

Town of Groton

2013 Annual Town Report



Photo by Karen Riggert

**GROTON, MASSACHUSETTS
MIDDLESEX COUNTY
www.townofgroton.org**



Settled: May 23, 1655

Type of Government: Open Town Meeting; Town Manager

Location: Northwestern part of Middlesex County

Population from 2013 Annual Town Census: 10,802

Registered Voters as of December 31, 2013: 7,663

Elevation at Town Hall: 320 feet above sea level

Highest Elevation: Chestnut @ 516 feet above sea level

Area in Square Miles: 32.54
(Largest Town-in-area in Middlesex County)

Miles of Plowed or Maintained Roads: 107

In Memoriam 2013

Let the residents of Groton pause and reflect for a moment on those who served.

Richard Cleary

Pauline Conley

Everett Garvin

Albert Gould

Anthony Hars

George MacGregor, Jr.

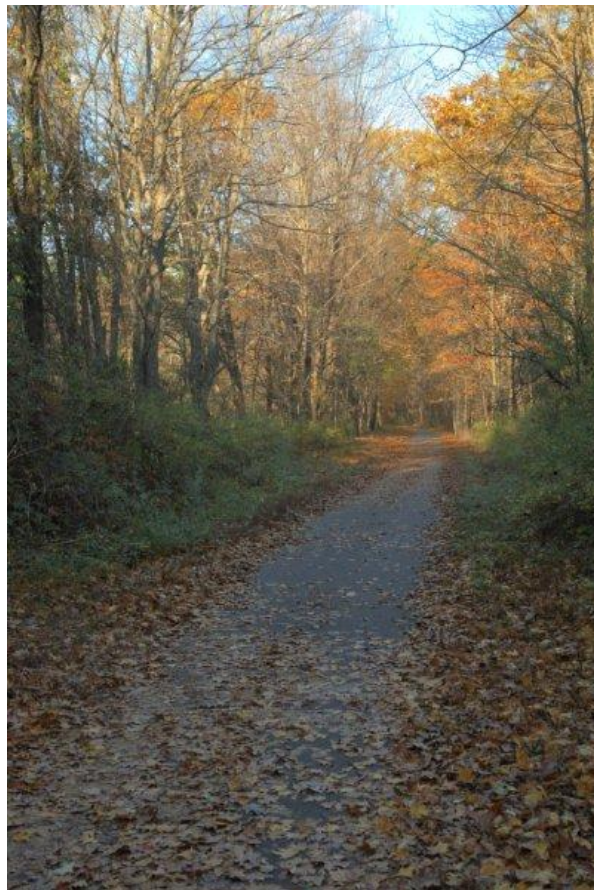
Kathleen McCann

Kevin McKenzie

Corinne Moyle

Alma Smigelski

Stella Vacirca



2013 Proclamations

*On behalf of the citizens of the Town of Groton, the Board of Selectmen issued proclamations and set aside an **“APPRECIATION DAY”** for the following citizens and organizations who have made significant contributions to the community:*

COMMUNITY

GDRHS Girls Basketball	March 15, 201
Arbor Day	May 19, 2013
Groton Garden Club	June 4, 2013
Groton Cable Channel	June 27, 2013
Fitch’s Bridge	September 15, 2013

EMPLOYEES

Tessa David	January 26, 2013
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EAGLE SCOUTS

Nicholas William Hackney	February 10, 2013
Hunter James Brining	March 10, 2013
Nicholas Clark	April 7, 2013
Ryan Hamerla	April 28, 2013
David Fitzpatrick	May 18, 2013
David John Evans	June 15, 2013
Daniel Paul Horrigan	June 23, 2013
Thomas Edward Kiley	November 23, 2013
Patrick Joseph Kiley	November 23, 2013
Bennett Andrew Marston	November 24, 2013



Board of Selectmen

Peter S. Cunningham, Chair
Peter S. Cunningham, Chair

Joshua A. Degen, Vice Chair
Joshua A. Degen, Vice Chair

Anna Eliot, Clerk
Anna Eliot, Clerk

Stuart M. Schulman, Member
Stuart M. Schulman, Member

John G. Petropoulos, Member
John G. Petropoulos, Member

Michael Bouchard, Clerk
Michael Bouchard, Town Clerk

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Community Preservation Committee	61
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FEDERAL, STATE AND COUNTY OFFICIALS

PRESIDENT

Barack H. Obama
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500
202-456-6213
Visitors Office: 202-456-2121

UNITED STATES SENATORS

Edward J. Markey
218 Russell Senate Office Building
Washington, DC 20510
Phone: (202) 224-2742

975 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
Phone: (617) 565-8519

Elizabeth Warren
317 Hart Senate Office Building
Washington, D.C. 20510
(202) 224-4543

2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
(617) 565-3710

REPRESENTATIVE IN CONGRESS 3RD CONGRESSIONAL DISTRICT

Niki Tsongas
1607 Longworth House Office Building
Washington, D.C. 20515
(202) 225-3411 FAX 226-0711

11 Kearney Square
Lowell, MA 01852
(978) 459-0101 FAX 459-1907
www.tsongas.house.gov

GOVERNOR

Deval Patrick
State House, Room 360
Boston, MA 02133
(617) 725-4005 FAX 727-9725
www.mass.gov

ATTORNEY GENERAL

Martha Coakley
One Ashburton Place
Boston, MA 02108-1518
Consumer Hotline (617) 727-8400
(617) 727-2200 FAX 727-3265

DISTRICT ATTORNEY MIDDLESEX COUNTY

Marian Ryan
15 Commonwealth Avenue
Woburn, MA 01801
(781) 897-8300
www.middlesexda.com

SECRETARY OF STATE

William Galvin
One Ashburton Place, Room 1611
Boston, MA 02108-1512
(617) 727-7030
sec.state.ma.us/index.htm

SENATOR IN GENERAL COURT

Eileen Donoghue
First Middlesex District
State House, Room 112
Boston, MA 02133-1053
(617) 722-1630
Eileen.Donoghue@masenate.gov

REPRESENTATIVE IN GENERAL COURT

Sheila C. Harrington
First Middlesex District
State House, Room 237
Boston, MA 02133-1054
(617) 722-2305
Sheila.Harrington@mahouse.gov

REGISTER OF DEEDS

Maria Curtatone
208 Cambridge Street
Cambridge, MA 02141
(617) 679-6300
middlesexsouth@sec.state.ma.us

REGISTER OF PROBATE

Tara DeCristofaro
208 Cambridge Street
East Cambridge, MA 02141-0068
(617) 768-5800

SHERIFF

Peter J. Koutoujian
Administrative Office
400 Mystic Avenue
Medford, MA 02155
(781) 960-2800

Town Departments

Accountant.....	978-448-1107
Board of Selectmen.....	978-448-1111
Board of Assessors.....	978-448-1127
Board of Health	978-448-1120
Building & Zoning Department.....	978-448-1109
Commissioners of Trust Funds.....	978-448-1173
Conservation Commission.....	978-448-1106
Council on Aging.....	978-448-1170
Department of Public Works.....	978-448-1162
Electric Light Department.....	978-448-1150
Fire Department.....	978-448-6333
Groton-Dunstable Regional School District.....	978-448-5505
Groton Pool & Golf Center.....	978-448-3996
Groton Public Library.....	978-448-1167
Historic Districts Commission.....	978-448-1109
Housing Authority.....	978-732-1913
Human Resources/Personnel.....	978-448-1145
Information Technology.....	978-732-1889
Inspector of Animals.....	978-448-1111
Park Commission.....	978-732-1913
Planning Board.....	978-448-1105
Police Department.....	978-448-5555
Sewer Commission.....	978-448-1117
Tax Collector/Treasurer.....	978-448-1103
Town Clerk.....	978-448-1100
Water Department.....	978-448-1122
Veterans' Service Officer.....	978-448-1175
Zoning Board of Appeals.....	978-448-1121

GROTON'S ELECTED OFFICIALS



Board of Selectmen

Board of Assessors

Board of Health

Nashoba Associated Board of Health

Commissioners of Trust Funds

Electric Light Department

Groton-Dunstable Regional School District

Report from Superintendent

School District Report

Boutwell Early Childhood Center

Florence Roche Elementary School

Regional Middle School

Regional High School

Swallow Union Elementary School

Pupil Personnel Services

Peter Twomey Youth Center

Groton Public Library

Housing Authority

Park Commission

Planning Board

Sewer Commission

Town Clerk

Water Department

BOARD OF SELECTMEN

Mark W. Haddad, Town Manager

Office Hours: Mon. 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

Meetings Every Monday

(978) 448-1111 Fax: (978) 448-1115

selectmen@townofgroton.org



Photo by Karen Riggert

As we wind down FY 2014 and prepare for the next fiscal year, it is worth reflecting on the events of the past year. The 2013 Annual Town Election saw Josh Degen and Stuart Schulman handily re-elected to the Board of Selectmen. Both Josh and Stuart are strong contributors to the work of the BOS and provide excellent input on the policy direction the Board provides to the Town Manager. It is a pleasure to serve alongside them.

One of the greater challenges over the past year has been overseeing the construction of Groton's new Center Fire Station. Due to the nature of public construction projects in Massachusetts and the related constraints communities are under by being compelled to select the lowest bidder, the Town has had to work hard to keep the project on track and within budget. While it was known before the bid was awarded that the low bidder had issues on other projects, the fact that they were still certified by the State and the certainty that they would have sued the Town if not awarded the bid, compelled a decision to select them as the general contractor. However, with input from the Fire Station Building Committee, Architectural Consulting Group (project managers) and Town Counsel a contract was drawn up which provided adequate protections to the Town in the event of non-performance by the general contractor. Sure enough that occurred, but the Town was then able to seamlessly step in and assume control of the project. The Selectmen acknowledge and appreciate the skill and attention to detail that our Town Manager, Mark Haddad, has displayed in overseeing a very complicated situation. Without his expertise and guidance, the outcome of this very important investment in public safety would be uncertain at best.

The Selectmen were also pleased to receive a very positive report on the Town's administrative structure and management from the State Department of Revenue's Division of Local Services. DLS had last visited Groton in 2004 when they performed a Financial Management Review of the Town. While that report found that the Town's governance structure worked adequately, it was antiquated with no clear lines of authority and responsibility and with the related potential for significant failings. This report

provided the impetus for Groton adopting a charter and Town Manager form of government. The recent DLS report highlighted the improvements and efficiencies Groton has realized since adopting the Charter in 2008, not the least of which has been an upgrade to the Town's bond rating to AA+ which has saved Groton on long term debt interest.

As we approach and prepare for FY 2015, the biggest challenge facing the Town will be financial as we must address the budgeting issues, which have impacted the Groton/Dunstable Regional School District. The Town has a strong history of supporting education and the strong performance of the GDRSD by all measures is proof of this. The Selectmen are committed to continuing this support while at the same time recognizing our responsibility to meet the needs of townspeople for public safety and other local government services.

Finally, it is with much sorrow that we say farewell to our former colleague Fran Dillon who passed from this life on February 15, 2014. Fran served as a Selectman for three consecutive terms from May 2002 – May 2012 and was highly regarded by all in town who had the pleasure of working with him. Ever the 'statesman' on the Board of Selectmen, Fran had an uncanny ability to see through the clutter of whatever the issue was and focus on the core of the matter. He knew how to advocate for his position, but still function as a member of a team even if his view might not prevail. Even after his final term, Fran remained someone Board members would call on from time to time for his sage counsel. Groton has lost a true 'townie' and his absence will be felt deeply by all who knew him and the town he cared so much about.

Respectfully submitted,

Peter S. Cunningham
Chairman

BOARD OF ASSESSORS

Rena Swezey, Principal Assessor

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

Meetings as Posted

(978) 448-1127 Fax: (978) 448-1115

assessors@townofgroton.org

The Board of Assessors is the local government responsible for establishing the value of property for tax purposes. The Assessors are responsible for valuing all taxable property both real and personal for the town as well as motor vehicle excise tax. Assessed values are subject to triennial review and certification by the Department of Revenue. The Assessors grant all statutory exemptions and act on all abatement applications. The Assessors are responsible for defending all appeals made to the Appellate Tax Board. The Assessors administer all special assessments qualifying farm and forest management programs. Assessments in Massachusetts are based on full and fair cash value as of January 1st.

The Assessors' office completed its tri annual certification revaluation for fiscal year 2014. The sales analysis of sales occurring in calendar year 2012 was used to set the valuations for FY 14.

The Assessors' analyzed all land sales and land residuals to set the Site Index Adjustments for land. Market value has declined in some neighborhoods and increased in other neighborhoods while still reflecting an overall stable market in town.

The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time. The tax rate went from \$16.85 to \$17.38 for FY 2014.

The office continues the process of mandated cyclical inspection of all properties throughout the town. This is achieved by inspections, visiting the properties by means of Sales Verification, Building Permits, Occupancy Permits, and Abatement Inspections. The Board of Assessors is a working board doing all the statistical analysis needed to do In- House Valuations each year to maintain the Fair and Full Cash Value of all properties in the Town of Groton.

The office staff strives to continue to give the good service that the Groton taxpayers have come to expect.

Respectfully submitted,

Board of Assessors

Garrett Boles, Chair

Rena Swezey, Clerk

Jenifer Evans, Member

Office of the Assessors' Staff

Rena Swezey, Principal Assessor

Jonathan Greeno, Assistant Assessor

Rebecca Babcock, Office Assistant

BOARD OF ASSESSORS			
Fiscal 2014 Recapitulation Abstract			
<u>Amounts to be raised:</u>			
a. Appropriations			35,955,676.40
b. Other amounts to be raised			
Total overlay deficits of prior years			
Total Cherry Sheets Offsets	13,555.00		
Snow and Ice Deficit	98,516.34		
TOTAL			112,071.34
c. State and County cherry sheet charges			104,471.00
d. Allowance for abatements and exemptions (overlay)			228,491.06
TOTAL amount to be raised			35,955,676.40
<u>Estimated receipts and other revenue sources:</u>			
a. Estimated receipts - State			
Cherry sheet estimated receipts	818,909.00		818,909.00
b. Estimated receipts - Local			
Local receipts not allocated	3,413,500.00		
Enterprise funds	1,916,455.00		
Community Preservation funds	1,188,097.00		
TOTAL			6,518,052.00
c. Revenue sources appropriated for particular purposes			
Free cash	981,989.00		
Other available funds	1,226,765.00		
TOTAL			2,208,754.00
d. Other revenue sources appropriated specifically to reduce the tax rate			
Free cash...appropriated on or before June 30, 2013	0.00		
Free cash...appropriated on or after July 1, 2013	100,000.00		
Other source	0.00		
TOTAL			100,000.00
e. Total estimated receipts and other revenue sources			9,645,715.00
<u>Summary of total amount to be raised and total receipts from all sources:</u>			
Total amount to be raised			35,955,676.40
Total estimated receipts and other revenue sources	9,645,715.00		
Total real and personal property tax levy	26,309,961.40		
Total receipts from all sources			35,955,676.40
<u>Assessed Valuation:</u>			
Personal Property	24,448,987.00		
Real Estate, Commerical, Industrial	1,513,806,755.00		
Total Valuation	1,538,255,742.00		
Tax Rate per Thousand	17.38		
Tax Exempt Property Valuations	325,914,372.00		
<u>Dwellings:</u>			
1 Family-3,143			
2 Family - 132			
3 Family - 12			
Condo Units - 238			
Mobile Homes-9			
Multi- Houses- 29			
Apartments- 13			
Mixed use-38			

BOARD OF HEALTH

Regina Beausoleil, Interdepartmental Assistant

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

Meetings: 1st and 3rd Mondays of the Month

(978) 448-1120 Fax: 978-448-1113

health@townofgroton.org

The Board of Health continued to serve the Town's residents and businesses in meeting the challenges of environmental and public health needs. The three-member elected Board meets on the first and third Monday of the month at 7:00 PM in the Town Hall.

The Board of Health administers state and local laws, regulations, and policies in conformance with Massachusetts General Laws, Chapter 11, sections 26-32. The Board is committed to the protection of public health and the environment through enforcement of state statutes, local by-laws and regulations, regular inspections, and responses to Townspeople's concerns.

The Board of Health reviewed/granted the following permits:

• Subsurface sewage disposal system permits:	33
• Subsurface sewage disposal system variances:	15
• Well permits	13
• Well variances	1
• Tobacco control permits	10
• Trash hauler permits	5
• Stable licenses	30

During 2013, the Board of Health and Nashoba Associated Boards of Health, in conjunction with the Massachusetts Department of Public Health, sponsored a number of clinics for influenza vaccinations.

The Board of Health would like to thank Nashoba Associated Boards of Health Director James Garreffi, Health Agent Ira Grossman and the Land Use Department staff at Town Hall for their continued support throughout the year.

Respectfully submitted,
Jason Weber, Chair
Susan Horowitz
Robert Fleischer

BOARD OF HEALTH
Nashoba Associated Board of Health
Ira Grossmam, Environmental Administrator
NABH Office Hours: Mon.-Fri. 8:00am-4:30pm
Groton Office Hours: Mon. 8:00am-9:00am, Wed. 11:00am-12:00pm
(978) 772-3335 Fax: (978) 772-4947
Web page: nashoba.org

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Groton. In 2013, particular efforts were made to respond to a series of new service demands in the Environmental Division while adjusting to changes in the Nursing Division created by national trends in health care. Some of the new service demands included:

- Maintaining Nashoba's internet web site to provide information for the public. (See *nashoba.org*)
- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Groton Board of Health up-to-date on matters of emergency preparedness planning
- Nashoba assisted the Board by providing a school-located seasonal flu clinic at Groton-Dunstable Regional High School.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to State mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Groton's Board of Health. Included in highlights of 2013 are the following:

- Through membership in the Association, Groton benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Registered Physical & Occupational Therapists, Licensed Social Workers, Nutritionists, Certified Home Health Aides, and Registered Dental Hygienists.
- Reviewed **102** Title 5 state mandated private Septic System Inspections for Groton Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies and referred deficient inspections to Groton Board of Health for enforcement action.

By the Groton Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

Environmental Health Department

Environmental Information Responses Groton Office (days)

86

The Nashoba sanitarian is available for the public twice a week at the Groton Board of Health Office.

(Groton residents can also reach their Sanitarian by calling the Nashoba office in Ayer, Monday – Friday 8:00AM – 4:30PM)

Food Service Licenses & Inspections

45

Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Camp Inspections

19

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

Housing & Nuisance Investigations**60**

Nashoba, as agent for the Groton Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications**46**

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests**174**

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications**45**

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews**60**

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications (new lots)**21****Septic System Permit Applications (upgrades)****24**

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Inspections**50**

Nashoba Sanitarian is called to construction sites at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations**26**

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits**15****Water Quality/Well Consultations****20**

Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assist the BOH by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized**18**

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice, Home Health**Nursing Visits****.. 2,634**

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits**547**

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

Rehabilitative Therapy Visit**1,992**

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

Medical Social Service Visit**118**

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Hospice Volunteer and Spiritual Care Visits**102**

Nashoba's Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.

Clinics**Local Well Adult, Support Groups, & Other Clinic Visits****406**

Visits include Well Adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.

Number of patients that attended Flu Clinics held in Groton **222**

Number of patients whom attended Well-Adult Clinics from Groton **70**

Communicable Disease**Communicable Disease Reporting & Control**

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Groton (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health".
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

Number of Communicable Disease cases:

Investigated	106
Confirmed	43

Communicable Disease Number of Cases

Campylobacter	5
Giardia	2
Hepatitis C...4	
Influenza... ..	16
Lyme disease 16	
Shiga toxin-producing E coli	1

Health Promotion

Skilled Nursing Visits	67
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Dental Health Department**Examination, Cleaning & Fluoride - Grades K, 2 & 4**

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....	316
Students Participating.....	177
Referred to Dentist.....	11

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs.....	12
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COMMISSIONERS OF TRUST FUNDS

Karen Tuomi, Executive Director
Meetings by Appointment
Legion Hall, 75 Hollis Street, Groton, MA
(978) 448-1173
trustfunds@townofgroton.org

TRUST FUND	7/1/12 Balance	6/30/13 Balance	Fiscal Year Disbursements
BARR EYE	\$3,912	\$4,214	\$0
MARIA BELITSKY SCHOLARSHIP	\$16,756	\$15,940	\$750
PETER BERTOZZI SCHOLARSHIP	\$149,396	\$155,475	\$1,500
BLOOD CEMETERY	\$5,472	\$5,603	\$0
BUTLER SCHOOL REUNION	\$14,543	\$15,976	\$0
CHAMPNEY CEMETERY	\$3,356	\$3,481	\$0
DALRYMPLE EYE	\$25,719	\$26,885	\$0
GANSER/VAN HOOGEN	\$59,977	\$65,095	\$384
GREEN CHARITY	\$842,227	\$845,268	\$29,687
GROTON COMMONS	\$11,290	\$12,492	\$0
LAWRENCE LIBRARY	\$47,775	\$53,768	\$0
LECTURE	\$3,719,521	\$4,202,198	\$64,452
LIBRARY BOOK	\$151,195	\$170,496	\$0
JOHN ROBBINS LIBRARY	\$2,778,360	\$3,084,353	\$58,192
JOHN ROBBINS SCHOLARSHIP	\$16,332	\$18,330	\$0
ROBERTSON/ONNERS	\$38,524	\$36,485	\$2,150
MARY SAWYER	\$4,698	\$5,317	\$0
SHEPLEY CHARITY	\$528,463	\$551,706	\$18,890
SHEPLEY FOUNTAIN	\$6,409	\$6,342	\$375
SPAULDING	\$1,043	\$1,163	\$0
PETER TWOMEY SCHOLARSHIP	\$30,426	\$29,613	\$1,000
WATERS VOCATIONAL EDUCATION	\$4,857,648	\$5,467,914	\$81,155
TOTAL	\$13,313,042	\$14,778,114	\$258,535

Trust fund balances consist of two categories, Non-Expendable (Principal) and Expendable (Accumulated Earnings). Only the Expendable portion may be disbursed. The total balance of \$14,778,114 consists of \$12,061,494 is Non-Expendable and \$2,716,620 is Expendable.

The Trust Fund Commissioners constantly monitor the market and are in communications with our expert financial advisors. These two things coupled with conservative "Legal" list of investments, lead us to anticipate a stabilization of the trust funds in the future.

TRUST FUNDS

Maria Belitsky Trust and Scholarship Fund

The Belitsky Trust and Scholarship Fund was established by the Belitsky Family to honor their wife and mother and promote an interest in horticulture and environmental studies. The 2013 recipient of the Maria Belitsky Scholarship was Rachele Carbutt. This award was in the amount of \$500.

Peter E. Bertozzi Trust and Scholarship Fund

The Bertozzi Trust and Scholarship Fund was established by the Squannacook Sportsmen's Club to promote an interest in conservation and environmental studies. Monies may also be used to support conservation activities in Groton. The 2013 recipients of the Peter E. Bertozzi Scholarship were Ryan Dawson and Katherine Lienhard. Each award was in the amount of \$750.

Blood-Bigelow-Shepley-Ames Free Lecture Fund

The Lecture Fund received 75 applications from organizations and groups to provide a variety of lectures, concerts, and performances free to Groton residents. Of those received, 67 requests were granted at the minimum, partial funding.

Community Children's Fund

The Community Children's Fund continued to work year-round. Along with the 15 families and 38 children who received aid in December, the Fund continues to provide school supplies, sports and camp programs and after-school activities year-round.

Dorothy Ganser van Hoogen & Andre B. van Hoogen Trust and Scholarship Fund

The purpose of this Fund is to assist and encourage residents of Groton to pursue a program of post high school education. Sophie McPhee was the 2013 recipient.

Peter M. Twomey Memorial Scholarship Trust Fund

The recipients of this Trust Fund are chosen based on an essay they write responding to the question, "As Peter Twomey had been a 'Crusader Who Promised to Excel', how will you use your special abilities to make a positive contribution to our world?" The 2013 recipient of this award was Adam Kmetz.

Frank F. Waters Vocational Education Scholarship Trust Fund

Eight students received scholarships of \$4000 toward their first year at a vocational education institution, seven applicants were granted an award of \$3000 toward their second year and five adults were granted awards of \$1500.

Respectfully submitted,
Thomas Hartnett, Commissioner
Joseph Twomey, Commissioner
Leslie Wickfield, Commissioner

ELECTRIC LIGHT DEPARTMENT

Kevin Kelly, Manager

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

Meeting 2nd Monday 7:30pm

(978) 448-1150 Fax: (978) 448-1159

commission@grotonelectric.org Web page: grotonelectric.org



At one hundred and four years old, the Groton Electric Light Department is looking forward to new beginnings. The administration team worked to bring the mission statement into the 21st century. Our new mission statement is short and sweet...and to the point: **to provide our customers reliable power and excellent service at affordable prices.**

We continued our challenge with the construction of our new office and garage facilities, which will be located on Station Avenue. In early spring 2013, the first round of bids came in over budget, so we went “back to the drawing board” to lower the cost. This took most of the year going back and forth with the architects. Our new plan is to begin construction in the spring of 2014 to be completed in the spring of 2015. Revenues were up 1.6% for 2013 due to slight growth and a cooler than normal fall. Below is a summary of our 2013 operations. Our complete report, including audited financial statements, will be available for the Annual Spring Town Meeting.

Operations

Our new beginnings include a fresh updated website, our new mission statement and of course our new office and garage facilities – coming soon! In January 2013, we contracted with a third party billing and payment company – Billtrust – to add online billing and payment options for our customers. Our bills were also given a new look to coincide with this change. We began adding a fourth circuit to further improve reliability. We also continued our aggressive tree-trimming and old pole replacement. Investments in these areas ensure long-term reliability for our customers.

Power Supply

Natural gas prices were favorable for most of 2013 excluding the winter months which saw prices soar due to transmission constraints. New England’s natural gas prices are volatile due to these constraints so prices are closely monitored to ensure the best hedging strategy possible. The Berkshire Wind Power Project had its second full year of production and demonstrated very positive wind production for the year. GELD has also been analyzing possible solar farms to be constructed on GELD-controlled land. Wind and Solar energy sources help to diversify GELD’s power supply portfolio and also help to reduce our reliance on fossil fuels.

Rates

The components that make up our rates were changed to better reflect actual costs. The redistribution of rates went into effect on the January 31, 2013 bill, but the overall rate did not change. We offer a 10% discount to customers who pay their bill by the 12th of the month and we offered a double discount to celebrate the holidays for the bill received December 1. The discount policy encourages our customers to pay early and helps contribute to our low arrears. We ended the year with the seventh lowest rates out of 42 Massachusetts utilities for the 12-month average 750 kWh electric user. The two investor-owned utilities that service the surrounding towns, National Grid and Until have rates that are 27% & 67% higher than Groton Electric, respectively.

