

# Warrant, Summary, and Recommendations

## TOWN OF GROTON



## 2020 SPRING TOWN MEETING

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

Beginning Monday, May 18, 2020 @ 7:00 PM

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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**

## Important Notices Regarding Town Meeting Date and the Town Election

Under Mass. General Law c. 39, section 10(A), the town moderator may recess and continue a posted Town Meeting to a time, date and place certain in the event of a public-health, public-safety or weather-related emergency. Voters should follow the town's website, [www.grotonma.gov](http://www.grotonma.gov) and local news sources in the event the moderator makes an announcement regarding a change to the date, time and location of the Spring Town Meeting.

The Select Board chose May 18th for Town Meeting in order to schedule the town election on June 9th. This action satisfies both the town bylaw, which requires the election on the fourth Tuesday after the first session of Town Meeting, and state law, which sets a June 30th deadline for local elections. In the event of a recess and continuance of Town Meeting by the moderator, the date of the town election will not be impacted. While the date, time and location of Town Meeting can be changed by the moderator, the articles in the posted warrant cannot be changed, and they comprise the only topics subject to debate and voting at Town Meeting. Should the June 9 date for the town election be considered unacceptable by the Select Board for health or safety reasons, the Select Board has the authority under MGL Chapter 45 of the Acts of 2020 to move the date of a local election to a date prior to June 30, 2020, provided 20 days' notice is given. Please look to [www.grotonma.gov](http://www.grotonma.gov) for further guidance for the local election.

### **Annual Town Election**

Should the June 9 date for the Town Election be considered unacceptable by the Select Board for health or safety reasons, the Select Board has the authority under MGL Chapter 45 of the Acts of 2020 to move the date of a local election to a date prior to June 30, 2020, provided 20 days' notice is given. Please look to [www.grotonma.gov](http://www.grotonma.gov) for further guidance for the local election.

Under the emergency powers of the Select Board and with authorization under MGL Chapter 45 of the Acts of 2020, the Town Election Hours have been modified for the 2020 Annual Town Meeting. Polls will be open from 1:00 PM to 7:00 PM. The hours have been reduced to enhance safety of our poll workers.

### **Absentee Ballots**

All voters are strongly encouraged to vote in this election by absentee ballot in the interest of safety. An absentee ballot application is included as the second last page of this warrant. It may be copied as needed. A completed application may be mailed to Town Clerk, 173 Main Street, Groton, MA 01450, faxed to 978-448-2030 or emailed to [townclerk@townofgroton.org](mailto:townclerk@townofgroton.org)

2020 Town Election: June 9, 2020  
Poll Hours: 1:00 P.M. to 7:00 PM  
Polling Locations:

Precinct 1	The Groton Center (formerly the Groton Senior Center) 163 West Main Street
Precinct 2	Groton Country Club 94 Lovers Lane
Precinct 3	Groton Town Hall 173 Main Street

### **SPECIAL COVID-19 NOTE**

**In order to enhance the safety of voters and poll workers, the Groton Select Board has reduced the polling hours. The reduced hours are 1:00 PM to 7:00 PM.  
Absentee voting is strongly encouraged.**



## **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 Select Board's Office at Town Hall at 978 448-1111 at least one week before the Town Meeting.

**SPRING TOWN MEETING WARRANT  
MAY 18, 2020**

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 eighteenth day of May, 2020 at Seven O'clock in the evening, to consider all business other than the election of Town Officers and on the ninth day of June, 2020 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	Select Board	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	2 Years
Vote for One	Groton Electric Light Commission	3 Years
Vote for Two	Park Commission	3 Years
Vote for One	Park Commission	2 Years
Vote for Two	Planning Board	3 Years
Vote for One	Planning Board	2 Years
Vote for One	Planning Board	1 Year
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
Vote for One	Groton Housing Authority	5 Years
Vote for One	Groton Housing Authority	4 Years

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***\*Articles 11 through 20 is the Consent Agenda and will be considered as a single vote.***

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**ARTICLE 1: HEAR REPORTS**

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

**SELECT BOARD**

**Select Board:** *Recommended Unanimously*  
**Finance Committee:** *No Position*

**Summary:** *To hear reports of Town Boards, Committees and Commissions and to accept the annual report and other reports that may be presented to Town Meeting.*

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**ARTICLE 2: ELECTED OFFICIALS' COMPENSATION**

To see if the Town will vote to set the compensation for the elected officials of the Town for the ensuing year, or to take any other action relative thereto.

**SELECT BOARD**

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

**Summary:** *To provide compensation for elected officials as proposed by the Town Manager. The Town Clerk shall receive a salary of \$91,748 in FY 2021 and the Moderator shall receive a salary of \$65 in FY 2021.*

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**ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE**

To see if the Town will vote to amend and adopt for Fiscal Year 2021 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

**SELECT BOARD  
TOWN MANAGER**

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

**Summary:** *The purpose of this Article is to set the wage and classification schedule for the three (3) employees covered by the Personnel Bylaw. Under the policy of the Select Board, these employees receive the same benefits as contained in the Town Supervisors' Union Contract. These employees will receive a two (2) percent cost of living adjustment in Fiscal Year 2021.*

**ARTICLE 4: FISCAL YEAR 2021 ANNUAL OPERATING BUDGET**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money as may be necessary to defray the expenses of the Town for the next fiscal year (2021), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE  
SELECT BOARD  
TOWN MANAGER**

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

**Summary:** *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 31<sup>st</sup>; 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 current proposed budget handout for this Article is contained in Appendix A of this Warrant. Due to the COVID-19 Pandemic, issues related to the Budget are changing on almost a daily basis. Therefore, it is highly likely that the budget contained in this Warrant is subject to change at Town Meeting. Please also see the Finance Committee's and Town Manager's Report which includes the Finance Committee's and Select Board's recommendations.*

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**ARTICLE 5: APPROPRIATE FY 2021 CONTRIBUTION TO THE OPEB TRUST**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, 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.

**SELECT BOARD  
TOWN MANAGER**

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

**Summary:** *The purpose of this article is to fund the Town's OPEB Liability. The Select Board and Finance Committee have adopted a funding policy for this purpose. One of the funding goals is to commit to an annual appropriation to the Trust that would keep the Net Present Value Liability from growing until such time as the Town can begin to pay down the liability. In Fiscal Year 2021, the anticipated amount necessary for this purpose is estimated to be \$177,094. This Article will seek an appropriation of \$177,094 from Free Cash to add to the OPEB Liability Trust Fund.*

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**ARTICLE 6: FISCAL YEAR 2021 CAPITAL BUDGET**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of funding the Fiscal Year 2021 Capital Budget, or to take any other action relative thereto.

**TOWN MANAGER**

**Summary:** *The following is the proposed Town Manager's Capital Budget for Fiscal Year 2021:*

**Item #1 – Ambulance 2 Replacement                      \$325,000                      Fire/EMS**

**Summary:** *The Fire Chief has instituted an equipment replacement program to improve the equipment of the Department. Ambulance 2 is a 2012 ambulance that is due for regular replacement in FY 2021.*

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

**Item #2 – Dump Truck                                      \$40,000                      Highway**

**Summary:** *At the 2018 Spring Town Meeting, the Meeting authorized the acquisition of a new Dump Truck for the Highway Department by borrowing the necessary funds (\$185,000) through the Commonwealth's State House Notes method and pay off the debt over five years. This will be the third of five payments for the Dump Truck.*

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

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

**Summary:** *This item in the Capital Budget was established nine years ago and has been very successful. In Fiscal Year 2021, the following items will be purchased/upgraded with this allocation: Ten (10) new computers for Town Hall, five (5) new computers for the Library; Replace aging servers and storage arrays; expand network; upgrade network switches to increase wireless coverage.*

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



**Item #4 – Tractor Trailer Unit****\$40,000****Transfer Station**

**Summary:** *At the 2018 Spring Town Meeting, the Meeting authorized the acquisition of a new Tractor Trailer Unit for the Transfer Station by borrowing the necessary funds (\$160,000) through the Commonwealth's State House Notes method and pay off the debt over four years. This will be the third of four payments for the Unit.*

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

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

**Summary:** *Four years ago, the Town proposed 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 final payment for a total cost of \$25,500.*

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

**TOWN MANAGER**

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**ARTICLE 7:                   ADOPT M.G.L., C.44, §53 F½ CREATING A STORMWATER ENTERPRISE FUND**

To see if the Town will vote to establish a Stormwater Facilities Utility Enterprise Fund and to accept the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws, in order to authorize establishment of an Enterprise Fund known as the "Stormwater Facilities Utility Enterprise Fund" for the Groton Stormwater Facilities Utility, effective in Fiscal Year 2021, as follows:

**1.       Amend Groton Bylaws to add to §154-2 Definitions the following:**

**STORMWATER FACILITIES UTILITY** – A Utility operation of the Town's Stormwater drainage facilities within the Town's Department of Public Works together with a related special user fee assessment, Town wide, as described in Groton Bylaw §154-5.

**2.       Amend Groton Bylaw to add §154-5 as follows:**

**§154-5**       There is hereby established a Stormwater Facilities Utility as follows.

- (a) The Stormwater Facilities Utility shall provide for the operation, maintenance, and upgrade or expansion of existing storm drain systems throughout the town; development of drainage studies, plans, flood control measures, and water-quality programs; administrative costs; and construction of capital improvement projects, and purchase of all equipment necessary for the installation, operation and maintenance of the system; and the town's compliance with requirements now or hereafter contained in permits issued by the Commonwealth of Massachusetts and The United States of America.

- (b) The Stormwater Facilities Utility shall be managed and operated by the Town Manager in consultation with the Groton Department of Public Works and shall be within the Town's Department of Public Works.
- (c) To generate funding specifically for stormwater management, a stormwater facility user utility fee is hereby imposed upon all Users of the Town's stormwater facilities throughout the town and the Select Board is hereby authorized to establish such user fee sufficient to meet the costs incurred by the Stormwater Facilities Utility and to amend such fee from time to time as warranted by the circumstances of costs and legal requirements.
- (d) The revenue received by the Town from the payment of Stormwater facilities user fees shall be deposited in the Stormwater Facilities Utility Enterprise Fund and the revenue generated shall be used by the Town Manager, in consultation with the Director of Public Works, to directly support the operation, maintenance, and upgrade or expansion of existing storm drain systems; development of drainage studies, plans, flood control measures, and water-quality programs; administrative costs; and construction of capital improvement projects, and purchase of all equipment necessary for the installation, operation and maintenance of the system; and the town's compliance with requirements contained in permits issued by the Commonwealth of Massachusetts and The United States of America .

