH | | | | | | | | |
| | | | | | | | | |
| 1270 | Wages | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1271 | Expenses | \$ 673 | \$ 1,000 | \$ 1,000 | \$ 1,000 | 0.00% | \$ 0.21 | 0.00% |
| 1272 | Nursing Services | \$ - | \$ 10,787 | \$ 11,325 | \$ 11,325 | 4.99% | \$ 2.43 | 0.03% |
| 1273 | Nashoba Health District | \$ 41,221 | \$ 23,636 | \$ 24,818 | \$ 24,818 | 5.00% | \$ 5.33 | 0.07% |
| 1274 | Herbert Lipton MH | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | 0.00% | \$ 1.72 | 0.02% |
| 1275 | Eng/Consult/Landfill Monitoring | \$ 8,621 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% | \$ 2.15 | 0.03% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 58,515 | \$ 53,423 | \$ 55,143 | \$ 55,143 | 3.22% | \$ 11.84 | 0.15% |
| | | | | | | | | |
| SEALER OF WEIGHTS & MEASURES | | | | | | | | |
| | | | | | | | | |
| 1280 | Fee Salaries | \$ 1,840 | \$ 3,000 | \$ 3,000 | \$ 3,000 | 0.00% | \$ 0.64 | 0.01% |
| 1281 | Expenses | \$ 30 | \$ 100 | \$ 100 | \$ 100 | 0.00% | \$ 0.02 | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 1,870 | \$ 3,100 | \$ 3,100 | \$ 3,100 | 0.00% | \$ 0.67 | 0.01% |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL LAND USE DEPARTMENTS | | \$ 429,075 | \$ 425,575 | \$ 434,948 | \$ 434,948 | 2.20% | \$ 93.39 | 1.18% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|------|--|---------------------|---------------------|---------------------|---------------------|--------------|------------------|--------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | <u>PROTECTION OF PERSONS AND PROPERTY</u> | | | | | | | |
| | | | | | | | | |
| | POLICE DEPARTMENT | | | | | | | |
| | | | | | | | | |
| 1300 | Salaries | \$ 311,278 | \$ 316,010 | \$ 320,822 | \$ 320,822 | 1.52% | \$ 68.89 | 0.87% |
| 1301 | Wages | \$ 1,637,811 | \$ 1,643,942 | \$ 1,666,539 | \$ 1,666,539 | 1.37% | \$ 357.85 | 4.51% |
| 1302 | Expenses | \$ 227,571 | \$ 192,647 | \$ 192,449 | \$ 192,449 | -0.10% | \$ 41.32 | 0.52% |
| 1303 | Lease or Purchase of Cruisers | \$ 3,960 | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% | \$ 0.86 | 0.01% |
| 1304 | PS Building (Expenses) | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1305 | Minor Capital | \$ 11,985 | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.00% | \$ 4.29 | 0.05% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 2,192,605 | \$ 2,176,599 | \$ 2,203,810 | \$ 2,203,810 | 1.25% | \$ 473.21 | 5.96% |
| | | | | | | | | |
| | FIRE DEPARTMENT | | | | | | | |
| | | | | | | | | |
| 1310 | Salaries | \$ 98,880 | \$ 102,792 | \$ 113,086 | \$ 113,086 | 10.01% | \$ 24.28 | 0.31% |
| 1311 | Wages | \$ 683,740 | \$ 708,243 | \$ 734,332 | \$ 734,332 | 3.68% | \$ 157.68 | 1.99% |
| 1312 | Expenses | \$ 154,381 | \$ 168,000 | \$ 168,300 | \$ 168,300 | 0.18% | \$ 36.14 | 0.46% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 937,001 | \$ 979,035 | \$ 1,015,718 | \$ 1,015,718 | 3.75% | \$ 218.10 | 2.75% |
| | | | | | | | | |
| | GROTON WATER FIRE PROTECTION | | | | | | | |
| | | | | | | | | |
| 1320 | West Groton Water District | \$ - | \$ 1 | \$ 1 | \$ 1 | 0.00% | \$ 0.00 | 0.00% |
| 1321 | Groton Water Department | \$ - | \$ 1 | \$ 1 | \$ 1 | 0.00% | \$ 0.00 | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ - | \$ 2 | \$ 2 | \$ 2 | 0.00% | \$ 0.00 | 0.00% |
| | | | | | | | | |
| | ANIMAL INSPECTOR | | | | | | | |
| | | | | | | | | |
| 1330 | Salary | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | 0.00% | \$ 0.45 | 0.01% |
| 1331 | Expenses | \$ 130 | \$ 400 | \$ 400 | \$ 400 | 0.00% | \$ 0.09 | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 2,212 | \$ 2,482 | \$ 2,482 | \$ 2,482 | 0.00% | \$ 0.53 | 0.01% |

| | | FY 2016 | FY 2017 | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|---|------------------------|--------------|--------------|------------------------|------------------|-------------------|---------------------|------------------------|
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | TOWN MANAGER BUDGET | FINCOM BUDGET | PERCENT CHANGE | AVERAGE TAX BILL | PERCENT OF TAX BILL |
| ANIMAL CONTROL OFFICER | | | | | | | | |
| 1340 | Salary | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | 0.00% | \$ 0.45 | 0.01% |
| 1341 | Expenses | \$ - | \$ 400 | \$ 400 | \$ 400 | 0.00% | \$ 0.09 | 0.00% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 2,082 | \$ 2,482 | \$ 2,482 | \$ 2,482 | 0.00% | \$ 0.53 | 0.01% |
| EMERGENCY MANAGEMENT AGENCY | | | | | | | | |
| 1350 | Salary | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1351 | Expenses | \$ 13,300 | \$ 15,000 | \$ 12,750 | \$ 12,750 | -15.00% | \$ 2.74 | 0.03% |
| 1352 | Minor Capital | \$ - | \$ - | \$ 18,500 | \$ 18,500 | 0.00% | \$ 3.97 | 0.05% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 13,300 | \$ 15,000 | \$ 31,250 | \$ 31,250 | 108.33% | \$ 6.71 | 0.08% |
| DOG OFFICER | | | | | | | | |
| 1360 | Salary | \$ 13,973 | \$ 13,973 | \$ 13,973 | \$ 13,973 | 0.00% | \$ 3.00 | 0.04% |
| 1361 | Expenses | \$ 3,425 | \$ 4,250 | \$ 4,000 | \$ 4,000 | -5.88% | \$ 0.86 | 0.01% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 17,398 | \$ 18,223 | \$ 17,973 | \$ 17,973 | -1.37% | \$ 3.86 | 0.05% |
| POLICE & FIRE COMMUNICATIONS | | | | | | | | |
| 1370 | Wages | \$ 264,775 | \$ 465,742 | \$ 480,247 | \$ 480,247 | 3.11% | \$ 103.12 | 1.30% |
| 1371 | Expenses | \$ 14,230 | \$ 18,250 | \$ 18,250 | \$ 18,250 | 0.00% | \$ 3.92 | 0.05% |
| 1372 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 279,005 | \$ 483,992 | \$ 498,497 | \$ 498,497 | 3.00% | \$ 107.04 | 1.35% |
| TOTAL PROTECTION OF PERSONS AND PROPERTY | | | | | | | | |
| | | \$ 3,443,603 | \$ 3,677,815 | \$ 3,772,214 | \$ 3,772,214 | 2.57% | \$ 809.98 | 10.20% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|------|--|----------------------|----------------------|----------------------|----------------------|--------------|--------------------|---------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| | <u>REGIONAL SCHOOL DISTRICT BUDGETS</u> | | | | | | | |
| | | | | | | | | |
| | NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL | | | | | | | |
| | | | | | | | | |
| 1400 | Operating Expenses | \$ 596,609 | \$ 570,080 | \$ 607,520 | \$ 607,520 | 6.57% | \$ 130.45 | 1.64% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 596,609 | \$ 570,080 | \$ 607,520 | \$ 607,520 | 6.57% | \$ 130.45 | 1.64% |
| | | | | | | | | |
| | GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT | | | | | | | |
| | | | | | | | | |
| 1410 | Operating Expenses | \$ 18,266,196 | \$ 18,399,093 | \$ 19,108,378 | \$ 19,108,378 | 3.85% | \$ 4,103.03 | 51.68% |
| 1411 | Debt Service, Excluded | \$ - | \$ 1,086,471 | \$ 1,077,059 | \$ 1,077,059 | -0.87% | \$ 231.27 | 2.91% |
| 1412 | Debt Service, Unexcluded | \$ - | \$ 57,103 | \$ 59,835 | \$ 59,835 | 4.78% | \$ 12.85 | 0.16% |
| 1413 | Out of District Placement | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 18,266,196 | \$ 19,542,667 | \$ 20,245,272 | \$ 20,245,272 | 3.60% | \$ 4,347.14 | 54.76% |
| | | | | | | | | |
| | | | | | | | | |
| | TOTAL SCHOOLS | \$ 18,862,805 | \$ 20,112,747 | \$ 20,852,792 | \$ 20,852,792 | 3.68% | \$ 4,477.59 | 56.40% |
| | | | | | | | | |
| | | | | | | | | |
| | <u>DEPARTMENT OF PUBLIC WORKS</u> | | | | | | | |
| | | | | | | | | |
| | HIGHWAY DEPARTMENT | | | | | | | |
| | | | | | | | | |
| 1500 | Salaries | \$ 96,498 | \$ 99,851 | \$ 103,824 | \$ 103,824 | 3.98% | \$ 22.29 | 0.28% |
| 1501 | Wages | \$ 597,818 | \$ 635,855 | \$ 656,020 | \$ 656,020 | 3.17% | \$ 140.86 | 1.77% |
| 1502 | Expenses | \$ 133,700 | \$ 134,300 | \$ 134,300 | \$ 134,300 | 0.00% | \$ 28.84 | 0.36% |
| 1503 | Highway Maintenance | \$ 84,970 | \$ 95,000 | \$ 90,000 | \$ 90,000 | -5.26% | \$ 19.33 | 0.24% |
| 1504 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 912,986 | \$ 965,006 | \$ 984,144 | \$ 984,144 | 1.98% | \$ 211.32 | 2.66% |

| | | FY 2016 | FY 2017 | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|--|---------------------------|-------------------|-------------------|-------------------|-------------------|----------------|-----------------|--------------|
| | | ACTUAL | APPROPRIATED | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | | | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| STREET LIGHTS | | | | | | | | |
| 1510 | Expenses | \$ 12,500 | \$ 20,000 | \$ 15,000 | \$ 15,000 | -25.00% | \$ 3.22 | 0.04% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 12,500 | \$ 20,000 | \$ 15,000 | \$ 15,000 | -25.00% | \$ 3.22 | 0.04% |
| | | | | | | | | |
| SNOW AND ICE | | | | | | | | |
| 1520 | Expenses | \$ 98,714 | \$ 165,000 | \$ 165,000 | \$ 165,000 | 0.00% | \$ 35.43 | 0.45% |
| 1521 | Overtime | \$ 266,267 | \$ 140,000 | \$ 140,000 | \$ 140,000 | 0.00% | \$ 30.06 | 0.38% |
| 1522 | Hired Equipment | \$ 54,436 | \$ 35,000 | \$ 35,000 | \$ 35,000 | 0.00% | \$ 7.52 | 0.09% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 419,417 | \$ 340,000 | \$ 340,000 | \$ 340,000 | 0.00% | \$ 73.01 | 0.92% |
| | | | | | | | | |
| TREE WARDEN BUDGET | | | | | | | | |
| 1530 | Salary | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1531 | Expenses | \$ 2,349 | \$ 3,000 | \$ 3,000 | \$ 3,000 | 0.00% | \$ 0.64 | 0.01% |
| 1532 | Trees | \$ - | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% | \$ 0.32 | 0.00% |
| 1533 | Tree Work | \$ 10,258 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% | \$ 2.15 | 0.03% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 12,607 | \$ 14,500 | \$ 14,500 | \$ 14,500 | 0.00% | \$ 3.11 | 0.04% |
| | | | | | | | | |
| | | | | | | | | |
| MUNICIPAL BUILDING AND PROPERTY MAINTENANCE | | | | | | | | |
| 1540 | Wages | \$ 86,266 | \$ 87,252 | \$ 90,325 | \$ 90,325 | 3.52% | \$ 19.39 | 0.24% |
| 1541 | Expenses | \$ 273,295 | \$ 280,850 | \$ 280,850 | \$ 280,850 | 0.00% | \$ 60.31 | 0.76% |
| 1542 | Minor Capital | \$ 20,000 | \$ 20,000 | \$ 25,000 | \$ 25,000 | 25.00% | \$ 5.37 | 0.07% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 379,561 | \$ 388,102 | \$ 396,175 | \$ 396,175 | 2.08% | \$ 85.07 | 1.07% |

| | | | | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|-----------------------------|---|---------------------|---------------------|---------------------|---------------------|--------------|------------------|--------------|
| | | FY 2016 | FY 2017 | TOWN MANAGER | FINCOM | PERCENT | AVERAGE | PERCENT OF |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | BUDGET | BUDGET | CHANGE | TAX BILL | TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| SOLID WASTE DISPOSAL | | | | | | | | |
| | | | | | | | | |
| 1550 | Wages | \$ 114,399 | \$ 123,051 | \$ 128,236 | \$ 128,236 | 4.21% | \$ 27.54 | 0.35% |
| 1551 | Expenses | \$ 50,684 | \$ 54,486 | \$ 54,486 | \$ 54,486 | 0.00% | \$ 11.70 | 0.15% |
| 1552 | Tipping Fees | \$ 133,857 | \$ 130,000 | \$ 130,000 | \$ 130,000 | 0.00% | \$ 27.91 | 0.35% |
| 1553 | North Central SW Coop | \$ 5,850 | \$ 5,850 | \$ 5,850 | \$ 5,850 | 0.00% | \$ 1.26 | 0.02% |
| 1554 | Minor Capital | \$ - | \$ 5,000 | \$ - | \$ - | -100.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 304,790 | \$ 318,387 | \$ 318,572 | \$ 318,572 | 0.06% | \$ 68.41 | 0.86% |
| | | | | | | | | |
| | | | | | | | | |
| PARKS DEPARTMENT | | | | | | | | |
| | | | | | | | | |
| 1560 | Wages | \$ 2,541 | \$ 2,659 | \$ 2,659 | \$ 2,659 | 0.00% | \$ 0.57 | 0.01% |
| 1561 | Expenses | \$ 62,902 | \$ 65,759 | \$ 65,759 | \$ 65,759 | 0.00% | \$ 14.12 | 0.18% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 65,443 | \$ 68,418 | \$ 68,418 | \$ 68,418 | 0.00% | \$ 14.69 | 0.19% |
| | | | | | | | | |
| | | | | | | | | |
| | TOTAL DEPARTMENT OF PUBLIC WORKS | \$ 2,107,304 | \$ 2,114,413 | \$ 2,136,809 | \$ 2,136,809 | 1.06% | \$ 458.82 | 5.78% |
| | | | | | | | | |
| | | | | | | | | |
| | LIBRARY AND CITIZEN'S SERVICES | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| COUNCIL ON AGING | | | | | | | | |
| | | | | | | | | |
| 1600 | Salaries | \$ 68,597 | \$ 70,669 | \$ 73,524 | \$ 73,524 | 4.04% | \$ 15.79 | 0.20% |
| 1601 | Wages | \$ 54,426 | \$ 67,423 | \$ 69,809 | \$ 69,809 | 3.54% | \$ 14.99 | 0.19% |
| 1602 | Expenses | \$ 10,732 | \$ 8,454 | \$ 8,454 | \$ 8,454 | 0.00% | \$ 1.82 | 0.02% |
| 1603 | Minor Capital | \$ 2,500 | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 136,255 | \$ 146,546 | \$ 151,787 | \$ 151,787 | 3.58% | \$ 32.59 | 0.41% |

| | | FY 2016 | FY 2017 | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|-------------------------------------|------------------------|-----------|--------------|------------------------|------------------|-------------------|---------------------|------------------------|
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | TOWN MANAGER BUDGET | FINCOM BUDGET | PERCENT CHANGE | AVERAGE TAX BILL | PERCENT OF TAX BILL |
| SENIOR CENTER VAN | | | | | | | | |
| 1610 | Wages | \$ 43,699 | \$ 58,318 | \$ 59,892 | \$ 59,892 | 2.70% | \$ 12.86 | 0.16% |
| 1611 | Expenses | \$ 8,124 | \$ 17,673 | \$ 17,673 | \$ 17,673 | 0.00% | \$ 3.79 | 0.05% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 51,823 | \$ 75,991 | \$ 77,565 | \$ 77,565 | 2.07% | \$ 16.66 | 0.21% |
| VETERAN'S SERVICE OFFICER | | | | | | | | |
| 1620 | Salary | \$ 3,484 | \$ 3,485 | \$ 3,485 | \$ 3,485 | 0.00% | \$ 0.75 | 0.01% |
| 1621 | Expenses | \$ 59 | \$ 650 | \$ 600 | \$ 600 | -7.69% | \$ 0.13 | 0.00% |
| 1622 | Veterans' Benefits | \$ 33,681 | \$ 50,000 | \$ 50,000 | \$ 50,000 | 0.00% | \$ 10.74 | 0.14% |
| 1623 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| DEPARTMENT TOTAL | | | | | | | | |
| | | \$ 37,224 | \$ 54,135 | \$ 54,085 | \$ 54,085 | -0.09% | \$ 11.61 | 0.15% |
| GRAVES REGISTRATION | | | | | | | | |
| 1630 | Salary/Stipend | \$ 250 | \$ 250 | \$ 250 | \$ 250 | 0.00% | \$ 0.05 | 0.00% |
| 1631 | Expenses | \$ 60 | \$ 760 | \$ 760 | \$ 760 | 0.00% | \$ 0.16 | 0.00% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 310 | \$ 1,010 | \$ 1,010 | \$ 1,010 | 0.00% | \$ 0.22 | 0.00% |
| CARE OF VETERAN GRAVES | | | | | | | | |
| 1640 | Contract Expenses | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | 0.00% | \$ 0.33 | 0.00% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | 0.00% | \$ 0.33 | 0.00% |
| OLD BURYING GROUND COMMITTEE | | | | | | | | |
| 1650 | Expenses | \$ 700 | \$ 800 | \$ 800 | \$ 800 | 0.00% | \$ 0.17 | 0.00% |
| DEPARTMENTAL TOTAL | | | | | | | | |
| | | \$ 700 | \$ 800 | \$ 800 | \$ 800 | 0.00% | \$ 0.17 | 0.00% |

| | | FY 2016 | FY 2017 | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|-------------|--|-------------------|-------------------|---------------------|-------------------|----------------|------------------|---------------------|
| | | ACTUAL | APPROPRIATED | TOWN MANAGER BUDGET | FINCOM BUDGET | PERCENT CHANGE | AVERAGE TAX BILL | PERCENT OF TAX BILL |
| LINE | DEPARTMENT/DESCRIPTION | | | | | | | |
| | LIBRARY | | | | | | | |
| 1660 | Salary | \$ 346,391 | \$ 357,628 | \$ 367,248 | \$ 367,248 | 2.69% | \$ 78.86 | 0.99% |
| 1661 | Wages | \$ 284,245 | \$ 294,867 | \$ 316,472 | \$ 316,472 | 7.33% | \$ 67.95 | 0.86% |
| 1662 | Expenses | \$ 199,054 | \$ 206,217 | \$ 195,621 | \$ 195,621 | -5.14% | \$ 42.00 | 0.53% |
| 1663 | Minor Capital | \$ 12,700 | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 842,390 | \$ 858,712 | \$ 879,341 | \$ 879,341 | 2.40% | \$ 188.82 | 2.38% |
| | | | | | | | | |
| | COMMEMORATIONS & CELEBRATIONS | | | | | | | |
| 1670 | Expenses | \$ 464 | \$ 500 | \$ 500 | \$ 500 | 0.00% | \$ 0.11 | 0.00% |
| 1671 | Fireworks | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 464 | \$ 500 | \$ 500 | \$ 500 | 0.00% | \$ 0.11 | 0.00% |
| | | | | | | | | |
| | WATER SAFETY | | | | | | | |
| 1680 | Wages | \$ 1,836 | \$ 2,640 | \$ 2,640 | \$ 2,640 | 0.00% | \$ 0.57 | 0.01% |
| 1681 | Expenses and Minor Capital | \$ 24,514 | \$ - | \$ 27,989 | \$ 27,989 | 0.00% | \$ 6.01 | 0.08% |
| 1682 | Property Maint. & Improvements | \$ - | \$ 9,000 | \$ 9,000 | \$ 9,000 | 0.00% | \$ 1.93 | 0.02% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 26,350 | \$ 11,640 | \$ 39,629 | \$ 39,629 | 240.46% | \$ 8.51 | 0.11% |
| | | | | | | | | |
| | WEED MANAGEMENT | | | | | | | |
| 1690 | Wages | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 1691 | Expenses: Weed Harvester | \$ 4,000 | \$ 7,000 | \$ 7,000 | \$ 7,000 | 0.00% | \$ 1.50 | 0.02% |
| 1692 | Expenses: Great Lakes | \$ 17 | \$ 2,385 | \$ 2,385 | \$ 2,385 | 0.00% | \$ 0.51 | 0.01% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 4,017 | \$ 9,385 | \$ 9,385 | \$ 9,385 | 0.00% | \$ 2.02 | 0.03% |