As we prepare for our new office and garage facilities, we will keep ratepayers updated on our plans and progress. The office personnel will move to new temporary facilities just up the street on Station Avenue, so customers who enjoy paying their bill in person can still do so. These small changes should not affect our great customer service or our reliability.

Thank you to the Groton ratepayers for their patience as we begin anew; and thank you to our Commissioners for their guidance and commitment in overseeing Groton’s locally owned and operated Light Department!

Respectfully submitted,

Kevin P. Kelly, Manager
Chris Christie, Chairman

Rodney R. Hersh, Member
Kevin J. Lindemer, Member

GROTON/DUNSTABLE REGIONAL SCHOOL DISTRICT

Administrative Offices: Prescott School Building, 145 Main Street, P.O. Box 729, Groton, MA 01450

(978) 448-5505 Fax: (978) 448-9402

Anthony J. Bent, Ed.D. Superintendent of Schools

School Committee Meetings ~ 1st & 3rd Wednesday of the month at 7:00pm

Groton-Dunstable Regional High School Library

Fiscal issues dominated the landscape when FY2013 closed. As the new fiscal year opened, it became painfully apparent that FY2013 had closed in deficit. Jared Stanton, the newly-appointed Director of Business and Finance in July, immediately began communications with the Superintendent, the School Committee, town officials in both Groton and Dunstable, the auditors for the school department, the Department of Elementary and Secondary Education, and the Department of Revenue to inform everyone of our status. The Department of Revenue took the lead in resolving the problem and determined that the school district's deficit in FY2013 was \$165,615. That sum was taken from the district's Excess and Deficiency account and FY2013 was closed.

There were several reasons for the deficit: poor internal communications in the central office, errors in the payroll function over time, and a multi-year dependence upon Excess and Deficiency funds as a source of revenue. As a Groton municipal leader recently stated, "It was the perfect storm." Unfortunately, the fiscal issues just described cascaded into the FY2014 budget and into the development of the FY2015 budget. As of this writing, the school committee and the administration have implemented new efficiencies, reductions in support staff, and increased efforts to seek revenue (grants and concessions from vendors, etc.). We are confident that, with these measures, and careful monitoring of expenditures, the FY2014 will not end in deficit.

Despite the laser-focus of the central office on the fiscal affairs of the district, students were served well. Principals were able to provide the leadership in the buildings to continue normal operations and promote the excellence to which Groton-Dunstable has been accustomed over the years. Teachers continued to work on the implementation of the Common Core State Standards in English Language Arts and Mathematics, and students continued to perform at high levels in classrooms, on the field, and on stage.

Perhaps the highlight of the year was the technology warrant article approved by the citizens of Groton and Dunstable in the spring of FY13 for \$562,055. As a result of their generosity, 800 devices were purchased for student and staff use and wireless Internet access was extended to each of the district's schools. Finally, a director of technology was hired (Andrew Marcinek), who quickly formed a new technology department. The new structure increased the capacity of the "tech team" to keep all the equipment working, provide direct support to students, provide professional development to teachers, and begin to offer evening sessions for the greater community.

The spring of 2014 puts the school district at a crossroads as the cascading effects from previous years continue to challenge the FY2015 budget process. The requested increase of \$2,642,856, though large, is not more than what we would have had if the school department's budget request to the towns had grown appropriately over the last several years. Since the district was using excess and deficiency as a revenue source, the spending pattern over those same years was appropriate for the maintenance of the program. The two communities will now need to make decisions with regard to funding and the desired quality of education in our district. Ultimately, the schools have more a funding problem than a spending problem.



Anthony J. Bent, Ed.D., Superintendent

Director of Business and Finance

For FY 2013 the district ended the year with a deficit of \$165,615. As a result, the balance of excess and deficiency (E&D) was certified by the Department of Revenue at \$615,615 representing 1.75% of the FY 2014 budget. By law the district is permitted to maintain up to a fund balance of 5% of the budget in order to pay for unanticipated expenses, particularly in areas of private school special education tuitions and building infrastructure repairs (HVAC, plumbing, electrical etc.). The district continues to be concerned with state aid particularly with Chapter 70, Chapter 71 (Transportation Reimbursement), and Special Education Circuit Breaker. At this time the district expects Chapter 70 and Chapter 71 to be level funded for FY 2015 and Circuit Breaker to be lower than expected for both FY 2014 and FY 2015.

The Middle School South roof replacement was completed on time and under budget. The total project cost was \$1,169,562. Massachusetts State Building Authority (MSBA) will reimburse the district 45.74% of the project costs.

As a first time Director of Business and Finance, and a key administrator in the district, I have found it invaluable to visit schools and classrooms to better understand the fiscal requests. Denise Zahn, the new Assistant to the Director of Business and Finance/Payroll Coordinator, Polly McGrath, School Accountant, and I have implemented a number of new procedures and payroll practices to omit errors. In addition, we have implemented a new software, Infinite Visions, which will allow us to manage the budget and payroll with better efficiency. We have also consulted with DOR, DESE, and Melanson and Health on a number of fiscal procedures.

FY 2015 was a very difficult budget to prepare because the revenue that we have been using in past years is no longer available. The district has relied on allocations from E&D and revolving accounts which are no longer available. Also a number of line items in FY 2014 were underfunded (e.g., salaries, special education tuitions and transportation). The revenue and budgeting problems listed above contributed to the increase in assessments (2.6 million). FY 2015 is a level service budget but does include contingency money to replenish the dangerously low E&D figure. As we continue to prepare the FY 2015 budget, the district will continue to work tirelessly with both towns to achieve fiscal stability.

Respectfully Submitted,

Jared M. Stanton
Director of Business and Finance

Boutwell Early Childhood Center

The Boutwell Early Childhood Center provided an integrated, language based early childhood education program that offered stimulating programming for 80 children ages 3-5 over the past year as well 8 children who attended the Parent Child Playgroup. Along with daily discoveries in our subject areas, we encountered some moments worth highlighting along the way.

Accomplishments in 2013:

- Continued work on the alignment of specific preschool curriculum with the new Massachusetts Common Core Standards and the Guidelines for Preschool Learning Experiences
- Seventh year of the School Council for the Boutwell School, the Council focused on the 100 year celebration of the Boutwell School Building founded in 1914.
- Continual improvement in pre-numeracy, pre-writing and school readiness skills
- Improved the preschool mathematics curriculum and piloted a new literacy effort “Lively Letters” for preschool

- Trained staff to use math throughout each child's day to create a learning environment in which math is embedded in all learning
- Return of full-time Early Childhood Director increased the schools capacity to support the district's preschool population, for example:
 - The Director is taking children to the in school preschool specific library with the Reading with Mr. Russ program
 - The Director is conducting home visits with incoming students referred by Early Intervention programs

Goals for 2014:

- Complete the work on the alignment of our Mathematics curriculum to the new Common Core and the Guidelines for Preschool Learning Experiences
- Train staff on creative ways to integrate science, technology, and engineering throughout the preschool learner's day.
- Expand the program hours to support working families and increase enrollment and revenue
- Add an employee childcare program including an infant and a toddler classroom, these programs could be expanded to serve community members as well

Boutwell welcomed the following new staff member for the 2013 – 2014 school year:
Speech and Language Pathologist – Courtney Choate

With the continued focus on Mathematics (as we align to the new Common Core), Boutwell students are working hard to achieve an understanding of number concepts as well as logical and spatial relationships that will improve their ability to learn throughout their lives. Thanks to the efforts of our teachers and specialists, students are learning to recite numbers in order, compare quantity, comprehend position, and match objects in one-to-one correspondence.

Respectfully Submitted,
Russell Hoyt, Early Childhood Director,
Boutwell Early Childhood Center

Florence Roche Elementary School

The Florence Roche Elementary school currently serves 548 students, kindergarten through 4th grade. Along with the daily learning and growth in our subject areas, we have had several accomplishments worth highlighting.

Accomplishments in 2013:

- Successfully instituted Open Circle bus groups to improve students' readiness for learning
- Implemented a standards based report card and created trimester benchmarks to guide instruction and keep parents informed of student progress
- Continued working on aligning to the Common Core State Standards
- Continued alignment of curriculum and instructional practices with Swallow Union
- Implemented a coaching model in both math and reading where teachers and coaches are co-teaching in order to improve instructional practice
- Created a lab classroom model, where we are training our own teachers to provide professional development for their peers, worked with a consultant from Teaching and Learning Alliance to improve the reader's workshop model and focus on best practice for literacy instruction
- Consistent monthly math facts and standards based end of unit assessments in math
- Began looking at how we assess writing in all three genres: narrative, opinion and informative
- Continued support for enrichment opportunities for our students and through the dedication of our parents and PTA, we offer:
 - Ski Club

- A community-run School Play
- PTA sponsored and organized enrichment programs
- Community outreach
 - Student run drive for a local animal shelter
 - Gave food baskets to local senior citizens
 - Made Thanksgiving placemats for the Senior Center
 - Juvenile Diabetes Walk, initiated by a student
 - Planning for a 'Read it Forward' book donation program

Goals for 2014:

- Continue to focus our curriculum and align all areas with the new the Common Core State Standards
- Implement the Reader's Workshop model in all classrooms, incorporating focus lessons, independent reading time and teachers conferring with students
- Incorporate regular opportunities for students to participate in community service projects
- Increase the use of technology in the classroom and across all learning environments

Florence Roche welcomed the following staff members during the 2013-2014 school year:

Math Coach – Sue Wynn (shared with Swallow Union, was a math specialist, job title change), Reading Coach – Grace Volpe (was a reading specialist, job title change), Reading Tutor – Holly Shreve, Paraprofessional – Brianna Fumia, Paraprofessional – Stasia Twomey

We are very excited to report that we are a level one school, meaning we met our improvement goals for last year's MCAS scores.

Respectfully submitted,
Elizabeth Garden, Principal,
Florence Roche Elementary School

Groton-Dunstable Middle School

- Last school year, the middle school piloted Cluster Grouping in Grade 7. Cluster Grouping occurs when a group of identified "gifted" students are placed with groups of other students in a mixed-ability classroom. Teachers differentiate their instruction based on these needs of these students. This school year we have implemented Cluster Grouping across all grade levels. Overall, it has gone well. Professional Development has been provided for teachers to meet to work on differentiated lesson plans to accommodate the needs of those students who are part of the Cluster Group.
- We have expanded our SSC Program (for students on the spectrum) by adding an additional teacher through the reduction of three paraprofessionals.
- We have restructured our Reading Intervention Program by eliminating the Literacy Lab and hiring a Reading Tutor to work with identified small groups of non-Special Education students who are reading substantially below grade level.
- Our TLC Program (Therapeutic Learning Center) has been very successful in supporting students with social/emotional challenges.
- Due to the enhancement of Technology at the building-based level and the hiring of a full time Technology Specialist, the use of Technology has improved considerably. Teachers are feeling much more comfortable in integrating technology into their curriculum and students are utilizing a variety of digital resources and technology tools. For example, teachers and students are collaborating in paperless classrooms using the power of google apps for documents.

- This school year the 5th grade math teachers have implemented a brand new math program (Envisions) that is aligned with the Common Core State Standards. Feedback from many of the teachers has been very positive. This program utilizes a variety of online interactive activities to keep students focused and on task.

Other accomplishments include:

- School – wide assemblies on Bullying/Cyberbullying, Handicap Awareness and Disability Awareness Month
- Raised over \$9,000 for Project Mitten (sending donations to needy families during the holiday season)
- Destination Imagination Teams are competing this year
- School-Wide Spelling and Geography Bees
- Implementation of A.L.I.C.E. (Alert, Lockdown, Inform, Counter and Evacuate) as our new lockdown protocol in the event of an emergency

Submitted by,
Steven M. Silverman, Principal

Groton-Dunstable Regional High School

By all measures, Groton-Dunstable Regional High School is a high performing school. The students arrive willing to learn and eager to succeed. At the core of the school's success is the staff, which must be commended for their dedication to students, and their willingness to work hard, adapt, and remain flexible as the seemingly endless changes in education continue.

Groton-Dunstable Regional High School students, teachers, administrators, and staff are proud of both the collective and individual achievements during the 2012-2013 school year. By no means an exhaustive list, the data and achievements listed below span the areas of academics, athletics, visual and the performing arts, and provide a glimpse into the quality of the students attending our schools.

Performance Data

- Newsweek Rankings: Top 3% in Massachusetts (12th) and top 1% nationally (388)
- U.S. News Rankings: Top 10% in Massachusetts (40th), top 2% nationally (901)
- Received AP Honor Roll Award for increasing enrollment without sacrificing scores
- Total students enrolled in AP have increased 85% over the course of five years while the percentage of students scoring 3 or better has remained steady at nearly 90%
- 95% of the GDRHS graduating class of 2013 enrolled in post-secondary institutions
- GDRHS SAT scores for 2013: Reading (549), Writing (538), Math (579)
- 100% of our students taking AP Calculus scored a 5
- 80% of our students taking the Statistics AP exam scored a 3 or higher
- 96% of our student taking the Chemistry A.P. exam scored a 3 or higher
- 87 % of our students taking Environmental Science A.P. exams scored a 3 or higher
- 82% of our students taking U.S. History A.P. exams scored 3 or higher
- 100% of our students taking Physics A.P. exams scored 3 or higher

- 67% of our students taking English Language Composition scored 3 or higher
- 97% of our students taking Biology A.P. exams scored 3 or higher
- 84% of our students taking English Literature A.P. exams scored 3 or higher
- 36% of our students taking the Spanish Language A.P. exam scored a 3 or higher

On the 2012 MCAS Tests, our students scored well above the state average and we have met Annual Yearly Progress as outlined in the No Child Left Behind Act.

- Math: 97% Advanced & Proficient (Tied for 6th in State)
- English: 100% Advanced & Proficient (Tied for 34th in State)
- Science: 95% Advanced & Proficient (Tied for 15th in State)
- There were 63 Adams Scholarship Winners

2012-2013 Accomplishments

- Seven students recognized at the Boston Globe Scholastic Awards
- More than 65% of our student body participated in athletics
- Boys Soccer won a state championship title
- Boys football was undefeated in the regular season
- Girls Volleyball, Girls and Boys Lacrosse, and Boys Hockey all qualified for the playoffs
- Veterans Day ceremony honored all Veterans of the Armed Forces.
- Hockey team honored Sgt. Woitowicz and local veterans
- 4th Annual Domestic Violence week was a success
- Woman in History events were a success
- Pink Week raised awareness and funds for breast cancer research
- Community Service Week provided clothes to Groton Give and Take, food to Loaves and Fishes, and raised money for local charities
- Breast cancer and testicular cancer awareness assemblies were held
- 9th grade orientation featured 150 high school volunteers and more than 150 incoming 9th graders
- GDEF provided thousands of dollars in grants that are positively impacting students
- Festival of One-Act Plays was a success

Respectively Submitted,

Michael Mastrullo, Principal
 Marissa Brisson, Assistant Principal
 Rick Arena, Dean of Students

Swallow Union Elementary School

Swallow Union is located in the center of Dunstable. The Union building was dedicated in December, 1985 with less than 60 students, K-9. The Swallow building opened its doors in 1963 and the connector was added in 1978. The last major renovation was completed in September, 1995. Currently we house grades K-4 and we have roughly 298 students.

Our staff of well-trained professionals continue to be eager to learn new teaching strategies to enhance their daily instruction. They set high expectations for themselves and their students. Currently, our School Improvement Plan focuses on three two-year goals. Our first goal is to enhance our delivery of instruction in the area of reading through the implementation of a readers' workshop model. Another goal is to utilize and infuse the new technology into our daily curriculum. Lastly, we are working on

aligning our curriculum to match the new Common Core Curriculum that Massachusetts adopted a couple of years ago

During the past several years, our students have excelled academically. We consistently score in the top 10% state wide on MCAS. In addition, our students have shown great progress in many of our district-wide academic assessments.

Lastly, Swallow Union continues to house the district's Applied Behavior Analysis program. This program has been at Swallow Union for the past 11 years and is contracted through the New England Center For Children. This partnership is for students with intense special needs and has been a wonderful asset for all our students.

Respectfully Submitted,

Peter Myerson
Principal

Swallow Union Mission Statement

We believe that all students can learn. It is our responsibility to excite students about learning in a positive, safe, and engaging environment. We will challenge students to achieve high academic standards while fostering their intellectual curiosity as well as their emotional, social, and physical development. In a mutually respectful community of staff, students, and parents, we value the shared responsibility to help all students achieve their potential, develop confidence, and pursue their own passions.

Pupil Personnel Services

The Pupil Personnel Services Department provides support services for students in the Groton-Dunstable Regional School District to allow students to make effective progress in all academic areas. Support services provided to students include: nursing, guidance counseling, special education, early childhood education, psychological services, behavior consultation, and related therapy services that include school adjustment counseling, speech/language, occupational and physical therapy, augmentative technology, and special transportation. All schools have a registered nurse, guidance counselors, a team chairperson, special education teachers and paraprofessionals. District-wide personnel offer related therapy services and psychological services. The school district has developed and implemented language-based classrooms at the Middle School for grades 5-6 and 7-8 and plans to offer language-based services at the High School, as well. A therapeutic learning center has been established at both the Middle School and the High School to provide support to students with social/emotional issues that impact their learning in the general curriculum. The teachers in each of these programs received training during the summer and ongoing consultation from outside experts during the school year to ensure the success of the programs. The continuing goals of Pupil Personnel Services Department are: to support the co-teaching model through professional development for teachers, to facilitate positive transition for students changing schools through a collaborative process that includes staff and parents, to provide professional development to teachers on scientifically researched instructional methods, to increase collaboration between special education and regular education staff, to increase communication and collaboration with parents, and to provide as many effective and cost-efficient services as possible for special education children within the school district.

Respectfully Submitted,
Camilla Huston
Director of Pupil Personnel Services

Peter Twomey Youth Center

The Peter Twomey Youth Center (PTYC) is the base for the Extended Day Programs (FR/SU/BT); Community Education Programs (adult and children's enrichment); and, scheduling for all District facilities including the Performing Arts Center, Black Box Theater, gyms and fields. It is self-supporting and is funded by tuitions, community donations and fundraisers. It is located on the Main Campus of schools in Groton.

The Extended Day Program, is available to all District students from Pre-K through Middle School and is located at the Boutwell Early Childhood Center, the Florence Roche and Swallow Union Elementary Schools and the Peter Twomey Youth Center. The staff of this Program are committed to providing academic support, supervised peer socialization and organized age appropriate activities within a safe and nurturing environment.

The Community Education Program which includes Adult Ed; GDRHS After 2 Club, Middle School After School Clubs and Elementary Children's Enrichment programs is always looking for new and different variety of offerings at all levels. Over the years Community Ed has incorporated school and town programs that have been in danger of being cut due to budget constraints such as the Middle School and Elementary plays, the Middle School Ski Program, Elementary Band, Flag Football and Summer Tennis Camp.

As the scheduler for the District Calendar and all facility calendars after school hours, the goal is to maintain an organized balance of space used and to prevent conflicts from occurring with space or meetings. This function helps to insure that parents and community members are not asked to divide their time between events and locations.

Also, included under the base of the Peter Twomey Youth Center is the management of the Performing Arts Center and Black Box theatre. This includes scheduling all events taking place in these facilities and acting as liaison for all outside groups using the sites. This consists of scheduling custodial help, theater personnel and police details along with any other need that a group may require.

Two new roles include the overseeing of the publication three times a year of the Barometer and acting as the coordinator of District Safety and Security.

The PTYC continues to offer needed meeting space for community groups and gym space for children/adult athletics.

Karen Tuomi
Director of Extended Day and Community Services

GROTON PUBLIC LIBRARY

Vanessa Abraham, Director

Hours: Tue, Wed, Thu 10am-9pm; Fri 10am-5pm; Sat 10am-3pm; Sun 1pm-5pm (Sept-Apr); Mon Closed

Trustees Meeting 3rd Tuesday at 7pm | gpl.org • info@gpl.org

Main: 978-448-1167 • Children's: 978-448-1168 • Reference: 978-448-8000 • Fax: 978-448-1169

2013: Groton Public Library's 160th Annual Report - The Groton Public Library's mission is to provide free access to collections, services, and programs that enrich the lives of all in our community and to provide this in a professional, friendly, and confidential environment that also promotes the joys and benefits of reading and learning. Here are some highlights from 2013:

New Services

- **Joined the Merrimack Valley Library Consortium (MVLC).** We joined the MVLC network of public libraries as a full member on October 1, thanks to funding approved at Spring Town Meeting. We were the last standalone library in Eastern Massachusetts; now we share a catalog system with 35 other libraries. Sharing a system allows for the semi-automation of resource sharing, which has increased collection use and significantly decreased wait times for holds and interlibrary loans. **In 2012, we handled 1,990 interlibrary loans; in 2013, with only 3 months in MVLC, we handled 14,956!**
- **Fall Sunday Hours.** We were open Sundays 1-5pm Sept-Dec for the first time, thanks to State Aid funding.
- **No More Limits.** We removed limits on the number of items patrons can borrow.
- **Lowered & Simplified Overdue Fines.** Print 10¢ per day; non-print: 25¢ per day; max. fine per item: \$3.
- **OverDrive.** Expanded our downloadable ebook and eaudiobook offerings with access to OverDrive.

New Programs & Activities

- **Local Authors' Fair.** Our first-ever fair with 20 authors attracted a crowd of over 100 interested readers.
- **New Youth Clubs:** Minecraft, Minecraft Jr., and Magic the Gathering Clubs were added to meet demand.
- **Creative Kids Drop-In Crafts.** Our Children's Staff offered drop-in freestyle crafts every Tuesday this fall.
- **Winter Reading Program.** Teens were invited to participate in our first-ever Winter Reading Program.
- **Seed Library.** "Check out" our seeds, plant and grow them, then harvest new seeds and "return" to us.

Library Highlights

- **10,033 people attended library programs**, our highest number ever, and a **16%** increase over 2012.
- **Meeting room use** was its highest ever. Our rooms were used **1,766** times, a **34%** increase over 2012. We ranked **2nd** statewide for meeting room use for the 52 public libraries serving our population group.
- **We ranked FIRST in teen program attendance** statewide for libraries serving our population group in 2012. Our numbers were up from 2012 to 2013 by 13%, with **1,972** teens attending **89** programs
- **Young Adult Summer Reading Program (SRP) attendance increased 68%** in just the past 2 years. We held **20** SRP programs for teens, which attracted **400** young adults to participate, the most ever.
- **2,031 adults attended 145 adult programs**, which represents a **38%** increase in program attendance over 2012. We held 11 lifelong learning courses and read *On Writing* by Stephen King for Groton READS.

By the Numbers

- Circulated **216,263** items to patrons. In statewide rankings, we were **3rd** in circ. per capita, **5th** in direct circ., and **6th** in both print and non-print circulation for the 52 libraries serving our population group.
- Welcomed **100,946** visitors to the Library
- Delighted **6,030** children at **253** library programs
- Registered **574** children for the Summer Reading Program
- Taught **23** classes, or **508** students, from schools about library resources and services, and supplied every child with a library card.
- **285** teens signed up for the Summer Reading Program and they read **2401** books
- Users searched our databases **12,216** times
- Provided assistance with **5,150** reference, readers' advisory, and technology questions
- Patrons downloaded **1,915** ebooks and eaudiobooks and **10,509** digital songs for free
- Collected **\$16,672** from fines, fees, and services

Respectfully submitted by the Trustees of the Groton Public Library: Susan Hughes, Chair; Kristen von Campe, Vice-Chair; Jane Allen, Secretary; Mark Gerath; John J. Kelly; Nancy Wilder

HOUSING AUTHORITY

Lisa Larrabee, Executive Director

Office Hours: Mon & Tues 8:00am – 12:30pm & Wed & Thurs 11:30am – 4:00pm

Meetings (on 2nd Wednesday of every month) at 19 Lowell Road, 7:00pm

(978) 448-3962 Fax: (978) 448-5845

grotonhousing@verizon.net

The Groton Housing Authority (GHA) is the local body responsible for the expenditure of State and Federal housing grants. We currently own and manage 20 units of State-subsidized rental housing for the elderly and disabled and eight units of rental housing for families. In addition to our State public housing inventory we also own nine units of rental housing for moderate-income families located on Sandy Pond Road. Our housing programs are subsidized and regulated by the Commonwealth and require no financial contribution from the Town.

The Board of Commissioners of the Housing Authority is made up of four Commissioners who are elected by town residents to five-year terms and one who is appointed by the Governor. At the regular meeting of the Commissioners held in June 2013, members were elected to the following positions: Brooks Lyman, Chairman; Deirdre Slavin-Mitchell, Vice Chairman; Ellen Todd, Treasurer; Daniel Emerson, Asst. Treasurer; Daniel Emerson, Secretary. The Board meets on the second Wednesday of every month at 19 Lowell Road, 7:00pm.

Board member Daniel Emerson represents the Housing Authority on the Community Preservation Committee.

Lisa Larrabee serves as the Housing Authority's Executive Director. Lisa has established regular office hours at the 19 Lowell Road office. They are Monday and Tuesday 8:00 AM to 12:30 PM and Wednesday and Thursday 11:30 AM to 4:00 PM. Lisa may also be reached by calling 978-448-3962, or emailing to grotonhousing@verizon.net.

The Groton Senior Center Staff hosted the Twelfth Annual Summer Cookout get-together for our elderly, disabled tenants. The event was well attended and enjoyed by all. The Residents of Elderly/Handicapped programs meet occasionally on a social basis in our community room. They also meet occasionally with the Executive Director to discuss items of interest or other important information they need to know regarding the building they live in.

The Housing Authority continues to explore possibilities to expand the town's housing stock for low and moderate-income seniors, families and those with disabilities. CPA funds in the amount of \$25,000.00 were appropriated for pre-development studies which were conducted on a parcel of land owned by the Authority on Nashua Road. At this time the Groton Housing Authority is working with other town boards to develop this parcel of land for affordable housing. CPA funds were also generously awarded to the Housing Authority for replacement of our generator, which is used only to keep the sewerage from backing up into units and conservation land in the event of a power outage.

The Authority continues to work cooperatively with the Town on various affordable housing issues. The Authority also serves as the long-term monitoring agent for several affordable units, assuring that these units will remain affordable in perpetuity as stated in the deed restrictions.

Respectfully Submitted,

Brooks Lyman, Chairman
Deirdre Slavin-Mitchell, Vice Chairman
Ellen Todd, Treasurer
Daniel Emerson, Asst. Treasurer
Katharyn Dawson, Member

PARK COMMISSION

Fran Stanley, Assistant
Meetings 2nd Wednesday of the Month
Legion Hall, 75 Hollis Street
(978) 732-1893; fstanley@townofgroton.org

The Town of Groton's Park Commission continues to maintain and schedule use for all parks, commons, and playing fields under its jurisdiction.