**3. To accept M.G.L., Chapter 44, Section 53F1/2 "Enterprise Funds") for the Stormwater Facilities Utility Enterprise Fund, which statute provides as follows:**

*"Notwithstanding the provisions of section fifty-three or any other provision of law to the contrary, a city or town which accepts the provisions of this section may establish a separate account classified as an "Enterprise Fund", for a utility, cable television public access, health care, recreational or transportation facility, and its operation, as the city or town may designate, hereinafter referred to as the enterprise. Such account shall be maintained by the treasurer, and all receipts, revenues and funds from any source derived from all activities of the enterprise shall be deposited in such separate account. The treasurer may invest the funds in such separate account in the manner authorized by sections fifty-five and fifty-five A of chapter forty-four. Any interest earned thereon shall be credited to and become part of such separate account. The books and records of the enterprise shall be maintained in accordance with generally accepted accounting principles and in accordance with the requirements of section thirty-eight. No later than one hundred and twenty days prior to the beginning of each fiscal year, an estimate of the income for the ensuing fiscal year and a proposed line item budget of the enterprise shall be submitted to the mayor, board of selectmen or other executive authority of the city or town by the appropriate local entity responsible for operations of the enterprise."*

*"Said board, mayor or other executive authority shall submit its recommendation to the town meeting, town council or city council, as the case may be, which shall act upon the budget in the same manner as all other budgets. The city or town shall include in its tax levy for the fiscal year the amount appropriated for the total expenses of the enterprise and an estimate of the income to be derived by the operations of the enterprise. If the estimated income is less than the total appropriation, the difference shall be added to the tax levy and raised by taxation. If the estimated income is more than the total appropriation, the excess shall be appropriated to a separate reserve fund and used for capital expenditures of the enterprise, subject to appropriation, or to reduce user charges if authorized by the appropriate entity responsible for operations of the enterprise. If during a fiscal year the enterprise incurs a loss, such loss shall be included in the succeeding fiscal year's budget. If during a fiscal year the enterprise produces a surplus, such surplus shall be kept in such separate reserve fund and used for the purposes provided therefor in this section."*

"For the purposes of this section, acceptance in a city shall be by vote of the city council and approval of the mayor, in a town, by vote of a special or annual town meeting and in any other municipality by vote of the legislative body. A city or town which has accepted the provisions of this section with respect to a designated enterprise may, in like manner, revoke its acceptance."

or to take any other action relative thereto.

**TOWN MANAGER  
EARTH REMOVAL STORMWATER ADVISORY COMMITTEE**

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

**Summary:** *The Town of Groton is under the jurisdiction of the NPDES MS4 stormwater permit program operated by US Environmental Protection Agency. The permit program requires the Town to proactively manage its storm drainage system and ensure the protection of its waterways from stormwater pollution. Compliance with the requirements of this program is mandatory. The establishment of an enterprise fund would create the most consistent and transparent funding mechanism to achieve compliance with this program to reduce the likelihood of flooding and protect its waterways from stormwater pollution. Should this Article not be approved, the Town will need to amend the Operating Budget in the Fall, 2020 to address these needs. This would require a reduction in other parts of the Budget to fund this compliance.*

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**ARTICLE 8: 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 2021, 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 Select Board, 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 \$51,385**

**Summary:** *The Town established the position of Housing Coordinator in 2009, with the salary being paid out of the Community Preservation Administrative Account. Six 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 has approved this for the last six years. This will be the seventh year that this position will be funded in this manner. The full amount to be paid from the Community Housing Reserve.*

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

**Summary:** *This project is to fully fund the Prescott Fire Protection CPA grant that was voted by Town Meeting in 2018. Since that vote, information has come forward that the addition of a new fire alarm system installed at the same time as the sprinkler installation would not only be cost effective but would meet updated Fire Codes and allow access of individuals to the second floor of Prescott and also allow children under the age of 18 to be in the building without their parents. Some funds of the 2019 grant have been used for architectural designs for this project and for new fire doors. The additional funds requested in this article would supplement these funds, allow for the addition of the alarm system in the bids, plus address the possible increase in construction costs since the original grant was proposed. The amount of \$6,000 to be paid from the Unallocated Reserve and the amount of \$119,000 to be paid from the Historic Reserve.*

**Select Board: Recommended (3 In Favor, 2 Against – Giger, Manugian)**

**Finance Committee: Recommended Unanimously**

**Community Preservation Committee: Recommended**

#### **COMMUNITY PRESERVATION COMMITTEE**

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#### **ARTICLE 9: AMEND ZONING BYLAW – BYLAW CODIFICATION**

To see if the Town will vote to recodify the Code of the Town of Groton, Chapter 218 Zoning according to the following Table of Contents:

- § 218-1 General Provisions
  - § 218-1.1 Authority and Title
  - § 218-1.2 Purposes
  - § 218-1.3 Basic Requirements
- §218-2 Administration
  - § 218-2.1 Enforcement
  - § 218-2.2 Building Permits
  - § 218-2.3 Special Permits
  - § 218-2.4 Board of Appeals
  - § 218-2.5 Site Plan Review
  - § 218-2.6 Repetitive Petitions
  - § 218-2.7 Violations and Penalties
  - § 218-2.8 Amendment
  - § 218-2.9 Effective Date
  - § 218-2.10 Conflict of Laws and Validity
  - § 218-2.11 Fees
- § 218-3 Definitions

§ 218-4 Zoning Districts.

- § 218-4.1 Classes of Districts
- § 218-4.2 Intention of Districts
- § 218-4.3 Location of Districts
- § 218-4.4 Boundaries of Districts
- § 218-5 Use Regulations
  - § 218-5.1 Basic Requirements
  - § 218-5.2 Schedule of Use Regulations
  - § 218-5.3 Accessory Uses
  - § 218-5.4 Special Use Considerations in Official Open-Space Districts
  - § 218-5.5 Special Use Considerations in R-B, VCB, NB, GB and I Districts
  - § 218-5.6 Conversion of Seasonal Residences
  - § 218-5.7 Nonconformance
  - § 218-5.8 Prohibited Uses
- § 218-6 Intensity Regulations
  - § 218-6.1 Basic Requirements
  - § 218-6.2 Schedule of Intensity Regulations
  - § 218-6.3 General Provisions
  - § 218-6.4 Hammerhead Lots
- § 218-7 Overlay Districts
  - § 218-7.1 Floodplain District Regulations
  - § 218-7.2 Water Resource Protection Overlay District
  - § 218-7.3 Town Center Overlay District
  - § 218-7.4 Recreational Overlay District
- § 218-8 General Regulations
  - § 218-8.1 Off-Street Parking and Loading
  - § 218-8.2 Off-Site Off-Street Parking
  - § 218-8.3 Appearance
- § 218-9 Special Residential Regulations
  - § 218-9.1 Flexible Development
  - § 218-9.2 Major Residential Development
  - § 218-9.3 Multifamily Use
  - § 218-9.4 Accessory Apartments
- § 218-10 Special Regulations
  - § 218-10.1 Personal Wireless Services Facilities
  - § 218-10.2 Wind Energy Conversion Facility
  - § 218-10.3 Large-Scale Ground-Mounted Solar Photovoltaic Facilities
  - § 218-10.4 Marijuana Establishments

or to take any other action relative thereto.

### ***PLANNING BOARD***

**Select Board: *Recommended Unanimously***  
**Finance Committee: *No Position***  
**Planning Board: *Recommended Unanimously***

**Summary:** *The Planning Board is proposing to recodify the existing Zoning Bylaw to make it more user-friendly. The bylaw has been amended over the years, in an additive fashion. The grouping of certain provisions, and the overall organization of the bylaw, is disjointed and difficult to follow. The Planning Board is attempting to reorganize the existing bylaw in a more logical manner that will make it easier to find specific information. The recodification involves regrouping the sections, and then renumbering the sections accordingly. There will be no changes to any of the existing provisions or requirements that are currently in effect. A copy of the proposed Zoning Bylaw recodification is available on the Town of Groton's website at: <https://www.grotonma.gov/>*

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**ARTICLE 10: ACCEPTANCE OF AMELIA WAY AS A PUBLIC WAY**

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

**SELECT BOARD**

**Select Board:** *Recommended Unanimously*  
**Finance Committee:** *No Position*

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

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**ARTICLES 11 THROUGH 20 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED BY THE TOWN MODERATOR AFTER ARTICLE 20.**

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**ARTICLE 11: 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 2020 Snow and Ice Budget, as approved under Article 4 of the 2019 Spring Town Meeting, or to take any other action relative thereto.

**TOWN MANAGER**

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

**Summary:** *This article will allow the Town to fund any deficit in the Snow and Ice Account in Fiscal Year 2020.*

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**ARTICLE 12:            APPROPRIATION TO FUND TOWN FOREST EXPENSES**

To see if the Town will vote to appropriate a sum or sums of money from Receipts Reserved for the Town Forest to Town Forest Expenses, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

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

**Summary:**    *The Town Forest Committee anticipates certain operational expenses to occur over the next several years and this appropriation allows a small amount of funds to be readily available for those expenses. The funds will remain in a special account and be used only for Town Forest operational expenditures.*

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**ARTICLE 13:            TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Center Sewer Enterprise Department Budget, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

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

**Summary:**    *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 Center Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**ARTICLE 14:            TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Four Corners Sewer Enterprise Department budget, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

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

**Summary:**    *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 Four Corners Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**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 2020 Cable Enterprise Department budget, or to take any other action relative thereto.

**CABLE ADVISORY COMMITTEE**

**Select Board:** *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 2020 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**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.

**SELECT BOARD**

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

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

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**ARTICLE 17:           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 2021 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**

**Select Board:** *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 2021 is \$482,891. To fund this, \$90,000 would be paid from the Open Space Reserve and \$392,891 would be paid from the Unallocated Reserve.*

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**ARTICLE 18: ESTABLISHING LIMITS FOR THE VARIOUS REVOLVING FUNDS**

To see if the Town will vote, pursuant to the provisions of G.L. c. 44 sec 53E½ and the Revolving Fund Bylaw, to amend the Revolving Fund Bylaw to add or delete any revolving account and/or to set the FY 2021 spending limits for the various revolving funds as follows:

<b>Program or Purpose</b>	<b>FY 2021 Spending Limit</b>
Stormwater Management	\$20,000
Conservation Commission	\$50,000
Building Rental Fund	\$50,000
Affordable Housing Marketing	\$20,000
Home Recycling Equipment	\$10,000
Access for Persons with Disabilities	\$10,000
Boat Excise Tax Fund	\$ 5,000
Transfer Station Glass	\$10,000
Senior Center Fitness Equipment	\$10,000

or take any other action relative thereto.

**TOWN MANAGER**

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

**Summary:** *This Article sets the limit of annual spending for the various revolving funds authorized by previous Town Meeting vote and currently set forth in the Town's Bylaw for said purpose.*

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**ARTICLE 19: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTIONS**

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**

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

**Summary:** *This article is geared toward 70+ seniors, surviving spouses (widows/widowers), legally blind persons and veterans with service-connected disabilities. It would increase the exemption under state statute up to 100% of the exemption. These state exemption programs all have different eligibility requirements (inquire within the Assessor's office for specific eligibility requirements) in order to receive the specific exemption and are designed to help the neediest within our community to continue to remain in their homes by helping to relieve some of the property tax burden.*

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**ARTICLE 20:           ACCEPT PROVISIONS OF M.G.L., CHAPTER 59, §5, CLAUSE 22F**

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, §5, clause 22F last paragraph, 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 for, making certain veterans and their surviving spouses or parents, eligible for the property tax exemptions of said clauses 22 through 22F under Massachusetts General Laws, or to take any other action relative thereto.