| | | FY 2016 | FY 2017 | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|----------------------------|---|----------------------|----------------------|------------------------|----------------------|-------------------|---------------------|------------------------|
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | TOWN MANAGER BUDGET | FINCOM BUDGET | PERCENT CHANGE | AVERAGE TAX BILL | PERCENT OF TAX BILL |
| GROTON COUNTRY CLUB | | | | | | | | |
| 1700 | Salary | \$ 129,180 | \$ 137,750 | \$ 143,285 | \$ 143,285 | 4.02% | \$ 30.77 | 0.39% |
| 1701 | Wages | \$ 140,006 | \$ 135,456 | \$ 113,881 | \$ 113,881 | -15.93% | \$ 24.45 | 0.31% |
| 1702 | Expenses | \$ 129,120 | \$ 131,555 | \$ 122,454 | \$ 122,454 | -6.92% | \$ 26.29 | 0.33% |
| 1703 | Minor Capital | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 398,306 | \$ 404,761 | \$ 379,620 | \$ 379,620 | -6.21% | \$ 81.51 | 1.03% |
| | | | | | | | | |
| | TOTAL LIBRARY AND CITIZEN SERVICES | \$ 1,499,389 | \$ 1,565,030 | \$ 1,595,272 | \$ 1,595,272 | 1.93% | \$ 342.54 | 4.31% |
| | | | | | | | | |
| | DEBT SERVICE | | | | | | | |
| | | | | | | | | |
| DEBT SERVICE | | | | | | | | |
| 2000 | Long Term Debt - Principal Excluded | \$ 992,670 | \$ 917,210 | \$ 892,210 | \$ 892,210 | -2.73% | \$ 191.58 | 2.41% |
| 2001 | Long Term Debt - Principal Non-Excluded | \$ - | \$ 71,390 | \$ 36,391 | \$ 36,391 | -49.03% | \$ 7.81 | 0.10% |
| 2002 | Long Term Debt - Interest - Excluded | \$ 265,920 | \$ 230,998 | \$ 205,609 | \$ 205,609 | -10.99% | \$ 44.15 | 0.56% |
| 2003 | Long Term Debt - Interest - Non-Excluded | \$ - | \$ 6,782 | \$ 4,909 | \$ 4,909 | -27.62% | \$ 1.05 | 0.01% |
| 2006 | Short Term Debt - Principal - Town | \$ - | \$ - | \$ 294,100 | \$ 294,100 | 100.00% | \$ 63.15 | 0.80% |
| 2007 | Short Term Debt - Interest - Town | \$ 9,113 | \$ 56,333 | \$ 31,100 | \$ 31,100 | -44.79% | \$ 6.68 | 0.08% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 1,267,703 | \$ 1,282,713 | \$ 1,464,319 | \$ 1,464,319 | 14.16% | \$ 314.42 | 3.96% |
| | | | | | | | | |
| | TOTAL DEBT SERVICE | \$ 1,267,703 | \$ 1,282,713 | \$ 1,464,319 | \$ 1,464,319 | 14.16% | \$ 314.42 | 3.96% |
| | | | | | | | | |
| | EMPLOYEE BENEFITS | | | | | | | |
| | | | | | | | | |
| EMPLOYEE BENEFITS | | | | | | | | |
| GENERAL BENEFITS | | | | | | | | |
| 3000 | County Retirement | \$ 1,737,842 | \$ 1,844,224 | \$ 1,966,279 | \$ 1,966,279 | 6.62% | \$ 422.21 | 5.32% |
| 3001 | State Retirement | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | 0.00% |
| 3002 | Unemployment Compensation | \$ 21,551 | \$ 41,140 | \$ 41,140 | \$ 41,140 | 0.00% | \$ 8.83 | 0.11% |
| | | | | | | | | |
| INSURANCE | | | | | | | | |
| 3010 | Health Insurance/Employee Expenses | \$ 1,272,820 | \$ 1,583,628 | \$ 1,704,000 | \$ 1,704,000 | 7.60% | \$ 365.89 | 4.61% |
| 3011 | Life Insurance | \$ 2,415 | \$ 3,160 | \$ 3,160 | \$ 3,160 | 0.00% | \$ 0.68 | 0.01% |
| 3012 | Medicare/Social Security | \$ 116,860 | \$ 120,360 | \$ 127,931 | \$ 127,931 | 6.29% | \$ 27.47 | 0.35% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 3,151,488 | \$ 3,592,512 | \$ 3,842,510 | \$ 3,842,510 | 6.96% | \$ 825.08 | 10.39% |
| | | | | | | | | |
| | TOTAL EMPLOYEE BENEFITS | \$ 3,151,488 | \$ 3,592,512 | \$ 3,842,510 | \$ 3,842,510 | 6.96% | \$ 825.08 | 10.39% |
| | | | | | | | | |
| | SUB-TOTAL - TOWN BUDGET | \$ 32,519,594 | \$ 34,659,988 | \$ 36,045,843 | \$ 36,045,843 | 4.00% | \$ 7,740 | 97.49% |

| | | FY 2016 | FY 2017 | FY 2018 | FY 2018 | | FY 2018 | FY 2018 |
|------|-------------------------------------|----------------------|----------------------|------------------------|----------------------|-------------------|---------------------|------------------------|
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | APPROPRIATED | TOWN MANAGER BUDGET | FINCOM BUDGET | PERCENT CHANGE | AVERAGE TAX BILL | PERCENT OF TAX BILL |
| | | | | | | | | |
| | | | | | | | | |
| | ADDITIONAL APPROPRIATIONS | | | | | | | |
| | | | | | | | | |
| | ADDITIONAL APPROPRIATIONS | | | | | | | |
| | | | | | | | | |
| | Capital Budget Request | \$ 404,145 | \$ 426,980 | \$ 516,692 | \$ 516,692 | 21.01% | \$ 110.95 | 1.40% |
| | Offset Reciepts | \$ 1,000 | \$ 1,000 | \$ 20,000 | \$ 20,000 | 1900.00% | \$ 4.29 | 0.05% |
| | Cherry Sheet Offsets | \$ 20,000 | \$ 20,000 | \$ 1,000 | \$ 1,000 | -95.00% | \$ 0.21 | 0.00% |
| | Snow and Ice Deficit | \$ 155,224 | \$ 100,000 | \$ 200,000 | \$ 200,000 | 100.00% | \$ 42.94 | 0.54% |
| | State and County Charges | \$ 106,992 | \$ 100,000 | \$ 89,523 | \$ 89,523 | -10.48% | \$ 19.22 | 0.24% |
| | Allowance for Abatements/Exemptions | \$ 225,000 | \$ 225,000 | \$ 100,000 | \$ 100,000 | -55.56% | \$ 21.47 | 0.27% |
| | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 912,361 | \$ 872,980 | \$ 927,215 | \$ 927,215 | 6.21% | \$ 199.10 | 2.51% |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | GRAND TOTAL - TOWN BUDGET | \$ 33,431,955 | \$ 35,532,968 | \$ 36,973,058 | \$ 36,973,058 | 4.05% | \$ 7,939 | 100.00% |

| FY 2018 ENTERPRISE FUND BUDGETS | | | | | | | |
|--------------------------------------|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2018 | |
| LINE | DEPARTMENT/DESCRIPTION | ACTUAL | ACTUAL | APPROPRIATED | DEPARTMENT REQUEST | TOWN MANAGER BUDGET | PERCENT CHANGE |
| | | | | | | | |
| WATER DEPARTMENT | | | | | | | |
| | | | | | | | |
| | WD Salaries | \$ 117,062 | \$ 119,042 | \$ 122,201 | \$ 125,982 | \$ 125,982 | 3.09% |
| | WD Wages | \$ 149,314 | \$ 163,434 | \$ 162,633 | \$ 170,796 | \$ 170,796 | 5.02% |
| | WD Expenses | \$ 422,026 | \$ 445,905 | \$ 383,301 | \$ 437,112 | \$ 437,112 | 14.04% |
| | WD Debt Service | \$ 361,218 | \$ 358,850 | \$ 356,716 | \$ 398,045 | \$ 398,045 | 11.59% |
| | | | | | | | |
| 100 | DEPARTMENTAL TOTAL | \$ 1,049,620 | \$ 1,087,231 | \$ 1,024,851 | \$ 1,131,936 | \$ 1,131,936 | 10.45% |
| | | | | | | | |
| SEWER DEPARTMENT | | | | | | | |
| | | | | | | | |
| | Sewer Salaries | \$ 17,585 | \$ 18,026 | \$ 18,755 | \$ 19,440 | \$ 19,440 | 3.65% |
| | Sewer Wages | \$ 26,066 | \$ 26,851 | \$ 31,801 | \$ 32,053 | \$ 32,053 | 0.79% |
| | Sewer Expense | \$ 595,553 | \$ 516,494 | \$ 606,126 | \$ 606,753 | \$ 606,753 | 0.10% |
| | Sewer Debt Service | \$ 5,278 | \$ 41,418 | \$ 41,594 | \$ 41,594 | \$ 41,594 | 0.00% |
| | | | | | | | |
| 200 | DEPARTMENTAL TOTAL | \$ 644,482 | \$ 602,789 | \$ 698,276 | \$ 699,840 | \$ 699,840 | 0.22% |
| | | | | | | | |
| LOCAL ACCESS CABLE DEPARTMENT | | | | | | | |
| | | | | | | | |
| | Cable Salaries | \$ 65,000 | \$ 65,500 | \$ 67,295 | \$ 70,171 | \$ 70,171 | 4.27% |
| | Cable Wages | \$ 56,533 | \$ 46,397 | \$ 61,829 | \$ 50,945 | \$ 50,945 | -17.60% |
| | Cable Expenses | \$ 143,925 | \$ 50,767 | \$ 73,075 | \$ 75,339 | \$ 75,339 | 3.10% |
| | Cable Minor Capital | \$ 65,000 | \$ 31,265 | \$ 40,000 | \$ 10,000 | \$ 10,000 | -75.00% |
| | | | | | | | |
| 300 | DEPARTMENTAL TOTAL | \$ 330,458 | \$ 193,929 | \$ 242,199 | \$ 206,454 | \$ 206,454 | -14.76% |
| | | | | | | | |
| TOTAL ENTERPRISE FUNDS | | \$ 2,024,560 | \$ 1,883,949 | \$ 1,965,326 | \$ 2,038,230 | \$ 2,038,230 | 3.71% |

| | | APPENDIX B | | | FACTOR: | 1.0200 |
|--------------|-------------------------------------|--|--|--|----------------|---------------|
| | | Town of Groton Personnel By-Law | | | | |
| | | Wage and Classification Schedule | | | | |
| | | Fiscal Year 2018 (Effective July 1, 2017) | | | | |
| Grade | Position Title | Low | | | | High |
| 4 | Salary | | | | | |
| | | 36,649 | | | | 45,355 |
| | Wages | | | | | |
| | | 17.64 | | | | 21.80 |
| 5 | Salary | | | | | |
| | | 38,741 | | | | 47,951 |
| | Wages | | | | | |
| | | 18.64 | | | | 23.06 |
| 7 | Salary | | | | | |
| | | 44,796 | | | | 56,742 |
| | Wages | | | | | |
| | | 22.05 | | | | 27.27 |
| 8 | Salary | | | | | |
| | | 50,854 | | | | 62,966 |
| | Wages | | | | | |
| | | 24.45 | | | | 30.27 |
| 9 | Salary | | | | | |
| | Executive Assistant to Town Manager | 52,080 | | | | 64,446 |
| | Wages | | | | | |
| | | 25.04 | | | | 30.99 |
| 10 | Salary | | | | | |
| | | 59,729 | | | | 73,908 |
| | Wages | | | | | |
| | | 28.72 | | | | 38.60 |
| 11 | Salary | | | | | |
| | Human Resources Director | 64,167 | | | | 79,406 |
| | Wages | | | | | |
| | | 30.86 | | | | 38.18 |
| 12 | Salary | | | | | |
| | | 64,361 | | | | 79,684 |
| | Wages | | | | | |
| | | 30.96 | | | | 38.32 |

| | | APPENDIX B | | | FACTOR: | 1.0200 |
|--------------|-----------------------|--|--|--|----------------|---------------|
| | | Town of Groton Personnel By-Law | | | | |
| | | Wage and Classification Schedule | | | | |
| | | Fiscal Year 2018 (Effective July 1, 2017) | | | | |
| | | | | | | |
| Grade | Position Title | Low | | | | High |
| 13 | Salary | 66,093 | | | | 81,777 |
| | | | | | | |
| | Wages | 31.78 | | | | 39.33 |
| 14 | Salary | 66,649 | | | | 82,475 |
| | | | | | | |
| | Wages | 32.05 | | | | 39.65 |
| 15 | Salary | 70,281 | | | | 86,968 |
| | | | | | | |
| | Wages | 33.78 | | | | 41.81 |
| 16 | Salary | 72,819 | | | | 90,163 |
| | | | | | | |
| | Wages | 35.01 | | | | 43.33 |
| 17 | Salary | 81,581 | | | | 100,924 |
| | | | | | | |
| | Wages | 39.22 | | | | 48.53 |
| 18 | Salary | 88,225 | | | | 109,186 |
| | IT Director | | | | | |
| | Wages | 42.42 | | | | 52.50 |
| 19 | Salary | 90,542 | | | | 112,032 |
| | | | | | | |
| | Wages | 43.52 | | | | 53.88 |
| 20 | Salary | 97,084 | | | | 119,399 |
| | | | | | | |
| | Wages | 46.68 | | | | 57.41 |