As in the past, the Park Commissioners work closely with the Town's youth athletic leagues to ensure that the fields under their jurisdiction are used to the maximum benefit of town residents. The Commissioners would also like to express their appreciation to Lawrence Academy, Groton School, and Groton-Dunstable Regional Schools for their cooperation in opening their fields for town use.

The Smith Social Pavilion continues to be a valuable asset to the Town of Groton with increased use by residents. Some of these public gatherings include housing the music for the July Fireworks display and the New Year's Christmas Tree Bonfire. These are two of the most widely attended Town functions held during the course of the year. The Park Commissioners' efforts to provide needed maintenance to Park properties have been embraced by Town Meeting. Currently, the Park Commission is working to replace the flag pole on Firemen's Common, perform needed carpentry repairs on the Smith Social Pavilion, and make needed fence repairs on Minuteman Common.

The Park Commissioners along with use groups are working to expand use of Cutler Field in West Groton. Town investment in this property has improved functionality of the site. Plans are underway to move unused playground equipment from the Prescott School grounds to West Groton to be installed at Cutler Field.

The Christine Hansen Memorial Playground is also under our jurisdiction. Donated to the Town of Groton by the Hanson family in 2005, this playground enjoys frequent use by residents of all ages. Recent Town funding together with grant proceeds will ensure that the playground is spruced up and welcoming for years to come.

As in the past, we are very pleased to work with equestrian use groups and other interested parties to help bring the fairground back to the vibrant facility it once was. Our thanks to the Hazel Grove Agricultural Association for their commitment to making sure that Hazel Grove Park will hold a secure place in Groton's recreational future.

Respectfully submitted,

Gineane Haberlin, Chair
Kenneth Bushnell
Robert Flynn
Jonathan Strauss

PLANNING BOARD

Michelle Collette, Land Use Director/Town Planner
Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm
Meeting Every Thursday @ 7:30pm
(978) 448-1105 Fax: (978) 448-1113
planning@townofgroton.org

The Planning Board's jurisdiction is established in two state statutes, the Zoning Act, Chapter 40A, and the Subdivision Control Law, Chapter 41, Sections 81A-81GG. At the local level, the Planning Board's authority is defined in the Code of the Town of Groton, Chapter 218 Zoning, and Chapter 381 Planning Board Regulations. Zoning amendments must be adopted by a two-thirds vote of Town Meeting. The Subdivision Regulations, Site Plan Review Regulations, Shared Driveway Regulations, Scenic Roads Regulations, and Town Center Overlay District Design Guidelines are adopted and revised by a majority vote of the Planning Board after a duly advertised public hearing. The Zoning By-Law, Subdivision Regulations, Zoning Map, Town Center Overlay District Map, and Water Resource Protection District Map are available on the Town's web site and may be purchased in the Town Clerk's office in the Town Hall.

During 2013, the Planning Board reviewed the following applications:

Approval Not Required Plans (ANR)	9
Preliminary Subdivision Plans	1
Definitive Subdivision Plans	0
Definitive Plan Modifications	0
Expedited Permit (Chapter 43D)	0
Special Permits	4
Site Plan Review	8
Planned Multifamily Concept Plans	3
Major Project Concept Plans	1
Rezoning Petitions	1

The Planning Board and its consultant, Community Opportunities Group, continued to work on the Phase II Implementation of the Comprehensive Master Plan. The Board is also working with Dodson and Flinker on updating the Town Center Overlay District Design Guidelines.

The Board worked closely with the Agricultural Commission and Board of Health on revisions to the Zoning By-law agricultural section of the Schedule of Use Regulations. The 2013 Spring Town Meeting voted to adopt the amendments on agricultural uses.

The Board appreciates the Town Departments, especially the public safety officials, for their assistance and guidance throughout the year.

Respectfully submitted,

John Giger, Chairman
Russell Burke
Carolyn Perkins
Scott Wilson

George Barringer
Jason Parent
Timothy Svarczkopf
Michelle Collette, Land Use Director/Town Planner

SEWER COMMISSION

April Iannacone, Business Manager

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

Meeting 1st & 3rd Wednesday 3:00pm

(978) 448-1117 Fax: (978) 448-1123

sewer@townofgroton.org

The Sewer Commission is pleased to make the following report for the calendar year ending December 31, 2013 to the sewer rate payers and the citizens of the Town of Groton.

2013 Review

Our flows to the Pepperell Treatment Plant continue to trend lower each year. This is in relationship to a major initiative by the Sewer Commissioners to reduce inflow and infiltration of groundwater into the sewer collection system. By removing inflow and infiltration of groundwater, we pay for lower overall treatment costs in Pepperell and therefore we can lower your sewer rates. This remediation program will continue in 2014 and is in the planning stages with our consultants and the Pepperell DPW and should be more comprehensive than in years past. Furthermore, by removing inflow and infiltration from the sewer collection system, we have more capacity to permit for growth. The Sewer Commission continues to keep a very careful eye on all new requests for sewer capacity.

Over the past three fiscal years, the Board of Sewer Commissioners has lowered sewer rates by nearly 22%. The rate decreases are due to the Commission's commitment to identifying and repairing inflow and infiltration of groundwater or leaks in the system. In addition, the Sewer Department paid off the major bonds that were purchased in order to construct the Center Sewer Collection System. The Board will deliberate another sewer rate decrease in 2014 after a thorough review of the 2012 & 2013 revenues and expenses.

In 2013, the Sewer Department completed major improvements to its two sewer pumping stations, the Nod Road Station and the Partridgeberry Woods Station. These improvements included the replacement of the pumps and motors at both stations with more efficient pumps and motors. This will result in lower energy needs and lower operational costs for years to come. In addition, a new flow meter will be installed that should more accurately measure the wastewater flows to Pepperell.

Groton wastewater treated at the Pepperell Wastewater Treatment Plant:

2009	44,160,457	gallons	or	120,988	avg. gpd
2010	43,264,894	gallons	or	117,537	avg. gpd
2011	46,895,258	gallons	or	128,413	avg. gpd
2012	39,682,200	gallons	or	108,719	avg. gpd
2103	43,457,500	gallons	or	191,100	avg. gpd

As always, we extend our thanks to the Pepperell DPW and its employees for their continuing cooperation and support and also to the Groton Water Department for its help during the year.

Respectfully submitted,

Sewer Department Staff:

April R. Iannacone, Business Manager

Ruth M. Stevens, Assistant

Board of Sewer Commissioners:

James L. Gmeiner, Chairman

Thomas D. Orcutt, Vice-Chairman

Thomas D. Hartnett, Clerk

TOWN CLERK

Michael Bouchard, Town Clerk

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

(978) 448-1100 Fax: (978) 448-2030

townclerk@townofgroton.org

In 2013, the Town Clerk's office conducted three elections, including a Special State Primary and Special State Election for U.S. Senator to fill John Kerry's open seat. John Kerry had been confirmed as Secretary of State earlier in 2013. The April 30 combined Special State Primary and Annual Town Election realized a 20% voter turnout. The Special State Election, held June 25, realized a 32% turnout. Due to safety concerns in light of the 2012 Newtown, CT. school shooting, the Town moved Precinct 2 and 3 polling from the Middle School to the Prescott School building. The results of this move are favorable, but mixed, and are under review by the Selectmen at year end.

Two Annual Town Meetings and a Special Town Meeting were held during 2013 – Spring (April 22), Fall (October 21) and a Special (January 26). Important issues before the Town this year included construction funding for the new fire station, Fitch's bridge replacement, herbicide treatment and fire protection for Lost Lake and concept plan approvals for 128 Main Street and 120 Boston Road developments.

The office administered the town census to approximately 4800 households (utilizing the Commonwealth's Voter Registration Information System (VRIS)). The information provided by the Town Census is statistically important, as well as being the basis for updating the Voter List, which, of course, enables voting. The population in Groton as of December 31, 2013 is 10,802 with 7,663 registered voters, a decrease of <1% of each.

In 2013, the office qualified 37 public commissioners, processed 10 Fuel Assistance applications for non-senior residents, administered the oath of office to all of our appointed and elected officials, performed 512 notarial services, registered 1159 dogs, and processed approximately 1015 transactions on behalf of the Department of Public Works. Acting as the Town's Register of Vital Records, the office recorded 73 Births, 60 Deaths and 36 Marriages in 2013. 122 new or renewed "Doing Business As" business registrations were processed.

The Clerk's office continued to define and implement procedures to help the Town comply with the evolving requirements of the Commonwealth's Open Meeting, Conflict of Interest and Campaign Finance Laws. Transition to these new procedures continues to be smooth, thanks in large part to a dedicated office staff and a cooperative audience. The Clerk's office worked closely with Jason Bulger, IT Director, to implement a web-based meeting posting system, a "Doing Business As" Registration program and development of a replacement Dog Registration system.

The Town Clerk participated as a member of the Center Fire Station Building Committee as the fire station began construction. He also participated as the chair of the Bylaw Review Committee, which addressed changes to the Personnel and Unregistered Car Bylaws and considered other issues as requested by the Town.

In 2013, the Clerk's office processed 2916 financial transactions, in addition to the many requests for information, notarization and other non-financial interactions. The Clerk's office turned over the following amounts to the Town Treasury:

Various Certificates and Fines	\$	12,798
Dog License Revenue	\$	13,232
Transfer Station Transactions	\$	21,003
Total:	\$	47,033

The Office of the Town Clerk wishes to thank our many volunteers, partners, election workers, committee members, and town department staffs for cooperation and assistance in 2013. Special thanks go to our hardworking and very effective Assistant Town Clerks: Nancy Pierce and Marcy Birmingham. It's been our privilege to serve the people of Groton during 2013, and we look forward to an exciting and productive 2014.

Respectfully submitted,

Michael F. Bouchard, Town Clerk

WATER DEPARTMENT

Thomas D. Orcutt, Water Superintendent

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

Meeting 2nd & 4th Tuesday 7:30pm

(978) 448-1122 Fax: (978) 448-1123

water@townofgroton.org



The Board of Water Commissioners is pleased to make the following report for the calendar year ending December 31, 2013 to the water rate payers and citizens of the Town of Groton.

The Water Department staff continues to work very hard in optimizing the drinking water supply systems and the quantity and quality of the water delivered to your home or business. We continue to rely heavily on our SCADA (Supervisory Control and Data Acquisition) system for monitoring our water supply system on and off the job. This allows our technicians to remotely view all of our facilities from any

location at any time and make adjustments as may be needed. The Baddacook Pond Cistern/Well was cleaned and a new pump installed in order to more efficiently pump water from this source at a reduced energy load. In addition, our technicians made adjustments to the treatment works at the Baddacook Facility in order to improve the pumping capabilities within the facility. The Whitney Pond Wells were also cleaned late in the year in order to remove iron and manganese deposits within the well field and/or aquifer and one of the motors was completely overhauled and restored to maximize its operational use.

Groton's water quality and testing regime continues to play a large part in what we deliver every day to our customers. Groton remains in compliance with the Department of Environmental Protection's regulations. Groton Water Department Staff collected and analyzed more than 500 water samples in 2013. Groton remains very proactive and committed in protecting the drinking resources we have under our control.

The Water Department's Water Conservation Program and more importantly, lawn irrigation regulations will continue to play a significant role in our day-to-day operations. Conformance with the Department's Mandatory Odd/Even Water Conservation Program is paramount by all of our customers in order to remain in compliance with the registered and permitted water withdrawals by the Commonwealth of Massachusetts. We are respectfully asking folks to carefully monitor their own irrigation systems every day, be sure their moisture sensor is working properly, and make the required adjustments in order to comply with our Water Conservation Program. Last year, the Groton Water Department was awarded the Conservation Award from the Commonwealth of Massachusetts for our efforts. The Groton Water Department was the only community to receive the award in 2012 for these efforts. Please help us conserve water whenever possible.

Statistical Information - Period ending December 31, 2013:

Total Gallons of water pumped	153,784,181 Gal. per Year
Ave. Daily Consumption	0.421 Million Gal. per Day
Max. Daily Consumption – July 17th	0.884 Million Gallons
Accounts	1,892
New Accounts	33
Water Mains	51.2 Miles
New/Replaced Water Mains	0.0 Miles
Total Hydrants (Public and Private)	374 Hydrants
Hydrants added to the system	1 Hydrant

The Water Department wishes to thank the following departments for their continued cooperation and assistance in the daily operations of the water supply system: Office of the Town Manager, Electric Light Department, Highway Department, Land Use Departments, and the Police & Fire Departments.

The Board of Water Commissioners welcomes David Crocker to the Board of Water Commissioners as its newly elected Board member. In addition, the Water Department welcomes Stephen Knox as a Technician within our operations. Stephen worked for many years for the Pepperell Water Department before coming to Groton.

Respectfully Submitted,

Water Department Staff:

Thomas D. Orcutt, Water Superintendent
April R. Iannacone, Business Manager
Ruth M. Stevens, Assistant
George E. Brackett, Senior Water Technician
Stephen B. Knox, Senior Water Technician

Board of Water Commissioners:

James L Gmeiner., Chairman
Gary W. Hoglund, Vice Chairman
David P. Crocker, Member

GROTON'S MUNICIPAL OFFICES



Accountant
Building & Zoning Department
Conservation Commission
Council on Aging
Department of Public Works
Fire Department
Groton Pool & Golf Center
Historic Districts Commission
Information Technology
Inspector of Animals
Police Department
Tax Collector/Treasurer
 Total Principal 2013
 Tax Receivables
Veteran's Service Officer
Zoning Board of Appeals

ACCOUNTANT

Patricia Dufresne, Town Accountant

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

(978) 448-1107 FAX (978) 448-1115

accountant@townofgroton.org

The following financial report summarizes Fiscal Year 2013 (period ending June 30, 2013).

General Fund: The General Fund ended the year with a favorable fund balance, generating \$1,316,409 of “free cash” or a 4.4% excess when compared to the initial FY2013 General Fund budget of \$30,177,585. Detailed analysis is beyond the scope of this report, but the following information may be of interest. The free cash amount is approximately \$180,000 greater than last year, reflecting careful monitoring of departmental budgets as well as a continued advantage relating to State grant receipts (most notably those awarded for Police and Fire Dispatch services). State reimbursements for prior year winter storm expenses also helped to boost receipts, thereby playing a part in the Town’s favorable year end position. The current free cash total includes \$275,424 in unexpended free cash from the previous year’s certification. Cautious use of appropriations in general led to approximately \$400,000 in unexpended funds, most notably in insurance reserves and those budgets for which grant support was received. Finally, the Finance Committee’s Reserve Fund returned \$15,345 to the free cash total.

Other Funds: The Town’s other funds – Gift, Grant, Revolving, Receipts Reserved, and Trusts – all closed the year with positive balances, except for small deficits in several reimbursable grants. We expect revenue sufficient to cover most of these deficits will be received from the State in FY2014. State grant review procedures often result in reimbursement delays; in most cases, this has no significant effect on free cash.

Community Preservation Fund: The State continues to match local CPA surcharges. The match received in FY2013 was \$201,065 or about 37% of local surcharge receipts (although the State continues to mandate that the Town budget conservatively for that match). Collection of CPA surcharge revenue continues to be excellent; with slightly under \$6,000 left uncollected at year end. The Community Preservation Fund comprises a significant portion of the Town’s “non-general fund” area of the balance sheets.

Enterprise Funds: Water and Sewer Funds both ended the year with favorable balances. Again, detailed analysis is beyond the scope of this report. However, in general terms, the Water Department closed the year with \$319,521 in free cash, or almost 33% of the initial FY2013 budget of \$970,776. This is a comfortable free cash position, and can be attributed to additional revenue from new construction projects in town and a generally conservative use of appropriations. The Sewer Department’s free cash was certified at \$589,363 or an excess of 92% compared to the FY2013 budget of \$641,377. This number is only slightly lower than that of the prior year, and is largely reflective of unexpended prior year free cash. Over the last several years, the Sewer Department has been actively returning a portion of this excess to their customer base in the form of rate cuts.

Reserves: The Town’s Stabilization Fund ended the year at \$1.4 million and the Capital Stabilization Fund at almost \$512,000 (although \$369,500 of the Capital Stabilization balance was reserved for expenditures in FY2014, and \$325,265 of the Stabilization balance was reserved for funding the FY2014 GDRSD technology upgrade). Town of Groton Financial Policies suggest that the level of reserves in these accounts be maintained at 6.5% of the initial annual budget (exclusive of the Enterprises and CPC). At the end of FY2013, these reserve balances did in fact meet that goal. The Conservation Fund closed the year with a balance of only \$16,924; however the Fund received grant reimbursement of \$400,000 in FY2014 for a significant land purchase made in FY2013.

Patricia Dufresne, Town Accountant

SEE APPENDIX FOR ACCOUNTANTS REPORT

BUILDING & ZONING DEPARTMENT

Edward M. Cataldo, Building Commissioner/Zoning Enforcement Officer

Office Hours: Mon. 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

(978) 448-1109 Fax: (978) 448-1113

building@townofgroton.org



Photo by Karen Riggert

The Building Department is charged with enforcing the State Building Codes and the Town of Groton Zoning By-Laws. Our goal is always to ensure the safety and quality of life for the residents, businesses and visitors of Groton. We are resident and contractor friendly and are available to answer your questions or concerns. Please feel free to call us or stop in on the 2nd floor at Town Hall.

The Department personnel consist of:

Edward M. Cataldo, Building Commissioner / Zoning Enforcement Officer

Daniel A. Britko, Local Inspector

Paula D. Martin, Land Use Administrative Assistant

Edward Doucette, Electrical Inspector

John Dee, Alternate Electrical Inspector

John Murphy, Gas / Plumbing Inspector

John Templeton, Alternate Electrical Inspector

Louise Gaskins & Ann Murphy, Senior Work Credit Program Volunteers

The Department is open Monday 8:00 am to 7:00 pm, Tuesday through Thursday 8:00 am to 4:00 pm and Friday 8:00 am until 1:00 pm. All building, electric, gas and plumbing permit applications may be submitted during those times.

Building & Electric inspections may be requested throughout the business day via the office telephone number: 978-448-1109. Messages that do not require immediate attention or appointment confirmation may be left at any time.

Gas & Plumbing inspections are requested directly via the inspector at 978-448-5000, Monday through Friday, 7:00 AM to 8:00 AM.

As always, the Building Department would like to thank all the Town officials and Town Hall staff that we have worked with during the past year.

A report of the Department's activities, including the year 2013 follows:

<u>Building & Zoning</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Value of Construction	\$11,364,160	\$13,540,736	\$26,954.785
Permit Fees Collected	\$126,615.00	\$159,396.45	\$193,263.00
Permits Issued	333	339	351
Inspections Performed	672	548	654
<u>RESIDENTIAL</u>			
Single Family Homes	18	25	26
Two Family Homes	0	1	1
Multi-Family	0	0	0
Additions	27	27	18
Renovations	210	189	220
Accessory Buildings	26	23	23
Demolitions	2	2	3
<u>COMMERCIAL</u>			
New	0	1	1
Additions	0	2	0
Renovations	15	30	18
Accessory Buildings	6	0	2
Demolitions	1	3	0
Communication Towers	0	0	0
Animal Inspect. Certif.	79	79	79
Farm Labor Certif.	0	1	1
Home Occupation Certif.	16	28	25
Wood Stove Permits	22	22	23
<u>Electric</u>			
Permit Fees Collected	\$29,296.00	\$29,024.00	\$27,467.00
Permits Issued	306	319	306
Inspections Performed	464	446	466
<u>Gas</u>			
Permit Fees Collected	\$9,412.00	\$11,028.00	\$11,149.00
Permits Issued	173	201	202
Inspections Performed	209	223	239
<u>Plumbing</u>			
Permit Fees Collected	\$13,711.00	\$14,075.00	\$15,731.00
Permits Issued	158	170	192
Inspections Performed	211	225	247

CONSERVATION COMMISSION

Takashi Tada, Conservation Administrator

Meetings 2nd & 4th Tuesday 7:00pm

(978) 448-1106 Fax (978) 448-1113

conservation@townofgroton.org

The Conservation Commission was established in 1963 “for the promotion and development of the natural resources and the protection of the watershed resources” of the Town (Conservation Commission Act, MGL Ch. 40, §8C). The Commission is responsible for the administration of the state Wetlands Protection Act and the Groton Wetlands Protection Bylaw. Any person intending to alter any area in or within 100 feet of a wetland (intermittent stream, creek, lake, pond, swamp, marsh, bog, or wet meadow) or in or within 200 feet of a river or perennial stream must file either a Request for Determination of Applicability or a Notice of Intent with the Commission and receive a permit before commencing work. Minor projects (decks, utility installations, tree cutting, removal of non-native, invasive plants, etc.) that involve minimal or temporary intrusion into the 100-foot buffer zone of wetland resource areas typically require the filing of a Request for Determination of Applicability.

During 2013, the Commission processed 11 Notices of Intent and 14 Requests for Determination of Applicability under the Wetlands Protection Act and the Groton Wetlands Protection Bylaw. These projects involved septic system upgrades, a garage, an addition, a shed, a deck, driveways for single family homes, fencing, landscaping, a trail bridge, culvert repair, and invasive weed treatment. Municipal projects approved this year include the demolition/replacement of Fitch’s Bridge, weed harvesting at Baddacook Pond, and beach restoration and erosion control at Sargisson Beach.

The Conservation Commission and Groton Water Department continue to work with Bay State Forestry Services to develop and implement a comprehensive plan for sustainably managing forested tracts owned by the Town. A selective forestry operation was initiated on Baddacook Field/Shattuck Homestead land in December 2013. The Town is required to maintain a view to Baddacook Pond by conditions in the Conservation Restriction to be held by the Groton Conservation Trust. The Commission’s goal is to proactively manage large parcels to encourage old growth characteristics, improving wildlife habitat, increasing recreational opportunities, and managing invasive plants that have become established on conservation lands. The spread of invasive plants has become one of the biggest threats to biodiversity in the state.

In February 2013, the Town acquired the 106-acre Walker-Cox Conservation Area at a cost of \$716,000, of which \$400,000 was reimbursed by the state through the LAND grant program. This land provides habitat for rare species and connects to over 2000 acres of protected open space. Most of the land is within the existing Zone III on the Groton Water Resources Map; it is also likely to be in Zone II for the proposed public water supply well adjacent to Unkety Brook. Leveraging Community Preservation funds with LAND grants makes the Town’s money go much further in the effort to protect open space.

The Commission is working with the Groton Conservation Trust and the Board of Selectmen to finalize Conservation Restrictions for Baddacook Field/Shattuck Homestead and Walker-Cox lands. These restrictions are required for lands acquired using Community Preservation Act funds. The restrictions will be held by the Groton Conservation Trust.

The Conservation Commission was sorry to bid farewell to Barbara Ganem, who retired in November 2013 after 10 years of exemplary service as Conservation Administrator. The Commission thanks Barbara for her dedication and expertise in protecting Groton’s natural resources, and wishes her well in retirement. Takashi Tada was hired in November 2013 as the new Conservation Administrator. The Commission was also sorry to lose valuable member Nadia Madden whose resignation took effect after the end of 2013.

Respectfully submitted,

Peter Morrison, Chairman (appointed in 1991)
John Smigelski, Vice Chairman (appointed in 2012)
Rena Swezey, Clerk (appointed in 2012)
Bruce Easom, (appointed in 2003)

Nadia Madden (appointed in 2010)
Craig Auman (appointed in 2001)
Marshall Giguere (appointed in 2004)
Takashi Tada, Conservation Administrator

COUNCIL ON AGING

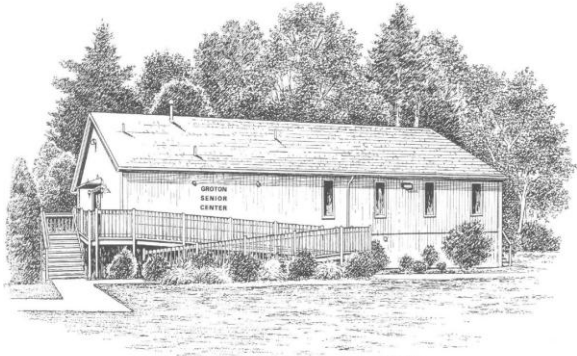
Kathy Shelp, Certified Director

Hours: Mon-Fri 9:00am – 3:00pm

Council on Aging Board Meetings 1st Monday 9:30am

Location: Senior Center, 163 West Main Street (Rt. 225)

Main: (978) 448-1170 Fax: (978) 448-3660 councilonaging@townofgroton.org



The Groton COA represents an important entry point into the aging system and into the continuum of Long Term Care. In a continuum of care that ranges from the least intensive to the most intensive, Senior Centers are often the first support service sought by an individual, his/her family or friends. *The effect and role of the Senior Center is to reverse or delay the need for more intensive services.* The Groton COA is preventive social service in action. We work with a wide variety of organizations and through these linkages provide our users with access to a wide variety of services.

The 2010 Federal Census records show 1,635 Groton residents 60 years and older, with the COA serving approximately 46% of that population. The number of seniors who can currently be reached through the preventive social services provided by the COA compels us to insure that we are fiscally sound, diverse in our programs, need-responsive and well administered. We continue to strive to meet all of these goals. In 2013 we saw a 5% increase in the number of times seniors were served through one of our 60 senior programs with a 34% increase in van ridership. During the fall of 2013, the Groton COA offered 35 non-outreach programs/activities, 10 of which were new to the COA. Two programs, one holiday event, one class and two trips were cancelled due to lack of participation.

Staff:

Director	Martha Campbell	4/30/13 retired
	Kathy Shelp	5/1/2013 start
Outreach Coordinator	Stacey Shepard Jones	
Activities/Volunteer Coordinator	Bethany Loveless	7/24/2013 resigned
	Stephanie St Germain	9/6/2013 start
Van Driver	Hal Burnett	
	Alan Sinclair	
	Bethany Loveless	
Maintenance	Alan Sinclair	

Directors:

Chairman	Frances Goldbach
Vice-Chairman	Marie Melican
Treasurer	Carl Flowers
Secretary	George Faircloth
Members	Charlotte Carkin
	Maydelle Gamester
	Mildred Wells
	Vera Strickland
	Eddie Wenzell

Selectman Liaison: Peter Cunningham

Police Liaison: Kevin Henehan

Activities Budget:

Town Budget - \$113,254
Formula Grant - \$11,445
Community Trust Lecture Fund: \$1,000

Gift Fund balance: \$5,152.88
Veterans' Breakfast Fund balance: \$893.87

Van Budget: \$37,199

DEPARTMENT OF PUBLIC WORKS

R. Thomas Delaney, Jr., DPW Director
500 Cow Pond Brook Road; P.O. Box 1111
(978) 448-1162 Fax: (978) 448-1174
highway@townofgroton.org

DPW

This is the fifth annual report of the Department of Public Works (DPW) since the consolidation of departments. The divisions under the DPW are Highway, Transfer Station, Tree and Building Maintenance Departments. All of these are run by the Director of Public Works. The Success of these departments is due to the hard working employees who are the backbone of the DPW. The hours that the employees put in this winter alone to keep the roads safe and passable were exhausting, yet they continued until the job was done. I cannot speak enough to the dedication and hard work that these men and women provide to the Town.