**BOARD OF ASSESSORS**

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:** *M.G.L.Ch. 59, s.5, clause Twenty-Second F, Last Paragraph. Notwithstanding this section, in any city or town which accepts this clause, the exemptions available pursuant to clauses Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second D, Twenty-second E and Twenty-second F may be granted to otherwise eligible persons who have resided in the commonwealth for 1 year prior to the date of filing for exemptions pursuant to the applicable clause.*

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## **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 Select Board and Finance Committee. The warrant identifies which articles are proposed for the consent agenda. If the articles in the consent agenda change 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](mailto: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 27<sup>th</sup> Day of April in the year of our Lord Two Thousand Twenty.

*Alison S. Manugian*

Alison S. Manugian, Chair

*Joshua A. Degen*

Joshua A. Degen, Vice Chair

*John F. Reilly*

John F. Reilly, Clerk

*John R. Giger*

John R. Giger, Member

*Rebecca H. Pine*

Rebecca H. Pine, Member

OFFICERS RETURN

Groton, Middlesex

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

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date Duly Posted

# **BUDGET MESSAGE FROM THE TOWN MANAGER AND FINANCE COMMITTEE TOWN OF GROTON FISCAL YEAR 2021**

Pursuant to Article 6 “Finance and Fiscal Procedure”, Section 6.4 “The Budget”, of the Charter of the Town of Groton, Massachusetts, the Finance Committee, Select Board and Town Manager are pleased to submit for your consideration the Proposed Fiscal Year 2021 Operating Budget for the Town of Groton. Unlike any other time in Groton’s history, the Fiscal Year 2021 Proposed Budget has gone through several iterations prior to it being finalized for your consideration. The COVID-19 Pandemic has made it necessary to reevaluate the original proposed budget and adjust anticipated revenues based on the economic challenges faced by the Town of Groton in dealing with this Pandemic.

The original budget was submitted by the Town Manager to the Finance Committee and the Select Board on December 26, 2019. This budget was developed based on the Budget Guidance provided by the Finance Committee and Select Board pursuant to the Town’s Financial Policies and Charter. In developing this Guidance, they considered the Five-Year Projection that was provided last year. This projection called attention to a large anticipated deficit in Fiscal Year 2021 and beyond based on revenue projections and spending patterns. The Finance Committee and Select Board, along with the Finance Team, determined that this needed to be addressed sooner, rather than later. To that end, the Select Board created a Budget Working Group consisting of representatives from the Select Board, Finance Committee, Groton Dunstable Regional School Committee, Town Finance Staff and School Administration Staff. This group worked throughout last summer examining revenue and expense trends to determine how best to address the development of the Fiscal Year 2021 Proposed Operating Budget. Both the Town Manager and School Superintendent (and their Finance Staffs) developed three-year budget projections based on sound financial principals. The outcome of this work confirmed that Fiscal Year 2021 would be an extremely difficult year for the Town of Groton. Based on these projections, the anticipated deficit for Fiscal Year 2021 was approximately \$500,000. This was the basis for the Finance Committee and Select Board to set the budget guidance for the development of the Fiscal Year 2021 Proposed Operating Budget. Specifically, that guidance stated that:

1. The Town Manager shall provide two budgets to the Finance Committee and the Select Board.
2. The first budget shall be a level services budget that continues to provide the same services that the Town currently receives.
3. The second budget shall be a balanced budget that does not require an override of Proposition 2½. Any deficit in the level services budget shall be offset by equal reductions to the Municipal Budget and Groton Dunstable Regional School District Operational Assessment.
4. There shall be no new benefited positions proposed.

While the Town Manager complied with the Guidance to provide two budgets, the Finance Committee and the Select Board made the determination that the Budget they would present to Town Meeting for Fiscal Year 2021 would not seek an override of Proposition 2½. They chose to focus their review on the balanced budget that does not require an override. Both the Municipal Budget and the proposed Assessment from the Groton Dunstable Regional School Committee were reduced equally from the Level Services Budget to provide the original balanced budget.

In order to provide for the original balanced budget, the Town Manager and the Finance Team needed to thoroughly review anticipated revenues for Fiscal Year 2021. State Aid was level funded at the Fiscal Year 2020 Level. The Town Manager and Finance Team also approached estimated receipts and local revenues differently than in past years. Part of the work over the summer was to fully examine local estimated receipts and determine if the Town could change the way they have historically been budgeted going forward. Past practice in determining these estimates has been to be extremely conservative. This practice has allowed the Town to maintain healthy reserves, ensure that the Town would never have a revenue deficit and maintain a strong AAA Bond Rating with Standard and Poor's. However, given the anticipated budget deficit, the Town Manager and Finance Team resolved to be more aggressive. While the Town Manager and Finance Team were extremely uncomfortable with changing the Town's proven and sound budgeting practice, they did not believe the Town had a choice given the budgetary shortfall anticipated in FY 2021. A thorough review of the Town's receipts over the last ten (10) years was conducted. Based on this review, Local Estimated Receipts were increased by \$334,800, the largest single increase in receipts in the last eleven years. One area that allowed for this increase was revenues received from the meals tax and local room occupancy tax. Based on the new restaurants in Town and the success of the new Groton Inn, these revenues increased substantially this past year. When the original balanced budget was amended by the Finance Committee, Select Board and Town Manager, the following revenues were anticipated for Fiscal Year 2021:

<b><u>Revenue Source</u></b>	<b><u>Actual FY 2020</u></b>	<b><u>Proposed FY 2021</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax**	\$ 31,652,779	\$ 32,991,429	\$ 1,338,650	4.23%
State Aid	\$ 971,581	\$ 971,581	\$ -	0.00%
Local Receipts	\$ 4,120,480	\$ 4,455,280	\$ 334,800	8.13%
Enterprise Fund Reimbursement for Benefits	\$ 236,288	\$ 256,254	\$ 19,966	8.45%
Free Cash	\$ 300,857	\$ 300,730	\$ (127)	100.00%
Other Available Funds	\$ 300,000	\$ 300,000	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 37,581,985</b>	<b>\$ 39,275,274</b>	<b>\$ 1,693,289</b>	<b>4.51%</b>

\*\*Includes 2½ percent increase allowed by law, \$15 million in new growth and \$279,639 in unexpended tax capacity from Fiscal Year 2020.

The Finance Committee and Select Board were comfortable with these estimates and determined that the proposed balanced budget, including the proposed Assessment from the Groton Dunstable Regional School District, would allow the Town to maintain services in Fiscal Year 2021 as close as possible to the services currently being provided in Fiscal Year 2020.

At a joint meeting of the Finance Committee and Select Board on Saturday, February 8, 2020, the Town Manager adjusted the original proposed budget to account for the revised and approved health insurance rates, proposed Operating Assessment from the Nashoba Technical Regional High School and other minor variations in anticipated revenues. Based on these adjustments, the new proposed Operating Budget being reviewed and considered by the Finance Committee was as follows:

<u>Category</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 2,107,704	\$ 2,133,418	\$ 25,714	1.22%
Land Use	\$ 450,361	\$ 448,055	\$ (2,306)	-0.51%
Protection of Persons and Property	\$ 4,362,042	\$ 4,369,427	\$ 7,385	0.17%
Department of Public Works	\$ 2,237,722	\$ 2,254,853	\$ 17,131	0.77%
Library and Citizen Services	\$ 1,674,098	\$ 1,747,650	\$ 73,552	4.39%
Employee Benefits	\$ 4,036,106	\$ 4,143,463	\$ 107,357	2.66%
<b>Sub-Total</b>	<b>\$ 14,868,033</b>	<b>\$ 15,096,866</b>	<b>\$ 228,833</b>	<b>1.54%</b>
Debt Service - Excluded	\$ 1,261,862	\$ 1,473,787	\$ 211,925	16.79%
Debt Service - In Levy Only	\$ 345,397	\$ 346,039	\$ 642	0.19%
<b>Sub-Total - All Municipal</b>	<b>\$ 16,475,292</b>	<b>\$ 16,916,692</b>	<b>\$ 441,400</b>	<b>2.68%</b>
Nashoba Tech	\$ 728,802	\$ 688,273	\$ (40,529)	-5.56%
Groton-Dunstable Operating	\$ 21,264,294	\$ 22,719,506	\$ 1,455,212	6.84%
Groton-Dunstable Excluded Debt	\$ 739,429	\$ 648,497	\$ (90,932)	-12.30%
Groton-Dunstable Debt	\$ 59,533	\$ 58,147	\$ (1,386)	-2.33%
Groton Dunstable Capital	\$ 479,011	\$ 423,926	\$ (55,085)	-11.50%
<b>Sub-Total - Education</b>	<b>\$ 23,271,069</b>	<b>\$ 24,538,349</b>	<b>\$ 1,267,280</b>	<b>5.45%</b>
<b>Grand Total - Town Budget</b>	<b>\$ 39,746,361</b>	<b>\$ 41,455,041</b>	<b>\$ 1,708,680</b>	<b>4.30%</b>

This Proposed Budget meets all anticipated expenses of the Town of Groton in Fiscal Year 2021, including Union Obligations, Regional School Assessments, Debt Obligations, and other contractual obligations. The Finance Committee was in the process of finalizing the Proposed Budget for presentation to the 2020 Spring Town Meeting, when the COVID-19 Pandemic hit the United States, requiring a thorough review of anticipated revenues and expenses for Fiscal Year 2021.

The Finance Team, led by the Town Manager, reassessed anticipated revenues and reduced them by \$426,900, which put the Proposed Budget out of balance. Specifically, the following revenue accounts were reduced:

**New Growth:** The Original Budget estimated new Growth at \$15 million which would have increased the anticipated FY 2021 Levy Limit by \$260,700. However, with most building construction halted due to the Pandemic, this estimate has been reduced to \$10 million, reducing the estimate by \$86,900 to \$173,800.

**Motor Vehicle Excise Taxes:** This revenue source was estimated at \$1,655,341, an increase of \$77,699 over FY 2020. This was based on the amount of new car sales in Calendar Year 2019. Unfortunately, car sales have become essentially non-existent causing the Town to revise this estimate down by \$100,000 to \$1,555,341.

**Meals Tax/Room Occupancy Tax:** These taxes have generated over \$200,000 thus far in Fiscal Year 2020. The Groton Inn and the new restaurants in Town have been very successful and generated a healthy new revenue source for the Town. Originally, the Town budgeted \$300,000 in Fiscal Year 2021. The Pandemic has caused us to significantly reevaluate this estimate as the Groton Inn and most restaurants have been closed for the last month and it is unclear when they will re-open and return to normalcy. The Town has revised this estimate by reducing it by \$150,000 to \$150,000.

**Fees:** This revenue source is generated by fees raised at Town Hall (including Town Clerk's Fees, Passport Fees, and Transfer Station fees (bag sales, sticker sales, etc.)). Given the current circumstances and the uncertainty of when the economy will return to normal, this Revenue source has been level funded and reduced to \$300,000 from \$340,000.

**Country Club Revenue:** The Country Club has been closed due to the Pandemic. When it opens for the 2020 Summer, it will be extremely hard to judge when/if we will return to the success of the last two years. Based on this uncertainty, we have reduced anticipated revenues for the Country Club by \$50,000. It is more likely than not, that the Town Meeting will be asked to reduce the appropriation for Country Club at the 2020 Fall Town Meeting after reviewing the revenues of the Club over the Summer.