| | | | | | |
|---------------------------------------|---|--------------|--|--|---------------|
| | APPENDIX B | | | | |
| | NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS | | | | |
| | | | | | |
| NON-STEP AND STIPEND POSITIONS | | | | | |
| | | | | | |
| | FIRE/EMS DEPARTMENT | | | Country Club Seasonal Employees | |
| | Deputy Chief: Fire | 24.84 | | Pro Shop Staff | 11.00 - 13.50 |
| | Deputy Chief: EMS | 24.41 | | Pool Staff | 11.00 - 13.00 |
| | Rescue Advisory | 1.00 | | Lifeguards | 11.00 - 14.00 |
| | Call Captain: Fire | 24.03 | | Swim Coaches | 11.00 - 21.00 |
| | Call Captain: EMS | 24.03 | | Camp Staff | 11.00 - 13.00 |
| | Call Lieutenant: Fire | 23.55 | | Counselors | 11.00 - 15.50 |
| | Call Lieutenant: EMS | 23.55 | | Buildings & Grounds | 11.00 - 25.00 |
| | Call Lieutenant: Rescue | 23.55 | | | |
| | Call Firefighter | 20.60 | | | |
| | Call Emergency Medical Technician | 20.60 | | | |
| | Call Rescue Personnel | 20.60 | | | |
| | Probationary Firefighter | 17.16 | | | |
| | Probationary Emergency Medical Technician | 17.16 | | | |
| | Probationary Rescue Personnel | 17.16 | | | |
| | | | | | |
| | MISCELLANEOUS | | | | |
| | Veteran's Agent | 1,742 | | | |
| | Director of Veteran's Services | 1,742 | | | |
| | Earth Removal Inspector | 1,500 | | | |
| | Dog Officer | 13,973 | | | |
| | Animal Inspector | 2,082 | | | |
| | Animal Control Officer | 2,082 | | | |
| | Town Diarist | 1.00 | | | |
| | Keeper of the Town Clock | 1.00 | | | |
| | Conservation Land Manager | 14.07 | | | |
| | Park Ranger | 11.00 | | | |
| | Graves Registration Officer | 250 | | | |
| | Emergency Management Director | 1,270 | | | |
| | Election Worker: Warden | Minimum Wage | | | |
| | Election Worker: Precinct Clerk | Minimum Wage | | | |
| | Election Worker: Inspectors (Checker) | Minimum Wage | | | |

Proposed GROTON TOWN CHARTER 2017

Prepared by
The Town of Groton Charter Review Committee

Michael Manugian, Chair
Bud Robertson, Vice Chair
John Giger, Clerk
Jane Allen
Robert Collins, Esq.
Michael McCoy
Stuart Schulman

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DRAFT GROTON TOWN CHARTER 2017

ARTICLE 1: INCORPORATION, EXISTENCE AND AUTHORITY

Section 1.1: Incorporation

The inhabitants of the town of Groton, within the corporate limits established by law, shall continue to be a body corporate and politic with perpetual succession under the name “Town of Groton.”

Section 1.2: Short Title

This instrument shall be known and cited as the Groton Charter.

Section 1.3: Powers of the Town

It is the intent and purpose of the voters of the Town, through the adoption of this Charter, to secure for the Town all the powers possible under the constitution and laws of the Commonwealth, as fully and as completely as though each power were specifically and individually enumerated herein.

Section 1.4: Division of Powers

The administration of all the fiscal, prudential and municipal affairs of the Town shall be vested in an executive branch headed by a Board of Selectmen and a Town Manager. The legislative powers shall be exercised by an open Town Meeting.

Section 1.5: Interpretation of Powers

The powers reserved or granted to the Town under this Charter shall be construed liberally and interpreted broadly in the Town’s favor and the specific mention of any particular power is not intended to limit in any way the general powers of the Town as stated in Section 1.3.

Section 1.6: Intergovernmental Relations

The Town may enter into agreements with any other units of government to perform jointly or in cooperation, by contract or otherwise, any of its powers or functions.

Section 1.7: Precedence of Charter Provisions

All general laws, special laws, Town by-laws, votes, rules and regulations of or pertaining to the Town that are in force when the Charter takes effect and that are not specifically or by implication repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.

Section 1.8: Ethical Standards and Conduct

Elected officers, appointed officials, employees, and volunteers of the Town are expected to demonstrate, by their example, with their general conduct and in the performance of their duties and responsibilities, the highest ethical standards to the end that the public may justifiably have trust and confidence in the integrity of its government. Such individuals are expected to recognize that they act always as agents for the public, that they hold their offices or positions for the benefit of the public, that the public interest is their primary concern, and that they are expected to faithfully discharge the duties of their offices regardless of personal considerations. Such individuals shall not use their official positions to secure or grant special consideration, treatment, advantage, privilege, or exemption to themselves or to any other person beyond that which is available to every other person.

Section 1.9: Definitions

As used in this Charter, the following words shall have the following meanings unless the context clearly requires otherwise:

- 1.9.1** “Appointed Official” – An individual serving in appointed office who exercises the powers or duties of that office with authority derived from the General Laws, this Charter, vote of Town Meeting, or the Town’s by-laws.
- 1.9.2** “Charter” - this charter, and any amendments to it that may hereafter be adopted.
- 1.9.3** “Days” - business days, not including Saturdays, Sundays and legal holidays, provided, however, that when the time set is at least seven days, every day shall be included.
- 1.9.4** “Department Head” - An individual having administrative authority over a Town department or departments.
- 1.9.5** “Elected Officer” - An individual serving in elected office who, in the exercise of the powers or duties of that office, exercises some portion of the sovereign power of the Town.
- 1.9.6** “Emergency” - a sudden, unexpected, unforeseen happening, occurrence, event or condition that necessitates immediate action.
- 1.9.7** “Local newspaper” - a newspaper of general circulation in the Town of Groton.
- 1.9.8** “Majority vote” - a majority of those present and voting, provided that a quorum is present when the vote is taken.
- 1.9.9** “Multiple member body” - any Town body consisting of at least two persons, whether called a board, commission, committee, sub-committee or otherwise and however elected, appointed or otherwise constituted.
- 1.9.10** “Quorum” - except for a Town Meeting and unless otherwise required by law or this Charter, a majority of the members of a multiple member body then in office, not including any vacancies that might then exist.
- 1.9.11** “Town” - the Town of Groton.
- 1.9.12** “Town agency” - any board, commission, committee, department, or office of the Town government.
- 1.9.13** “Town Bulletin Board” - bulletin boards in the Town Hall on which official notices are posted and those at other Town buildings or facilities that may be designated by the Town Clerk as Town bulletin boards.
- 1.9.14** “Town Meeting” - the open Town Meeting established in Article 2, whether Annual or Special.
- 1.9.15** “Voters” - registered voters of the Town.
- 1.9.16** “Warrant” - a document required to warn and notify residents and inhabitants of the Town, who are qualified to vote in Town affairs, to meet at a specific place to act on published articles relating to the governance of the Town.

ARTICLE 2: LEGISLATIVE BRANCH

Section 2.1: Town Meeting

The legislative powers of the Town shall be exercised by a Town Meeting open to all registered voters of the Town.

The Town Meeting shall meet in regular session twice in each calendar year. The first such meeting, referred to herein as the "Spring Town Meeting," shall be held during March, April, or May, on a date fixed by by-law, and shall be primarily concerned with the determination of matters involving the expenditure of Town funds, including, but not limited to, the adoption of an annual operating budget for all Town agencies, and for the purpose of electing officers and for the determination of all other matters to be decided by ballot of the voters. The Spring Town Meeting shall be deemed to be the Annual Town Meeting. The second such meeting, referred to herein as the "Fall Town Meeting," shall be held during the last four months of the calendar year on a date fixed by by-law, and shall be deemed to be an Annual Town Meeting for all purposes of the General Laws, provided, however, that the Fall Town Meeting shall not include the election of officers.

Section 2.2: Presiding Officer

- 2.2.1** The Moderator, elected as provided in Section 3.4, shall preside at all sessions of Annual and Special Town Meetings. The Moderator at all Town Meetings shall regulate the proceedings, decide all questions of order, make public declaration of all votes, and may exercise such additional powers and duties as may be authorized by law, this Charter, by-law, or other vote of the Town Meeting.
- 2.2.2** The Moderator shall, at the first session of the Spring Town Meeting, appoint a Deputy Moderator, subject to ratification of the Town Meeting, to serve at any session of an Annual or Special Town Meeting in the event of the Moderator's absence or disability. The Deputy Moderator may also temporarily serve when the Moderator has a conflict of interest or the appearance of a conflict of interest arises, as determined by the Moderator, with regard to a particular article or matter under consideration.
- 2.2.3** In the absence of the Moderator and the duly ratified Deputy Moderator at any session of a Town Meeting, the Town Clerk shall open the meeting and preside over the election of an acting Moderator. In the absence of the Moderator, the Deputy Moderator, and the Town Clerk, the presiding officer of the first session of a Town Meeting shall be determined as provided for by law.

Section 2.3: The Town Report

The Board of Selectmen shall publish an annual Town report and make it available at least 14 days before the Spring Town Meeting, provided, however, that failure to comply with this section shall not prevent Town Meeting from proceeding.

Section 2.4: Special Town Meetings

Special Town Meetings shall be held at the call of a majority of the full Board of Selectmen in order to transact the legislative business of the Town in an orderly manner. Special Town Meetings shall also be held on the petition of the lesser of at least 200 voters or 20 percent of the total number of voters.

Section 2.5: Warrants

Every Town Meeting shall be called by a warrant issued by the Board of Selectmen, which shall state the time and place at which the meeting is to convene and, by separate articles, identify the subject matters to be acted upon. The publication of the warrant for every Town Meeting shall be in accordance with the General Laws and by-laws governing such matters.

Section 2.6: Initiation of Warrant Articles

- 2.6.1** Initiation - Subject to 2.6.3, the Board of Selectmen shall receive petitions addressed to it that request the submission of any matter to the Town Meeting and that are filed by: (1) any department head; (2) any multiple member body acting by a majority of its members then in office; (3) any 10 voters for a session of the Spring or Fall Town Meeting; or (4) any 100 voters for a special Town Meeting.
- 2.6.2** Inclusion on the Warrant - Spring and Fall Town Meeting - Whenever a Spring or Fall Town Meeting is to be called, notice shall be given by posting attested copies of the warrant in at least two public places in the Town and by publishing notice of the meeting in a local newspaper at least 14 days before the day appointed for the meeting. The Board of Selectmen shall include in the warrant, for a session of the Spring and Fall Town Meeting, the subject matters of all petitions that have been received by it at least 60 days before the date fixed by by-law for such session to convene. Unless specified otherwise in this Charter, the content, scheduling and notice requirements for a Spring or Fall Town Meeting shall be as provided for in Section 10 of Chapter 39 of the General Laws for an Annual Town Meeting.
- 2.6.3** Inclusion on the Warrant - Special Town Meeting - Whenever a Special Town Meeting is to be called, notice shall be given by posting attested copies of the warrant in at least two public places in the Town and by publishing notice of the meeting in a local newspaper at least 14 days before the day appointed for the meeting. The Board of Selectmen shall include in the warrant for such Special Town Meeting the subject matters of all petitions that have been received by it at least 20 days before the day appointed for the meeting. Unless specified otherwise in this Charter, the content, scheduling and notice requirements for a Special Town Meeting shall be as provided for in Section 10 of Chapter 39 of the General Laws for a Special Town Meeting.

Section 2.7: Availability of Town Officials at Town Meetings; Conflicting Meetings

- 2.7.1** Every chairperson of each multiple member body and every department head shall attend all sessions of Town Meetings. In the event any chairperson of a multiple member body or department head shall be absent from a Town Meeting due to illness or other reasonable cause, that person shall designate a deputy to attend the meeting and represent the multiple member body or department. If any person designated to attend a Town Meeting under this section is not a voter, such person shall, nonetheless, have a right to address the meeting for the purpose of fulfilling the objectives of this section.
- 2.7.2** No meeting of any multiple member body or Town agency shall be convened or be in session during a session of any Town Meeting except as part of the Town Meeting.