-Photo by Karen Riggert

Highway Division

The Highway Department is the backbone of the DPW and continues its commitment to maintain and upgrade the road system of the Town. In 2013, various projects were completed with a number of road ways being resurfaced. We are fortunate that our Town continues to receive state funding for roadwork and other projects which gives us the resources to upgrade our road system. And as always, we will use each dollar as carefully as possible. Roads resurfaced last year included Common Street, Nashua Road, Hill Road, Lost Lake Drive, Old Dunstable Road, and a section of Route 40. Other items of interest are drainage repairs and improvements, intersection improvements, as well as other preventive measures for increasing pavement life. Widespread crack sealing was also accomplished protecting our roads from early deterioration. General maintenance of the Town also continues to be a priority with beautification efforts continuing on our numerous parks, commons, and ball fields.

Tree Warden

Normal business of the Tree Warden in conjunction with the DPW was carried out through the year. These tasks include, trimming and pruning as well as aerial bucket work and the removal of dead and hazardous trees. The local Light Department has expanded their aerial trimming program. By doing this work they limit outages as well as helping us deal with hazardous trees. Road side mowing is constant and aids in the removal of sucker trees and invasive species.

Highlights of the year are as follows:

1. Arbor Day was celebrated at Legion Common.
2. Brush and hazard tree-trimming, inspection and removal in various locations on over 105 miles of roads.
3. Assistance by the local light department with pruning, hazardous tree removal and brush clearing.
4. Continued use of a roadside mower to remove brush and invasive species.
5. We continue to compost chips and leaves picked up by the town for composting and eventual use by Town residents as well as being used in the planting of new trees.
6. 20 new trees were planted this year. We will continue replacement and enhancement of our town.
7. One request for public tree removal was held and granted on Longley Road.

Transfer Station

With a steady recycling rate above average for the area we continue to bring our revenues up and our disposal costs down. With the grant we received from the Mass Department of Environmental Protection, the Regionalized Recycling Center continues to be a benefit to our town as well as others in this program. We continue to process more material in less time and increasing our revenue with this program. We produced, marketed, and sold over 933.55 tons of recycled material last year.

Building Maintenance

Duties of this department are mostly routine, with inspections, cleaning and normal wear-and-tear issues consisting of the majority of the work load. Below are some of the basic duties of the department. We are anticipating taking on the new fire station this spring as an addition to the town's inventory of buildings.

- All mandatory annual testing, inspections, and preventive maintenance completed on emergency generators, alarm systems, fire suppression sprinklers, fire extinguishers and elevators for this year.
- All annual preventive maintenance on HVAC systems, both gas and oil operations at the Public Safety Building, Town hall, Senior Center, Legion Hall, and Fire Stations #1, #2, and #3.
- Maintained the exterior and interior of the P.S.B., Town Hall, Legion Hall, and the Senior Center.
- Janitorial duties are completed at the sites above, as well as the public area at the Lost Lake Fire Station and Highway Department.

Respectfully submitted,

R. Thomas Delaney, Jr.
DPW Director

FIRE DEPARTMENT

Chief Joseph Bosselait
99 Pleasant St., Groton, MA
General Calls: (978) 448-6333
Emergency: 911 fire@townofgroton.org
Cell Phone Emergency: (978) 448-5555



Photo by Karen Riggert

The Groton Fire Department responded to over 1150 emergency incidents and 600 inspections in 2013. The department continues to provide the citizens of Groton with excellent Fire, Rescue and Emergency Medical Services. The dedicated men and women of the department responded to structure fires, hazardous materials situations, smoke detector activations, carbon monoxide alarms, motor vehicle accidents and medical emergencies. Members of the department stood by for numerous mutual aid requests by area towns for fire & medical coverage, blasting details, parades and fire/safety details for large events and fireworks throughout the year.

On Saturday, January 26, 2013, the town voted to purchase 2 ½ acres from the Lawrence Homestead Trust on Farmers Row for the new center fire station. Construction began in April 2013, with an estimated opening date of June 2014.

On October 9, 2013 the fire department was called to Lawrence Academy for a 15-year old unresponsive male. Upon arrival, CPR was in progress by one of our department EMT's along with LA coaching staff that were already on scene. Department EMT's who were on-duty arrived to assist with CPR. I am happy to report that he has recovered from this incident and is doing fine. EMT Frank Mastrangelo, Captain Susan Daly and Lieutenant Tyler Shute were issued commendations from the Fire Chief, recognition was given to the other members of the Fire Department who responded at a Selectmen's meeting shortly after the incident.

On October 26, 2013 there was a reported brush fire in the conservation area located off Cardinal Lane. The brush fire continued throughout the weekend and into the following week. Several towns were called to help contain and wet down multiple acres, this brush fire was very challenging due to high winds and a very dry time of the year.

On December 29, 2013, the Fire Department responded to Blood Farm for a report of heavy smoke and flames coming from the building. Upon arrival, firefighters were faced with heavy fire from the "smokehouse" side of the building. Multiple towns responded to the scene and to cover our fire stations for the duration of the fire. No injuries were reported and the State Fire Marshal Rehab Unit was requested to the scene due to the cold weather.

The Fire Department would like to recognize the following agencies for their assistance and cooperation throughout the past year: State Fire Marshal, Stephen D. Coan, Public Safety Dispatchers, the Highway, Police, and all Municipal Departments. In closing, the Fire Department wishes to thank the residents of Groton for the continued support and confidence expressed throughout the year. I wish to thank all the men and women on the Groton Fire Department who volunteer and sacrifice time away from their families in order to serve our community when called upon.

Groton Fire Department
2013 Officers



-Photo by Karen Riggert

Chief Joseph Bosselait
Administrative Assistant Diane Aiello
Deputy Chief Clarence Jefferson
Captain Susan Daly
Captain James Emslie
EMS Captain Anthony Hawgood

Fire Lieut Arthur Cheeks
Fire Lieut Michael Culley
Acting Fire Lieut James Crocker

Fire Lieut Tyler Shute
Fire Lieut Bill VanSchalkwyk

Firefighters & EMTs

Geri Armstrong
Brad Cain
Daniel Coelho
James Crocker
Timothy Cunningham
David Dubey
Jonathan Duffy
Kevin Dutile
Heather Emslie
Travis Gray
Jason Grennell
Stephanie Hamelin
Luke Heinser
James Horan
Mark Imbimbo
Jeremy Januskiewicz

David Kane
Kenneth Lefebvre
Geza Lengyel
Catherine Lincoln
Michael MacGregor
Andrew Mahoney
Frank Mastrangelo
James Mazzola
Benjamin Miele
Paul McBrearty
Kevin Pezanowski
Betsey Reeves
Ryan Roy
David Stevens
Steve Tervo
Robert VanSchalkwyk

Probationary Firefighters & EMTs

Joshua Andreasen
Evan Boucher
Christopher Curtis
Stephanie Hamelin

Shawn Hunter
Zachary Nuccio
Matthew Pisani
Joseph Walter

GROTON POOL AND GOLF CENTER

Robert M. Whalen, General Manager

94 Lovers Lane

Telephone: (978) 448-3996

www.grotonpoolandgolf.com



-Photo by Karen Riggert

The Groton Pool and Golf Center is a public, affordable, community recreational resource open to all residents of Groton and the surrounding communities. The property includes a nine hole links style golf course, a heated swimming pool, a snack bar/lounge, and a reception hall for events.

Season pass memberships for either or both the pool and golf offerings allow patrons the unlimited use of these facilities while daily activity fees allow for the use of either on a single day basis. Groton residents are afforded favorable price discounts on both season pass memberships and pool passes and golf green fees. Our goal is to be

financially self-reliant using revenues from season pass membership sales, daily activity and summer program fees, and reception hall rental fees to cover our operating costs.

We offer a variety of fun summer programs including a Swim Team, Group and Private Swim Lessons, a Junior Golf Academy, and a Summer Day Camp Program. Our camp programs continue to be well received with more than 200 campers enjoying swimming, tennis and golf lessons during weekly sessions throughout the summer. The Gators, our Swim Team, won the Minuteman Summer Swim League Championship for the third consecutive year. This May, working with the Groton Golf Association, we hosted our first Open House that attracted more than 100 visitors from Groton and the surrounding communities who learned about our program offerings, toured the facilities, and participated in games with prizes.

We were pleased to again this year open both the pool and golf course on a complimentary basis to Groton residents on Groton Family Days to recognize and demonstrate our appreciation for the continued town support of needed infrastructure improvements. This year we reconstructed a golf course tee box and sections of the golf cart paths.

The Fairways at Groton Country Club reception hall was the venue for more than 50 fun parties, weddings, showers, and celebrations this year. We are supportive of a number of community organizations and have hosted meetings and events of the Groton Board of Trade, the Groton Police and Fire Departments, the Groton Garden Club, and the GD Soccer and Football Groups. We are pleased to continue to provide the GDHS Golf Team the complimentary use of the golf course for daily practice and meets with other local school teams.

We appreciate and thank our many supporters who have again given generously of their time, energy, counsel and resources to help sustain and energize our programs this year. We invite you to join your friends and neighbors and make use of your community recreation center.

HISTORIC DISTRICTS COMMISSION

Paula Martin, Land Use Administrative Assistant

Meetings 3rd Tuesday of Month 7:30pm

(978) 448-1109 Fax (978) 448-1113

building@townofgroton.org



The Historic Districts Commission (HDC) maintained consistent membership throughout 2013, including its part-time administrator. The Commission received and processed approximately 18 applications for proposed construction, or for signage, and continued to provide active assistance to ongoing large projects, such as: the Boynton Meadows development and the New Center Fire Station. Applications were considered relative to their appropriateness within Groton's historic context, and public hearings were held for substantive work, as required.

Notable projects reviewed this year included: accessibility upgrades to the Boutwell House/Groton Historical Society, substantial expansion to the Schoolhouse at Groton School, addition to the colonial revival home at 2 Old Ayer Road, and a creative window restoration project at 154 Main Street. The HDC began collaboration with Lawrence Academy regarding proposed modifications to its Sheedy House Garage. The Commission considered this unique carpenter gothic carriage house to be worthy of preservation within the district; therefore, favoring a sensitive renovation approach rather than reconstruction.

During 2013, the HDC with assistance from Attorney Robert Collins and Town Counsel, developed revisions to Groton Code, Chapter 153, Historic Districts Commission Bylaw. The purpose for proposed revisions was to: emphasize and add clarity to the Commission's purpose and functions, clarify the HDC's review process relative to views from a "public way" and "split-zone" properties, and to ensure alignment between the by-law and corresponding Massachusetts General Laws, Chapter 40c. The HDC deferred a town meeting vote on proposed bylaw revisions, pending further attention to its Rules and Regulations, and to allow for additional community outreach.

The Commission met with the Planning Board, and participated in a committee, to evaluate the HDC's role relative to projects within the Town Center Overlay District. On a trial basis, the Commission agreed to facilitate the "design review" process, in an advisory capacity to the Planning Board, for projects located within both the Overlay District and the Main Street Historic District.

For 2014, the HDC looks forward to receiving an application for reconstruction of an inn and related out-buildings at 128 Main Street, bringing its bylaw revisions to Town Meeting, and updating its rules and regulations.

Respectfully submitted,

Daniel J. Barton, Chairman

Richard P. Chilcoat, Vice Chair

Patricia E. Hardy

Sanford Johnson

Laura R. Moore

Gina Perini

Maureen Giattino

Paula Martin, Land Use Administrative Assistant

INFORMATION TECHNOLOGY

Jason Bulger, Information Technology Director

Jessica O'Toole, Web Developer

Michael Bettano, Desktop Specialist

Office Hours: Mon 8am – 6pm; Tues-Thurs 8am – 4:30pm; Fri, 8am - 12:30pm

Telephone: (978) 732-1889 | Fax: (978) 448-1115

itdept@townofgroton.org

The Information Technology (I.T.) Department facilitates the use of technology (servers, systems, software, etc) within the Town and serves to simplify and automate processes for other departments to bring new and better services to residents and Town employees. Far from existing only to fix broken computers, the I.T. Department comes up with new solutions to old problems: the need for more streamlined and automated workflows for Town departments and enterprises. To this end, the I.T. department has developed software solutions, implemented pre-developed software and made recommendations to increase efficiency and reduce waste and redundancy in many areas.

The I.T. Department has grown from the former Web and I.T. Committees, which were comprised of dedicated volunteers who have built the Town's current website and upgraded and maintained the systems and servers at no cost to the residents of Groton. Their service and dedication should be appreciated by all in Town.

In 2013, the I.T. Department expanded the Desktop Specialist position from 19 to 35 hours per week and added a part-time Web Developer, who is responsible for creating and maintaining backoffice software as well as the maintenance and expansion of the Town's public-facing website. The Web Developer has already built an entirely new website for the Groton Fire Department, and is now working on one for the Groton Police Department, with other town departments coming soon.

Adding to the list of successful backoffice applications written for the Town, 2013 saw the completion of a dog registration module to allow the Clerk's office to handle effectively the over 1,000 dog license applications they receive each year, with the goal to move this function online to the public for registration in calendar year 2015. We hope to continue this trend to allow residents to conduct more business online to save them time and add convenience.

Also, the I.T. Department could not do the work it does without the help of extremely dedicated volunteers, whose contributions and dedication are greatly appreciated.

Respectfully submitted,

Jason Bulger

Information Technology Director

ANIMAL CONTROL / INSPECTOR OF ANIMALS

George Moore, Inspector
R. Thomas Delaney, Jr., Inspector
(978) 448-1111 Fax (978) 448-1115



-Photo by Karen Riggert

In 2013, Animal Control responded to approximately 75 incidents. These ranged from barking dog complaints to nuisance wildlife, animals struck by automobiles, loose livestock, bear/coyote/bobcat sightings, and four loose pigs of unknown ownership that disappeared one by one. (holy ham hocks, Batman!)

We acquired two micro-chip scanners, which enabled us to reunite several loose dogs with their owners rather than having to take them to the Groton dog pound. Thanks to a Girl Scout project by Jen and Lauren Thorburn, many items were collected for the pound. Groton now has one of the best supplied pounds in our area.

Groton's Animal Inspector conducted 62 inspections of barns and stables in Town. There were five 10 day and two 45 day orders of quarantine issued. There was a devastating and tragic fire at Blood Farm in West Groton. Our sympathies go out to the Blood Family. We sincerely hope this business so vital to the livestock industry, not only in the local area but most of New England as well as New York State, will be re-building.

Respectfully submitted,

George Moore & R. Thomas Delaney, Jr.
Groton Animal Control and Animal Inspection

POLICE DEPARTMENT

Donald L. Palma, Jr., Chief of Police
99 Pleasant Street, P.O. Box 310, Groton, MA 01450
General Calls: (978) 448-5555
Emergency: 911 police@townofgroton.org



Contingent of Groton Officers to Boston and Watertown 4/15/13 - 4/19/13

Rear L-R: Detective Cory Waite, Officer Dale Rose, Sergeant Jason Goodwin, Officer Timothy Cooper, Lieutenant James Cullen, III

Front L-R: K9 Handler Officer Nicholas Beltz, K9 Officer Lola, Chief Donald Palma, Jr., Sergeant Edward Sheridan, Sr., Officer Gordon Candow. (Missing Reserve Officer - Bethany Evans.)

From the Annual Tree Burning Bonfire in January to delivering Christmas Baskets to the seniors in December we have had another busy and productive year. Officers in Groton were called out as part of the NEMLEC response team to Boston for the Marathon and the Red Sox's clinching another World Series. We have been actively promoting D.A.R.E. and A.L.I.C.E. in the schools, offering R.A.D. self-defense classes and working with Communities for Restorative Justice.

Our Communications Center began dispatching for the Town of Dunstable's Fire Department in addition to already handling all calls for their Police and EMS departments.

We have enjoyed continued success with our annual community policing events: Groton Road Race, Memorial Day Parade, Senior Picnic, Fireworks, Grotonfest, Halloween, and Senior Thanksgiving dinner at Gibbet Hill. We participated in the National Take-Back Initiatives in April and October by successfully collecting expired and unwanted prescription and over-the-counter drugs for environmentally safe disposal.

Congratulations to Communications Supervisor April Moulton who retired in October after 32 years of service. We wish her well as she begins the next chapter of her life.

I would like to thank the people of Groton for your continued support for your Police department.

Respectfully submitted,

Chief Donald L. Palma, Jr.

2013 Groton Police Department

Chief of Police:	Donald L. Palma, Jr. Emergency Management Agency Director
Lieutenant:	James A. Cullen, III
Sergeants:	Derrick Gemos, Paul Connell, Edward Sheridan, Jason Goodwin
Detective:	Cory Waite, Mike Lynn
Juvenile Detectives:	Robert Breault, Rachael Mead
Patrolmen:	Irmin Pierce, III, Peter Breslin, Dale Rose, Gordon Candow, Kevin Henehan, Nicholas Beltz, Omar Connor, Timothy Cooper
Reserve Officers:	George Aggott, Edward Bushnoe, Stephen McAndrew, Bethany Evans, Gregory Steward, Patrick Timmins, Victor Sawyer, Kathy Newell
Administrative:	Kathy Newell
Communications:	April Moulton, Supervisor
Communications:	Darlene Touchette, Sarah Power, Warren Gibson, Edward Bushnoe, Jonathan Shattuck, Justin Zink
Special Officers:	George Rider, John Saball, Jack Balonis
Police Matrons:	April Moulton, Darlene Touchette, Beverly Jeddrey, Sarah Power, Kathy Newell



2013 Annual Senior Thanksgiving Dinner @ the Barn at Gibbet Hill

TAX COLLECTOR/TREASURER DEPARTMENT

Michael Hartnett, CPA, CMMT- Treasurer/Collector

Joan Tallent, Asst. Treasurer/Collector

Hannah Moller, Asst. Treasurer/Collector in Training

Barbara Tierney, PR Coordinator/Asst. to Treasurer

Rebecca Babcock, Office Asst.

Office Hours: Mon 8am-7pm, Tues-Thurs 8am-4pm, Fri 8am-1pm

Main: (978) 448-1103 Fax: (978) 448-1115

treasurer@townofgroton.org

<u>Cash & Fund Balances</u>				Balances @	Year-End Balance
				<u>July 1, 2012</u>	<u>June 30, 2013</u>
<u>Fund Description:</u>					
				\$ 6,291,413	\$ 12,484,342
<u>General Fund</u>					
<u>Other Funds</u>				13,313,041	14,778,114
	Trust Funds (a)			12,616	12,613
	Affordable Housing Trust			5,428	6,681
	Regional Scholarship Committee			9,258	6,076
	Arts & Flags Agency			765,859	511,809
	Capital Stabilization			1,314,447	1,449,840
	Stabilization			648,215	16,924
	Conservation			343,766	337,239
	Performance Bonds & 593's			53,465	56,803
	Turtle Study & Maintenance			16,466,095	17,176,098
<u>Groton Electric Light Designated Funds</u>				1,940,890	1,963,080
	Depreciation			245,736	241,123
	Consumer Deposits			128,548	128,827
	Insurance Reserve			2,315,174	2,333,030
Total Cash & Fund Balance, June 30, 2013				\$ 25,072,682	\$ 31,993,471

Note: All accounts are independently audited each year by a certified public accounting firm, without exception.

(a) All trust fund balances are inclusive of required GASB-31 Fair Market Value adjustments, and are under the overall custodianship of the Town Treasurer with the guidance and collaboration of the Trust Fund Commission.

Debt & Debt Service

During FY 2013, the Town borrowed \$7,730,000 in a long-term bond issue for the purpose of constructing a new fire station. This bond was issued to the Town for a period of 22-years at an average interest rate of 2.41 %. Annual debt service on this bond issue is \$458,040, which was not excluded from Proposition 2-1/2 and therefore did not add to the residential tax rate. The first payment is not due until FY 2014.

During FY 2013, the Town's \$350,000 short-term borrowing for the cost of preparing an Environmental Impact Report required to seek grant funds for the Lost Lake Sewer Project was paid down by \$120,000. This short-term note will be renewed for two (2) more years and paid off in fiscal 2015. In addition, the Town borrowed, and paid off, a \$100,000 short-term note pertaining to sewerage design for the Lost Lake Sewer Project. Also, the Town borrowed, and paid off, an \$800,000 short-term note for the design of the new fire station. This amount was then included in the final \$7,730,000 long-term bond issue.

No Chapter 90 Highway (paving) borrowing was issued in FY 2013. All Chapter 90 Highway expenditures were reimbursed by the State during the fiscal year.

In FY 2013 the General Fund of the Town paid \$944,396 in total debt service (principal and interest). The Town's portion of debt for the Groton-Dunstable Regional School District was \$1,237,704, which is excluded debt and becomes an addition to the tax rate. The Town's portion of debt for the Nashoba Valley Technical High School was \$30,619, which is not excluded debt. Of the Town's combined total debt service, \$2,090,518 was excluded from the limits of Proposition 2-1/2. The excluded debt added \$1.34 to the tax rate. The cost for this excluded debt for a home assessed at \$400,000 was \$537 for the year.

(The following page shows the FY 2013 debt service payments by Department and purpose.)

Credit Rating Increase from Standard & Poor's

The Town requested a complete financial review from the national credit rating agency Standard & Poor's in FY 2013, for the purpose of seeking a rating increase for the Town from AA to AA+. This comprehensive review included an overall analysis of the Town comprising financial strength and stability, management, financial policies, socioeconomic characteristics, and long-term projections.

The Town was awarded the higher credit rating of AA+ from Standard & Poor's in April 2013. One of the benefits of a municipality obtaining a higher municipal credit rating is the ability to borrow in the long-term bond market at more favorable interest rates. The Town's 2.41% interest rate for the new fire station bond is indicative of this credit strength, and will save the Town thousands of dollars in debt service over the life of the bond.

**Respectfully,
Michael L Hartnett, CPA, CMMT
Treasurer-Collector**

TOTAL DEBT SERVICE AND DEBT BALANCES

<u>Name</u>	<u>Purpose</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Excluded From Prop. 2-1/2 (Y/N)</u>	<u>Principal Balance 6/30/2012</u>	<u>New Bond Issue</u>	<u>Principal Paid FY 13</u>	<u>Interest Paid FY 13</u>	<u>Principal Balance 6/30/2013</u>
General Fund Debt Service									
Senior Center	Municipal	7/15/1999	7/15/2016	Y	43,170		9,100	1,326	34,070
Library #2	Municipal	7/15/1999	7/15/2017	Y	114,890		20,480	3,693	94,410
Library #1	Municipal	7/15/1999	7/15/2017	Y	574,440		105,850	18,345	468,590
Town Hall	Municipal	7/15/1999	7/15/2017	Y	782,500		144,570	24,987	637,930
Shattuck Property	Conservation	7/15/2001	7/15/2019	N	208,490		28,000	7,606	180,490
Norris Property	Conservation	7/15/2001	7/15/2019	Y	315,090		41,750	11,513	273,340
Bernier Bissell Property	Municipal	7/15/2001	7/15/2019	Y	355,420		47,500	12,966	307,920
Bissell Property	Conservation	7/15/2001	7/15/2019	Y	447,840		60,250	16,321	387,590
Project Eval Report	Sewer Planning	11/1/2003	2/1/2024	N	150,211		10,464	4,239	139,747
Fire Truck	Fire Protection	11/15/2003	11/15/2016	N	175,000		35,000	6,274	140,000
Lost Lake Fire Station	Fire Protection	11/15/2003	11/15/2022	Y	825,000		75,000	32,194	750,000
Gibbet Hill	Conservation	11/15/2003	11/15/2022	Y	1,720,000		160,000	66,970	1,560,000
Center Fire Station	Municipal	4/18/2013	6/1/2035	N	-	7,730,000	0	0	7,730,000
					5,712,051	7,730,000	737,964	206,432	12,704,087
Community Preservation Committee Debt Service									
Surrenden Farm	Conservation	7/6/2007	12/15/2021	N	3,715,000		325,000	162,888	3,390,000
Groton Electric Debt Service									
GELD Transformer	Equipment	7/15/2001	7/15/2019	N	308,160		42,500	11,194	265,660
Sewer Department Debt Service									
Title Five	Failed Systems	8/1/2002	8/1/2023	N	93,400		10,400	0	83,000
Project Eval Sewer Share	Sewer Planning	11/1/2003	2/1/2024	N	55,558		3,871	1,568	51,687
Boston Road Extension	Sewer Line	10/26/2007	10/1/2025	N	233,096		16,648	10,030	216,448
Old Ayer Road Extension	Sewer Line	10/26/2007	10/1/2025	N	116,904		8,352	5,032	108,552
					498,958		39,271	16,630	459,687
Water Department Debt Service									
Water System Upgrade 1	Water Line	11/23/2004	8/1/2024	N	3,158,099		196,605	88,947	2,961,494
Water System Upgrade 2	Water Line	12/14/2006	8/1/2024	N	972,121		56,131	20,297	915,990
					4,130,220		252,736	109,244	3,877,484
TOTAL					14,364,389	7,730,000	1,397,471	506,389	20,696,918

REPORT OF THE TAX COLLECTOR

JULY 1, 2012 TO JUNE 30, 2013

	Levy Balance	Committed		Tax Title			Year-End	Uncollected
	July 1, 2012	During FY13	Refunds	Transfers	Payments	Abatements	In Transit	June 30, 2013
2013								
Real Estate + B/Ls + CPA	-	25,633,903	35,501	(53,398)	(25,233,720)	(31,010)	(49,856)	301,420
Water District	-	101,776	702	(418)	(99,082)			2,978
Personal Property	-	420,719	2,525		(418,976)	(1,051)		3,217
Motor Vehicle Excise	-	1,255,714	5,578		(1,185,441)	(23,976)	1,299	53,174
2012								
Real Estate + B/Ls + CPA	357,710		259	(25,005)	(289,743)	(177)	(1,044)	42,000
Water District	3,891			(130)	(3,604)		628	785
Personal Property	3,199				(362)			2,837
Motor Vehicle Excise	110,422	136,164	16,141		(235,338)	(16,822)	441	11,008
2011								
Real Estate + B/Ls + CPA	31,637			(2,228)	(26,902)			2,507
Personal Property	403				-			403
Motor Vehicle Excise	13,177		902		(9,077)	(835)		4,167
2010								
Real Estate + B/Ls + CPA	154				(154)			-
Personal Property	229				-			229
Motor Vehicle Excise	5,678		360		(1,137)	(385)		4,516
2009								
Motor Vehicle Excise	4,370				(533)			3,837
Personal Property			77,445			(77,445)		-
2008								
Motor Vehicle Excise	3,602				(386)			3,216
2007								
Personal Property	762				-			762
Motor Vehicle Excise	3,435				(196)			3,239
2006								
Personal Property	106				-			106
Motor Vehicle Excise	4,508				(221)			4,287
2005								
Personal Property	276				-			276
2002								
Motor Vehicle Excise	-	-	-	-	-	(304)	304	0
TOTALS	543,255	27,548,276	139,413	(81,179)	(27,504,872)	(152,005)	(48,228)	444,964
Selected Tax Collector Data:								
Demands Collected			\$9,333	(Includes refunds and abatements)				
Interest & Fees Collected			\$99,606	(Some fees are reimbursed to the Deputy Collector- includes refunds and abatements)				
Scholarship Donations Collected			\$3,740					
Tax Title Account Balances			\$197,277					
Tax Title Payments Collected			\$130,569					
Deferred Real Estate Taxes/Water District			\$26,534	(FY13 only)				
Tax Foreclosures Uncollected			\$44,258					
Community Preservation Surtax Collected in FY13			\$549,422	(Excludes refunds and abatements)				
Payments In Lieu of Taxes Collected			\$192,230.00					
Municipal Lien Certificate Revenue			\$13,025					
Note:								
All tax receivable accounts are reconciled with the Town Accountant and the general ledger on a monthly basis-								
All accounts are audited on an annual basis by an independent certified public accounting firm, without exception-								

VETERANS' SERVICE OFFICER

Robert Johnson, Veterans' Service Officer

Office Hours: Mon. 9am-12pm, Wed. 6pm-9pm & Fri. 10am-12pm or by Appointment

Legion Hall, 75 Hollis Street, Groton, MA

(978) 448-1175 veteran@townofgroton.org



The Veterans' Services Officer (VSO) function continues to support the Town's veterans and their families and, with the continued challenges in the economy, I remained busier this year than in most previous years. My regular office hours are from 9 AM to Noon on Monday's, 6 to 9 PM on Wednesday's, and 10 AM to Noon on Friday's in my office in Legion Hall at 75 Hollis Street. The exception is that my Monday office hours are at the Groton Senior Center when the monthly Veterans' Breakfast is being held [September through May]. I continue to offer to meet at other times on an appointment basis if my regular hours will not work for a veteran and/or their family members.