The revised Fiscal Year 2021 Revenues are as follows:

<b><u>Revenue Source</u></b>	<b><u>Actual FY 2020</u></b>	<b><u>Proposed FY 2021</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax**	\$ 31,652,779	\$ 32,904,529	\$ 1,251,750	3.95%
State Aid	\$ 971,581	\$ 971,581	\$ -	0.00%
Local Receipts	\$ 4,120,480	\$ 4,115,280	\$ (5,200)	-0.13%
Enterprise Fund Reimbursement for Benefits	\$ 236,288	\$ 256,254	\$ 19,966	8.45%
Free Cash	\$ 300,857	\$ 300,730	\$ (127)	100.00%
Other Available Funds	\$ 300,000	\$ 300,000	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 37,581,985</b>	<b>\$ 38,848,374</b>	<b>\$ 1,266,389</b>	<b>3.37%</b>

\*\*Includes 2½ percent increase allowed by law, \$10 million in new growth and \$279,639 in unexpended tax capacity from Fiscal Year 2020.

To address this anticipated shortfall in revenues, the Finance Committee, Select Board, Town Manager and Groton Dunstable Regional School Committee have taken the following action:

1. The Town Manager has canceled the Contract for Life Guards at Sargisson Beach for the Summer of 2020, allowing the Finance Committee to reduce the Budget by \$28,000.



2. The Town Manager has proposed that the Town pay off the Snow and Ice Deficit in FY 2020, eliminating the need to raise \$100,000 in FY 2021.
3. The Groton Dunstable Regional School District Committee has voted to use their Excess and Deficiency Fund to offset their Proposed Operating Assessments to both Groton and Dunstable. This has reduced their proposed Assessment to Groton by \$618,160.

These actions have put the Proposed Fiscal Year 2021 Operating Budget \$319,260 under the anticipated Levy Limit for Fiscal Year 2021. This excess levy capacity will provide the Town with flexibility to address any other revenue shortfalls due to the COVID-19 Pandemic and will not be spent on any other municipal need in Fiscal Year 2021. Further, it will be available to help address the Fiscal Year 2022 Operating Budget of the Town and Groton Dunstable Regional School District. The revised Proposed Fiscal Year 2021 Operating Budget of the Finance Committee that will be presented to the 2020 Spring Town Meeting is as follows:

<u>Category</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 2,107,704	\$ 2,133,418	\$ 25,714	1.22%
Land Use	\$ 450,361	\$ 448,055	\$ (2,306)	-0.51%
Protection of Persons and Property	\$ 4,362,042	\$ 4,369,427	\$ 7,385	0.17%
Department of Public Works	\$ 2,237,722	\$ 2,254,853	\$ 17,131	0.77%
Library and Citizen Services	\$ 1,674,098	\$ 1,719,650	\$ 45,552	2.72%
Employee Benefits	\$ 4,036,106	\$ 4,143,463	\$ 107,357	2.66%
<b>Sub-Total</b>	<b>\$ 14,868,033</b>	<b>\$ 15,068,866</b>	<b>\$ 200,833</b>	<b>1.35%</b>
Debt Service - Excluded	\$ 1,261,862	\$ 1,473,787	\$ 211,925	16.79%
Debt Service - In Levy Only	\$ 345,397	\$ 346,039	\$ 642	0.19%
<b>Sub-Total - All Municipal</b>	<b>\$ 16,475,292</b>	<b>\$ 16,888,692</b>	<b>\$ 413,400</b>	<b>2.51%</b>
Nashoba Tech	\$ 728,802	\$ 688,273	\$ (40,529)	-5.56%
Groton-Dunstable Operating	\$ 21,264,294	\$ 22,101,346	\$ 837,052	3.94%
Groton-Dunstable Excluded Debt	\$ 739,429	\$ 648,497	\$ (90,932)	-12.30%
Groton-Dunstable Debt	\$ 59,533	\$ 58,147	\$ (1,386)	-2.33%
Groton Dunstable Capital	\$ 479,011	\$ 423,926	\$ (55,085)	-11.50%
<b>Sub-Total - Education</b>	<b>\$ 23,271,069</b>	<b>\$ 23,920,189</b>	<b>\$ 649,120</b>	<b>2.79%</b>
<b>Grand Total - Town Budget</b>	<b>\$ 39,746,361</b>	<b>\$ 40,808,881</b>	<b>\$ 1,062,520</b>	<b>2.67%</b>

The total Balanced Fiscal Year 2021 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$40,808,881 or an increase of 2.67%. This proposed balanced budget is \$319,260 under the anticipated FY 2021 Proposition 2½ Levy Limit. When you take into consideration the proposed Capital Budget, Enterprise Fund Budgets and additional appropriations raised on the recap sheet, the total proposed balanced budget is \$43,664,461. The Fiscal Year 2020 Tax Rate has been certified at \$17.38. Based on the Proposed Balanced Budget, the estimated Tax Rate in Fiscal Year 2021 is \$17.80, or an increase of \$0.42. In Fiscal Year 2020, the average Tax Bill

in the Town of Groton (based on a home valued at \$492,000) is \$8,551. Under this proposed balanced budget, that same homeowner can expect a tax bill of \$8,758 or an increase of \$207. The following chart shows a comparison between FY 2020 and FY 2021:

	<u>Actual</u> <u>FY 2020</u>	<u>Proposed</u> <u>FY 2021</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used*	\$ 31,652,779	\$ 32,585,269	\$ 932,490	2.95%
Tax Rate on Levy Capacity Used	\$ 16.31	\$ 16.71	\$ 0.40	2.45%
Average Tax Bill	\$ 8,025	\$ 8,221	\$ 197	2.45%
Excluded Debt	\$ 2,070,421	\$ 2,121,390	\$ 50,969	2.46%
Tax Rate on Excluded Debt	\$ 1.07	\$ 1.09	\$ 0.02	1.87%
Average Tax Bill	\$ 526	\$ 536	\$ 10	1.87%
Final Levy Used	\$ 33,723,200	\$ 34,706,659	\$ 983,459	2.92%
Final Tax Rate	\$ 17.38	\$ 17.80	\$ 0.42	2.42%
Average Tax Bill	\$ 8,551	\$ 8,758	\$ 207	2.42%

\*The FY 2021 Levy Limit Used includes \$10 million in New Growth and is \$319,260 under the anticipated FY 2021 Levy Limit

The Town Manager and Finance Committee would like to take this opportunity to thank the Select Board, Town Accountant Patricia DuFresne, Town Treasurer/Collector Michael Hartnett, Principal Assessor Jonathan Greeno, 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. This budget cycle was also the first for the Capital Planning Advisory Committee who assisted the Town Manager in creating the Fiscal Year 2021 Capital Budget. In addition, the outstanding support and cooperation by Superintendent Dr. Laura Chesson, Business Manager Sherry Kersey and the Groton Dunstable Regional School District Committee was extremely important in developing this budget. The Finance Committee encourages the public to attend its meetings and contribute through asking questions, providing comments, and listening to others debate the many important financial issues before the Town today.

Respectfully submitted,  
*Mark W. Haddad*

Groton Town Manager

Respectfully submitted,  
*Bud Robertson, Chair*  
*Gary Green, Vice Chair*  
*Colby Doody*  
*Mary Linskey*  
*David Manugian*  
*Arthur Prest*  
*Scott Whitefield*  
Town of Groton Finance Committee

			TOWN OF GROTON		
			FISCAL YEAR 2021		
			REVENUE ESTIMATES		
			BUDGETED	ESTIMATED	
			FY 2020	FY 2021	CHANGE
PROPERTY TAX REVENUE			\$ 31,932,418	\$ 32,904,529	\$ 972,110
DEBT EXCLUSIONS			\$ 2,070,421	\$ 2,121,390	\$ 50,969
CHERRY SHEET - STATE AID			\$ 971,581	\$ 971,581	\$ -
UNEXPENDED TAX CAPACITY			\$ (279,639)	\$ -	\$ 279,639
LOCAL RECEIPTS:					
General Revenue:					
	Motor Vehicle Excise Taxes		\$ 1,577,642	\$ 1,555,341	\$ (22,301)
	Meals Tax and Room Occupancy Tax		\$ 200,000	\$ 150,000	\$ (50,000)
	Penalties & Interest on Taxes		\$ 90,000	\$ 110,000	\$ 20,000
	Payments in Lieu of Taxes		\$ 260,000	\$ 265,000	\$ 5,000
	Other Charges for Services		\$ 82,000	\$ 82,000	\$ -
	Fees		\$ 300,000	\$ 300,000	\$ -
	Rentals		\$ 40,000	\$ 40,000	\$ -
	Library Revenues		\$ 12,000	\$ 12,000	\$ -
	Other Departmental Revenue		\$ 700,000	\$ 725,000	\$ 25,000
	Licenses and Permits		\$ 300,000	\$ 300,000	\$ -
	Fines and Forfeits		\$ 25,000	\$ 20,000	\$ (5,000)
	Investment Income		\$ 40,000	\$ 40,000	\$ -
	Recreation Revenues		\$ 493,838	\$ 515,939	\$ 22,101
	Miscellaneous Non-Recurring		\$ -	\$ -	\$ -
	Sub-total - General Revenue		\$ 4,120,480	\$ 4,115,280	\$ (5,200)
Other Revenue:					
	Free Cash		\$ 300,857	\$ 297,090	\$ (3,767)
	Capital Stablization Fund for GDRSD		\$ 479,012	\$ 423,926	\$ (55,086)
	Stabilization Fund for Tax Rate Relief		\$ -	\$ -	\$ -
	Capital Asset Stabilization Fund		\$ 504,945	\$ 125,100	\$ (379,845)
	EMS/Conservation Fund Receipts Reserve		\$ 500,875	\$ 625,000	\$ 124,125
	Community Preservation Funds		\$ -	\$ -	\$ -
	Water Department Surplus		\$ -	\$ -	\$ -
	Sewer Department Surplus		\$ -	\$ -	\$ -
	Insurance Reimbursements		\$ -	\$ -	\$ -
	Encumbrances		\$ -	\$ -	\$ -
	Sub-total - Other Revenue		\$ 1,785,689	\$ 1,471,116	\$ (314,573)
WATER DEPARTMENT ENTERPRISE			\$ 1,206,020	\$ 1,388,916	\$ 182,896
SEWER DEPARTMENT ENTERPRISE			\$ 725,415	\$ 763,300	\$ 37,885
LOCAL ACCESS CABLE ENTERPRISE			\$ 216,778	\$ 214,804	\$ (1,975)
FOUR CORNER SEWER ENTERPRISE			\$ 20,618	\$ 32,805	\$ 12,187
TOTAL ESTIMATED REVENUE			\$ 42,769,782	\$ 43,983,721	\$ 1,213,939