Section 2.8: Clerk of the Meeting

The Town Clerk shall serve as Clerk of the Town Meeting, give public notice of all adjourned sessions of the Town Meeting, record its proceedings, and perform such additional duties in connection therewith as may be provided by the law, this Charter, by-law, or Town Meeting vote.

Section 2.9: Rules of Procedure

The Town Meeting may, by by-law, establish, amend, revise, or repeal rules to govern the conduct of all Town Meetings.

Section 2.10: General Powers and Duties

The Town Meeting shall provide for the exercise of all of the powers of the Town and for the performance of all duties and obligations imposed upon the Town for which no other provision is made by law, this Charter, or by-law.

Section 2.11: Report to the Voters

There shall be published for every Town Meeting a copy of the warrant, together with its articles, and a report to the voters that shall contain the explanation and relevant data submitted by the proponents of each article; in the alternative, the Town Manager may direct that voluminous supporting material necessary for consideration of particular articles, in lieu of inclusion in the written report to the voters, be made reasonably available for inspection at public locations before the Town Meeting. The written report for each Spring Town Meeting shall include the following: (1) the written report of the Planning Board setting forth its findings and recommendations as to all zoning articles; (2) the written report of the Finance Committee, setting forth its findings, conclusions and recommendations, including the reasons therefor, regarding all of the monetary articles in the warrant; and (3) with respect to each warrant article, in addition to the reports of the Planning Board and the Finance Committee, the written report of any proponent or sponsor of a warrant article and of any multiple member body or Town agency that is required to review, recommend, or sponsor the warrant article by law, appointment or otherwise.

The report for the Spring Town Meeting shall also include, as an appendix, the capital improvement plan defined in Section 6.8, setting forth a five-year capital outlay program for the information and guidance of Town Meeting. The Board of Selectmen shall have the opportunity to include in the report its conclusions and recommendations, including the reasons therefor, regarding articles in the warrant that relate to its general superintendence over the administration of Town affairs.

The report shall be made available to residents of the Town, by a method determined by the Board of Selectmen, not later than the seventh day before the date on which the opening session of the Spring Town Meeting is to be held; however, the failure to make the report available shall not prohibit a Town Meeting from acting upon the matters set forth in the warrant and shall not affect the validity of the proceedings at a Town Meeting.

ARTICLE 3: ELECTED OFFICERS

Section 3.1: General

3.1.1 Elective Town Offices - The Town offices to be filled by the voters shall be:

- Town Moderator
- Board of Selectmen
- Town Clerk
- The Groton component of the Groton-Dunstable Regional School Committee
- Groton Housing Authority
- Planning Board
- Library Board of Trustees

- Commissioners of Trust Funds
- Groton Electric Light Commission
- Groton Water Commission
- Groton Sewer Commission
- Park Commission
- Groton Board of Health
- Groton Board of Assessors
- Other officers or representatives to regional authorities or districts as may be established by law or by inter-local agreement that shall also be filled by ballot at Town elections

- 3.1.2** Town Election - The annual election by ballot of elective Town officers and voting on any questions required by law to be placed upon the official ballot shall be held on a date fixed by by-law.
- 3.1.3** Eligibility - Any voter shall be eligible to hold an elective Town office, unless prohibited by law; members of the Board of Selectmen shall not simultaneously hold any other elected position.
- 3.1.4** Compensation - Elected officers shall receive such compensation for their services as may be appropriated at the Spring Town Meeting for such purpose.
- 3.1.5** Coordination - Notwithstanding their election by the voters, the Town officers named in this section shall be subject to the call of the Board of Selectmen or the Town Manager, at all reasonable times, for consultation, conference, and discussion on any matter related to their respective offices. Similarly, multiple member bodies or other appointees shall be subject to the call of the Board of Selectmen or the Town Manager, at all reasonable times, for discussion on any matter related to their respective offices.
- 3.1.6** Filling of Vacancies
- 3.1.6.1 Moderator - If there is a failure to elect a Town Moderator, or if a vacancy occurs in the office of Town Moderator, the Board of Selectmen shall appoint a suitable person to serve until the next Town election.
- 3.1.6.2 Elected Multiple Member Body - If there is a failure to elect a member of a multiple member body, or if a vacancy occurs in the membership of an elected multiple member body, the remaining members of the multiple member body shall give notice to the Board of Selectmen and to the public of the vacancy. The Board of Selectmen and the remaining members of the multiple member body shall, not less than one week after notice of the date on which the vote is to be taken, fill the vacancy until the next Town election by a joint vote. The affirmative votes of the majority of the persons entitled to vote on the vacancy shall be necessary for the election.
- 3.1.6.3 Board of Selectmen - If there is a failure to elect a member of the Board of Selectmen, or if a vacancy occurs in the membership of the Board of Selectmen, the remaining members of the Board of Selectmen may call a special election to fill the

vacancy or shall call the special election upon the written request of at least 200 voters.

3.1.7 Recall Provision for Elected Officers

- 3.1.7.1 Application - Any elected officer may be recalled if the recall election occurs more than six months from the end of the officer's elective term.
- 3.1.7.2 Recall Petition - Two percent of the voters may file with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for the recall. The Town Clerk shall thereupon deliver to the voters making the affidavit copies of petition blanks demanding the recall. The petition blanks shall contain the following heading: "Initiating a recall is a serious process and should not be undertaken lightly." The blanks shall be issued by the Town Clerk with an official signature and official seal. They shall be dated, addressed to the Board of Selectmen, contain the names of the first 10 signers of the affidavit and the name of the person whose recall is sought, contain the grounds for recall as stated in the affidavit and shall demand the election of a successor to the office. A copy of the affidavit and recall petition shall be entered in a record book to be kept in the office of the Town Clerk. The recall petitions shall be returned and filed with the Town Clerk within 45 days following the date of the filing of the affidavit and shall be signed by at least 20 percent of the voters as of the date the affidavit was filed with the Town Clerk.

The Town Clerk shall, within one business day of receipt, submit the petition to the Registrars of Voters in the Town, and the Registrars shall, within five business days, certify thereon the number of signatures that are names of voters.

- 3.1.7.3 Recall Election - If the petitions are certified by the Registrars of Voters to be sufficient, the Town Clerk shall submit the same with such certificate to the Board of Selectmen. Upon receipt of the certificate, the Board of Selectmen shall forthwith give written notice of the petition and certificate by certified mail to the officer whose recall is sought. If said officer does not resign the office within five days after delivery of such notice, the Board of Selectmen shall forthwith order an election to be held on a date fixed by them not less than 64 days nor more than 90 days after the date that the election is called. However, if any other Town election is to occur within 100 days after the date the election is called, the Board of Selectmen shall postpone the holding of the recall election to the date of such other election. If said officer resigns after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.
- 3.1.7.4 Nomination of Candidates - An officer whose recall is sought may be a candidate to succeed to the office if the vote on the recall is in the affirmative. The nomination of other candidates, the publication of the warrant for the recall election, and the conduct of the recall election shall be in accordance with the laws relating to elections unless otherwise provided in this section.

- 3.1.7.5 Office Holder - The incumbent shall continue to perform the duties of the office during the recall procedure. If the incumbent is not removed, the incumbent shall continue in the office for the remainder of the unexpired term, subject to recall as before. If recalled at the recall election, the incumbent shall be deemed removed.
- 3.1.7.6 Ballot Proposition - Ballots used in a recall election shall contain the following propositions in the order indicated:
- Shall the Town of Groton recall (name of officer) Yes No
 - Below the propositions shall appear the word "Candidates," the directions to the voters required by Section 42 of Chapter 54 of the General Laws, and below the directions the names of candidates nominated in accordance with the laws relating to elections. If a majority of the votes cast on the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared elected. If a majority of the votes on the recall question is in the negative, the ballots for the candidates shall not be counted.
- 3.1.7.7 Repeat of Recall Election - No recall shall be filed against an officer subjected to a recall election and not recalled thereby until at least six months after the election at which the recall was submitted to the voters.
- 3.1.7.8 Office Holder Recalled - No person who has been recalled from an office or who has resigned from an office while recall proceedings were pending against him or her, shall be appointed to any Town office within two years after the date of such recall vote or such resignation.

Section 3.2: Board of Selectmen

- 3.2.1** Composition, Term of Office - There shall be a Board of Selectmen consisting of five members elected for terms of three years each, arranged so that the terms of office of as nearly an equal number of members as is possible shall expire each year. No Selectman shall hold another position of the Town that is compensated and medical benefits-eligible during his or her term of office.
- 3.2.2** Powers and Duties - The executive powers of the Town shall be vested in the Board of Selectmen, which shall be deemed to be the chief executive office of the Town. The Board of Selectmen shall possess all of the executive powers that a Board of Selectmen may possess and exercise, except those powers and duties assigned by this Charter, by-law or Town Meeting vote to the Town Manager. The Board of Selectmen shall:
- 3.2.2.1 Serve as the principal goal-setting and policy making agency of the Town for matters within its statutory authority and for those matters for which the Town Meeting has directed the Board to act.
- 3.2.2.2 Be responsible for the formulation and promulgation of policy to be followed by all Town agencies serving under it.

- 3.2.2.3 In conjunction with other elected officers and multiple member bodies, develop and promulgate policy guidelines designed to bring all Town agencies into harmony.
- 3.2.2.4 Award and execute all contracts for services and supplies for all departments and agencies of the Town, other than the Regional School Committee, provided, however, that the Board of Selectmen, at its sole discretion, may delegate this authority to any department head or agency by a vote of the Board at a posted meeting.
- 3.2.2.5 Sign all payroll and expense warrants, provided, however, that the Board of Selectmen, at its sole discretion, may delegate this authority, for a period not to exceed 30 days, to a Selectman and the Town Manager or a Selectman and the acting Town Manager by a vote of the Board at a posted meeting.
- 3.2.3** Licensing Authority - The Board of Selectmen shall be the licensing board of the Town and may issue licenses, make reasonable rules and regulations regarding the issuance of licenses and attach such conditions and restrictions thereto as it deems to be in the public interest, provided, however, that such rules, regulations, conditions and restrictions shall not be incompatible with applicable law. The Board of Selectmen shall enforce the laws relating to all businesses for which it issues licenses. The Board of Selectmen may delegate its licensing authority unless specifically prohibited by law.
- 3.2.4** Appointing Authority - The Board of Selectmen shall appoint the Town Manager, Town Counsel, a Zoning Board of Appeals, and a Board of Registrars. The Board of Selectmen shall also appoint, consistent with Section 4.2.5, a police chief and a fire chief. The police chief shall serve under Section 97A of Chapter 41 of the General Laws. The fire chief shall serve under Section 42 of Chapter 48 of the General Laws. The Board of Selectmen shall also appoint a Conservation Commission, Council on Aging, Housing Partnership, Local Cultural Council, and other committees as required by law, by-law or Town Meeting vote.
- 3.2.5** Investigations - The Board of Selectmen may investigate the affairs of the Town and the conduct of any Town agency, including any doubtful claims against the Town. Copies of the full text of the report on the results of any such investigation shall be placed on file in the office of the Board of Selectmen, the office of the Town Clerk and the Town library, and a report summarizing the results of the investigation shall be printed in the next annual Town Report.
- 3.2.6** Day to Day Business - Members of the Board of Selectmen may confer with Town employees at reasonable times during regular business hours for the purpose of discussing Town policies and assessing and understanding the functioning of Town government; while this right to confer is to be construed liberally in order to effectuate its purpose, it shall not allow members of the Board of Selectmen to utilize their elected position to unduly influence Town employees in the performance of their duties. Except in the case of an emergency, nothing in this section shall be construed to authorize any member of the Board of Selectmen, nor a majority of its members, to become involved in the day-to-day administration of any Town board, department or agency.