In addition to regular office hours, I continue to work on outreach to Groton's veteran community. I regularly attend the Veterans' Breakfast held at the Groton Senior Center the second Monday of every month at 10 AM (held the third Monday if the second Monday is a holiday). This provides an opportunity for me to meet with individual veterans who attend the breakfast and also to present information to all attendees.

I typically serve ten to fifteen people a week through phone calls, e-mails, and face-to-face meetings, but some weeks are much busier. One area that is formally tracked is Chapter 115 benefits cases and I had six cases open this year with benefits being paid to veterans and widows, down from ten cases last year but most of this year's cases were open for the full year. I continue to see a significant increase in the number of Viet Nam era veterans contacting me to ask about benefits that may be available to them as they approach and/or begin their retirement. I am also dealing with more widows of veterans than in the past as well as responding to requests for assistance from the adult children of senior veterans. I've been far busier this year helping residents with claims to the Veterans' Administration (VA) for disability claims, VA pensions for senior veterans and their widows, and requests for military grave markers.

I am here to serve the veterans of Groton and their dependent family members, including widows and widowers as well as children and dependent parents of veterans. Anyone who needs advice and/or assistance, or knows of someone who may need advice and/or assistance, is invited to stop by my office during my regular office hours, e-mail me at veteran@townofgroton.org, or call me at (978)448-1175. I encourage all veterans to contact me for benefits information, regardless of when you served and whether or not you think you need benefits at this time.

Respectively submitted,

Robert Johnson
Veterans' Services Officer

ZONING BOARD OF APPEALS

Margot Hammer, ZBA Office Assistant

Wednesday Meetings as posted

Tues – Thurs 10am -3pm

(978) 448-1121 Fax: (978) 448-1113

mhammer@townofgroton.org

The Zoning Board of Appeals' jurisdiction falls under MA General Laws Chapters 40A and 40B, as well as under Chapter 218 of the Groton Zoning Bylaw and Chapter 338 of the Charter of the Town of Groton. The Board consists of five regular members and four associate members. There is a vacancy of two associate members, which the Board hopes to fill this year.

The Zoning Board of Appeals met 16 times to consider 22 applications in 2013. There was one appeal of the Building Inspector; the Building Inspector was upheld. There were 20 special permit applications, two of which were combined with variances requests, four are pending and sixteen were granted/renewed. There was one comprehensive permit modification request for a doggie daycare that was denied. The special permit applications consisted of alterations of non-conforming structures, a temporary trailer and office, car repair, seasonal conversation, educational use and accessory apartments. The variances requests were from setback and non-use.

- Variances – 2 (combined with a special permit request)
- Special Permits - 20
- Appeals – 1
- Comprehensive Permit Modification- 1

Respectfully submitted,

Mark Mulligan, Chairman

Robert Cadle, Clerk

Alison Manugian

Megan Mahoney, Associate

Bruce Easom, Associate

Cynthia Maxwell

Jay Prager

Margot Hammer, Assistant

GROTON'S APPOINTED COMMITTEES



Affordable Housing Trust

Accessibility Commission

Cable Advisory Committee

Community Preservation Committee

Conductorlab Oversight Committee

Graves Registration Officer

Greenway Committee

Historical Commission

Local Cultural Council

Old Burying Ground Commission

Sealer of Weights & Measures

Sustainability Committee

Town Forest Committee

Trails Committee

Williams Barn Committee

AFFORDABLE HOUSING TRUST

The Town of Groton accepted M.G.L. Chapter 44 Section 55C, Municipal Affordable Housing Trust Fund to the Town Bylaws at the 2008 Fall Special Town Meeting. The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Groton for the benefit of low and moderate income households earning up to 125% of area median income as defined by the U.S. Department of Housing and Urban Development. The Town of Groton Affordable Housing Trust was created on November 17, 2010 with five founding trustees. By design, the five trustees who make up Trust membership are appointed with at least one seat filled by a member of the Board of Selectmen.

In 2013, the Trust continued to monitor its investment in Boynton Meadows, a mixed use development project at 134 Main Street that will produce three affordable homeownership units.

The Trust consults with other local boards and groups in Groton and regionally, seeking ways to create and maintain affordable housing. The Trust stands ready to investigate and pursue new opportunities to create affordable housing.

Respectfully submitted,

David A. Wilder, Chair
Joshua A. Degen, Vice Chair
Stuart M. Schulman, Treasurer
Fredrick J. Dunn, Secretary
Allen B. King, Member

COMMISSION ON ACCESSIBILITY

Michelle Collette, ADA Coordinator
Meetings 1st Monday of the month 3:00pm
(978) 448-1105 Fax: (978) 448-1113
mcollette@townofgroton.org

The Commission on Accessibility was established in 1985 when the Town voted to accept the provisions of MGL Chapter 40C, Sections 8J and 22G. As required by State Statute, the Commission must include a majority of people with disabilities, an immediate family member of a disabled person, and an elected or appointed official. The Commission views its function as ensuring that residents with disabilities are able to participate in Groton's community life to the fullest extent practical.

In 2013, the Commission met with a variety of Town officials to advance its objectives:

- The Greenway Committee met with the Commission to discuss optimizing accessibility at Fitch's Bridge.
- The Commission members participated in "Walkability" project and the Trails Vision Committee, both sponsored by the Montachusett Regional Planning Commission (MRPC).
- Two members of the Commission, Scott Harker and Ellen Baxendale, served on the Town Meeting Review Committee. The Committee's report to the Selectmen identified accessibility issues at Town Meeting. The Commission is working with Town officials to address the concerns.
- The Commission thanks Karen Tuomi and Steve Byrnes of the Groton Dunstable Regional School District for addressing concerns regarding accessibility at the Performing Arts Center.
- The Commission thanks Jane Bouvier for helping make Grotonfest more accessible by providing designated parking spaces and access to the restrooms in Legion Hall. The Commission also thanks Council on Aging Director Kathy Shelp for sharing the COA booth at Grotonfest.

The Commission met with representatives of the Bank of America and the Groton Historical Society to review their plans to improve accessibility at their facilities. The Commission appreciates the Planning Board's and Historic District Commission's receptiveness to its comments.

Additionally, the Commission heard complaints several from residents regarding a variety of accessibility issues and worked with the parties to facilitate solutions. Complaints or concerns on accessibility matters may be directed to ADA Coordinator Michelle Collette in the Land Use Department on the second floor of the Town Hall.

The Commission appreciates the support of the Board of Selectmen, the Groton Dunstable Regional School Districts, and other public officials throughout the year.

Respectfully submitted,

Robert Fleischer, Chairman
Scott Harker
Mark Shack
Anna Vega

Ellen Baxendale
Emil Rechsteiner
Alan Taylor
Michelle Collette, ADA coordinator

CABLE ADVISORY COMMITTEE

Bob Coleman, Cable Supervisor
(978) 448-3796
info@thegrotonchannel.org

The Groton Cable Advisory Committee is responsible for negotiating and maintaining the cable television license(s) within the town of Groton as well as overseeing the operation of Groton's cable access stations. The two cable access stations in town are The Groton Channel (Charter 12 and Verizon 40) and Groton's Government Channel (Charter 13 and Verizon 41).

Along with the Town Manager, the Cable Advisory Committee has progressed in the relicensing process with Charter Communications and expects to conclude the negotiations this year.

In 2013 the Groton Channel and the Groton Government Channel aired over 600 unique, locally produced, shows. These include our weekly news program, "The Groton Channel News," as well as talk shows, sporting events, lectures, concerts, government meetings, cooking shows, music shows, and many others. The Government Channel now covers all Planning Board meetings in addition to the Selectmen's meetings and Town Meetings.



Groton is now offering even more programs online. People can find these on Vimeo and Facebook, or through the website, thegrotonchannel.org. We also have a Twitter account so please follow us, @GrotonChannel on Twitter! Last year we accumulated about 4,500 online views of our programs.

The Groton Channel continues to offer free workshops in Video Production. We are available to help any Groton resident produce their own television program or series, and we could always use more volunteers to help with the programming we already produce. If you have any questions, please send an email to info@thegrotonchannel.org, or call (978) 448-3796.

Cable Advisory Committee:

Jane Bouvier
Neil Colicchio
Dorothy Davis
Dave Melpignano - Chair
Janet Sheffield

COMMUNITY PRESERVATION COMMITTEE

Regina Beausoleil, Interdepartmental Assistant

Meetings: 2nd and 4th Mondays of the Month

(978) 448-1140 Fax: (978) 448-1113

communitypreservation@townofgroton.org

The CPA allows communities to create a local Community Preservation Fund for open space protection, historic preservation, affordable housing and outdoor recreation. Community Preservation monies are raised through a 3% surcharge on real estate tax. The Department of Revenue distributes a state match each November from the statewide Community Preservation Fund to the Communities that have adopted the CPA.

Each CPA community establishes a local Community Preservation Committee (CPC) that makes recommendations on CPA projects that are voted on at Town Meeting. The Town of Groton has a seven member Committee with a representative from the Historical Commission, Housing Authority, Parks Commission, Planning Board, Conservation Commission and two members at large, appointed by the Board of Selectmen. The CPC is responsible for the general oversight of the Community Preservation Act (CPA) funds and the selection and recommendation of the Groton CPA proposals, and to ensure selected projects are managed on behalf of the Town of Groton to successful completion.

This year the CPC revised the latest edition of the Community Preservation Plan (CPP). This is a detailed document that provides information on the community preservation act as well as a guide to the complete application process. The CPP can be found on the Town website at www.townofgroton.org. The CPC is continuously looking for opportunities to increase awareness around the CPA and its beneficial impact on the community. The Town of Groton collected \$753,185.84 funds from the local surcharge, state fund match, and interest during FY 2013. We expect \$920,391.00 due to the unusually large state match of \$394,391.00 in FY 2014

The CPC closed out projects: 2006-11 Lost Lake Basketball Court, 2007-13 Nashua Road Housing, and 2010-01 Field of Dreams. The annual review and update of the Community Preservation plan was completed in fall 2013.

2012-08 Rehabilitation for Governor Boutwell House: The Groton Historic Society received CPA funding to rehabilitate this historic structure. The Boutwell house had fallen into disrepair over the last 20 years putting in jeopardy many of Groton historic artifacts. Using CPA funds, The Groton Historical Society is restoring this structure and creating a museum quality environment to display and protect these artifacts. The adjusted project completion date is spring 2014.

2014-05 Ledge Rock: The Groton-Dunstable Association and the Groton Parks Commission applied to the CPC for seed funding for the construction of 3 multi-use athletic fields on town-owned land at Cow Pond Brook Road. \$309,000 of CPA funds have been set aside for a period of one year to be used, pending approval of additional funding from either the state via a PARC (Parklands Acquisitions & Restorations for Communities) Grant or through approval at the 2014 Spring Town Meeting. The initial PARC Grant application was rejected, but re-application is anticipated.

Respectfully submitted: Conservation Commission: Bruce Easom, Housing Authority: Dan Emerson, Park Commission: Vacant, Planning Board: Russ Burke, Historic Commission: Bob DeGroot, Community Members: Gineane Haberlin and Richard Hewitt.

The Parks Commission seat is temporarily vacant at time of this report

CONDUCTORLAB OVERSIGHT COMMITTEE

Current Committee Members: Arthur Blackman, Michelle Collette, Robert Hanninen, Mark Deuger, Susan Horowitz

Background: The Conductorlab facility, operated between 1958 and 1985, is located at 430 Main Street just uphill from the railroad bridge. In 1985, the town learned that the operator of the site had disposed of toxic or hazardous chemicals by burying them. In the months that followed, private wells down gradient from the site on Main, Arlington and Mill Streets, and Gratuity Road were shut down due to the contamination and town water was extended throughout the area. By this time the company had been sold and passed through a number of parent companies. All previous owners by law are what are called “responsible parties” and are subject to state regulations as interpreted and enforced by the Massachusetts Department of Environmental Protection (MADEP). The current owner is Honeywell International, Inc.

In 1996, a Class C Response Action Outcome or “Temporary Solution” was achieved at the site under the governing state regulations known as the Massachusetts Contingency Plan (MCP). Under the MCP, a “Permanent Solution” has been achieved when a condition of “No Significant Risk” of harm to human health and the environment can be demonstrated for all current and future receptors (individuals who may visit, live or work at the site). At the Conductorlab site, only a Temporary Solution has been achieved, because a condition of No Significant Risk has not been demonstrated for all “receptors”, specifically for construction workers who may come into contact with soil and groundwater at the site. However, most importantly, a condition of No Significant Risk does exist for neighboring residents in off-property areas and for trespassers to the site. Honeywell personnel continue efforts to achieve a Permanent Solution and Regulatory Site Closure which will result in some restricted uses of the land defined by a permanent Activity and Use Limitations (AUL) document.

Activities in 2013: In September 2009, Honeywell and its lead Licensed Site Professionals (AMEC), implemented *in situ* chemical oxidation as a groundwater remedy at the site. The selected remedy consisted of injecting treatment chemicals into the subsurface to eliminate the trichloroethylene (TCE) and related chlorinated hydrocarbons, which are the primary organic groundwater contaminants at the site. Following the September 2009 injection event, groundwater monitoring indicated a significant rise in hexavalent chromium concentrations, which was occurring as a consequence of the oxidation treatment. To capture the groundwater containing elevated Cr^{+6} , the groundwater recovery wells along Main Street (Route 119) were reactivated and groundwater was re-circulated into the *in situ* chemical oxidation infiltration trenches at the rear of the Conductorlab site, with the approval of MA DEP. The hexavalent chromium was treated *in situ* by applying sodium metabisulfite reducing agent. Applications of the *in situ* oxidation which were initiated in 2009 continued to December 2012. All groundwater treatments were suspended after the last treatment in December for the mandated 12 month groundwater monitoring to prove site stability without any treatment. As of December 2013, when the Conductorlab Committee last met with Honeywell representatives, the average concentrations of TCE and hexavalent chromium (Cr^{+6}) had been successfully reduced to concentrations below applicable Upper Concentration Limits as defined in the MCP 310 CMR 40.0996; 50ppm TCE, 3ppm Cr^{+6} . Honeywell and AMEC representatives believe that the site remediation is complete and that contaminant concentrations are sufficiently low and stable that they have stopped all on site treatment and are performing four quarterly groundwater analysis to assure that contaminants will remain below regulatory standards. AMEC personnel will monitor the groundwater and vapor contaminants for one year as a required step to begin site “closure”; that is, demonstration that no significant risk exists requiring further remediation. The Oversight Committee acknowledges continued progress after the many years since the temporary solution was demonstrated. The Committee will continue to meet with Honeywell representatives to review four quarters of analytical results along with AMEC and Honeywell's preparation of risk assessment documentation. The Honeywell target date for “closure” is in early 2015 following submission of a Class A Response Action Outcome (RAO) Statement to MADEP signifying full completion of remediation. As Honeywell moves forward to site closure, the Committee will continue to request through the Town Manager and Selectmen procedures for timely review of the site closure and AUL documents.

GRAVES REGISTRATION OFFICER

In 2013, a wonderful and valuable Eagle Scout project was completed in the Groton Cemetery by Chris Huber. His task was to locate all the gravestones of the many Civil War soldiers in the Groton Cemetery. He had to measure each stone, tell of their condition, document their inscriptions and give each stone a GPS location. Chris did all this with a lot of help from his mentor, Eleanor Gavazzi and my Civil War map. Great job Chris!

We honored the nine (9) veterans who were buried in the Groton Cemetery in 2013.

Joseph Cleary, Jr.	WWII Navy
Malcolm T. Floyd	WWII Army
John F. Aiken	Vietnam Air Force
Arthur Haslam	WWII Army
John Moyle	WWII Army Air Corps
Wilbur Sherwin	WWII Army
Philip H. Collier	Korea Navy
Everett A. Garvin	WWII Army Air Corps
Alma Smigelski	WWII Army Nurse Corps

Please salute the WWII Veterans; we're losing so many of them. Don't forget to tell their story and perhaps a photo would be great. Photos can be placed on the Wall of Honor at the Senior Center in West Groton.

Respectfully submitted,
Debbie Beal Normandin



GREENWAY COMMITTEE

The Groton Greenway Committee is an advisory committee created in 1989 to protect river and stream frontage in Groton, particularly along the Nashua and Squannacook Rivers. We also seek to raise awareness, educate and invite townspeople to use and enjoy the river. We protect the watershed for the following reasons: water quality, natural flood control, wildlife habitat, wildlife corridors, and recreational trail connections.

Our Goals

1. Continue to increase the protection of the Nashua and Squannacook Rivers.
2. Educate, raise awareness and invite townspeople to use and enjoy the river.
3. Promote usage and provide stewardship for the greenways.

Activities During the Past Year

1. Secured funding to rebuild Fitch's bridge and open it to pedestrian, bicycling and equestrian use
2. Held the 2013 Nashua River Festival which included acts such as the Pebble Bottom River Kids, Native American dancing and the crowd favorite cardboard canoe races.
3. Participated in the annual waterchestnut pull with the NRWA on the Nashua River
4. Held a dedication ceremony for the newly installed Fitch's Bridge
5. Supported the Conservation Commission application to the Community Preservation Committee to fund the Conservation Fund.

Goals for the Upcoming Year

1. Hold 2014 River Festival on June 8, 2014 at the Petapawag Boat Launch.
2. Continue dialog with landowners on protecting riverfront property.
3. Determine the best usage of funding to improve equestrian access at Fitch's Bridge
4. Investigate management opportunities for the Nod Road parcel along the Nashua River.

Respectfully,

The Groton Greenway Committee

Adam Burnett

Carol Coutrier

David Pitkin, chair

Fran Stanley (resigned)

Marion Stoddart

TOWN BOARDS, ORGANIZATIONS AND BUSINESSES THAT HELPED REPLACE FITCH'S BRIDGE

Board of Selectmen

Community Preservation Committee

Conservation Commission

Fitch's Bridge Committee

Fire Chief

Greenway Committee

Highway Department

Park Commission

Planning Board

Police Chief

Town Manager

Ducks Unlimited

Friends of Fitch's Bridge

Groton Board of Trade

Groton Conservation Trust

Groton Grange

Groton Historical Society

Groton Local Association

Groton Newcomers Club

Littleton Horse Owners Association

Nashua River Trail Committee

Nashua River Watershed Association

Trails Committee
Water Department
West Groton Water Supply District

Squannacook River Runners
Adventure Rides
ET & L Company
Fay, Spofford & Thorndike, Co.
Nashoba Paddlers

LIST OF PEOPLE WHO HELPED REPLACE FITCH'S BRIDGE

Congressman Chester Atkins
Frank Belitsky
David Black
Sue Yeager Black
Joseph Bosselait
Christina Briggs
Adam Burnett
Victor Burton
Pete and Diane Carson
Richard and Stacey Chilcoat
Chris Christie
Ray Ciemny
Michelle Collette
Treanna Clinton
Bob Collins
Carol Coutrier
Peter Cunningham
Josh Degen
Tom Delaney
Fran Dillon
Bruce Easom
Anna Eliot
Harlan Fitch
Liz Fletcher
Wendy Frank
Paul Funch
Patrice Garvin
Pam Gilfillan
David and Sue Goehringer
Wendy Good
Gail Greenlaw
Mark Haddad
Bob Hargraves
Linda Hoffman
June Johnson
Leroy Johnson

Peggy Knight
Barbara Lamont
Ted Lapres
Ann Lawrence
Judy Lorimer
Lewis Lunn
Ray Lyons
David Manugian
George Marsh
Ed McNierney
Neal and Gail Menschel
George Moore
Pat O'Neil
Deborah O'Rourke
John Ott
Donald Palma
Brad Paul
Ed and Carolyn Perkins
Jack Petropoulos
Bob Pine
David Pitkin
Reilly Platt
Maynard Renner
David Riggert
Michael Roberts
Jack Saball
Jim Serach
Laurie Smigelski
Fran Stanley
Marion Stoddart
Larry and Cindy Swezey
Nancy Turkle
Jim Western
John and Lisa Wiesner
Rollin Willis
Jean Wright

HISTORICAL COMMISSION

As 2013 began the Commission had Michael Roberts as Chair, Michael Danti was Secretary. The committee meets on the second Tuesday of each month.

In September of 2013 Michael Roberts resigned from the Historical Commission. Bob DeGroot was nominated and elected Chair. Michael LaTerz serves as Secretary. Members include Allen King, George Wheatley, Tracy Heighton, and Michael Danti.

*Demolition Delay Bylaw: The GHC continues to be reviewed and amended.

*Fitch's Bridge: Fitch's Bridge, built by Bridgeport Bridge of Connecticut, was demolished and replaced by an equine/foot bridge in April/May of 2013. The original bridge was photo documented as it was removed and the photos are with the Commissions' site files.

*A CPA application was started for the restoration of the 27 Mile Markers in Groton. These markers were originally installed in 1902/1903. A project for the 2015 CPA application cycle focused on the restoration of Groton Monuments is planned.

*Squannacook Hall: Preservation plans for this building were voted down at Fall Town Meeting in October 2013. A demolition application was filed by the Town which triggered the demo delay bylaw. HistComm held a Public Hearing on 12/29/2013 where it determined Squannacook Hall to be historically significant. The Town will have until May 2014 to determine a new preservation plan for this building.

*Groton Historic Resource Disaster Plan: Work on this continues with Dan Barton and Anna Eliot, Chair of the Board of Selectmen, regarding the development and implementation of a disaster plan.

In August of 2013 the files for the Historic Commission were moved to the 3rd floor achieve area in Town Hall.

*Groton Inn Monument: Michael Danti continues to discuss the possibility of a monument with historic information on the Groton Inn with interested town residents.

2013 was a busy year and a year of change for HistComm. The committee continues to work with the Town to implement and enhance policies and procedures to ensure the rich heritage and culture of Groton is documented and preserved. Looking ahead to 2014, there will be no shortage of opportunities for the committee to continue its efforts to preserve the historic assets of Groton.

LOCAL CULTURAL COUNCIL

The Local Cultural Council (LCC) Program, the second largest grant program of the Massachusetts Cultural Council (MCC), is a grassroots complement to the agency's centralized grant programs. Allocations are made to all of Massachusetts' 351 cities and towns to support community cultural activities. The LCC Program is the most extensive system of its kind in the nation to support arts, sciences and humanities.

For the 2014 grant cycle, the Groton Local Cultural Council received an allocation of \$4250 added to a reserve from the previous cycle of \$1188. The Council received 11 applications and was able to fund 10 of these applications for a total of \$4,500. It is the goal of the Groton Cultural Council to allocate grants to local artists, to fund art for all age groups, and to fund a variety of cultural disciplines.

The following grants were awarded:

Applicant	Project Title	Decision
Indian Hill Music Center	<u>Bach's Lunch Concert Series</u>	\$600
Harvard Pro Musica	<u>Harvard Pro Musica: Durufle and Gjeilo</u>	\$250
Contemporary Arts International, Inc.	<u>2014 Stone Carving Symposium</u>	\$500
Peter Carson (on behalf of the Groton Greenway)	Groton Greenway River Festival	\$450
The Virginia Thurston Healing Garden	<u>Art For Understanding</u>	\$600
Nashoba Valley Chorale	<u>Performance of Bach B Minor Mass</u>	\$500
The Marble Collection, Inc. (TMC)	<u>The Marble Collection</u>	\$400
Frank, Wendy	Literacy Through Music and Poetry	\$500
Denis Cormier	<u>Hands On History</u>	\$300
Groton COA, Kathy Shelp	<u>Cinco de Mayo Celebration</u>	\$400

Members of the Groton LCC:

Frank Conahan – Member
Pat Hartvigsen – Secretary
Monica Hinojos -- Member
Gretchen Hummon – Member
Mary Athey Jennings – Member
Dina Mordeno -- Member
Lili Ott – Chair
Joni Parker-Roach – Treasurer
Susan Randazzo Schulman – Member
Ann Wilson -- Member

Respectfully,
Lili Ott, Chair
February, 2014

OLD BURYING GROUND COMMISSION



In January, 2013 the Commissioners made assessments of the headstones which were in most need of straightening or repair. Two headstones were selected for straightening, and one for repositioning, as soon as the weather would permit. Two stones were at risk for toppling or breaking from shifting. A third stone was placed back to its original spot. It was a relatively mild winter so we were fortunate to have no stones damaged due to tree limb breakage.