<b>TOWN OF GROTON</b>		
<b>FISCAL YEAR 2021</b>		
<b>TAX LEVY CALCULATIONS</b>		
<b>FY 2021 PROPOSED EXPENDITURES</b>		
<b>BALANCED BUDGET - Anticipated Proposed Budget</b>		
General Government	\$	2,133,418
Land Use Departments	\$	448,055
Protection of Persons and Property	\$	4,369,427
Regional School Districts	\$	23,920,189
Department of Public Works	\$	2,254,853
Library and Citizen Services	\$	1,719,650
Debt Service	\$	1,819,826
Employee Benefits	\$	4,143,463
<b>Sub-Total - Operating Budget</b>		<b>\$ 40,808,881</b>
A. TOTAL DEPARTMENTAL BUDGET REQUESTS		<b>\$ 40,808,881</b>
B. CAPITAL BUDGET REQUESTS		<b>\$ 450,100</b>
C. ENTERPRISE FUND REQUESTS		<b>\$ 2,143,561</b>
D. COMMUNITY PRESERVATION REQUEST		
<b>OTHER AMOUNTS TO BE RAISED</b>		
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	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	18,527
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	-
10. Other		
E. TOTAL OTHER AMOUNTS TO BE RAISED		<b>\$ 18,527</b>
F. STATE AND COUNTY CHERRY SHEET CHARGES		<b>\$ 93,392</b>
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS		<b>\$ 150,000</b>
<b>TOTAL PROPOSED EXPENDITURES</b>		<b>\$ 43,664,461</b>
<b>FY 2021 ESTIMATED RECEIPTS</b>		
<b>ESTIMATED TAX LEVY</b>		
Levy Limit	\$	32,904,529
Debt Exclusion	\$	2,121,390
A. ESTIMATED TAX LEVY		<b>\$ 35,025,919</b>
B. CHERRY SHEET ESTIMATED RECEIPTS		<b>\$ 971,581</b>
C. LOCAL RECEIPTS NOT ALLOCATED		<b>\$ 4,115,280</b>
D. OFFSET RECEIPTS		<b>\$ -</b>
E. ENTERPRISE FUNDS		<b>\$ 2,399,825</b>
F. COMMUNITY PRESERVATION FUNDS		<b>\$ -</b>
G. FREE CASH		<b>\$ 297,090</b>
<b>OTHER AVAILABLE FUNDS</b>		
1. Stabilization Fund		
2. Capital Asset Fund	\$	125,100
3. GDRSD Capital Asset Fund	\$	423,926
4. EMS/Conservation Fund	\$	625,000
I. OTHER AVAILABLE FUNDS		<b>\$ 1,174,026</b>
<b>TOTAL ESTIMATED RECEIPTS</b>		<b>\$ 43,983,721</b>
<b>FY 2021 SURPLUS/(DEFICIT)</b>		<b>\$ 319,260</b>

APPENDIX A			TOWN OF GROTON					
			FISCAL YEAR 2021					
				FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<u>GENERAL GOVERNMENT</u>							
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01	0.00%
1001	Expenses	\$ -	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02	0.00%
	DEPARTMENTAL TOTAL	\$ 65	\$ 145	\$ 145	\$ 145	0.00%	\$ 0.03	0.00%
BOARD OF SELECTMEN								
1020	Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1022	Expenses	\$ 2,943	\$ 3,300	\$ 3,300	\$ 3,300	0.00%	\$ 0.70	0.01%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1024	Minor Capital	\$ 25,689	\$ 25,683	\$ 25,683	\$ 25,683	0.00%	\$ 5.47	0.06%
	DEPARTMENTAL TOTAL	\$ 28,632	\$ 28,983	\$ 28,983	\$ 28,983	0.00%	\$ 6.17	0.07%
TOWN MANAGER								
1030	Salaries	\$ 211,362	\$ 225,163	\$ 228,635	\$ 228,635	1.54%	\$ 48.66	0.55%
1031	Wages	\$ 112,660	\$ 120,592	\$ 125,336	\$ 125,336	3.93%	\$ 26.67	0.30%
1032	Expenses	\$ 9,117	\$ 14,500	\$ 14,600	\$ 14,600	0.69%	\$ 3.11	0.04%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 333,139	\$ 360,255	\$ 368,571	\$ 368,571	2.31%	\$ 78.44	0.89%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>FINANCE COMMITTEE</b>							
1040	Expenses	\$ 210	\$ 215	\$ 215	\$ 215	0.00%	\$ 0.05	0.00%
1041	Reserve Fund	\$ 66,965	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 31.92	0.36%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 67,175</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>0.00%</b>	<b>\$ 31.97</b>	<b>0.36%</b>
	<b>TOWN ACCOUNTANT</b>							
1050	Salaries	\$ 91,110	\$ 95,155	\$ 97,083	\$ 97,083	2.03%	\$ 20.66	0.23%
1051	Wages	\$ 46,132	\$ 47,792	\$ 49,627	\$ 49,627	3.84%	\$ 10.56	0.12%
1052	Expenses	\$ 32,140	\$ 34,056	\$ 37,595	\$ 37,595	10.39%	\$ 8.00	0.09%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 169,382</b>	<b>\$ 177,003</b>	<b>\$ 184,305</b>	<b>\$ 184,305</b>	<b>4.13%</b>	<b>\$ 39.22</b>	<b>0.44%</b>
	<b>BOARD OF ASSESSORS</b>							
1060	Salaries	\$ 75,676	\$ 78,580	\$ 80,528	\$ 80,528	2.48%	\$ 17.14	0.19%
1061	Wages	\$ 52,596	\$ 62,321	\$ 64,728	\$ 64,728	3.86%	\$ 13.77	0.16%
1062	Expenses	\$ 19,917	\$ 46,881	\$ 25,858	\$ 25,858	-44.84%	\$ 5.50	0.06%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 148,189</b>	<b>\$ 187,782</b>	<b>\$ 171,114</b>	<b>\$ 171,114</b>	<b>-8.88%</b>	<b>\$ 36.41</b>	<b>0.41%</b>
	<b>TREASURER/TAX COLLECTOR</b>							
1070	Salaries	\$ 88,286	\$ 91,700	\$ 93,975	\$ 93,975	2.48%	\$ 20.00	0.23%
1071	Wages	\$ 112,007	\$ 114,899	\$ 119,037	\$ 119,037	3.60%	\$ 25.33	0.29%
1072	Expenses	\$ 18,752	\$ 20,690	\$ 20,945	\$ 20,945	1.23%	\$ 4.46	0.05%
1073	Tax Title	\$ 2,048	\$ 5,950	\$ 5,725	\$ 5,725	-3.78%	\$ 1.22	0.01%
1074	Bond Cost	\$ 2,550	\$ 4,975	\$ 4,900	\$ 4,900	-1.51%	\$ 1.04	0.01%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 223,643</b>	<b>\$ 238,214</b>	<b>\$ 244,582</b>	<b>\$ 244,582</b>	<b>2.67%</b>	<b>\$ 52.05</b>	<b>0.59%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>TOWN COUNSEL</b>							
1080	Expenses	\$ 146,553	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.15	0.22%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 146,553</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>	<b>\$ 19.15</b>	<b>0.22%</b>
	<b>HUMAN RESOURCES</b>							
1090	Salary	\$ 79,225	\$ 82,673	\$ 84,313	\$ 84,313	1.98%	\$ 17.94	0.20%
1091	Expenses	\$ 9,917	\$ 11,000	\$ 11,000	\$ 11,000	0.00%	\$ 2.34	0.03%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 89,142</b>	<b>\$ 93,673</b>	<b>\$ 95,313</b>	<b>\$ 95,313</b>	<b>1.75%</b>	<b>\$ 20.28</b>	<b>0.23%</b>
	<b>INFORMATION TECHNOLOGY</b>							
1100	Salary	\$ 109,880	\$ 114,722	\$ 117,004	\$ 117,004	1.99%	\$ 24.90	0.28%
1101	Wages	\$ 56,462	\$ 58,848	\$ 61,095	\$ 61,095	3.82%	\$ 13.00	0.15%
1102	Expenses	\$ 15,037	\$ 24,800	\$ 24,800	\$ 24,800	0.00%	\$ 5.28	0.06%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 181,379</b>	<b>\$ 198,370</b>	<b>\$ 202,899</b>	<b>\$ 202,899</b>	<b>2.28%</b>	<b>\$ 43.18</b>	<b>0.49%</b>
	<b>GIS STEERING COMMITTEE</b>							
1120	Expenses	\$ 12,261	\$ 18,600	\$ 10,800	\$ 10,800	-41.94%	\$ 2.30	0.03%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 12,261</b>	<b>\$ 18,600</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>-41.94%</b>	<b>\$ 2.30</b>	<b>0.03%</b>
	<b>TOWN CLERK</b>							
1130	Salaries	\$ 84,732	\$ 88,430	\$ 92,073	\$ 92,073	4.12%	\$ 19.59	0.22%
1131	Wages	\$ 61,568	\$ 61,619	\$ 67,751	\$ 67,751	9.95%	\$ 14.42	0.16%
1132	Expenses	\$ 10,199	\$ 9,575	\$ 9,867	\$ 9,867	3.05%	\$ 2.10	0.02%
1135	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 156,499</b>	<b>\$ 159,624</b>	<b>\$ 169,691</b>	<b>\$ 169,691</b>	<b>6.31%</b>	<b>\$ 36.11</b>	<b>0.41%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
		ACTUAL	APPROPRIATED	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION			BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>								
1140	Stipend	\$ 13,159	\$ 7,964	\$ 19,115	\$ 19,115	140.02%	\$ 4.07	0.05%
1141	Expenses	\$ 16,439	\$ 11,276	\$ 12,185	\$ 12,185	8.06%	\$ 2.59	0.03%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 29,598</b>	<b>\$ 19,240</b>	<b>\$ 31,300</b>	<b>\$ 31,300</b>	<b>62.68%</b>	<b>\$ 6.66</b>	<b>0.08%</b>
<b>STREET LISTINGS</b>								
1150	Expenses	\$ 3,834	\$ 5,100	\$ 5,000	\$ 5,000	-1.96%	\$ 1.06	0.01%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,834</b>	<b>\$ 5,100</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>-1.96%</b>	<b>\$ 1.06</b>	<b>0.01%</b>
<b>INSURANCE &amp; BONDING</b>								
1160	Insurance & Bonding	\$ 209,457	\$ 230,000	\$ 230,000	\$ 230,000	0.00%	\$ 48.95	0.55%
1161	Insurance Deductible Reserve - Liability	\$ 6,128	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.55	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 36,521	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.32	0.06%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 252,106</b>	<b>\$ 267,000</b>	<b>\$ 267,000</b>	<b>\$ 267,000</b>	<b>0.00%</b>	<b>\$ 56.82</b>	<b>0.64%</b>
<b>TOWN REPORT</b>								
1170	Expenses	\$ 1,424	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,424</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>	<b>\$ 0.32</b>	<b>0.00%</b>