Section 3.3: Regional School Committee

- 3.3.1** The Groton-Dunstable Regional School District provides public education, pre-K through high school, and related services to the towns of Groton and Dunstable under the terms of a regional agreement between the Towns. Pursuant to the regional agreement, there is a Groton-Dunstable Regional School Committee consisting of seven members elected for terms of three years each, the terms being arranged so that the terms of office of as nearly an equal number of members as possible shall expire each year. The number of members elected by each town is governed by the terms of the regional agreement, as it may be amended.
- 3.3.2** The Groton-Dunstable Regional School Committee shall have all of the powers and duties that are given to regional school committees under the constitution, laws and regulations of the Commonwealth and such additional powers and duties as may be authorized by the regional agreement, by-law, or other vote of the Town Meetings of both the Towns of Groton and Dunstable.

Section 3.4: Town Moderator

- 3.4.1** Term of Office - There shall be a Moderator elected for a term of three years.
- 3.4.2** Powers and Duties – The Moderator shall be the presiding officer of the Town Meeting, as provided in Section 2.2, and shall regulate its proceeding and perform other duties as may be provided by law, this Charter, by-law or Town Meeting vote.
- 3.4.3** Appointments – The Moderator shall make appointments provided for by law, the Charter, or by-law.
- 3.4.4** Deputy Moderator – At the first session of the Spring Town Meeting, the Moderator shall, in accordance with Section 2.2, appoint a voter to serve as Deputy Moderator.

Section 3.5: Groton Housing Authority

- 3.5.1** Composition, Term of Office - There shall be a Groton Housing Authority, with membership and terms of office as prescribed in the General Laws.
- 3.5.2** Powers and Duties - The Groton Housing Authority shall conduct studies of the housing needs of the community and shall provide programs to make available housing for families of low income and for elderly persons of low income. The Groton Housing Authority shall have such other powers and duties as are assigned to housing authorities by law.

Section 3.6: Planning Board

- 3.6.1** Composition, Term of Office - There shall be a Planning Board consisting of seven members, each elected for a term of three years. The terms shall be arranged in order that the terms of as nearly an equal number of members as possible shall expire each year.
- 3.6.2** Powers and Duties - The Planning Board shall have those powers and duties given to planning boards under the constitution and laws of the Commonwealth and shall also have such additional powers and duties as may be authorized by this Charter, by-law, or Town Meeting

vote.

Section 3.7: Groton Electric Light Commission

- 3.7.1** Composition, Term of Office - There shall be a Groton Electric Light Commission, which shall consist of three members, each serving for a term of three years. The terms shall be arranged in order that the term of one member shall expire each year.
- 3.7.2** Powers and Duties – The Groton Electric Light Commission shall set the policy direction of the Groton Electric Light Department, which provides electric power to the Town, consistent with Chapter 164 of the General Laws. If a provision of this Charter shall conflict with said Chapter 164, said Chapter 164 shall govern.

Section 3.8: Library Board of Trustees

- 3.8.1** Composition, Term of Office - There shall be a board of trustees of the Groton Public Library, which shall consist of six members, each serving for a term of three years. The terms shall be arranged in order that the terms of two members shall expire each year.
- 3.8.2** Powers and Duties - The trustees of the Groton Public Library shall establish written policies governing library activities and services; engage in ongoing planning that assesses the needs and the role of the library in the community; ensure that the library meets the community's needs; work on preparation of the annual library budget and its adoption by the Town; monitor and oversee maintenance of the buildings and grounds and regularly review facility needs; hire and evaluate the library director and work with the Human Resources Director on job classifications for all staff; promote the library and act as library advocates in the community; study and support legislation that will benefit the library and the larger community; and have such other powers and duties as provided for by law, this Charter and by-law.
- 3.8.3** Appointments - The trustees of the Groton Public Library shall appoint the library director and such other appointments as provided for by law, this Charter or by-law.

Section 3.9: Town Clerk

There shall be a Town Clerk, elected for a term of three years, who shall have all of the duties established by the General Laws, and shall be the Records Access Officer pursuant to the provisions of Chapter 66 of the General Laws.

Section 3.10: Board of Assessors

- 3.10.1** Composition, Term of Office and Eligibility for Office - There shall be a Board of Assessors that shall consist of three members, each elected for a term of three years. No employee in the assessors office may simultaneously hold an elected position as a member of the Board of Assessors.
- 3.10.2** Powers and Duties - The Board of Assessors shall have those powers and duties given to boards of assessors under the constitution and laws of the Commonwealth and directives of the Commissioner of Revenue and shall also have such additional powers and duties as may be authorized by this Charter, by-law or other Town Meeting vote, which are not in conflict

with laws of the Commonwealth and regulations and directives of the Department of Revenue except as otherwise provided for in this Charter.

Section 3.11: Other Elected Officers

Powers and Duties - All other elected officers shall have the powers and duties that have been conferred upon their offices by law, this Charter, by-law or Town Meeting vote.

ARTICLE 4: TOWN MANAGER

Section 4.1: Appointment, Qualifications and Review Procedure

- 4.1.1** The Board of Selectmen shall, by an affirmative vote of the majority of the full Board, appoint or reappoint a Town Manager for a term of not more than three years and fix the compensation of the Town Manager within the amount annually appropriated for this purpose. Whenever a vacancy shall occur in the office of Town Manager, the Board of Selectmen shall appoint a Town Manager Screening Committee to identify qualified candidates for the position. The office of the Town Manager shall not be subject to the town's salary administration plan. The Town Manager shall be appointed solely on the basis of the Town Manager's executive and administrative qualifications. The Town Manager shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience to perform the duties of the office. The Town Manager shall not have served in an elective office in the Town government for at least one year before being appointed. The Town may, by by-law, establish additional qualifications for the Town Manager as deemed necessary or appropriate.
- 4.1.2** The position of Town Manager shall be a full-time position and the Town Manager shall devote his or her best efforts to the office and shall not hold any other public office, elective or appointive, nor engage in any business or occupation during his or her term unless the action is fully disclosed and approved by the Board of Selectmen in advance, in writing.
- 4.1.3** The Board of Selectmen shall provide for an annual review of the job performance of the Town Manager, which shall, at least in summary form, be a public record in accordance with the personnel by-laws or accepted evaluation process.

Section 4.2: Powers and Duties

The Town Manager shall be the chief administrator of the Town and shall be responsible to the Board of Selectmen for the proper administration of all Town affairs placed in his or her charge by this Charter. The powers and duties of the Town Manager shall include, but shall not be limited to, the following:

- 4.2.1** To manage, supervise and be responsible for the efficient and coordinated administration of all Town functions under his or her control, as may be authorized by this Charter, by-law, Town Meeting vote or the Board of Selectmen, including all department heads and their respective departments.
- 4.2.2** Unless otherwise required by law, this Charter or by-law, to manage and coordinate the administrative activities of all Town agencies. For this purpose, elected officers or their

representatives shall be required to meet with the Town Manager at reasonable times for the purpose of effecting coordination and cooperation among all Town agencies.

- 4.2.3** To appoint and remove department heads, other employees, and paid members of Town government for whom no other method of appointment or removal is provided in this Charter or by-law. Appointments made by the Town Manager shall be confirmed by the Board of Selectmen within 15 days of the date the Town Manager files notice of the action with the Board of Selectmen. Failure by the Board of Selectmen to confirm an appointment within 15 days shall constitute rejection of the appointment.
- 4.2.4** To nominate for appointment or removal volunteer members of Town government for whom no other method of appointment or removal is provided in this Charter or by-law. Nominations for appointment or removal made by the Town Manager shall be confirmed by the Board of Selectmen within 15 days of the date the Town Manager files notice of the action with the Board of Selectmen. Failure by the Board of Selectmen to confirm a nomination within 15 days shall constitute rejection of the nomination.
- 4.2.5** Whenever a vacancy occurs in the office of police chief or fire chief , to select and present at least two qualified candidates to the Board of Selectmen for appointment by the Board to the office, as provided for in Section 3.2.4.
- 4.2.6** To act as a negotiator for all collective bargaining agreements to which the Board of Selectmen is a party, subject to ratification by the Board of Selectmen.
- 4.2.7** To conduct or review annual performance evaluations of all employees subject to the Town Manager's or the Board of Selectmen's appointment and consult with elected and appointed boards to contribute to the preparation of the evaluations of department heads associated with such boards.
- 4.2.8** To fix the compensation of all employees appointed by the Town Manager within the limits established by the overall approved budget, the personnel by-laws, the Town's wage and classification schedule or collective bargaining or other agreements.
- 4.2.9** To attend all regular and special meetings of the Board of Selectmen, unless excused at the Town Manager's request, and have a voice, but no vote, in all discussions.
- 4.2.10** To attend all sessions of the Town Meeting and answer all questions directed to the Town Manager that are related to the office of the Town Manager or concerning which the Town Manager possesses the relevant information.
- 4.2.11** To see that all laws, this Charter, by-laws and Town Meeting votes, and directives of the Board of Selectmen that require enforcement by the Town Manager, or employees subject to his or her direction and supervision, are faithfully carried out.
- 4.2.12** To prepare and submit annual operating budgets and capital improvement programs as provided in Article 6.
- 4.2.13** To coordinate the preparation of the Town's annual report.

- 4.2.14** To oversee the preservation, management, and administration of all Town records so as to facilitate access to same.
- 4.2.15** To perform such duties as necessary or as may be assigned by this Charter, by-law, Town Meeting vote or the Board of Selectmen.

Section 4.3: Removal and Suspension

- 4.3.1** The Board of Selectmen may, by the affirmative vote of three members of the Board of Selectmen, terminate and remove or suspend the Town Manager from office in accordance with the following procedure:
 - 4.3.1.1** The Board of Selectmen shall adopt a preliminary resolution of removal, which shall state the reason or reasons for removal, by the affirmative vote of three members. The preliminary resolution may suspend the Town Manager for a period not to exceed 45 days. A copy of the resolution shall be delivered to the Town Manager within 48 hours of its adoption.
 - 4.3.1.2** Within seven days after receipt of the preliminary resolution, the Town Manager may request a public hearing by filing a written request for such a hearing with the Board of Selectmen. This hearing shall be held at a meeting of the Board of Selectmen not later than 20 nor earlier than three days after the request is filed. The Town Manager may file a written statement responding to the reasons stated in the resolution of removal with the Board of Selectmen if the same is received at the office of the Board of Selectmen more than 48 hours before the public hearing.
 - 4.3.1.3** If the Town Manager has not requested a hearing pursuant to paragraph 4.3.1.2 above, the Board of Selectmen, by the affirmative vote of three members of the Board of Selectmen, may adopt a final resolution of removal not less than 10 nor more than 21 days after the date of delivery of a copy of the preliminary resolution to the Town Manager. If the Town Manager has requested a public hearing pursuant to 4.3.1.2 above, the Board of Selectmen, by the affirmative vote of three members of the Board of Selectmen, may adopt a final resolution of removal at any time after the hearing, but not more than 21 days after the close of the hearing, unless the parties agree to a longer period of time. Failure to adopt a final resolution of removal within the time periods provided in this section shall nullify the preliminary resolution of removal and the Town Manager shall, at the expiration of said time, resume the duties of the office.
 - 4.3.1.4** Any action by the Board of Selectmen to terminate, remove or suspend the Town Manager shall be conducted pursuant to Chapter 30A, Sections 18-25, of the General Laws.
- 4.3.2** The action of the Board of Selectmen in terminating, removing or suspending the Town Manager shall be final.