Photo by Eleanor Gavazzi

In May, West Groton Boy Scout Troop 1 assisted Commissioner Deborah Beal Normandin in placing the flags upon the graves of the soldiers buried within the Old Burying Ground. There are soldiers who served in the Revolutionary War, the War of 1812, and the Civil War buried within the Old Burying Ground. Thank you Troop 1.

In June, past Commissioner Eleanor Gavazzi presented tours for the fifth grade classes from the Groton Dunstable Middle School. The students were excited to learn that the Old Burying Ground is the final resting place of many soldiers who served in the Continental Army. There are also two female patriots, members of Prudence Wright's Bridge Guard buried within the burying ground, Sarah Shattuck and Susannah Quails.

In June, Garside Monument Company straightened the two headstones that were in need of attention. The headstones of Captain Jonas Prescott (died Sept.12, 1750 age 71) and Esq. Jonas Prescott (died Dec. 31, 1723 age 76) were given new footings and securely straightened.

The headstone of three year old Sally Champney (died Aug.29, 1775) was repositioned next to the headstones of her two siblings, six year old Elizabeth, (died Aug.27, 1775) and 19 month old Ebenezer (died Aug.29, 1775). The three Champney children died during an epidemic in the summer of 1775. Their mother Abigail Champney (died Oct. 23, 1775 age 36) is buried directly behind her three young children. Sally's headstone had been moved decades ago, probably when another burial had taken place. Her headstone is now returned to her family plot. This little family grouping shows the infant and child mortality that was prevalent in colonial times. Their mother Abigail may have died of illness or grief or a combination of the two months later.

In September the annual celebration of Grotonfest took place and the Old Burying Ground Commissioners were very pleased with the condition of the burying ground after the event. There was minimal trash left behind and people were respectful of the historical importance of the space. The Commissioners appreciate the respect of the residents for the OBG.

The Old Burying Ground Commissioners look forward to another productive year ahead with more opportunities to share our wonderfully historic and beautiful Old Burying Ground.

Respectfully submitted by the Old Burying Ground Commissioners,

Ellen Hargraves, Marcia Beal Brazer, Deborah Beal Normandin, Amanda Gavazzi, Ken Lefabve

SEALER OF WEIGHTS AND MEASURES



As Inspector, I have to annually attend a fifteen-hour course that gives updates or any changes in the laws and procedures that help me to carry out my job more proficiently. Anyone acquiring a new or replacement scale must have them officially checked and scaled before they can be used. Any questions or appointments can be made through the Selectmen's Office at the Town Hall by calling 978-448-1111 or by calling me at 978-597-8855.

The following inspections for accuracy were performed during the year of 2013:

13 Gasoline Pumps
18 Fuel nozzles with computer pumps
52 Scales of various sizes
2 Apothecary Scales
1 Large Capacity Truck Scale

In completing my tenth year in this position, I am looking forward to continuing to serve in this capacity.

Respectfully submitted,

Eric Aaltonen
Sealer of Weights and Measures

SUSTAINABILITY COMMISSION

"Community Sustainability is the commitment to adopt practices that support and balance the social, economic and environmental aspects of our region, now and into our future."

Groton Sustainability Commission, winter 2010

In 2008 the Board of Selectmen established a Sustainability Commission and appointed nine members. In 2012 the Commission continued its role in information gathering and developing connections with other boards, commissions and organizations in town. In addition we have continued the process of establishing a baseline measurement of the town's current level of sustainability in each of the three areas of economy, environment and society/community. A key feature of 2012 was the completion of our responsibilities within the Master Plan development process. As a result sustainability has become an integral component of each chapter of Groton's new Master Plan. In the face of the changing language of Sustainability our 2013 goal has changed to become better educated in this new language as well as to establish several initiatives which will have tangible results within a reasonable time. We prepared educational materials regarding Sustainable Community Well Being. Our challenge is to integrate the notion of Sustainable Community Well Being with implementing Master Plan recommendations. 2014 will see the development of the "Groton Sustainability Community Well Being Plan" designed to complement the goals of the Master Plan and help guide the way to a self-sufficient and happy community with a strong and beneficial quality of life. A further challenge is to meet the demands of some of our commissioners that tangible progress be made in community education and action on becoming a more sustainable community. The Commission in 2013 established four initiatives with practical applications to be completed in 2014. These initiatives are:

1. Pollinator Protection Project
2. Climate Change Adaptation Action Recommendations
3. West Groton Dam Repair and Waterway Infrastructure Monitoring
4. Develop a Sustainable Community Well Being Plan

We are actively seeking additional members to bring the Commission up to full authorized strength.

The charge of the Commission is:

Purpose: The purpose of the Sustainability Commission is to focus and integrate the Town's sustainability efforts and to inspire it to become a measurably sustainable community.

Responsibilities:

- Raise awareness and educate town officials and townspeople on sustainability concepts and trends
 - Use the insights of all stakeholders to increase our collective understanding
- Provide sustainability materials and advice for town plans, policies, and operations
 - Find and develop deep expertise in the key aspects of community sustainability, including:
 - the environment, the economy, and society
 - the challenges, including the rapidly increasing price of energy and other resources, global warming and climate change, and economic uncertainty
 - the solutions that appear to be working in other communities, increasing community self-reliance and resilience
 - the local impacts of sustainability aspects that are best addressed at the state, regional, national, and/or international levels
 - Provide a clearing house for sustainability information
 - Assist in preparing grant applications for projects that improve Groton's sustainability

- Provide technical assistance and research on sustainability issues
- Identify opportunities for improved collaboration to enhance sustainability
 - Identify key sustainability metrics for Groton and measure them to establish a baseline for measuring improvements
 - Develop a public, community-wide understanding of local sustainability conditions, goals, target metrics, and approaches
 - Capture this understanding in an update to the Groton 2020 vision (“Planning for Groton’s Next Seven Generations”) in coordination with the Town’s Planning Board
- Propose specific sustainability initiatives and actions, including energy efficiency
 - Prioritize initiatives to focus first on those with a large payback for relatively little effort and expenditures
 - Work with stakeholders to get actions included in stakeholder-specific plans
 - Execute those aspects of the plan that should be addressed directly by the Sustainability Commission
- Regularly review and report on progress toward sustainability
- Prepare an annual report to inform the Town on how well the Town is achieving its goal to become a sustainable community



TOWN FOREST COMMITTEE

The Groton Town Forest is an approximately 513 acre parcel located in West Groton on the banks of the Nashua River, designated as such on April 7, 1922. This land is a managed forest and different areas are harvested periodically. It should be noted that after last year's harvest the area is showing new growth of hardwood saplings, mainly Oak, Maple and even American Chestnut which was wiped out by the blight in the first half of the 20th century.

This year we were required to develop a 10 year Forest Stewardship Plan, the total cost of which was paid for by a grant from the Department of Conservation and Recreation.(DCR)

The 16th Annual Town Forest Trails Race was held in the Town Forest this year.

The Forest provides an area for multiple passive recreational uses. Please note that much of the forested land abutting the Town Forest is private property and not Town land. Please do not abuse Town land or the land of our neighbors.

Motor vehicle use of all types is prohibited.

The cutting of trails, building bridges and jumps is prohibited as is the raking or leaf blowing of existing trails.

Please report any suspicious activity to the Police Dept. or any member of the Town Forest Committee.

As a reminder hunting is allowed and anyone using the Forest should be aware of the season and take necessary precautions.

CARRY-IN, CARRY-OUT

Respectfully submitted,

Stephen L. Babin, Chairman

John P. Sheedy, Vice Chairman

Carter Branigan, Clerk

TRAILS COMMITTEE

Sixty-six volunteers joined regular GTC members in trail maintenance projects during the year. A total of 551 person-hours of effort was expended, over 60% of this by the supervised volunteers. Total effort expended represents an increase of 84% over last year.

The **Fitch's Bridge replacement**, proposed by the Greenway Committee and approved for funding at the fall 2012 Special Town meeting became a reality this year, on Thursday June 20th. The new bridge is the culmination of many years of planning and effort by the Greenway Committee to provide a safe and serene passage over the Nashua for pedestrians, equestrians and bikers. It represents the GTC's single most important and sought-after trail linkage in the town, connecting West Groton with the rest of Groton and the town center. In anticipation of the new bridge, GTC cleared, widened and marked the town's trail easement on the old Boston & Maine railroad line on the West Groton side of the bridge. This trail connects to very scenic trails in the Johnston Conservation Area, Hayes Woods, Throne Hill and the Town Forest, all in West Groton. It also connects directly to the Senior Center on West Main Street. On the Groton side of the bridge, trails leading to the Farmer's & Mechanics Club & the Fairgrounds from Gratuity Road were cleaned and marked. Additionally, trails in the Taisey Conservation area allow further direct off-road access to the Groton Place (dog park), Sabine Woods, and even Surrenden Farm.

The GTC worked with Kerri Strauss, coach of the GD Middle School cross country team, to design and build a **new middle school cross country running trail** on and around the school grounds. Over the summer, a 1/3-mile segment was built in the woods on the abutting INSCO property, with their permission, and another 1/3-mile of serpentine trail was cut in a heavily overgrown field on school property. This project resulted in one mile of trail (over 50% of the course) being moved from roads and parking lots to a beautiful trail characterized by woods, hills, windy paths and rustic, quiet surroundings. The course was marked, and especially rough areas on school property roto-tilled to make future maintenance easier. The new course was used for practices and meets in the fall season.

The GTC designed and constructed a **new connecting trail** in the area behind **Williams Barn**. The trail begins at the water tank on top of Chestnut Hill (highest point in Groton) and cuts down through the woods to the trail running through Sorhaug Woods. The single-track trail is 1/3-mile long and employs switchbacks on the steep terrain. It offers an alternative to the access road that goes up Chestnut Hill, now allowing looping over the hill without having to backtrack.

The GTC worked with the Conservation Commission and a consultant from Mass Audubon to help develop the portion of the Land Management Plan for the **Cox-Walker parcel** that deals with designing the layout of trails on the property and their connections with adjacent parcels (Watson Way, Williams/Sorhaug, and McLain's Woods Conservation Areas). These trails will provide access to beautiful wetlands features and rolling upland eskers.

Trails on the New England Forestry Foundation's **Wharton Plantation** were re-routed and cleaned up after a timber harvesting operation disrupted the existing trails early in 2013. This work was similar to what was done following harvesting work in the Town Forest and the Farmers & Mechanics Conservation Area in 2012. While each parcel has such harvesting done perhaps only every 10 years or so, the many large parcels of woods in Groton means that the GTC has this as a fairly regular maintenance activity.

The GTC designed and built a new **foot-bridge** over a stream in the **Johnston Conservation Area**.

The GTC led **13 public hikes**, in ten of the twelve months of the year, involving a total of 179 participants. All statistics represent a major increase from the previous year. Six of the hikes were held jointly with the Appalachian Mountain Club.

The GTC has continued its involvement with the **Montachusett Regional Trail Coalition (MRTC)**, which is the first such coalition in the Commonwealth of Massachusetts. The MRTC currently has 16

participating towns in north central Massachusetts. Its mission is to provide trails and greenways that promote accessibility, healthy lifestyles, economic vitality, sustainable development, experiences in the outdoors, and connectivity among towns.

Two members of the GTC (Funch, Legge) attended a two-day workshop at Crotched Mountain New Hampshire on building **sustainable and accessible trails**. The site is considered one of the finest illustrations of sustainable and accessible trail building techniques in the US. This has provided the GTC with a new and much improved perspective on present and future trail building projects.

Edward Bretschneider resigned from the committee this year after seven years of service. We are grateful for his time with us. The Board of Selectmen created two new positions on the committee in June, bringing the total number of members to 11. Three new members joined the committee: David Burnham, James Molaskey, and David Pitkin.

Respectfully submitted,

Paul Funch, Chair
David Burnham
Wendy Good
Olin Lathrop

Stephen Legge
David Minott
James Molaskey
David Pitkin

Joachim Preiss, Vice Chair
Scott Stathis
John Wiesner

WILLIAMS BARN COMMITTEE

The Mission of the Williams Barn Committee is:

- to preserve and maintain the integrity of the Williams Barn as provided in the agreement with Massachusetts Historical Commission;
- to establish a learning center for education in the areas of conservation, environmental studies, agricultural history, barn architecture and local history;
- to encourage such other uses of the Barn as may be of benefit to the community, including fund raising
- to cooperate with the conservation Commission with respect to the use of the surrounding conservation land and trails.

In 2013, the Williams Barn Committee hosted:

Third Grade Field Trips

In Conjunction with the Groton Women's Club, all third graders from Prescott School and Swallow Union enjoyed a field trip on June 3, 4 and 5 to explore childhood on a farm in Groton in earlier times. Students churned butter, designed a quilt, played 19th century children's games and learned from local craftsmen: Uwe Tobies timber- framing, Leo Wyatt soap-making and Jock Snaith –barrel making.

Farmers Market at the Williams Barn was on Fridays from 3-7pm, July 5 to October 10 which were held at the back of the Barn area. This year, the Market added new Vendors and our car count averaged 250! The Market offered live music supported by the Town of Groton Lecture Funds on most of the afternoons including, Kenny Selcer, Dick Baummer Nancy Beaudette and John Niemoller.

Thanksgiving Market was on Saturday, November 23 with many local arts, crafts and local farmers. Live music was, Back to the Garden. Drawings for local food and restaurants were a huge success.

Earth Day 2013 at Williams Barn was held by Groton Local. They demonstrated: gardening tips, composting, recycling and environmental responsibility (a river clean-up!) The weather was very nice this year compared to last year. They had a very big crowd.

Winter Greens Sale at the Williams Barn was Saturday, December 7. It was a huge success for the Groton Woman's Club! Their donation to us was returned, with agreement it went to the Pat Hallet foundation.

Nashua River Watershed Association used the Barn for their summer, children's classes. Stacey Chilcoat does a wonderful job with these kids.

Williams Barn Committee:

Leo Wyatt, Al Wyatt, Kathy Stone, Brad Smith, Sandra Tobies, Joe Twomey, Bob Kniffin and Bruce Easom.

APPENDIX



Elected Officials

Appointed Committee Members

Spring Town Meeting Warrant/Minutes

Fall Town Meeting Warrant/Minutes

Election Results

Town Account Financials

ELECTED TOWN OFFICIALS

(in alphabetical order)

ASSESSORS, BOARD OF

Garrett Boles	2014
Jenifer Evans	2015
Rena Swezey	2016

ELECTRIC LIGHT COMMISSIONERS

Chris Christie	2014
Kevin J. Lindemer	2015
Rodney R. Hersh	2016

GDRSD SCHOOL COMMITTEE

Jon Sjoberg	2014
Thomas Steinfeld	2015
Alison Manugian	2015
John Giger	2016
Leslie Lathrop	2016
*Alberta Erickson	

HEALTH, BOARD OF

Jason Weber	2014
Susan H. Horowitz	2015
Robert Fleischer	2016

HOUSING AUTHORITY

Katharyn Dawson	2014
Brooks T. Lyman	2014
Ellen G. Todd	2015
Deidre Slavin-Mitchell	2018
Daniel C. Emerson	State appt'd

MODERATOR

Jason Kauppi	2015
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PARK COMMISSIONERS

Jonathan Strauss	2014
Gineane Haberlin***	2014
Kenneth Bushnell	2016
Robert Flynn	2016
One Vacancy	2014
*Robert Hall	
*Laurie Smigelski	
***Filled vacant seat-term of seat to expire 2015	

*Resigned

** Deceased

PLANNING BOARD

Jason Parent	2014
Scott O. Wilson	2014
Timothy Svarczkopf	2015
Russell Burke	2015
Carolyn A. Perkins	2015
John Giger	2016
George E. Barringer, Jr.	2016

SELECTMEN, BOARD OF

Anna Eliot	2014
Peter S. Cunningham	2014
John G. Petropoulos	2015
Joshua A. Degen	2016
Stuart M. Schulman	2016

SEWER COMMISSIONERS

Thomas Orcutt	2014
Thomas D. Hartnett	2015
James L. Gmeiner	2016

TOWN CLERK

Michael Bouchard	2015
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TRUST FUNDS, COMMISSIONERS OF

Thomas D. Hartnett	2014
Joseph E. Twomey	2015
Leslie Wickfield	2016

TRUSTEES OF PUBLIC LIBRARY

Susan Hughes	2014
John Kelly	2014
Kristen Von Campe	2015
Jane R. Allen	2015
Mark Gerath	2016
Nancy Wilder	2016

WATER COMMISSIONERS

James L. Gmeiner	2014
Gary Hogleund	2015
David Crocker	2016

**OFFICIALS APPOINTED BY
THE
BOARD OF SELECTMEN**

TOWN MANAGER
Mark W. Haddad 2016

TOWN COUNSEL
David J. Doneski, Esq 2014

POLICE CHIEF
Donald L. Palma, Jr. 2016

FIRE CHIEF
Joseph Bosselait 2014

**OFFICIALS APPOINTED BY
THE
TOWN MANAGER**

ADA COORDINATOR
Michelle Collette 2014

ANIMAL CONTROL OFFICER
R. Thomas Delaney, Jr. 2014

ANIMAL INSPECTOR
George Moore 2014

BUILDING COMMISSIONER
Edward Cataldo Indef.

BUILDING INSPECTOR
Daniel Britko 2014

COMMUNICATIONS OFFICERS
April Moulton 2014
Sarah E. Power 2014
Darlene A. Touchette 2014
Warren Gibson 2014
Jonathan Shattuck 2014
Edward J. Bushnoe (Part time) 2014
Paul E. Martell (Relief) 2014
Justin Zink (Relief) 2014
Krystina Eldridge 2014

*Resigned

** Deceased

CONSERVATION ADMINISTRATOR
Takashi Tada Indef.
*Barbara Ganem

CONSTABLES
William H. Grennell 2014
Frederick Correia 2014
George Rider 2015
Brian O. Downes 2016
George Moore 2016

COUNCIL ON AGING DIRECTOR
Kathy Shelp Indef.

DATABASE COORDINATOR
April Moulton 2014

DOG OFFICER
George Moore 2014
R. Thomas Delaney, Jr. 2014

EARTH REMOVAL INSPECTOR
Michelle Collette 2014

ELECTION WORKERS
Barbara Avey 2014
Florine Bakke 2014
Maureen Beal 2014
Marcia Birmingham 2014
Laurie Bonnett 2014
Audrey Bryce 2014
Marvin Caldwell 2014
Carol Chalmers 2014
Margaret Connolly 2014
Anthony Corsetti 2014
Irene Corsetti 2014
Joan Croteau 2014
Jean Cummings 2014
Carol Daigle 2014
Charlene Dapolito 2014
Dorothy Davis 2014
Dawn Dunber 2014
Alberta Erickson 2014
Carl Flowers 2014
Norma Garvin 2014
Louise Gaskins 2014
Joan Guimond 2014
Margot Hammer 2014

Ellen Hargraves	2014
Richard Hewitt	2014
April Iannacone	2014
Stephen Legge	2014
Lorraine Leonard	2014
Suzanne Loverin	2014
Cindy Martell	2014
Paula Martin	2014
Mary McGrath	2014
Kelly Merrill	2014
Violetta O'Donnell	2014
John Ott	2014
Lisa O'Neil	2014
Geraldine Perry	2014
Nancy Pierce	2014
Peg Russell	2014
Connie Sartini	2014
Suzanne Sanders	2014
Stuart Shuman	2014
Fran Stanley	2014
Arestothea Staub	2014
Alberta Steed	2014
Lori Sullivan	2014
Rena Swezey	2014
Janet Thompson	2014
Ramona Tolles	2014
Richard Van Doren	2014
Bronwen Wallens	2014
Ann Walsh	2014
Margaret Wheatley	2014

ELECTRICAL INSPECTOR

Edward Doucette	2014
John Dee III (Alternate)	2014

FENCE VIEWER

George Moore	2014
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FIELD DRIVER

George Moore	2014
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POOL & GOLF CENTER MANAGER

Robert Whalen	Indef.
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GRAVES REGISTRATION OFFICER

Deborah Beal Normandin	2014
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HARBOR MASTER

Donald L. Palma, Jr.	Indef.
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HAZ-MAT COORDINATOR

Joseph Bosselait	Indef.
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HEALTH INSURANCE PORTABILITY & ACCOUNTIBILITY OFFICER

Mark Haddad	2014
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HUMAN RESOURCES DIRECTOR

Vacant	Indef.
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IT DIRECTOR

Jason Bulger	Indef.
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KEEPER OF THE TOWN CLOCK

Paul Matisse	2014
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LAND USE DIRECTOR

TOWN PLANNER

Michelle Collette	Indef.
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LOCAL LICENSING AGENT

Donald L. Palma, Jr.	2014
James Cullen	2014

MEASURER OF WOOD AND BARK

Evan C. Owen	2014
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MOTH SUPERINTENDENT

R. Thomas Delaney, Jr.	2014
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NIMS COORDINATOR

Donald L. Palma, Jr.	2014
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PARKING CLERK

Dawn Dunbar	2014
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PLUMBING AND GAS INSPECTOR

John Murphy	2014
John Templeton (alternate)	2014

PRINCIPAL ASSESSOR

Rena Swezey	Indef.
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*Resigned

** Deceased

POLICE DEPARTMENT**Matrons**

Darlene A. Touchette	2014
Sarah E. Power	2014
Kathy Newell	2014

Officers

Nicholas Beltz	2014
Robert Breault	2014
Peter Breslin	2014
Gordon Candow	2014
James Cullen	2014
Derrick Gemos	2014
Kevin Henahan	2014
Rachel Mead	2014
Dale Rose	2014
Edward P. Sheridan	2014
Corey Waite	2014
Paul R. Connell	2014
Jason Goodwin	2014
Timothy Cooper	2014
Omar Conner	2014
Michael Lynn	2014
Irmin Pierce	^

^= Civil Service Officer

Reserve Officers

George Aggott	2014
Bethany Evans	2014
Stephen McAndrew	2014
Edward Bushnoe	2014
Gregory Steward	2014
Patrick Timmons	2014
Victor Sawyer	2014

Groton Special Officers

Jack Saball	2014
Jack Balonis	2014
George Rider	2014
Kathy Newell	2014

PUBLIC WORKS DIRECTOR

R. Thomas Delaney, Jr.	Indef.
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ROAD KILL OFFICER

Steven Mickle	2014
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SEALER WEIGHTS & MEASURES

Eric Aaltonen	2014
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SURVEYOR OF WOOD/LUMBER

R. Thomas Delaney, Jr.	2014
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TOWN ACCOUNTANT

Patricia DuFresne	2015
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TOWN DIARIST

M. Constance Sartini	2014
Robert L. Collins	2014

TREASURER/COLLECTOR

Michael Hartnett	Indef.
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TREE WARDEN

R. Thomas Delaney	2014
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VETERANS' SERVICE OFFICER

Robert C. Johnson	2014
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WATER SUPERINTENDENT

Thomas Orcutt	Indef.
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**COMMITTEES &
COMMISSIONS
APPOINTED BY THE BOARD
OF
SELECTMEN**

AFFORDABLE HOUSING TRUST FUND

Frederick Dunn	2014
Stuart M. Schulman	2014
Allen King	2015
Joshua A. Degen	2015
David Wilder	2015

BOARD OF REGISTRARS

Carol Quinn	2016
Susan S. Slade	2014
Dale A. Martin	2015
Michael Bouchard – Town Clerk	2015

*Resigned

** Deceased

**BY-LAW REVIEW & STUDY
COMMITTEE**

Michael Bouchard	2014
Mark W. Haddad	2014
Peter S. Cunningham	2014
Steven Webber	2014
Jay Prager	2014

**COMMUNITY PRESERVATION
COMMITTEE**

Russell Burke (Planning)	2014
Gineane Haberlin (BOS)	2014
Richard Hewitt (BOS)	2014
Daniel Emerson (Housing Auth.)	2015
Robert DeGroot (Historical)	2016
Bruce Easom (Conservation)	2016
Kenneth Bushnell	2016
*Laurie Smigelski (Park)	

CONSERVATION COMMISSION

Craig S. Auman	2014
Bruce H. Easom	2014
Marshall E. Giguere	2015
Rena Swezey	2015
Jon Smigelski	2015
Peter A. Morrison	2016
Vacancy	2016
*Nadia Madden	

COUNCIL ON AGING

Vera Strickland	2014
Carl Flowers	2014
Frances Goldbach	2014
Edward Wenzell	2015
Mildred Wells	2015
George Faircloth	2015
Charlotte Carkin	2016
Maydelle Gamester	2016
Marie Melican	2016

**ECONOMIC DEVELOPMENT
COMMITTEE**

Anna Eliot	2014
Peter Myette	2014
Michael Rasmussen	2014
Russell Burke	2014
Steve Webber	2014

*Resigned

** Deceased

FINANCE COMMITTEE

Jay Prager	2014
Robert Hargraves	2014
Gary Green	2015
Steven Webber	2015
David Manugian	2016
Joseph Crowley	2016
Vacancy	2015
*Peter DiFranco	

HOUSING PARTNERSHIP

Peter S. Cunningham	2014
Michelle Collette	2014
Carolyn A. Perkins	2014

LOCAL CULTURAL COUNCIL

Frank Conahan	2016
Pat Hartvigsen	2016
Joni Parker-Roach	2016
Lili Ott	2016
Gretchen Hummon	2018
Mary Jennings	2019
Dina Mordeno	2019
Susan Randazzo-Schulman	2019
Ann Wilson	2019
Monica Hinojos	2019

LOST LAKE SEWER COMMITTEE

Michael Rosa	2014
Thomas Orcutt	2014
Jay Prager	2014
Susan Horowitz	2014
Jack Petropoulos	2014

**LOWELL REGIONAL TRANSIT
AUTHORITY**

Vacant

MBTA ADVISORY BOARD

Joshua A. Degen	2014
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MILITARY COMMUNITY COVENANT

Peter S. Cunningham	2014
Anna Eliot	2014
Peter Braudis	2014
Steven Webber	2014
Robert Johnson	2014
**Kevin McKenzie	