		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>POSTAGE/TOWN HALL EXPENSES</b>							
1180	Expenses	\$ 54,929	\$ 55,000	\$ 60,000	\$ 60,000	9.09%	\$ 12.77	0.14%
1181	Telephone Expenses	\$ 24,494	\$ 40,000	\$ 35,000	\$ 35,000	-12.50%	\$ 7.45	0.08%
1182	Office Supplies	\$ 15,385	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.62	0.04%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 94,808</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>0.00%</b>	<b>\$ 23.83</b>	<b>0.27%</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,937,829</b>	<b>\$ 2,107,704</b>	<b>\$ 2,133,418</b>	<b>\$ 2,133,418</b>	<b>1.22%</b>	<b>\$ 454.01</b>	<b>5.14%</b>
	<u><b>LAND USE DEPARTMENTS</b></u>							
	<b>CONSERVATION COMMISSION</b>							
1200	Salary	\$ 66,686	\$ 70,169	\$ 71,545	\$ 71,545	1.96%	\$ 15.23	0.17%
1201	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1202	Expenses	\$ 8,556	\$ 7,336	\$ 7,350	\$ 7,350	0.19%	\$ 1.56	0.02%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 75,242</b>	<b>\$ 77,505</b>	<b>\$ 78,895</b>	<b>\$ 78,895</b>	<b>1.79%</b>	<b>\$ 16.79</b>	<b>0.19%</b>
	<b>PLANNING BOARD</b>							
1210	Salaries	\$ 80,549	\$ 83,043	\$ 85,518	\$ 85,518	2.98%	\$ 18.20	0.21%
1211	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1212	Expenses	\$ 7,662	\$ 8,650	\$ 8,650	\$ 8,650	0.00%	\$ 1.84	0.02%
1215	M.R.P.C. Assessment	\$ 3,575	\$ 3,664	\$ 3,756	\$ 3,756	2.51%	\$ 0.80	0.01%
1216	Legal Budget	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 91,786</b>	<b>\$ 95,357</b>	<b>\$ 97,924</b>	<b>\$ 97,924</b>	<b>2.69%</b>	<b>\$ 20.84</b>	<b>0.24%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
<b>ZONING BOARD OF APPEALS</b>								
1220	Wages	\$ 19,567	\$ 20,460	\$ 21,375	\$ 21,375	4.47%	\$ 4.55	0.05%
1221	Expenses	\$ 1,100	\$ 2,000	\$ 1,500	\$ 1,500	-25.00%	\$ 0.32	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 20,667	\$ 22,460	\$ 22,875	\$ 22,875	1.85%	\$ 4.87	0.06%
<b>HISTORIC DISTRICT COMMISSION</b>								
1230	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ -	\$ -	\$ -	\$ -		\$ -	0.00%
<b>BUILDING INSPECTOR</b>								
1240	Salaries	\$ 88,286	\$ 91,253	\$ 93,975	\$ 93,975	2.98%	\$ 20.00	0.23%
1241	Wages	\$ 57,086	\$ 61,762	\$ 56,970	\$ 56,970	-7.76%	\$ 12.12	0.14%
1242	Expenses	\$ 1,951	\$ 3,100	\$ 3,100	\$ 3,100	0.00%	\$ 0.66	0.01%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 147,323	\$ 156,115	\$ 154,045	\$ 154,045	-1.33%	\$ 32.78	0.37%
<b>MECHANICAL INSPECTOR</b>								
1250	Fee Salaries	\$ 35,160	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.38	0.07%
1251	Expenses	\$ 3,236	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.06	0.01%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 38,396	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.45	0.08%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
		ACTUAL	APPROPRIATED	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION			BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>								
1260	Stipend	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	66.67%	\$ 0.53	0.01%
1261	Expenses	\$ 72	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,572</b>	<b>\$ 1,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>62.50%</b>	<b>\$ 0.55</b>	<b>0.01%</b>
<b>BOARD OF HEALTH</b>								
1270	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1271	Expenses	\$ 295	\$ 1,175	\$ 1,575	\$ 1,575	34.04%	\$ 0.34	0.00%
1272	Nursing Services	\$ -	\$ 12,487	\$ 13,111	\$ 13,111	5.00%	\$ 2.79	0.03%
1273	Nashoba Health District	\$ 45,951	\$ 27,362	\$ 28,730	\$ 28,730	5.00%	\$ 6.11	0.07%
1274	Herbert Lipton MH	\$ 8,000	\$ 8,000	\$ -	\$ -	-100.00%	\$ -	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 9,490	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.13	0.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 63,736</b>	<b>\$ 59,024</b>	<b>\$ 53,416</b>	<b>\$ 53,416</b>	<b>-9.50%</b>	<b>\$ 11.37</b>	<b>0.13%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
1280	Fee Salaries	\$ 1,620	\$ 3,200	\$ 3,200	\$ 3,200	0.00%	\$ 0.68	0.01%
1281	Expenses	\$ 100	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,720</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>0.00%</b>	<b>\$ 0.70</b>	<b>0.01%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 440,442</b>	<b>\$ 450,361</b>	<b>\$ 448,055</b>	<b>\$ 448,055</b>	<b>-0.51%</b>	<b>\$ 95.35</b>	<b>1.08%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>PROTECTION OF PERSONS AND PROPERTY</b>							
	<b>POLICE DEPARTMENT</b>							
1300	Salaries	\$ 320,115	\$ 329,473	\$ 268,334	\$ 268,334	-18.56%	\$ 57.10	0.65%
1301	Wages	\$ 1,743,279	\$ 1,877,967	\$ 1,968,864	\$ 1,968,864	4.84%	\$ 418.99	4.74%
1302	Expenses	\$ 198,083	\$ 213,400	\$ 217,200	\$ 217,200	1.78%	\$ 46.22	0.52%
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 4,000	\$ 4,920	\$ 4,920	23.00%	\$ 1.05	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1305	Minor Capital	\$ 17,483	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.26	0.05%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,282,920</b>	<b>\$ 2,444,840</b>	<b>\$ 2,479,318</b>	<b>\$ 2,479,318</b>	<b>1.41%</b>	<b>\$ 527.62</b>	<b>5.97%</b>
	<b>FIRE DEPARTMENT</b>							
1310	Salaries	\$ 117,048	\$ 125,000	\$ 235,000	\$ 235,000	88.00%	\$ 50.01	0.57%
1311	Wages	\$ 880,306	\$ 1,045,641	\$ 999,244	\$ 999,244	-4.44%	\$ 212.65	2.41%
1312	Expenses	\$ 183,756	\$ 174,700	\$ 174,700	\$ 174,700	0.00%	\$ 37.18	0.42%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,181,110</b>	<b>\$ 1,345,341</b>	<b>\$ 1,408,944</b>	<b>\$ 1,408,944</b>	<b>4.73%</b>	<b>\$ 299.84</b>	<b>3.39%</b>
	<b>GROTON WATER FIRE PROTECTION</b>							
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%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>0.00%</b>	<b>\$ 0.00</b>	<b>0.00%</b>
	<b>ANIMAL INSPECTOR</b>							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44	0.01%
1331	Expenses	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.53</b>	<b>0.01%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>ANIMAL CONTROL OFFICER</b>							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44	0.01%
1341	Expenses	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.53</b>	<b>0.01%</b>
	<b>EMERGENCY MANAGEMENT AGENCY</b>							
1350	Salary	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.85	0.01%
1351	Expenses	\$ 8,755	\$ 12,750	\$ 12,500	\$ 12,500	-1.96%	\$ 2.66	0.03%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 8,755</b>	<b>\$ 16,750</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>-1.49%</b>	<b>\$ 3.51</b>	<b>0.04%</b>
	<b>DOG OFFICER</b>							
1360	Salary	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.19	0.04%
1361	Expenses	\$ 2,796	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.85	0.01%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 17,796</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>0.00%</b>	<b>\$ 4.04</b>	<b>0.05%</b>
	<b>POLICE &amp; FIRE COMMUNICATIONS</b>							
1370	Wages	\$ 353,427	\$ 512,770	\$ 416,823	\$ 416,823	-18.71%	\$ 88.70	1.00%
1371	Expenses	\$ 17,840	\$ 18,375	\$ 23,875	\$ 23,875	29.93%	\$ 5.08	0.06%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 371,267</b>	<b>\$ 531,145</b>	<b>\$ 440,698</b>	<b>\$ 440,698</b>	<b>-17.03%</b>	<b>\$ 93.78</b>	<b>1.06%</b>
	<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>	<b>\$ 3,866,012</b>	<b>\$ 4,362,042</b>	<b>\$ 4,369,427</b>	<b>\$ 4,369,427</b>	<b>0.17%</b>	<b>\$ 929.85</b>	<b>10.52%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>REGIONAL SCHOOL DISTRICT BUDGETS</b>							
	<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>							
1400	Operating Expenses	\$ 557,295	\$ 728,802	\$ 688,273	\$ 688,273	-5.56%	\$ 146.47	1.66%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 557,295</b>	<b>\$ 728,802</b>	<b>\$ 688,273</b>	<b>\$ 688,273</b>	<b>-5.56%</b>	<b>\$ 146.47</b>	<b>1.66%</b>
	<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>							
1410	Operating Expenses	\$ 21,512,094	\$ 21,264,294	\$ 22,101,346	\$ 22,101,346	3.94%	\$ 4,703.35	53.23%
1411	Debt Service, Excluded	\$ -	\$ 739,429	\$ 648,497	\$ 648,497	-12.30%	\$ 138.01	1.56%
1412	Debt Service, Unexcluded	\$ -	\$ 59,533	\$ 58,147	\$ 58,147	-2.33%	\$ 12.37	0.14%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1414	Capital Assessment	\$ -	\$ 479,011	\$ 423,926	\$ 423,926	-11.50%	\$ 90.22	1.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 21,512,094</b>	<b>\$ 22,542,267</b>	<b>\$ 23,231,916</b>	<b>\$ 23,231,916</b>	<b>3.06%</b>	<b>\$ 4,943.95</b>	<b>55.95%</b>
	<b>TOTAL SCHOOLS</b>	<b>\$ 22,069,389</b>	<b>\$ 23,271,069</b>	<b>\$ 23,920,189</b>	<b>\$ 23,920,189</b>	<b>2.79%</b>	<b>\$ 5,090.42</b>	<b>57.61%</b>
	<b>DEPARTMENT OF PUBLIC WORKS</b>							
	<b>HIGHWAY DEPARTMENT</b>							
1500	Salaries	\$ 108,713	\$ 112,891	\$ 115,659	\$ 115,659	2.45%	\$ 24.61	0.28%
1501	Wages	\$ 680,881	\$ 702,999	\$ 708,055	\$ 708,055	0.72%	\$ 150.68	1.71%
1502	Expenses	\$ 136,024	\$ 136,900	\$ 136,900	\$ 136,900	0.00%	\$ 29.13	0.33%
1503	Highway Maintenance	\$ 107,486	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.15	0.22%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,033,104</b>	<b>\$ 1,042,790</b>	<b>\$ 1,050,614</b>	<b>\$ 1,050,614</b>	<b>0.75%</b>	<b>\$ 223.58</b>	<b>2.53%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>STREET LIGHTS</b>							
1510	Expenses	\$ 7,758	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.19	0.04%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 7,758</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>0.00%</b>	<b>\$ 3.19</b>	<b>0.04%</b>
	<b>SNOW AND ICE</b>							
1520	Expenses	\$ 172,169	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 35.11	0.40%
1521	Overtime	\$ 160,886	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 29.79	0.34%
1522	Hired Equipment	\$ 71,529	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.45	0.08%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 404,584</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>	<b>\$ 72.35</b>	<b>0.82%</b>
	<b>TREE WARDEN BUDGET</b>							
1530	Salary	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1531	Expenses	\$ 998	\$ 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	\$ 5,509	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.13	0.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 6,507</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>	<b>\$ 3.09</b>	<b>0.03%</b>
	<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>							
1540	Wages	\$ 134,513	\$ 145,276	\$ 149,451	\$ 149,451	2.87%	\$ 31.80	0.36%
1541	Expenses	\$ 269,507	\$ 260,850	\$ 270,950	\$ 270,950	3.87%	\$ 57.66	0.65%
1542	Minor Capital	\$ 19,999	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.26	0.05%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 424,019</b>	<b>\$ 426,126</b>	<b>\$ 440,401</b>	<b>\$ 440,401</b>	<b>3.35%</b>	<b>\$ 93.72</b>	<b>1.06%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
		ACTUAL	APPROPRIATED	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION			BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
<b>SOLID WASTE DISPOSAL</b>								
1550	Wages	\$ 129,746	\$ 138,211	\$ 143,243	\$ 143,243	3.64%	\$ 30.48	0.34%
1551	Expenses	\$ 43,837	\$ 44,486	\$ 44,486	\$ 44,486	0.00%	\$ 9.47	0.11%
1552	Tipping Fees	\$ 130,000	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 28.73	0.33%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.24	0.01%
1554	Minor Capital	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.13	0.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 319,433</b>	<b>\$ 333,547</b>	<b>\$ 338,579</b>	<b>\$ 338,579</b>	<b>1.51%</b>	<b>\$ 72.05</b>	<b>0.82%</b>
<b>PARKS DEPARTMENT</b>								
1560	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1561	Expenses	\$ 65,759	\$ 65,759	\$ 55,759	\$ 55,759	-15.21%	\$ 11.87	0.13%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 65,759</b>	<b>\$ 65,759</b>	<b>\$ 55,759</b>	<b>\$ 55,759</b>	<b>-15.21%</b>	<b>\$ 11.87</b>	<b>0.13%</b>
	<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>	<b>\$ 2,261,164</b>	<b>\$ 2,237,722</b>	<b>\$ 2,254,853</b>	<b>\$ 2,254,853</b>	<b>0.77%</b>	<b>\$ 479.85</b>	<b>5.43%</b>
	<b>LIBRARY AND CITIZEN'S SERVICES</b>							
<b>COUNCIL ON AGING</b>								
1600	Salaries	\$ 76,834	\$ 79,489	\$ 81,868	\$ 81,868	2.99%	\$ 17.42	0.20%
1601	Wages	\$ 64,866	\$ 77,707	\$ 81,026	\$ 81,026	4.27%	\$ 17.24	0.20%
1602	Expenses	\$ 8,117	\$ 8,454	\$ 8,454	\$ 8,454	0.00%	\$ 1.80	0.02%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 149,817</b>	<b>\$ 165,650</b>	<b>\$ 171,348</b>	<b>\$ 171,348</b>	<b>3.44%</b>	<b>\$ 36.46</b>	<b>0.41%</b>