Section 4.4: Vacancy in the Office of the Town Manager

- 4.4.1** Permanent Vacancy - The Board of Selectmen shall fill any permanent vacancy in the office of the Town Manager as soon as possible, in accordance with Section 4.1.1 of this Charter. Pending the appointment of a Town Manager or filling of any vacancy, the Board of Selectmen shall, within a reasonable period of time not to exceed 14 days, appoint some other capable person to perform temporarily the duties of the Town Manager until a permanent replacement is appointed.
- 4.4.2** Temporary Absence or Disability - The Town Manager may designate by letter filed with the Town Clerk and Board of Selectmen a capable person to perform the duties of Town Manager during a temporary absence or disability lasting seven days or more. If the Town Manager fails to make such a designation, or if the person so designated is unable to serve, the Board of Selectmen may designate some other capable person to perform the duties of Town Manager. If the absence or disability exceeds 30 days, any designation by the Town Manager shall be subject to approval by the Board of Selectmen.
- 4.4.3** Powers and Duties - The powers and duties of the acting Town Manager, under 4.4.1 and 4.4.2 above, shall be limited to matters not permitting of delay and shall include authority to make temporary, emergency appointments or designations to Town office or employment, but not to make permanent appointments or designations unless authorized by the Board of Selectmen.

Section 4.5: Screening Committee

- 4.5.1** Whenever a vacancy shall occur in the office of Town Manager, a Screening Committee shall be established for the purpose of soliciting, receiving and evaluating applications for the position of Town Manager. The Screening Committee shall consist of seven persons who shall be chosen as follows: the Board of Selectmen shall designate three members, of which only one designee may be a member of the Board of Selectmen; the Finance Committee shall designate two members of which only one designee may be a member of the Finance Committee; and the Town Moderator and the Town Clerk shall each designate one member. Persons chosen by these agencies may, but need not, be members of the agency by which they are designated. At no time shall the Board of Selectmen or the Finance Committee each have more than one of their members on the Screening Committee.
- 4.5.2** Not more than 21 days following the notice of the vacancy or pending vacancy, the Town Clerk shall call and convene a meeting of the several persons chosen as aforesaid who shall meet to organize and plan a process to advertise the vacancy and to solicit by other means candidates for the office. The Committee shall proceed, notwithstanding the failure of any Town agency to designate a representative or representatives thereto.
- 4.5.3** The Screening Committee shall review all applications that are received by it, screen all such applicants by checking and verifying work records and other credentials, and provide for interviews to be conducted with such number of candidates as it deems to be necessary, desirable or expedient.
- 4.5.4** Not more than 90 days after the date on which the Committee meets to organize, the Committee shall submit to the Board of Selectmen the names of not less than three nor more

than five persons whom it believes to be best suited to perform the duties of the office of Town Manager. The Board of Selectmen shall, within 60 days following the date of receipt of the list of nominees, choose one candidate from the list to fill the position of Town Manager or reject such nominees and direct that the Committee resume the search.

- 4.5.5** Upon the appointment of a Town Manager, the committee established hereunder shall be considered discharged.

ARTICLE 5: ADMINISTRATIVE ORGANIZATION

Section 5.1: Organization of Town Agencies

The organization of the Town into operating agencies for the provision of services and administration of government may be accomplished by any method consistent with law and this Charter, including adoption of by-laws, appropriation of funds or adoption of rules and regulations by appropriate entities. Further, the Town Manager may, with the approval of the Board of Selectmen and consistent with law and this Charter, establish, reorganize, consolidate or abolish any department or position under the Town Manager's direction and supervision.

Section 5.2: Merit Principle

All appointments and promotions of employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competency and suitability.

Section 5.3: Department of Finance

- 5.3.1** There shall be a Department of Finance in the Town, reporting to the Town Manager, including an appointed Town Accountant, an appointed Treasurer/Collector and an appointed Principal Assistant Assessor. The department shall be responsible for the performance of all the fiscal and financial activities of the Town. The Town Manager shall serve as the Finance Director, provided, however, that the Town Manager may, at the Town Manager's discretion, appoint another person to serve as the Finance Director. The appointment shall be subject to confirmation by the Board of Selectmen in accordance with Section 4.2.3.
- 5.3.2** The Town Manager and the Department of Finance shall assume all of the powers, duties and responsibilities related to municipal finance activities and the coordination of those activities with the activities of all other Town agencies. The Department of Finance shall have such additional powers, duties and responsibilities with respect to municipal finance as the Town may provide by by-law.
- 5.3.3** The Department of Finance shall assure that complete and full records of the financial and administrative activities of the Town are maintained and shall render written reports, comprising a full accounting of all Town administrative and financial operations, to the Board of Selectmen and to the Finance Committee not less often than once per calendar quarter. The quarterly reports shall be rendered within 30 days after the end of the calendar quarter to which they apply and shall be made available to the public in accordance with the requirements of Section 10 of Chapter 66 of the General Laws. Additional reports shall be rendered to the Board of Selectmen at their request.

- 5.3.4** The Town Manager and the Department of Finance shall collaborate with the Finance Committee to prepare, maintain, and present to the Board of Selectmen and Town Meeting a five-year financial plan for the Town.
- 5.3.5** Town Accountant - The Town Accountant shall be appointed by the Town Manager, and that appointment shall be confirmed by the Board of Selectmen pursuant to Section 4.2.3, for a term not to exceed three years. The Town Accountant shall have all the powers and duties vested in this office by law, this Charter, by-laws, or Town Meeting vote.
- 5.3.6** Treasurer/Collector - The Treasurer/Collector shall be appointed by the Town Manager, and that appointment shall be confirmed by the Board of Selectmen pursuant to Section 4.2.3, for a term not to exceed three years. The Treasurer/Collector shall have all the powers and duties vested in this office by law, this Charter, by-laws, or Town Meeting vote.
- 5.3.7** Principal Assistant Assessor - The Principal Assistant Assessor shall be appointed by the Town Manager, and that appointment shall be confirmed by the Board of Selectmen pursuant to Section 4.2.3, for a term not to exceed three years. The Principal Assistant Assessor shall have all the powers and duties vested in this office by this Charter, by-law or Town Meeting vote and in the office of Assistant Assessor as provided by law.

Section 5.4: Department of Public Works

- 5.4.1** There shall be a Department of Public Works in the Town under a director. The director shall be appointed by the Town Manager, subject to confirmation by the Board of Selectmen, in accordance with Section 4.2.3. The director shall also serve as and perform the duties of a highway surveyor as set forth in the General Laws.
- 5.4.2** The principal functions of the Department of Public Works shall include:
- 5.4.2.1 The construction, maintenance, repair, and cleaning of public Town roads, sidewalks, storm drains, bridges, dikes, and other public way related structures
 - 5.4.2.2 The maintenance, repair, and cleaning of all buildings owned or leased by the Town except those of the regional school district
 - 5.4.2.3 The maintenance of the old cemetery, parks, parking areas, recreational and beach facilities, except those of the regional school district
 - 5.4.2.4 Snow removal, including the salting and sanding of roads, except those of the regional school district
 - 5.4.2.5 Supervising the collection and disposal of garbage and other refuse and the maintenance and operation of all facilities for the disposal of same
 - 5.4.2.6 The supervision, care and replacement of trees
 - 5.4.2.7 Providing for, or causing to be provided for, the maintenance and repair of certain Town-owned vehicles
 - 5.4.2.8 Such other functions as may be prescribed by the Town Manager

- 5.4.3** Powers and Duties. The Department shall work in close coordination with the necessary Town boards and departments to enable the effective and efficient performance of its duties pursuant to the General Laws, this Charter, by-law or vote of Town Meeting.

Section 5.5: Information Technology

There shall be a Department of Information Technology, which shall plan, coordinate, and maintain the Town's information assets.

Section 5.6: Personnel Board

- 5.6.1** Composition, Term of Office – There shall be a Personnel Board, which shall consist of three members appointed by the Board of Selectmen. Members shall serve for a term of three years, with terms to be arranged such that the term of one member shall expire each year.
- 5.6.2** Powers and Duties – The Personnel Board shall function as an advisory board to the Human Resources Director, Town Manager and Board of Selectmen in the management of human resources for the Town of Groton.

ARTICLE 6: FINANCE AND FISCAL PROCEDURES

Section 6.1: Fiscal Year

The fiscal year of the Town shall begin on July 1 and shall end on June 30, unless another period is required by the General Laws.

Section 6.2: Finance Committee

- 6.2.1** Composition, Term of Office - There shall be a Finance Committee consisting of seven voters of the Town, appointed by a three-person committee consisting of the Chair of the Board of Selectmen, the Chair of the Finance Committee and the Town Moderator. If the Chair of the Finance Committee is being considered for reappointment, the Finance Committee must select another member who is not being considered for reappointment to serve on the three-person committee. Members of the Finance Committee shall serve terms of three years each, arranged so 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.

6.2.2 Roles and Responsibilities

The roles and responsibilities of the Finance Committee shall be:

- 6.2.2.1** Serve as the advisors to Town Meeting, the Board of Selectmen, 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.
- 6.2.2.2** Together with the Board of Selectmen, the Town Manager, and the Department of Finance, develop a budget strategy and set financial goals for each fiscal year.

- 6.2.2.3 Present the Finance Committee's annual budget at the Spring Town Meeting.
- 6.2.2.4 Consult with the Board of Selectmen and the Town Manager prior to collective bargaining to develop a strategy aligning with the Town's long-term budgetary strategy and goals.
- 6.2.2.5 Review the preliminary results of collective bargaining to ensure alignment with long-term budgetary strategy and goals.
- 6.2.2.6 Perform any other duties as may be required by law.

Section 6.3: Annual Review of Financial Policies

The Board of Selectmen and the Finance Committee shall review and update the Town's overall financial management policy annually, seeking input from the Town Manager, Department of Finance and other advisors.

Section 6.4: Submission of Budget and Budget Message

The Board of Selectmen, the Town Manager, the Department of Finance and the Finance Committee shall meet each year not later than October 31st to determine the budgetary goals for the subsequent fiscal year. The Town Manager, after such meeting(s), shall submit to the Finance Committee and the Board of Selectmen a proposed balanced operating budget, with an accompanying budget message, summary and supporting documents that follow the agreed upon budget goals, not later than December 31st of each year for the next fiscal year. The summary of the proposed budget shall identify deviations from the current operating budget and outline the reasons for these changes. The Town Manager shall have the summary of the operating budget published in a local newspaper and placed on the Town's website contemporaneously with the submission to the Finance Committee. This publication shall indicate the times and places at which copies of the proposed budget with the accompanying documentation are available for examination by the public.

Section 6.5: Budget Message

The budget message of the Town Manager shall explain the budget for all Town agencies, both in fiscal terms and in terms of work programs. It shall outline proposed financial policies of the Town for the ensuing fiscal year; describe important features of the budget; indicate any major variations from the current year in financial policies, expenditures and revenues, together with the reasons for such changes; summarize the Town's debt position; and include other material the Town Manager deems desirable or the Board of Selectmen may reasonably require.

Section 6.6: The Budget

The proposed operating budget shall provide a complete financial plan for all Town funds and activities for the ensuing fiscal year. Except as may otherwise be required by the General Laws, it shall be in the form that the Town Manager, the Board of Selectmen and the Finance Committee deem desirable. In the presentation of the budget, the Town Manager shall furnish information in a complete, clear and concise manner and in accordance with best practices of financial reporting and control. The budget shall show, in detail, all estimated income from the proposed property tax levy and all other sources and all proposed expenditures, including debt service, for the following year. The budget shall be arranged to show the actual and estimated income and expenditures for the previous, current and ensuing fiscal years and shall indicate in separate sections the following:

- 6.6.1** Proposed expenditures for current operations during the ensuing fiscal year, detailed by Town agency and position in terms of work programs and the method of financing such expenditures; and

- 6.6.2** Proposed capital expenditures during the ensuing fiscal year, detailed by Town agency and the proposed method of financing each such capital expenditure.