		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
<b>SENIOR CENTER VAN</b>								
1610	Wages	\$ 48,391	\$ 51,190	\$ 52,091	\$ 52,091	1.76%	\$ 11.09	0.13%
1611	Expenses	\$ 8,268	\$ 17,673	\$ 17,673	\$ 17,673	0.00%	\$ 3.76	0.04%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 56,659	\$ 68,863	\$ 69,764	\$ 69,764	1.31%	\$ 14.85	0.17%
<b>VETERAN'S SERVICE OFFICER</b>								
1620	Salary	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.06	0.01%
1621	Expenses	\$ 514	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.23	0.00%
1622	Veterans' Benefits	\$ 39,373	\$ 42,000	\$ 42,000	\$ 42,000	0.00%	\$ 8.94	0.10%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENT TOTAL</b>								
		\$ 44,887	\$ 48,100	\$ 48,100	\$ 48,100	0.00%	\$ 10.24	0.12%
<b>GRAVES REGISTRATION</b>								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05	0.00%
1631	Expenses	\$ 756	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 1,006	\$ 1,010	\$ 1,010	\$ 1,010	0.00%	\$ 0.21	0.00%
<b>CARE OF VETERAN GRAVES</b>								
1640	Contract Expenses	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	\$ 0.33	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	\$ 0.33	0.00%
<b>OLD BURYING GROUND COMMITTEE</b>								
1650	Expenses	\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17	0.00%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
		ACTUAL	APPROPRIATED	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION			BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
<b>LIBRARY</b>								
1660	Salary	\$ 380,525	\$ 393,185	\$ 407,364	\$ 407,364	3.61%	\$ 86.69	0.98%
1661	Wages	\$ 304,798	\$ 331,213	\$ 331,959	\$ 331,959	0.23%	\$ 70.64	0.80%
1662	Expenses	\$ 198,474	\$ 205,304	\$ 205,304	\$ 205,304	0.00%	\$ 43.69	0.49%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 883,797	\$ 929,702	\$ 944,627	\$ 944,627	1.61%	\$ 201.02	2.28%
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>								
1670	Expenses	\$ 500	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 500	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11	0.00%
<b>WATER SAFETY</b>								
1680	Wages	\$ 2,966	\$ 4,118	\$ 4,200	\$ 4,200	1.99%	\$ 0.89	0.01%
1681	Expenses and Minor Capital	\$ 25,766	\$ 30,301	\$ 2,732	\$ 2,732	-90.98%	\$ 0.58	0.01%
1682	Property Maint. & Improvements	\$ 7,695	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.92	0.02%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 36,427	\$ 43,419	\$ 15,932	\$ 15,932	-63.31%	\$ 3.39	0.04%
<b>WEED MANAGEMENT</b>								
1690	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 6,370	\$ 7,000	\$ 22,000	\$ 22,000	214.29%	\$ 4.68	0.05%
1692	Expenses: Great Lakes	\$ 2,385	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.51	0.01%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 8,755	\$ 9,385	\$ 24,385	\$ 24,385	159.83%	\$ 5.19	0.06%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>								
1700	Salary	\$ 150,373	\$ 157,118	\$ 161,634	\$ 161,634	2.87%	\$ 34.40	0.39%
1701	Wages	\$ 119,626	\$ 114,461	\$ 144,000	\$ 144,000	25.81%	\$ 30.64	0.35%
1702	Expenses	\$ 150,837	\$ 133,540	\$ 136,000	\$ 136,000	1.84%	\$ 28.94	0.33%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 420,836	\$ 405,119	\$ 441,634	\$ 441,634	9.01%	\$ 93.98	1.06%
<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>								
		\$ 1,604,234	\$ 1,674,098	\$ 1,719,650	\$ 1,719,650	2.72%	\$ 365.96	4.14%
<b>DEBT SERVICE</b>								
<b>DEBT SERVICE</b>								
2000	Long Term Debt - Principal Excluded	\$ 722,250	\$ 894,840	\$ 970,030	\$ 970,030	8.40%	\$ 206.43	2.34%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ 159,250	\$ 159,394	\$ 159,394	0.09%	\$ 33.92	0.38%
2002	Long Term Debt - Interest - Excluded	\$ 325,402	\$ 367,022	\$ 503,757	\$ 503,757	37.26%	\$ 107.20	1.21%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ 87,433	\$ 95,071	\$ 95,071	8.74%	\$ 20.23	0.23%
2006	Short Term Debt - Principal - Town	\$ -	\$ 85,714	\$ 85,174	\$ 85,174	-0.63%	\$ 18.13	0.21%
2007	Short Term Debt - Interest - Town	\$ 100,885	\$ 13,000	\$ 6,400	\$ 6,400	-50.77%	\$ 1.36	0.02%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 1,148,537	\$ 1,607,259	\$ 1,819,826	\$ 1,819,826	13.23%	\$ 387.27	4.38%
<b>TOTAL DEBT SERVICE</b>								
		\$ 1,148,537	\$ 1,607,259	\$ 1,819,826	\$ 1,819,826	13.23%	\$ 387.27	4.38%
<b>EMPLOYEE BENEFITS</b>								
<b>EMPLOYEE BENEFITS</b>								
<b>GENERAL BENEFITS</b>								
3000	County Retirement	\$ 2,081,699	\$ 1,973,053	\$ 2,090,289	\$ 2,090,289	5.94%	\$ 444.83	5.03%
3001	OPEB Unfunded Liability	\$ 100,000	\$ 169,000	\$ 177,094	\$ 177,094	4.79%	\$ 37.69	0.43%
3002	Unemployment Compensation	\$ 2,585	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.19	0.04%
<b>INSURANCE</b>								
3010	Health Insurance/Employee Expenses	\$ 1,408,012	\$ 1,729,553	\$ 1,722,480	\$ 1,722,480	-0.41%	\$ 366.56	4.15%
3011	Life Insurance	\$ 3,293	\$ 3,400	\$ 3,600	\$ 3,600	5.88%	\$ 0.77	0.01%
3012	Medicare/Social Security	\$ 123,246	\$ 146,100	\$ 135,000	\$ 135,000	-7.60%	\$ 28.73	0.33%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 3,718,835	\$ 4,036,106	\$ 4,143,463	\$ 4,143,463	2.66%	\$ 881.76	9.98%
<b>TOTAL EMPLOYEE BENEFITS</b>								
		\$ 3,718,835	\$ 4,036,106	\$ 4,143,463	\$ 4,143,463	2.66%	\$ 881.76	9.98%

				FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>ADDITIONAL APPROPRIATIONS</b>							
	<b>ADDITIONAL APPROPRIATIONS</b>							
	Capital Budget Request	\$ 455,558	\$ 705,820	\$ 450,100	\$ 450,100	-36.23%	\$ 95.79	1.08%
	Offset Reciepts	\$ 18,998	\$ 18,527	\$ 18,527	\$ 18,527	0.00%	\$ 3.94	0.04%
	Cherry Sheet Offsets	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	Snow and Ice Deficit	\$ 171,350	\$ -	\$ -	\$ -	100.00%	\$ -	0.00%
	State and County Charges	\$ 91,612	\$ 93,392	\$ 93,392	\$ 93,392	0.00%	\$ 19.87	0.22%
	Allowance for Abatements/Exemptions	\$ 200,000	\$ 202,272	\$ 150,000	\$ 150,000	-25.84%	\$ 31.92	0.36%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 937,518</b>	<b>\$ 1,020,011</b>	<b>\$ 712,019</b>	<b>\$ 712,019</b>	<b>-30.19%</b>	<b>\$ 151.52</b>	<b>1.71%</b>
	<b>GRAND TOTAL - TOWN BUDGET</b>	<b>\$ 37,983,960</b>	<b>\$ 40,766,372</b>	<b>\$ 41,520,900</b>	<b>\$ 41,520,900</b>	<b>1.85%</b>	<b>\$ 8,836</b>	<b>100.00%</b>

FY 2021 ENTERPRISE FUND BUDGETS								
						FY 2021	FY 2021	
		FY 2017	FY 2018	FY 2019	FY 2020	DEPARTMENT	TOWN MANAGER	PERCENT
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	APPROPRIATED	REQUEST	BUDGET	CHANGE
<b>WATER DEPARTMENT</b>								
	WD Salaries	\$ 122,031	\$ 122,759	\$ 134,036	\$ 132,948	\$ 154,549	\$ 154,549	16.25%
	WD Wages	\$ 171,307	\$ 193,076	\$ 246,235	\$ 138,379	\$ 176,927	\$ 176,927	27.86%
	WD Expenses	\$ 619,773	\$ 510,616	\$ 526,539	\$ 534,300	\$ 655,300	\$ 655,300	22.65%
	WD Debt Service	\$ 356,716	\$ 398,045	\$ 362,548	\$ 400,393	\$ 402,140	\$ 402,140	0.44%
100	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,269,827</b>	<b>\$ 1,224,496</b>	<b>\$ 1,269,358</b>	<b>\$ 1,206,020</b>	<b>\$ 1,388,916</b>	<b>\$ 1,388,916</b>	<b>15.17%</b>
<b>SEWER DEPARTMENT</b>								
	Sewer Salaries	\$ 18,301	\$ 18,200	\$ 19,212	\$ 19,395	\$ 20,179	\$ 20,179	4.04%
	Sewer Wages	\$ 34,079	\$ 39,119	\$ 37,432	\$ 38,981	\$ 50,695	\$ 50,695	30.05%
	Sewer Expense	\$ 619,440	\$ 595,119	\$ 642,205	\$ 629,420	\$ 656,032	\$ 656,032	4.23%
	Sewer Debt Service	\$ 4,938	\$ 4,050	\$ 5,873	\$ 37,619	\$ 36,395	\$ 36,395	-3.25%
200	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 676,758</b>	<b>\$ 656,488</b>	<b>\$ 704,722</b>	<b>\$ 725,415</b>	<b>\$ 763,300</b>	<b>\$ 763,300</b>	<b>5.22%</b>
<b>FOUR CORNERS SEWER DEPARTMENT</b>								
	Four Corners Sewer Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Expense	\$ -	\$ -	\$ 22,466	\$ 20,618	\$ 32,805	\$ 32,805	59.11%
	Four Corners Sewer Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
300	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,466</b>	<b>\$ 20,618</b>	<b>\$ 32,805</b>	<b>\$ 32,805</b>	<b>59.11%</b>
<b>LOCAL ACCESS CABLE DEPARTMENT</b>								
	Cable Salaries	\$ 67,795	\$ 70,921	\$ 74,004	\$ 77,180	\$ 78,695	\$ 78,695	1.96%
	Cable Wages	\$ 41,188	\$ 50,079	\$ 51,556	\$ 54,262	\$ 56,454	\$ 56,454	4.04%
	Cable Expenses	\$ 62,862	\$ 64,174	\$ 64,552	\$ 75,337	\$ 74,655	\$ 74,655	-0.90%
	Cable Minor Capital	\$ 45,187	\$ 6,462	\$ 5,091	\$ 10,000	\$ 5,000	\$ 5,000	-50.00%
400	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 217,032</b>	<b>\$ 191,636</b>	<b>\$ 195,203</b>	<b>\$ 216,778</b>	<b>\$ 214,804</b>	<b>\$ 214,804</b>	<b>-0.91%</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 2,163,617</b>	<b>\$ 2,072,620</b>	<b>\$ 2,191,749</b>	<b>\$ 2,168,831</b>	<b>\$ 2,399,825</b>	<b>\$ 2,399,825</b>	<b>10.65%</b>

		<b>APPENDIX B</b>			<b>FACTOR:</b>	<b>1.0200</b>
		<b>Town of Groton Personnel By-Law</b>				
		<b>Wage and Classification Schedule</b>				
		<b>Fiscal Year 2021 (Effective July 1, 2020)</b>				
<b>Grade</b>	<b>Position Title</b>	<b>Low</b>				<b>High</b>
4	<b>Salary</b>					
		39,655				49,074
	<b>Wages</b>					
		19.09				23.58
5	<b>Salary</b>					
		41,919				51,883
	<b>Wages</b>					
		20.18				24.95
7	<b>Salary</b>					
		48,470				61,396
	<b>Wages</b>					
		23.86				29.51
8	<b>Salary</b>					
		55,025				68,131
	<b>Wages</b>					
		26.46				32.75
9	<b>Salary</b>					
		56,351				69,731
	<b>Wages</b>					
		27.09				33.53
10	<b>Salary</b>					
	Executive Assistant to Town Manager	64,627				81,568
	<b>Wages</b>					
		31.08				41.76
11	<b>Salary</b>					
	Human Resources Director	69,430				85,919
	<b>Wages</b>					
		33.38				41.31
12	<b>Salary</b>					
		69,639				86,219
	<b>Wages</b>					
		33.50				41.46

		<b>APPENDIX B</b>			<b>FACTOR:</b>	<b>1.0200</b>
		<b>Town of Groton Personnel By-Law</b>				
		<b>Wage and Classification Schedule</b>				
		<b>Fiscal Year 2021 (Effective July 1, 2020)</b>				
<b>Grade</b>	<b>Position Title</b>	<b>Low</b>				<b>High</b>
13	<b>Salary</b>	72,126				91,544
	<b>Wages</b>	34.38				42.55
14	<b>Salary</b>	72,115				89,239
	<b>Wages</b>	34.68				42.90
15	<b>Salary</b>	76,045				94,101
	<b>Wages</b>	36.55				45.24
16	<b>Salary</b>	78,792				97,558
	<b>Wages</b>	37.88				46.88
17	<b>Salary</b>	88,272				109,201
	<b>Wages</b>	42.44				52.51
18	<b>Salary</b>	95,461				118,140
	IT Director					
	<b>Wages</b>	45.90				56.80
19	<b>Salary</b>	97,968				121,220
	<b>Wages</b>	47.09				58.30
20	<b>Salary</b>	105,046				129,192
	<b>Wages</b>	50.51				62.12

	APPENDIX B						
NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS							
NON-STEP AND STIPEND POSITIONS							
	FIRE/EMS DEPARTMENT		Country Club Seasonal Employees				
	Call Captain: Fire	24.51	Pro Shop Staff		MW *- 17.00		
	Call Lieutenant: Fire	24.02	Pool Staff		MW - 17.00		
	Call Firefighter	21.01	Lifeguards		MW - 18.00		
	Call Emergency Medical Technician	21.01	Swim Coaches		MW - 23.00		
	Probationary Firefighter	17.50	Camp Staff		MW - 17.00		
	Probationary Emergency Medical Technician	17.50	Counselors		MW - 18.00		
	Call Fire Mechanic	60.00	Buildings & Grounds		MW - 27.00		
			Library Shelves		12.75 - 18.00		
	MISCELLANEOUS						
	Veteran's Agent	1,742	* - Minimum Wage				
	Director of Veteran's Services	1,742					
	Earth Removal Inspector	1,500					
	Dog Officer	15,000					
	Animal Inspector	2,082					
	Animal Control Officer	2,082					
	Town Diarist	1.00					
	Keeper of the Town Clock	1.00					
	Per Diem Van Driver	18.66 - 21.00					
	Park Ranger	12.75					
	Graves Registration Officer	250					
	Emergency Management Director	4,000					
	Election Worker: Warden	Minimum Wage					
	Election Worker: Precinct Clerk	Minimum Wage					
	Election Worker: Inspectors (Checker)	Minimum Wage					



## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# 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


### 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  
SELECT BOARD  
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:

<b>Department Name</b>	<b>Vacancies</b>
Complete Streets Committee	2
Conservation Commission	1
Great Ponds Advisory Committee	2
Historical Commission	1
Housing Partnership	2
Invasive Species Committee	4
Local Cultural Council	2
Old Burying Ground Commission	1
Personnel Board	1
Scholarship Committee	1
Sustainability Commission	5
Weed Harvester Committee	1
Williams Barn Committee	1
Zoning Board of Appeals - Alternates	1

Massachusetts Official  
**Absentee Ballot Application**

See reverse side for instructions



William Francis Galvin  
Secretary of the Commonwealth

**Voter  
Information**

**1**

Name: \_\_\_\_\_

Legal Voting Residence:

\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Ballot  
Information**

*(Independent  
voters may vote in  
a primary without  
registering with a  
party)*

**2**

Mail Ballot to: \_\_\_\_\_  
\_\_\_\_\_

Ballot Requested For:

☐ All elections this year

☐ All general elections (No primaries)

☐ A specific election: \_\_\_\_\_  
Date of Election

Party (only if requesting primary ballot):

State Primaries: \_\_\_\_\_

Presidential Primary: \_\_\_\_\_

**Special  
Circumstances**  
*(If applicable)*

**3**

☐ This application is being made by a family member of the voter.

Relationship to voter: \_\_\_\_\_

☐ Voter is a member of military on active duty or dependent family member of  
active duty personnel.

☐ Voter is a Massachusetts citizen residing overseas.

☐ Voter has been admitted to a healthcare facility after noon on the fifth day  
before the election and has designated the following person to hand-deliver  
the ballot: \_\_\_\_\_

☐ Voter required assistance in completing application due to physical disability.

Assisting person's name: \_\_\_\_\_

Assisting person's address: \_\_\_\_\_

Signed (under penalty of perjury): \_\_\_\_\_ Date: \_\_\_\_\_

## Eligibility

This application may be completed by...

- A registered voter; or
- A voter's family member (spouse, roommate, parent, sibling, child, aunt, uncle, niece, nephew, grandparent, grandchild, in-law).

Use this application to request an absentee ballot for...

A registered voter who will be unable to vote at the polls on Election Day due to absence from the voter's city or town during polling hours, disability, or religious beliefs.

### OR

A non-registered voter who is:

- A Massachusetts citizen absent from the state;
- An active member of the armed forces or merchant marines, their spouse or dependent; or
- A person confined to a correctional facility or jail for reasons other than felony conviction.

## Completing the Application

1. Voter Information – Provide the voter's name, legal voting address, and date of birth. Telephone number and e-mail address are optional fields.
2. Ballot Information – Provide the address where you want the ballot mailed and indicate for which election(s) you are requesting a ballot. For primaries, if the voter is not enrolled in a party, provide the desired party ballot. Applications for "all elections this year" are valid for one calendar year.
3. Special Circumstances – Check any of the listed circumstances which apply to this application, if any.
4. Sign your name. If you require assistance in signing the application, you may authorize someone to sign your name in your presence. That person must complete the assisting person's information in Section 3.

## Submitting the Application

Send the completed application to the local election official at the voter's city or town hall.

Applications can be mailed or hand-delivered. Applications may also be submitted electronically by fax or e-mail, as long as the requester's signature is visible.

Please allow ample mailing time for this application and for the ballot. Ballots must be returned to your local election official by Election Day.

Find contact information for local election officials at [www.sec.state.ma.us/ele](http://www.sec.state.ma.us/ele) or by calling 1-800-462-VOTE (8683).

### FOR REGISTRAR USE ONLY

We certify that the voter for whom this application is being made appears to be eligible to vote from the address listed on the application.

\_\_\_\_\_  
\_\_\_\_\_



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

PRSRT STD  
U.S. Postage  
PAID  
Groton, MA 01450  
PERMIT #3

# **RESIDENTIAL POSTAL PATRON GROTON, MA**