Section 6.7: Action on the Budget

- 6.7.1** The Finance Committee shall, upon receipt of the budget from the Town Manager, consider in public meetings detailed expenditures for each Town department and agency and may confer with representatives of each Town agency in connection with its review and consideration. The Finance Committee may require the Town Manager, or any Town agency, to furnish it with such additional information as it may deem necessary to assist it in its review and consideration of the proposed budget. The Finance Committee shall file with the Town Clerk, at least 14 days before the first session of Spring Town Meeting, a report containing its proposed budget and its comments or recommendations regarding differences between its proposed budget and the budget submitted by the Town Manager. The report shall also be made available to voters of the Town by publication on the Town's website and by leaving copies of the report in at least three public places in the Town at least 14 days before the first session of Spring Town Meeting. Additionally, copies of the report shall be made available to voters at the first session of Spring Town Meeting. The failure to file the budget report with the Town Clerk in a timely manner or to publicize the report by posting on the Town's website or in three public places in the Town shall not prohibit the Town Meeting from voting on the budget nor shall it affect the validity of any vote taken thereon at Town Meeting.
- 6.7.2** The Finance Committee's proposed annual Town budget shall be presented to the Town Meeting by motions made by the Finance Committee, which shall also present its comments and recommendations with respect to the budget. The Town Manager or the Board of Selectmen, or both, shall also present their comments and recommendations, if any, at the Town Meeting with respect to the budget. The budget shall be voted upon in accordance with the by-laws.

Section 6.8: Capital Improvement Plan

The Town Manager shall submit a capital improvement plan to the Board of Selectmen and the Finance Committee not later than December 31st of each year. The plan shall include:

- 6.8.1** A clear, concise general summary of its contents
- 6.8.2** A list of all capital improvements proposed to be undertaken during the ensuing five years, with supporting information as to the need for each capital improvement
- 6.8.3** Cost estimates, methods of financing and recommended time schedules for each improvement
- 6.8.4** The estimated annual cost of operating and maintaining each facility and piece of major equipment involved

This information shall be annually revised by the Town Manager with regard to the capital improvements still pending or in the process of being acquired, improved, or constructed.

Section 6.9: Audits

The Board of Selectmen shall provide for an independent audit of all financial books and records of the Town annually and whenever it deems an audit of the whole Town or of any particular Town agency to be necessary. Audits of the Town's financial books and records shall be conducted by a certified public accountant, or a firm of such accountants, having no direct or indirect interest in the affairs of the Town.

Section 6.10: Transparency of Financial Holdings

Within 90 days of the end of each fiscal year, the Town Accountant shall prepare a summary of all Town funds in accordance with customary financial reporting. This summary shall include a snapshot balance as of the first day of the fiscal year, a summary of additions and deletions during the preceding 12 months, and a final year-end balance. This information shall be provided to the Town Manager, who shall disseminate the information to the Finance Committee and the Board of Selectmen. It shall further be made available to members of the public at request and on the Town's website.

ARTICLE 7: GENERAL PROVISIONS

Section 7.1: Charter Changes

This Charter may be replaced, revised or amended in accordance with any procedures made available under the constitution and laws of the Commonwealth.

Section 7.2: Severability

The provisions of this Charter are severable. If any provision of this Charter is held to be invalid, the other provisions of this Charter shall remain in full force and effect and shall not be affected thereby. If the application of this Charter or any of its provisions to any person or circumstances is held to be invalid, the application of this Charter and its provisions to other persons and circumstances shall not be affected thereby.

Section 7.3: Specific Provisions to Prevail

To the extent that any specific provision of this Charter shall conflict with any provision expressed in general terms, the specific provisions shall prevail.

Section 7.4: Number and Gender

Words importing the singular number may extend and be applied to several persons or things; words importing the plural number may include the singular; words importing the feminine or masculine gender shall include any gender.

Section 7.5: Rules and Regulations

A copy of all rules and regulations adopted by any Town agency shall be filed in the office of the Town Clerk and any such rule or regulation shall become effective on the date of such filing, unless otherwise provided for by law or by-law. Copies of all such rules and regulations shall be made available for review by any person who requests such information pursuant to the public records law.

Section 7.6: Periodic Charter Review

At least once in every 10-year period after the effective date of this Charter, a Charter Review Committee consisting of seven members shall, by an affirmative vote of the majority of the full Board of Selectmen, be established for the purpose of reviewing this Charter and reporting its recommendations to an Annual Town Meeting concerning any proposed amendments that the Committee may determine to be necessary or desirable. The Committee shall be appointed as follows: the Board of Selectmen shall designate three persons; the Finance Committee shall designate two persons; and the Groton-Dunstable Regional School Committee and the Town Moderator shall each designate one person. At no time shall the Charter Review Committee include more than one member of the Board of Selectmen, one member of the

Finance Committee, and one member of the Groton-Dunstable Regional School Committee. Persons appointed may, but need not, be members of the agency by which they are designated. The Committee shall meet to organize forthwith after the full committee has been appointed. The Committee shall hold a public hearing within 60 days after the date on which it meets to organize and at least one additional public hearing before filing its final report.

Section 7.7: Removals

- 7.7.1** Notwithstanding the provisions of any general or special law to the contrary, any appointed official, appointed member of a multiple member body or employee of the Town not covered by the terms of a collective bargaining or other agreement addressing removal, and whether appointed for a fixed or an indefinite term, may be removed from office by the appointing authority.
- 7.7.2** The appointing authority, when removing any such official, appointed member of a multiple member body, or employee of the Town, shall act in accordance with the Town's personnel by-laws or rules and regulations.

Section 7.8: Loss of Office

A person appointed to serve as a member of a multiple member body may be removed from office by the appointing authority if the person does not take his/her oath of office at the beginning of the current appointment, or if the person exhibits excessive absences from the properly scheduled meetings of the multiple member body.

Section 7.9: Notice of Vacancies

Whenever a vacancy occurs in any Town office, position or position of employment, or whenever by reason of a pending retirement or expiration of a fixed term a vacancy can be anticipated, the appointing authority shall cause public notice of such vacancy to be posted on the Town bulletin board for at least 10 days. The notice shall contain a description of the duties of the office, position, or position of employment and a listing of the necessary or desirable qualifications to fill the office, position or position of employment. No permanent appointment to fill such office, position, or position of employment shall be effective until 14 days after the date the notice was posted to permit reasonable consideration of all applicants. This section shall not apply to positions governed by any collective bargaining or other agreement.

Section 7.10: Waiver of Administrative Fees

Administrative fees, fines, and penalties that may be charged by any Town department shall not be waived unless such waiver is authorized by a written policy, available to the public, adopted by that Town department, official, or board; such policy to authorize the waiver of a fee, fine or penalty may be made on an individual basis or as part of a policy decision of uniform applicability.

ARTICLE 8: TRANSITIONAL PROVISIONS

Section 8.1: Continuation of Government

All persons appointed or elected to positions at Town agencies shall continue to perform their duties until reappointed, reelected, or until successors to their respective positions are duly appointed or elected, or their duties have been transferred and assumed by another Town agency in accordance with this Charter.

Section 8.2: Continuation of Administrative Personnel

Any person holding a Town office or a position in the administrative service of the Town, or any person holding full-time employment under the Town, shall retain his or her office, position or employment, and shall continue to perform the duties of his or her office, position or position of employment until provision shall have been made for the performance of those duties by another person or agency, provided, however, no person in the permanent full-time service of the Town shall forfeit his or her pay grade or time in the service of the Town as a result of the adoption of this Charter, and provided further, that this section shall not be deemed to provide any person holding an administrative office or position or person serving in the employment of the Town on the effective date of this Charter with any greater rights or privileges with regard to his or her continued service or employment with the Town than he or she had before the effective date of this Charter. This provision shall not impair any individual employment contract or collective bargaining agreement.

Section 8.3: Transfer of Records and Property

All records, property and equipment of any office, department or agency or part thereof, the powers and duties of which are assigned in whole or in part to another office or agency, shall be transferred forthwith to the office, department, or agency to which such powers and duties are assigned.



Groton Town Meeting Amendment Work Sheet

Select one sections ONLY by marking the box.
Please print neatly and cross through all words that do not apply.

☐

I move to amend the {main motion | amendment}

by striking the words _____

and by substituting the words _____

☐

I move to amend the {main motion | amendment}

by striking in its entirety {Section | Paragraph} # _____

and by substituting in its place the following: {Section | Paragraph} # _____

☐

I move to amend the {main motion | amendment}

by adding the following {words | sentence | paragraph} _____

after the words _____

Name (printed): _____ Signature: _____

Street: _____ Date: _____

See instructions and information on reverse

Continuation

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Instructions for using this form:

- ☐ Neatly print all information.
- ☐ Select the shaded section to be used by marking the check box.
- ☐ In the selected section, cross through all words that are not to be part of the amendment.
- ☐ Fill in the identification information and signature at the bottom of the form.
- ☐ Request to be recognized by the Moderator and then move the amendment by reading the completed form.
- ☐ Present the completed and signed form to the Moderator.

From the *Groton Town Meeting Procedures* booklet:

Amendments

If a voter wished to change a motion in some fashion, the procedure is to amend the motion. All motions to amend must be in writing and must state exactly how the voter wishes to change the motion so that the Moderator can know exactly what it is the voter wants to do before ruling on the motion or putting it to a vote. A voter who wishes to amend a *main motion* must have the amendment in writing and available to hand to the Moderator *before* rising to offer the amendment. The Moderator may refuse to put to the Meeting an amendment which is not immediately available in writing – the Moderator also will rule out of order an motion to amend which changes the original motion so drastically that, in the Moderator’s opinion, the motion is no longer within the “four corners” of the article.

An amendment may consist of adding, deleting, or substituting words in the motion. It may take the form of a “motion to substitute”: a different motion. Sometimes a speaker tries to amend “the article,” but this is improper language. It is the motion on the floor, not the article on the Warrant, that is to be amended.

A motion to amend requires only a majority vote, even though the motion to be amended may require two-thirds or more for final passage.

General Information:

- ☐ An amendment may be made to modify either the main motion already on the floor or another amendment that has been previously moved.
- ☐ All motions to amend must be presented to the Moderator in writing.
- ☐ All amendment must keep the amended motion within the general scope of the originally posted warrant article. This is referred to as “within the four corners” of the article.
- ☐ Town counsel may be asked to review an amendment and present an opinion on the legality of the amendment prior to being accepted by the Moderator for consideration by town meeting.
- ☐ Amendments should (if possible) be carefully written and reviewed prior to town meeting.
- ☐ **It is strongly recommended that the Moderator be made aware of the intention to present an amendment well before the start of Town Meeting or as soon as possible within Town Meeting.**

**TOWN OF GROTON
COMMITTEE INTEREST FORM**

Town Government needs citizens who are willing to give time in the service of their community. If you are interested in serving, on a voluntary basis, on boards and committees within the Town, please complete this form and return to:

**TOWN OF GROTON
Board of Selectmen
173 MAIN STREET
GROTON, MA 01450-1237**

Date: _____

Name _____
First M.I. Last

Address _____

Mailing Address (if different) _____

Circle One GROTON, 01450 WEST GROTON, 01472

Telephone No. (home) _____ (cell) _____

Preferred e-mail Address _____

Occupation _____

Background _____

Town activities/issues, which interest you:

Specific committees or positions in which you are interested:

| Department Name | Vacancies |
|---|------------------|
| Archives Committee | 5 |
| Commemorations and Celebrations Committee | 2 |
| Great Pond Advisory Committee | 2 |
| Historical Commission | 2 |
| Housing Partnership | 2 |
| Military Community Covenant | 1 |
| Recycling Committee | 1 |
| Sargisson Beach Committee | 1 |
| Scholarship Committee | 1 |
| Sustainability Commission | 2 |
| Underground Utility Study Committee | 2 |
| Weed Harvester | 1 |
| Williams Barn Committee | 1 |
| Zoning Board of Appeals – Alternates | 3 |

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NOTES

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

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