**MONTACHUSETT JOINT
TRANSPORTATION COMMITTEE**

Anna Eliot	2014
David Manugian	2014

**MONTACHUSETT REGIONAL
PLANNING COMMITTEE**

Anna Eliot	2014
David Manugian	2014

**NASHOBA VALLEY REGIONAL
TECHNICAL SCHOOL COMMITTEE**

Kristian Gentile	2016
**Kevin M. McKenzie	

PERSONNEL BOARD

Dolores Alberghini	2014
Mary Jennings	2015
Norman "Bud" Robertson	2016

SCHOLARSHIP COMMITTEE

Robinson C. Moore	2014
Kate Dennison	2014
Barbara P. Ritz	2014
Peter C. Myette	2015
Alberta Erickson	2015
Jeannie Erickson	2015
Lindsey King	2016

SUSTAINABILITY COMMITTEE

Carol Canner	2014
Chris Christie	2014
Carl Flowers	2014
Leo Laverdure	2014
Michael Roberts	2014
Lisa Wiesner	2014

ZONING BOARD OF APPEALS

Cynthia A. Maxwell	2014
Robert C. Cadle	2014
Mark E. Mulligan	2015
Jay Prager	2016
Alison S. Manugian	2016
Megan Mahoney (Alternate)	2014
Bruce Easom (Alternate)	2014
Two Vacancies (Alternates)	

**COMMITTEES &
COMMISSIONS
APPOINTED BY THE
TOWN MANAGER****AGRICULTURAL COMMISSION**

John Smigelski	2014
Susan Colt Wilcox	2014
Sean O'Neill III	2015
Meredith Scarlet	2016
George Moore	2016

ARCHIVES COMMITTEE

Norma Garvin	2014
George Wheatley	2014
Michael Bouchard	2014

BOARD OF SURVEY

Evan C. Owen	2014
Edward Cataldo – Bldg. Insp.	2014
Joseph Bosselait - Fire Chief	2014

BUILDING COMMITTEE

Halsey Platt	2014
Michael Bouchard	2014
Jeremy Januskiewicz	2014
Lynwood Prest	2014
Sue Daly	2014
Steve Webber	2014
Donald Black	2014

CABLE ADVISORY COMMITTEE

Dorothy N. Davis	2014
David Melpignano	2014
Janet Sheffield	2014
Neil Colicchio	2014
Jane Bouvier	2014

COMMISSION ON ACCESSIBILITY

Scott Harker	2014
Robert Fleischer	2014
Emil Reschsteiner	2014
Mark Shack	2014
Alan Taylor	2014
Anna Vega	2014
Ellen Baxendale	2014

*Resigned

** Deceased

**COMMUNITY EMERGENCY
RESPONSE COORDINATOR**

Donald Palma	2014
William Shute	2014
R. Thomas Delaney, Jr.	2014
Joseph Bosselait	2014

CONDUCTORLAB COMMITTEE

Michelle Collette	2014
Robert Hanninen	2014
Mark Deuger	2014
Susan Horowitz	2014
Vacancy	2014

**EARTH REMOVAL ADVISORY
COMMITTEE**

Robert Hanninen	2014
Rena Swezey	2014
Edward A. Perkins	2014
Ray Capes	2014
R. Thomas Delaney, Jr.	2015

EMERGENCY MANAGEMENT

Pat Arel	2014
Joseph Bosselait	2014
Stephen Byrne	2014
Bob Colman	2014
Tom Conley	2014
Peter Cunningham	2014
Francis Cusak	2014
Daniel Daigneault	2014
R. Thomas Delaney	2014
Edward Doucette	2014
Heather Emslie	2014
Carl Flowers	2014
Norma Garvin	2014
Mark Haddad	2014
Anthony Hawgood	2014
Sara Hewitt	2014
Penny Hommeyer	2014
Susan Horowitz	2014
Holly Jarek	2014
Elaine Johnson	2014
Leroy Johnson	2014
Robert Johnson	2014
Kevin Kelly	2014
Stephen Legge	2014
Catherine Lincoln	2014

*Resigned

** Deceased

Joel Magid	2014
Steven Mickel	2014
Mark Miller	2014
George Moore	2014
Steven Moulton	2014
Alvin Neff	2014
Gordon Newell	2014
Thomas Orcutt	2014
Christine Packard	2014
Donald L. Palma	2014
Benjamin Podsiadlo	2014
Kathy Puff	2014
Karen Reif	2014
Earl Russell	2014
Connie Sartini	2014
William Shute	2014
Laurie Smigelski	2014
Lawrence Swezey	2014
Bill VanSchwawkwyk	2014

GREAT POND ADVISORY COMMITTEE

Francoise D. Forbes	2014
Susan H. Horowitz	2014
James Luening	2014
Savos Danos	2014
Cheney Harper	2014
Art Prest	2014
Marshall Giguere	2014
Thomas Sangiolo	2014
Alexander Woodle	2014

GREENWAY COMMITTEE

Adam Burnett	2014
Marion R. Stoddart	2014
Carol Coutrier	2014
David Pitkin	2014
Fran Stanley	2014

HISTORICAL COMMISSION

Allen King	2014
Richard C. Dabrowski	2014
Tracy Heighton	2014
Michael LaTerz, II	2015
George Wheatley	2016
Robert G. DeGroot	2016
Michael Danti	2016

HISTORIC DISTRICTS COMMISSION

Maureen C. Giattino	2014
Daniel J. Barton	2014
Sanford Johnson	2014
Patricia E. Hardy	2015
Laura R. Moore	2015
Gina Perini	2016
Richard P. Chilcoat	2016

INSURANCE ADVISORY COMMITTEE

Jack E. Balonis	2014
Gordon Candow	2014
Paula D. Martin	2014
April Moulton	2014
Ann F. Walsh	2014
David Roy	2014
Barbara Cronin	2014
Thomas Orcutt	2014
Paul McBrearty	2014
Derrick Gemos	2014
Vacancy	2014

OLD BURYING GROUND COMMITTEE

Ellen T. Hargraves	2014
Deborah Beal Normandin	2014
Marcia Beal-Brazer	2014
Kenneth A. LeFebvre	2014
Amanda Gavazzi	2014

RECYCLING COMMITTEE

Michael D. Brady	2014
Tessa David	2014
R. Thomas Delaney, Jr.	2014
Jamie E. King	2014
Lee Davy	2014

REGIONAL EMERGENCY PLANNING COMMITTEE

Donald Palma	2014
Joseph Bosselait	2014
William Shute	2014

SIGN COMMITTEE

Carloyn Perkins	2014
Mark W. Haddad	2014
Tracy Heighton	2014

TOWN FOREST COMMITTEE

Stephen L. Babin	2014
Carter Branigan	2015
John Sheedy	2016

TRAILS COMMITTEE

John Wiesner	2014
Paul G. Funch	2014
Wendy A. Good	2014
Stephen A. Legge	2014
Joachim Preiss	2014
Edward Bretschneider	2014
David H. Minott	2014
Scott Stathis	2014
Olin Lathrop	2014
John Lynch	2014

WEED HARVESTER COMMITTEE

Bradley D. Harper	2014
Garrett Durling	2014
Erich Garger	2014
William Strickland	2014
Stephen Marranzini	2014
John Crowell	2014

WILLIAMS BARN COMMITTEE

Bradbury B. Smith	2014
Karen Stone	2014
Joseph Twomey	2014
Sandra Tobies	2014
Alfred L. Wyatt	2014
Leo R. Wyatt	2014
Dianne Bunis	2014
Bruce Easom	2014

*Resigned

** Deceased

MINUTES
Warrant, Summary, and Votes

TOWN OF GROTON



2013 SPRING TOWN MEETING

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

Beginning Monday, April 22, 2013 @ 7:00 PM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

***THE BUDGET HANDOUT FOR ARTICLE 5 IS AVAILABLE
IN THE BACK OF THE WARRANT***

**SPRING TOWN MEETING WARRANT
APRIL 22, 2013**

Town Moderator:

Jason Kauppi

Deputy Moderator

Robert I. Gosselin, Sr.

Board of Selectmen:

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

Finance Committee:

Jay M. Prager, Chairman
Joseph Crowley
Gary Green
Peter J. DiFranco
Michael F. Flynn
Steven Webber, Vice Chairman
Robert Hargraves

Town Manager:

Mark W. Haddad
Patrice Garvin, Executive Assistant

Town Clerk:

Michael F. Bouchard

Proceedings:

The meeting was called to order at 7:02 PM on April 22, 2013. Moderator Jason Kauppi presided.

There is no quorum requirement for this Annual Town Meeting. 173 voters were present. Later in the proceedings 241 voters were present.

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

Mr. Robert L. Gosselin, Sr. was voted as Deputy Moderator by unanimous consent, and was sworn by the Town Clerk.

The previous Monday, April 15, 2013, was the day of the bombings at the Boston Marathon, during which 3 people , and later an MIT police officer, were killed, and 180 people were wounded – some horrifically. The Squannacook River Runners had several members run the Marathon, with many witnessing the bomb blasts. The members led a moment of silence.

Squannacook River Runners:

- Gary Cattarin
- Jay Duffner
- Howard Hersey
- Brian Reeves
- Chris Russell, and
- Amy Sullivan

Several members of the Groton Police Department participated in the law enforcement actions following the bombing through to the capture of the remaining suspect. Chief Don Palma led the Meeting in the Pledge of Allegiance.

Police Department members:

- Chief Donald Palma
- Lt. James Cullen
- Sgt. Jason Goodwin
- Sgt. Edward Sheridan
- Detective Cory Waite
- Patrolman Dale Rose
- Patrolman Gordon Candow
- Patrolman Nick Beltz and K-9 Lola
- Patrolman Tim Cooper
- Officer Bethany Evans

The Meeting was glad no one was hurt. We thanked our officers for their contributions.

=====

Middlesex, ss.
Commonwealth of Massachusetts
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Monday, the twenty-second day of April, 2013 at Seven O'clock in the evening, to consider the following:

ARTICLE 1: HEAR REPORTS

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

BOARD OF SELECTMEN

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *No Position*

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

No reports were offered.

ARTICLE 2: APPLY FOR GRANTS

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

BOARD OF SELECTMEN

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

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

Mover: Jack Petropoulos

MOTION: I move that the Town vote to authorize the Board of Selectmen to apply for Federal and State Grants for which the Town is or may be eligible and to expend the funds received thereunder.

Moved and Seconded
Quantum of Town Meeting Vote: **Majority**
Vote: Article 2 Main Motion passed by Unanimous Vote

ARTICLE 3: ELECTED OFFICIALS' COMPENSATION

To see if the Town will vote to allow the following compensation for the following elected officials:

Selectman (four)	\$ 760	Town Clerk	\$ 68,867
Board of Selectmen, Chairman	\$ 910	Town Moderator	\$ 65
Board of Assessors, Chairman	\$ 910	Assessor (two)	\$ 760

for the ensuing year, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

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

Mover: Joshua Degen

MOTION: I move that the Town vote to allow the following compensation for the following elected officials:

Selectman (four)	\$ 760	Town Clerk	\$ 68,867
Board of Selectmen, Chairman	\$ 910	Town Moderator	\$ 65
Board of Assessors, Chairman	\$ 910	Assessor (two)	\$ 760

for the ensuing year.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote: Article 3 Main Motion passed by Unanimous Vote

ARTICLE 4: WAGE AND CLASSIFICATION SCHEDULE

To see if the Town will vote to amend and adopt for Fiscal Year 2014 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

**BOARD OF SELECTMEN
TOWN MANAGER**

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Summary: *This article proposes a wage adjustment of two (2%) percent for FY 2014 for employees covered by the Personnel Bylaw.*

Mover: Joshua Degen

MOTION: I move that the Town vote to amend and adopt for Fiscal Year 2014 the Town of Groton Wage and Classification schedule as shown in Appendix B of the Warrant for the 2013 Spring Town Meeting.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote: Article 4 Main Motion passed by Unanimous Vote

ARTICLE 5: FISCAL YEAR 2014 ANNUAL OPERATING BUDGET

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for the next fiscal year (2014), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE
BOARD OF SELECTMEN
TOWN MANAGER**

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

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

Mover: Joshua Degen

MOTION: I move that the Town vote to raise and appropriate and transfer from available funds such sums of money as may be necessary to defray the expenses of the Town for the next Fiscal Year (2014) and act on the budget of the Finance Committee.

Moved and Seconded
Quantum of Town Meeting Vote: Majority

MOTION 1: GENERAL GOVERNMENT

Mover: Jay Prager

MOTION: I move that the Town vote to raise and appropriate the sum of \$1,721,607 for General Government as represented by lines 1000 through 1182 in the Budget; each line item to be considered as a separate appropriation for the purposes voted.

Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Article 5 Motion 1: Passed by Unanimous Vote

MOTION 2: LAND USE DEPARTMENTS

Mover: Michael Flynn

MOTION: I move that the Town vote to raise and appropriate the sum of \$404,148 for Land Use Departments as represented by lines 1200 through 1281 in the Budget; each line item to be considered as a separate appropriation for the purposes voted.

Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Article 5 Motion 2: Passed by Unanimous Vote

MOTION 3: PROTECTION OF PERSONS & PROPERTY

Mover: Steve Webber

MOTION: I move that the Town vote to appropriate from Emergency Medical Services Receipts Reserved the sum of \$160,000 to Fire & Emergency Medical Services and to raise and appropriate the sum of \$2,814,896 for a total of \$2,974,896 for Protection of Persons and Property as represented by lines 1300 through 1372 in the Budget; each line item to be considered as a separate appropriation for the purposes voted.

Moved and Seconded

Quantum of Town Meeting Vote: Majority
Vote on Article 5 Motion 3: Passed by Unanimous Vote

MOTION 4: SCHOOLS

Mover: Robert Hargraves

a.) Nashoba Valley Regional Technical High School

MOTION: I move that the Town vote to raise and appropriate the sum of \$468,592 for the Nashoba Valley Regional Technical High School as represented by line 1400 in the Budget.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 4 a: Passed by Unanimous Vote

b.) Groton Dunstable Regional School District

MOTION: I move that the Town vote to raise and appropriate the sum of \$16,352,324 for the Groton Dunstable Regional School District as represented by Lines 1410 through 1413 in the Budget.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

- Budget Presentation offered by Groton-Dunstable Regional School Committee Chairperson Alison Manugian. Several questions were asked by Town Meeting.

Vote on Article 5 Motion 4 b: Passed by Unanimous Vote

MOTION 5: DEPARTMENT OF PUBLIC WORKS

Mover: Jay Prager

MOTION: I move that the Town vote to raise and appropriate the sum of \$2,033,202 for the Department of Public Works as represented by lines 1500 through 1561 in the Budget; each line item to be considered as a separate appropriation for the purposes voted.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 5: Passed by Unanimous Vote

MOTION 6: LIBRARY AND CITIZEN'S SERVICES

Mover: Jay Prager

MOTION: I move that the Town vote to raise and appropriate the sum of \$1,579,221 for Library and Citizen's Services as represented by lines 1600 through 1703 in the Budget; each line item to be considered as a separate appropriation for the purposes voted.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 6: Passed by Unanimous Vote

MOTION 7: DEBT SERVICE

Mover: Gary Green

MOTION: I move that the Town vote to raise and appropriate the sum of \$1,532,019 for Debt Service as represented by lines 2000 through 2007 in the Budget; each line item to be considered as a separate appropriation for the purposes voted.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 7: Passed by Unanimous Vote

MOTION 8: EMPLOYEE BENEFITS

Mover: Robert Hargraves

MOTION: I move that the Town vote to raise and appropriate the sum of \$3,092,424 for Employee Benefits as represented by lines 3000 through 3012 in the Budget; each line item to be considered as a separate appropriation for the purposes voted.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 8: Passed by Unanimous Vote

MOTION 9: WATER ENTERPRISE

Mover: Robert Hargraves

MOTION: I move that the Town vote to appropriate from Water Rates and Fees the sum of \$1,004,768 to the Water Enterprise Fund for FY 2014 to defray all operating expenses, interest charges, and principal payments on bonds outstanding as they accrue and any reimbursement to the Town.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 9: Passed by Unanimous Vote

MOTION 10: SEWER ENTERPRISE

Mover: Robert Hargraves

MOTION: I move that the Town vote to transfer from Sewer Enterprise Excess and Deficiency the sum of \$210,000 and to appropriate from Sewer Rates and Fees the sum of \$626,687 for a total of \$836,687 to the Sewer Enterprise Fund for FY2014 to defray all operating expenses, interest charges, and principal payments on bonds outstanding as they accrue and any reimbursement to the Town.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 10: Passed by Unanimous Vote

Motion 11: ELECTRIC LIGHT

Mover: Gary Green

MOTION: I move that the Town vote to appropriate the income from the sale of electricity to private consumers or for electricity supplied to municipal buildings or from municipal power and

from the sale of jobbing during Fiscal 2014 for the Groton Electric Light Department; the whole to be expended by the Manager of that department under the direction and control of the Board of Electric Light Commissioners for the expenses of the ensuing fiscal year as defined in Section 57 of Chapter 164 of the General Laws of the Commonwealth. The total fund to be appropriated is -0-.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 5 Motion 11: Passed by Unanimous Vote

ARTICLE 6: GDRSD – TECHNOLOGY FUNDING

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 pay the Town of Groton's share of the proposed Groton Dunstable Regional School District's Technology Capital Improvement Plan, as adopted by the Groton Dunstable Regional School Committee on March 13, 2013, and all costs associated and related thereto, or to take any other action relative thereto.

GDRSD COMMITTEE

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended (5 In Favor, 2 Abstaining)

Summary: *This article represents the effort of the Groton-Dunstable Regional School District to align its technology hardware and infrastructure to meet the priorities of teaching and learning in the 21st century. These requests will make a significant improvement to the district's unmet needs around technology, as felt by teachers and described in the district's recent technology audit report. The schools are looking for support to improve in the following two specific areas: Technology Infrastructure (\$164,225) and Technology for Teaching and Learning (\$397,830). The major portion of the request will provide much needed computers for student and teacher use. The total request of this article is \$562,055 to be split between the Towns of Groton and Dunstable. Approval of the request will ensure that teachers and students have appropriate access to basic technology in their learning environments.*

Mover: Peter Cunningham

MOTION: I move that the sum of \$325,265 be transferred from the Stabilization Fund to pay the Town of Groton's share of the proposed Groton Dunstable Regional School District's Technology Capital Improvement Plan, as adopted by the Groton Dunstable Regional School Committee on March 13, 2013, and all costs associated and related thereto.

Moved and Seconded

Quantum of Town Meeting Vote: 2/3rds Majority

Discussion:

- The Town will contribute \$325,265 with the passage of this motion.

- Groton Electric Light will contribute an additional \$100,000, raising the total contribution from Groton to \$425,265.
- The Technology Funding proposal will fund a Technology Director, a staff person and equipment. An important component of the Director's job will be to develop a comprehensive technology plan.
- The Technology Director will oversee technology planning and implementation, and curriculum. It is not a teaching position. The technology staff is not part of the teacher's union.
- This is a one-time request for technology funding.
- Many comments supporting this proposal as current technology is important to teach children (and teachers) the use of the technology and to use the technology effectively as a learning tool.
- Some comments questioned the need for a technology upgrade, suggesting rather that focus be placed on the development of more curriculum detail.

Vote on Article 6 Main Motion: Passed by 2/3rds Majority

ARTICLE 7: FISCAL YEAR 2014 CAPITAL BUDGET

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money for the purpose of funding the FY 2014 Capital Budget as follows:

Item #1 – Rescue Tools Upgrade \$40,000 Fire/EMS

Summary: *This is a scheduled replacement of various tools used by the Department's Rescue Vehicle. These tools are essential for emergency response of both Fire and Ambulance apparatus.*

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

Item #2 – Salt and Sand Shed \$175,000 Highway Department

Summary: *Existing building is haphazard construction. It is beginning to deteriorate to a point beyond what the Town can maintain. A new larger building will increase the Highway Department's storage capacity and allow for the stockpiling of materials in a safe and secure facility.*

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

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

Summary: *This item in the Capital Budget was established four years ago and has been*

very successful. In Fiscal Year 2014, the following items will be purchased/upgraded with this allocation: Twenty-three new computers for Town Hall/Library/Public Safety/Fire; a new server for the library; a new rugged laptop for the Fire Department; and a network-attached storage device for backups and data storage.

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Item #4 – Pick-up Truck

\$40,000

Town Facilities

Summary: This addition is to replace a 1990 pickup that is used on a daily basis by multiple departments throughout the year. It is the primary vehicle that is used for rubbish, recycling and mail runs, as well as a variety of different tasks between departments. This vehicle will be equipped with a lift gate on the rear for transporting heavy items as well a snow plow for winter operations which the current truck does not have. It will primarily be used by the custodial staff working out of the Police Department but will be in a central location for use by any department with a need.

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Item #5 – Police Cruisers

\$78,000

Police Department

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

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Item #6 – Rough Mower

\$10,200

Pool & Golf Center

Summary: This essential mower is used to regularly cut the “rough” adjacent to the fairways. Two years ago, the Town replaced a very old mower that was inoperable and not repairable with a new Jacobsen rough mower. The Town purchase of the mower is on an installment basis, with an annual lease to buy cost of approximately \$10,200 for each of five years. This article seeks the third of five installment payments.

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Item #7 – Golf Carts

\$20,000

Pool & Golf Center

Summary: In FY 2013, the Pool & Golf Center replaced the fleet of twenty-five golf carts with new 2012 Club Car DS gas powered carts using a five year lease to purchase agreement at an annual cost of approximately \$20,000. This article seeks funding for the second of five installment payments.

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

Item #8 – Boom Sprayer Unit

\$6,500

Pool & Golf Center

Summary: *This essential sprayer is needed to regularly distribute fertilizer and pesticides over the golf course throughout the entire golf season. This machine enables the Center to use concentrated liquid chemicals which are both much more efficient and cost effective than granular chemicals. Two years ago the Center necessarily purchased a replacement engine directly from the manufacturer at a cost of approximately \$2,000. The part time club mechanic installed it to repair the twenty-three old boom sprayer unit that was inoperable and out of service for several weeks at that point. This year the Center incurred considerable expense for both parts and mechanic labor hours to keep this machine in service, although at one point it was inoperable for a couple of weeks during which time the course developed a very serious fungus problem, the effects of which are still evident. The current replacement cost of this equipment is approximately \$32,500. Similar to the rough mower and golf carts, it has been recommended that the Town finance this unit through a five year lease to purchase agreement at an approximate annual cost of \$6,500. This article would appropriate the first installment.*

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

or to take any other action relative thereto.

TOWN MANAGER

Mover: Joshua Degen

MOTION: I move that the Town vote to transfer the sum of \$369,500 from the Capital Stabilization Fund and transfer the sum of \$40,000 from Emergency Medical Services Receipts Reserved for a total of \$409,500 for the following capital items:

<u>Item</u>	<u>Amount</u>	<u>Department</u>
Rescue Tools Upgrade	\$ 40,000	Fire and EMS
Salt and Sand Shed	\$175,000	Highway Department
IT Infrastructure/Computer Purchase	\$ 40,000	Town Facilities
Pick-Up Truck	\$ 40,000	Town Facilities
Police Cruisers	\$ 78,000	Police Department
Rough Mower	\$ 10,000	Pool & Golf Center
Golf Carts	\$ 20,000	Pool & Golf Center
Boom Sprayer Unit	<u>\$ 6,500</u>	Pool & Golf Center
Total	\$409,500	

Moved and Seconded

Quantum of Town Meeting Vote: 2/3rds Majority

Discussion

- Rescue Tool Upgrade, IT Infrastructure Purchase, Pick-UP Truck and Police Cruisers are planned upgrades.
- The Salt and Sand Shed replacement is an overdue purchase.
- The Rough Mower and Golf Carts are subsequent year lease payments on a “lease to own” 5-year program.
- The Boom Sprayer Unit would be the first year payment on a “lease to own” 5-year program.
- A discussion focus was the financial status of the Pool and Golf Center (P&GC).
Summary of points made during this discussion:
 - The P&GC revenues cover operating expenses.
 - P&GC revenues do not cover investment/capital improvement. This is a town subsidy.
 - Disagreement amongst the Town Meeting as to what the definition of “break-even” should be.
 - The P&GC was purchased over 20 years ago. The Town did not invest in the property after purchase. Facilities and equipment have deteriorated.
 - A town study committee from a few years back recommended that the best course of action for the Town would be to subsidize the P&GC, and to implement a plan to financially break-even or better.
 - Mr Whalen, P&GC General Manager, stated the survival of the center will require an increase in utilization of services and membership. He further stated that each offering (i.e. golf, pool, day camp) is profitable, but not profitable enough to cover the overhead, including the banquet hall facility.
 - The Board of Selectmen agreed to include the Pool and Golf Center in its goals and priorities.

Vote on Article 7 Main Motion: Passed by 2/3rds Majority

THE FOLLOWING ARTICLES PERTAIN TO FISCAL YEAR 2013 BUSINESS

ARTICLE 8: *CURRENT YEAR LINE ITEM TRANSFERS*

To see if the Town will vote to transfer certain sums of money within the Fiscal Year 2013 budget, or to take any other action relative thereto.

BOARD OF SELECTMEN

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

Summary: *To transfer money within the Fiscal Year 2013 Budget should the need arise. A handout explaining any necessary transfers will be available at Town Meeting.*

ARTICLE 8: CURRENT YEAR LINE ITEM TRANSFERS Mover: Joshua Degen

MOTION: I move that the Town vote to transfer sums of money within the Fiscal Year 2013 Town Operating Budget, being the sums of money identified in the “**Transfer funds from**” line

items designated in the Information Packet distributed to voters for this Town Meeting, said sums to be transferred to the various line items in the “**Transfer funds to**” categories designated within the Information Packet, the total amount to be transferred being \$278,393.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 8 Main Motion: Passed by Unanimous Vote

Transfer funds from:

<u>Line Item</u>	<u>Amount To Be Transferred</u>
1072 – Treasurer/Tax Collector – Expenses	\$ 5,000
1061 – Board of Assessors – Wages	\$ 6,000
1160 – Insurance and Bonding	\$ 15,000
1161 – Insurance Deductible Reserve - Liability	\$ 6,000
1214 – Planning Board – Consultant	\$ 1,000
1370 – Police & Fire Communications - Wages	\$103,000
1501 – Highway Department – Wages	\$ 20,000
1703 – Groton Country Club – Minor Capital	\$ 1,143
3000 – Employee Benefits – County Retirement	\$ 27,000
3010 – Health Insurance/Employee Expenses	\$ 39,672
0000 – Overlay Surplus	<u>\$ 54,578</u>
Total	\$278,393

Transfer funds to:

<u>Line Item</u>	<u>Amount Transferred To</u>
1031 – Town Manager – Wages	\$ 13,000
1090 – Human Resources – Salaries	\$ 2,500
1091 – Human Resources – Expenses	\$ 3,000
1141 – Elections & Board of Registrars	\$ 10,000
1182 – Postage/Town Hall Expenses – Office Supplies	\$ 10,900
1212 – Planning Board – Expenses	\$ 1,000
1240 – Building Inspector – Salaries	\$ 6,500
1241 – Building Inspector – Wages	\$ 5,500
1300 – Police Department – Salaries	\$ 12,000
1301 – Police Department – Wages	\$ 45,000
1302 – Police Department – Expenses	\$ 35,000
1311 – Fire Department – Wages	\$ 45,000
1502 – Highway Department – Expenses	\$ 20,000
1541 – Municipal Building & Property Maintenance – Expenses	\$ 5,000
1550 – Solid Waste Disposal – Wages	\$ 3,100
1600 – Council on Aging – Wages	\$ 1,000
1611 – Senior Center Van – Expenses	\$ 3,000
1700 – Groton Country Club – Salary	\$ 250
1701 – Groton Country Club – Wages	\$ 893

3012 – Employee Benefits – Medicare/Social Security	\$ 18,000
0000 – Overlay Deficit	\$ <u>37,750</u>
Total	\$278,393

ARTICLE 9: TRANSFER WITHIN WATER ENTERPRISE FUND

To see if the Town will vote to authorize the Groton Water Department to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2013 Water Department Budget, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

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

Summary: *This article allows the Water Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2013 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

Mover: Stuart Schulman

MOTION: I move that the Town vote to authorize the Groton Water Department to transfer the sum of \$75,000 from the Water Enterprise Fund Surplus to the Fiscal Year 2013 Water Department Budget.

Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Article 9 Main Motion: Passed by Unanimous Vote

ARTICLE 10: TRANSFER WITHIN SEWER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Sewer Enterprise Fund Surplus to the Fiscal Year 2013 Sewer Enterprise Department budget, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

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

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2013 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

Mover: Stuart Schulman

MOTION A: I move that the Town vote to authorize the Groton Sewer Department to transfer the sum of \$0 from the Sewer Enterprise Fund Surplus to the Fiscal Year 2013 Sewer Department Budget.

MOTION B: I move that this Article be Indefinitely Postponed.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 10 Motion B: Passed by Unanimous Vote

ARTICLE 11: PRIOR YEAR BILLS

To see if the Town will vote to transfer from available funds, a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

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

Mover: Jack Petropoulos

MOTION: I move that the Town vote to transfer the sum of \$28 from the Excess and Deficiency Fund (Free Cash) to pay the following unpaid bill from a prior fiscal year:

Nashoba Medical Center \$28

Moved and Seconded

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

Vote on Article 11 Main Motion: Passed by Unanimous Vote

ARTICLE 12: COMMERCIAL PROPERTY REVALUATION

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money for the purpose of updating the Town's Commercial and Industrial property values beginning in Fiscal Year 2013, or to take any other action relative thereto.

BOARD OF ASSESSORS

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Summary: *This article requests an appropriation of the necessary funding to update the Commercial and Industrial property in Town for the FY 2014 revaluation as required by Massachusetts State Law. This includes new commercial and industrial land and building values, cost base rates, income analysis, market rents, capitalization factors and preliminary Department of Revenue certification. Services will be required to be in conformance with all Department of Revenue requirements.*

Mover: Stuart Schulman

MOTION: I move that the Town vote to transfer the sum of \$16,000 from the Excess and Deficiency Fund (Free Cash) for the purpose of updating the Town's Commercial and Industrial property values beginning in Fiscal Year 2013.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 12 Main Motion: Passed by Unanimous Vote

ARTICLE 13: COMMUNITY SEPTIC MANAGEMENT PROGRAM

To see if the Town will vote to appropriate a sum of money for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners, including without limitation all costs thereof, as defined in Section 1 of Chapter 29C of the General Laws, and to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust or otherwise; and to authorize the Board of Health and/or the Board of Selectmen to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects, or to take any other action relative thereto.

BOARD OF HEALTH

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Summary: *The Water Pollution Abatement Trust offers a State program that provides homeowners with a loan to upgrade or replace their failing septic systems. The money is borrowed from the State and the homeowner repays the loan through a repayment agreement with the Town.*

Mover: Peter Cunningham

MOTION: I move that the Town vote to appropriate the sum of \$300,000 for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners, including without limitation all costs thereof, as defined in Section 1 of Chapter 29C of the General Laws, said agreements to provide for repayment of project and financing costs by the property owners; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen be authorized to borrow the sum of \$300,000 and issue bonds or notes of the Town therefor, pursuant to Massachusetts General Laws, Chapter 44, Section 7, Chapter

111, Section 127B½ and/or Chapter 29C of the General Laws, as amended, or any other enabling authority; that such bonds or notes shall be general obligations of the Town unless the Treasurer, with the approval of the Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as amended; that the Treasurer, with the approval of the Selectmen, be authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to said Chapter 29C, as amended; and to authorize the Board of Health and/or the Board of Selectmen to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects.

Moved and Seconded

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

Discussion:

- **Dr. Susan Horowitz, Board of Health** stated that:
 - The program does not increase taxes
 - Loans are paid by the homeowner
 - Loans are secured against the home
 - The program is administered by the Board of Health
 - The program would apply to the whole town
 - Doesn't see a downside to the program

Vote on Article 13 Main Motion: Passed by Unanimous Vote

ARTICLE 14: COMMUNITY PRESERVATION COMMITTEE FUNDING ACCOUNTS

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

Allocation of Community Preservation Funds to the following sub accounts:

CPC Operating Expenses:	\$ 33,225
Open Space Reserve:	\$ 66,450
Historic Resource Reserve:	\$ 66,450
Community Housing Reserve:	\$ 66,450
Unallocated Reserve:	\$431,925

or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Summary: *This is an accounting procedure that is necessary to ensure the Community Preservation Committee will have access to the funds raised during Fiscal Year 2014. Except*

for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting.

Mover: Peter Cunningham

MOTION: I move that the Fiscal Year 2014 revenues to the Community Preservation Fund be divided into the following sub accounts to be administered by the Community Preservation Committee as follows:

CPC Operating Expenses:	\$ 33,225
Open Space Reserve:	\$ 66,450
Historic Resource Reserve:	\$ 66,450
Community Housing Reserve:	\$ 66,450
Unallocated Reserve:	\$431,925

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

- Mr. Burke of the Community Preservation Committee presented an overview of the CPA fund balances

Vote on Article 14 Main Motion: Passed by Unanimous Vote

ARTICLE 15: 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 2014, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Board of Selectmen, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

CPC Proposal A:	Housing Authority Generator	\$15,847
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Summary: *The Groton Housing Authority needs to replace the non-functioning generator that provides essential back-up power for the Petapawag Place sewer pump station. The pump station pumps waste from the family and elderly units into the Groton Sewer System on Main Street. A non-functioning pump can lead to pollution of adjacent conservation land and contamination of the housing units. The contamination would require the shutdown of the housing units and relocation of the tenants.*

Board of Selectmen: Recommended Unanimously
Finance Committee: Recommended Unanimously

COMMUNITY PRESERVATION COMMITTEE

ARTICLE 15: CPC FUNDING RECOMMENDATION

Mover: Peter Cunningham

MOTION: I move that the Town vote, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$15,847 from the Community Preservation Fund Community Housing Reserve to fund Community Preservation Application 2014-03 "Housing Authority Generator".

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

- Funds to be used to replace a 20 year old generator
- Community Preservation Committee voted to recommend Article 15

Vote on Article 15 Main Motion: Passed by Unanimous Vote

ARTICLE 16: LEDGE ROCK FIELD CONSTRUCTION

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the construction of new athletic fields and all costs associated and related thereto, on land owned by the Town of Groton and identified on Assessors' Map 248 as Parcel 9, to be managed and controlled by the Park Commission in accordance with M.G.L. Chapter 45, Section 3, or any other enabling authority, for active recreation purposes, to determine whether all or a portion of said sum or sums shall be transferred in accordance with M.G.L. Chapter 44B, the Community Preservation Act, to authorize the Treasurer, with the approval of the Board of Selectmen, to issue bonds or notes of the Town in connection with any such borrowing, as authorized by M.G.L. Chapter 44, or any other enabling authority, to authorize the Town Manager to file on behalf of the Town any and all applications deemed necessary for a Massachusetts Parklands Acquisitions and Renovations for Communities (PARC) grant pursuant to 301 CMR 5.00, or any other enabling authority, or any other applications for funds in any way connected with the scope of this project, and to authorize the Town Manager and the Board of Selectmen and the Park Commission, as they deem appropriate, to enter into all agreements and execute any and all instruments, including the conveyance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184, as may be required by Section 12(a) of said Chapter 44B, as may be necessary to implement this project, which restriction may be granted to the Park Commission or any other entity qualified and willing to hold such restriction; provided, that no funds may be expended hereunder unless and until the Town has received a PARC grant in an amount no less than \$400,000, or to take any other action relative thereto.

**COMMUNITY PRESERVATION COMMITTEE
PARK COMMISSION**

Board of Selectmen: *Recommended Unanimously*
Finance Committee: *Not Recommended (3 Against, 2 In Favor)*

Summary: *The Groton-Dunstable Recreation Association and the Park Commission are requesting funds to construct three new athletic fields. The Groton-Dunstable Recreation Association is a youth group coalition comprised of representatives from soccer, lacrosse, football, baseball, and softball. The proposed site is on a 35 acre lot owned by the Town of Groton, located beyond the Groton Transfer Station at the end of Cow Pond Brook Road. The site is vacant, undeveloped property which is currently utilized to store road materials for the Town of Groton. The parcel is zoned as residential/agricultural and classified as municipal land use according to the Assessors' records. This project would utilize 11 of the 35 acres, leaving room for future field development if needed. The estimated cost for the project is \$900,000. Proposed funding for the site involves a CPC application for \$309,000, combined with a \$50,000 contribution from the use groups, with the final \$541,000 from a bond authorization. The project does qualify for a State reimbursement grant. A successful application to the State could result in the Town recouping up to \$400,000 of the project costs.*

Mover: Peter Cunningham

MOTION: I move that the Town vote to appropriate the sum of \$900,000 for the construction of new athletic fields and all costs associated and related thereto, on land owned by the Town of Groton and identified on Assessors' Map 248 as Parcel 9, to be managed and controlled by the Park Commission in accordance with M.G.L. Chapter 45, Section 3, or any other enabling authority, for active recreation purposes; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$591,000 under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and the sum of \$309,000 shall be transferred from the Community Preservation Fund Unallocated Reserve established under M.G.L. Chapter 44B, the Community Preservation Act; and to authorize the Town Manager to file on behalf of the Town any and all applications deemed necessary for a Massachusetts Parklands Acquisitions and Renovations for Communities (PARC) grant pursuant to 301 CMR 5.00, or any other enabling authority, or any other applications for funds in any way connected with the scope of this project, and to authorize the Town Manager and the Board of Selectmen and the Park Commission, as they deem appropriate, to enter into all agreements and execute any and all instruments, including the conveyance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184, as may be required by Section 12(a) of said Chapter 44B, as may be necessary to implement this project, which restriction may be granted to the Park Commission or any other entity qualified and willing to hold such restriction; provided, that no funds may be borrowed hereunder unless and until the Town has received a PARC grant in an amount no less than \$400,000.

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

Discussion:

- Jon Strauss, Park Commission, presented an overview of the proposed field particulars, and the reasons why the Park Commission felt this project was worthwhile.
- Community Preservation Committee voted to submit this article to Town Meeting

- Finance Committee voted 5 to 2 against this article, recommending the article be resubmitted in Spring 2014
- As the language of the motion is complex, it was clarified for the meeting to mean that \$309 k will be transferred from CPC funds, and that the Town will commit \$591 k. However, the Town's commitment is contingent upon receipt of a \$400 k PARC grant.
- The \$309 k in CPC funds is encumbered, should the article pass. Mr. Strauss stated that if the \$400 k PARC grant is not received, the Spring 2014 Town Meeting will be asked to commit to the entire \$591 k. If the Town did not approve at that time, the Park Commission would return the \$391 k to the CPC.
- What impact will these additional fields have on maintenance requirements?
 - R: There are 11 acres of field in this request. Some additional DPW hours will be required to cut the grass. No additional equipment will be needed. The Park Commission supplies fertilizer. User Groups maintain the fields.

Vote on Article 16 Main Motion: Passed by 2/3rds Majority

Motion to adjourn to 7:00 PM on April 23

Motion to Adjourn passed by Majority Vote. Meeting was adjourned at 10:20 PM on April 22.

First Adjourned Session called to order at 7:04 PM on April 23, 2013. 74 Attendees were present. At 7:40, there were 106 attendees. There is no quorum requirement.

- ***Mr. Degen announced the recent death of John F. Aiken***
-

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 2014 for the Surrenden Farm Land Acquisition, as authorized under Article 1 of the April 24, 2006 Special Town Meeting, or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended (4 In Favor, 1 Against)*

Summary: *This article appropriates the debt payments for the Surrenden Farms Land Purchase. Funding for this article will come from Community Preservation Funds. The anticipated debt service for Fiscal Year 2014 is \$487,113.*

Mover: Peter Cunningham

MOTION: I move that the Town vote, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$66,000 from the Community Preservation Fund Open Space Reserve and to appropriate the sum of \$421,113 from the Community Preservation Fund Unallocated Reserve for a total of \$487,113 for debt service for Fiscal Year 2014 for the Surrenden Farm Land Acquisition, as authorized under Article 1 of the April 24, 2006 Special Town Meeting.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 17 Main Motion: Passed by Unanimous Vote

ARTICLE 18: STORMWATER MANAGEMENT REVOLVING FUND

To see if the Town will vote to renew the revolving account under Chapter 44, §53E½ of the General Laws for the purpose of utilizing receipts and fees received under Chapter 198 of the Code of the Town of Groton, Stormwater Management - Low Impact Development, said receipts and fees to be credited to said account and expended by the Earth Removal Stormwater Advisory Committee for administration, oversight and review activities under Chapter 198, with the maximum amount to be expended in said account not to exceed \$10,000 for Fiscal Year 2014, or to take any other action relative thereto.

STORMWATER ADVISORY COMMITTEE

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Summary: *This article reauthorizes the use of the revolving fund for technical review and processing of applications submitted under Chapter 198, Stormwater Management - Low Impact Development.*

ARTICLE 18: STORMWATER REVOLVING FUND

Mover: Stuart Schulman

MOTION: I move that the Town vote to renew the revolving account under Chapter 44, §53E½ of the General Laws for the purpose of utilizing receipts and fees received under Chapter 198 of the Code of the Town of Groton, Stormwater Management - Low Impact Development, said receipts and fees to be credited to said account and expended by the Earth Removal Stormwater Advisory Committee for administration, oversight and review activities under Chapter 198, with the maximum amount to be expended in said account not to exceed \$10,000 for Fiscal Year 2014.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 18 Main Motion: Unanimous

ARTICLE 19: CONSERVATION COMMISSION REVOLVING FUND

To see if the Town will vote to renew the revolving account under Massachusetts General Laws, Chapter 44, §53E½ for the purpose of utilizing receipts and fees received for agricultural or silvicultural activities conducted on Town-owned conservation land under the care and custody of the Conservation Commission, said receipts and fees to be credited to said account and expended by the Conservation Commission for oversight and management of conservation lands owned by the Town, with the maximum amount in said account not to exceed \$50,000 for Fiscal Year 2014, or to take any other action relative thereto.

CONSERVATION COMMISSION

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

Summary: *This article reauthorizes the use of the revolving fund (established in 2007) for the management of conservation land in Groton. Reauthorization allows for reduced fees for management of conservation lands in Groton.*

Mover: Anna Eliot

MOTION: I move that the Town vote to renew the revolving account under Massachusetts General Laws, Chapter 44, §53E½ for the purpose of utilizing receipts and fees received for agricultural or silvicultural activities conducted on Town-owned conservation land under the care and custody of the Conservation Commission, said receipts and fees to be credited to said account and expended by the Conservation Commission for oversight and management of conservation lands owned by the Town, with the maximum amount in said account not to exceed \$50,000 for Fiscal Year 2014.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 19 Main Motion: Passed by Unanimous Vote

ARTICLE 20: AFFORDABLE HOUSING REVOLVING FUND

To see if the Town will vote to renew, under the authority of the Town Manager, a revolving account under Massachusetts General Laws, Chapter 44, §53E½ for the receipt of revenue and funding of expenses related to marketing and monitoring Affordable Housing units within developments in the Town, said revenue, in the form of receipts and fees, to be credited to said account and expended by the Town Manager for this purpose, with the maximum amount in said account not to exceed \$50,000 for Fiscal Year 2014, or to take any other action relative thereto.

TOWN MANAGER

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Summary: *A revolving fund is a tool used by cities and towns to allow a particular department or board to account for its revenues and expenses for particular programs separately from the General Fund. Program expenses can be directly offset by related revenue taken in, and expenditure of those monies requires no additional appropriation. Revolving funds must be authorized annually by Town Meeting at which time spending limits are established. This particular fund will utilize revenue collected in connection with land development for the purpose of promoting occupancy of affordable housing units as they become available. The funds will be spent largely on marketing and monitoring functions.*

Mover: Stuart Schulman

MOTION: I move that the Town vote to renew, under the authority of the Town Manager, a revolving account under Massachusetts General Laws, Chapter 44, §53E½ for the receipt of revenue and funding of expenses related to marketing and monitoring Affordable Housing units within developments in the Town, said revenue, in the form of receipts and fees, to be credited to said account and expended by the Town Manager for this purpose, with the maximum amount in said account not to exceed \$50,000 for Fiscal Year 2014.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 20 Main Motion: Passed by Unanimous Vote

ARTICLE 21: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTION

To see if the Town will vote to accept the provisions of Section 4, Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, to allow an additional property tax exemption for Fiscal Year 2014 for those persons who qualify for property tax exemptions under Massachusetts General Laws, Chapter 59, Section 5, not to exceed \$1,000, or to take any other action relative thereto.

BOARD OF ASSESSORS

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Summary: *This article is geared toward elderly persons, blind persons and veterans with service connected disabilities. It would increase the exemption under state statute up to 100% of the exemption.*

Mover: Stuart Schulman

MOTION: I move that the Town vote to accept the provisions of Section 4, Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, to allow an additional property tax exemption for Fiscal Year 2014 for those persons who qualify for property tax exemptions under Massachusetts General Laws, Chapter 59, Section 5, not to exceed \$1,000.

Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Article 21 Main Motion: Passed by Unanimous Vote

ARTICLE 22: ALLOW CLOSURE OF CLERK'S OFFICE, PER M.G.L. CHAPTER 41, §110A

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 41, Section 110A, to allow the Town Clerk's office to remain closed on the last day to register to vote for Town Meetings, when that final registration date prescribed by the Massachusetts General Laws falls on a Saturday, or to take any other action relative thereto.

TOWN CLERK

Board of Selectmen: Recommended Unanimously
Finance Committee: No Position

Summary: *All voters in the Town may participate in Town Meeting. New voters in the Town must register by 8:00 pm on the 20th day preceding a Town Meeting. When a Town Meeting is called to begin on a Saturday, the 20th preceding day falls on a Sunday. By state law, the voter registration deadline would then move to the preceding Saturday. An affirmative vote under this article would have the effect of moving the voter registration deadline up one more day, to the preceding Friday, by allowing the Town Clerk's office to remain closed on the Saturday. If approved, the voter registration deadline for a Saturday Town Meeting would be on the 22nd preceding day. Section 110A provides as follows:*

Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.

Mover: Joshua Degen

MOTION: I move that the Town vote, pursuant to Massachusetts General Laws Chapter 41, Section 110A, to allow the Town Clerk's office to remain closed on the last day to register to vote for Town Meetings, when that final registration date prescribed by the Massachusetts General Laws falls on a Saturday.

Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Article 22 Main Motion: Passed by Majority Vote

ARTICLE 23: AMEND SECTION 218-30 OF ZONING BYLAW

To see if the Town will vote to amend Chapter 218, Zoning, of the Code of the Town of Groton, Section 218-30 Water Resource Protection Overlay Districts, Establishment of Districts, by striking out subsection 218-30.C:

C. Establishment of Districts. The Water Resource Protection Districts are herein established as overlay districts. The Water Resource Protection Districts are described on a map with district boundary lines prepared by Applied Geographics, Inc. entitled "Water Resource Protection Districts, Town of Groton," dated March 1, 2011. All maps are hereby made a part of this Zoning By-Law and are on file in the office of the Town Clerk.

And by inserting in its place:

C. Establishment of Districts. The Water Resource Protection Districts are herein established as overlay districts. The Water Resource Protection Districts are described on a map with district boundary lines prepared by Applied Geographics, Inc. entitled "Water Resource Protection Districts, Town of Groton," dated January 21, 2013. All maps are hereby made a part of this Zoning By-Law and are on file in the office of the Town Clerk.

or to take any other action relative thereto.

PLANNING BOARD

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

Summary: *This article updates the 2011 Water Resource Protection District Map with a new Water Resource Protection District Map to include the new Zones II & III around the Unkety Brook well site as required by the Department of Environmental Protection Drinking Water Program.*

Mover: Anna Eliot

MOTION: I move that the Town vote to amend Chapter 218, Zoning, of the Code of the Town of Groton, Section 218-30 Water Resource Protection Overlay Districts, Establishment of Districts, as set forth in the Warrant.

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

Discussion:

- Planning Board voted in favor of this article

Vote on Article 23 Main Motion: Passed by Unanimous Vote

ARTICLE 24: AMEND SECTION 218-9 OF THE ZONING BYLAW

To see if the Town will vote to amend Chapter 218, Zoning, of the Code of the Town of Groton, by striking out Section 218-9, Location of Districts:

§218-9 Location of districts. Said districts are located and bounded as shown on a map entitled "Town of Groton, Massachusetts — Zoning Map," dated March 10, 2003, revised February 12, 2008, further revised March 1, 2011, and revised and amended to date, on file in the office of the Town Clerk. Said map, with the boundaries of the districts and all explanatory matter thereon, is hereby made a part of this chapter.

And by inserting in its place:

§218-9 Location of districts. Said districts are located and bounded as shown on a map entitled "Town of Groton, Massachusetts — Zoning Map," dated March 10, 2003, revised February 12, 2008, revised March 1, 2011, further revised January 18, 2013, and revised and amended to date, on file in the office of the Town Clerk. Said map, with the boundaries of the districts and all explanatory matter thereon, is hereby made a part of this chapter.

or to take any other action relative thereto.

PLANNING BOARD

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

Summary: *This article updates the Zoning Map to include the land on Farmers Row rezoned to the Public Use (P) District at the October 15, 2012 Fall Town Meeting. The new map does not result in any zoning changes.*

Mover: Anna Eliot

MOTION: I move that the Town vote to amend Chapter 218, Zoning, of the Code of the Town of Groton, by striking out Section 218-9, Location of Districts and inserting in its place a new Section 218-9, as set forth in the Warrant.

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

Discussion:

- Planning Board voted in favor of this article

Vote on Article 24 Main Motion: Passed by Unanimous Vote

ARTICLE 25: AMEND CHAPTER 218 – ZONING CODE

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

1. Definitions: by ADDING the following new definitions to Section 218-4, Definitions:

AGRICULTURE - "Farming" or "agriculture" shall include farming in all of its branches and the cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of

any agricultural, aquacultural, floricultural or horticultural commodities, the growing and harvesting of forest products upon forest land, the raising of livestock including horses, the keeping of horses as a commercial enterprise, the keeping and raising of poultry, swine, cattle and other domesticated animals used for food purposes, bees, fur-bearing animals, and any forestry or lumbering operations, performed by a farmer, who is hereby defined as one engaged in agriculture or farming as herein defined, or on a farm as an incident to or in conjunction with such farming operations, including preparations for market, delivery to storage or to market or to carriers for transportation to market.¹

AGRICULTURAL LABOR HOUSING – A structure or building constructed or used for labor for commercial agriculture as its primary purpose.

COMMERCIAL DOG KENNEL - The keeping for sale or boarding purposes, including convalescence or treatment, of more than three dogs that are more than six months old.

2. Section 218-13, Schedule of Use Regulations: by DELETING the following use entries in the Agricultural, Floricultural and Horticultural category:

	R-A	R-B	B-1	M-1	C	O	P
The raising or keeping of horses, goats, sheep, cattle, and not over 15 pigs or poultry or maintenance of dog kennels or riding stables	Y	Y	Y	Y	SP	SP	Y
A. Barns or stables for breeding, boarding, hiring or sale of animals	SP	SP	SP	SP	N	N	SP
Roadside stand for sale of principally local farm produce raised in the Town, set back at least 50 feet from the street line, and provided that space for customers' cars is available off the right-of-way of the street and is so arranged as not to permit backing of automobiles onto any public or traveled way	SP	SP	SP	SP	N	SP	SP

And by ADDING the following use entries in the Agricultural, Floricultural and Horticultural category:

	R-A	R-B	B-1	M-1	C	O	P
Agricultural Labor Housing	Y	Y	Y	Y	Y	Y	Y
The raising or keeping of horses, goats, sheep, cattle, pigs, poultry or other domesticated animals for food and other agricultural purposes	Y	Y	Y	Y	Y	Y	Y

¹ See Chapter 137 Farming.

Riding stables	Y	Y	Y	Y	Y	Y	Y
Barns or stables for breeding, boarding, hiring or sale of animals	Y	Y	Y	Y	Y	Y	Y
Roadside stand for sale of principally local farm produce raised in the Town, set back at least 50 feet from the street line, and provided that space for customers' cars is available off the right-of-way of the street and is so arranged as not to permit backing of automobiles onto any public or traveled way	Y	Y	Y	Y	Y	Y	Y

3. **Section 218-13, Schedule of Use Regulations: by DELETING the following use entry in the Business category:**

	R-A	R-B	B-1	M-1	C	O	P
Commercial greenhouse	SP	SP	Y	Y	Y	Y	N

And by ADDING the following use in the Agricultural, Floricultural and Horticultural category:

	R-A	R-B	B-1	M-1	C	O	P
Commercial greenhouse	Y	Y	Y	Y	Y	Y	Y

4. **Section 218-13, Schedule of Use Regulations: by ADDING the following use entry in the Business category:**

	R-A	R-B	B-1	M-1	C	O	P
Commercial dog kennel	SP	SP	Y	Y	N	N	N

**PLANNING BOARD
AGRICULTURAL COMMISSION**

Board of Selectmen: Recommended Unanimously
Finance Committee: No Position

Summary: The Planning Board and Agricultural Commission, in collaboration with the Board of Health and Conservation Commission, are proposing the above amendments to §218-4, Definitions and §218-13, Schedule of Use Regulations. The proposed amendments will add new definitions of "Agriculture," "Agricultural Labor Housing," and "Commercial Dog Kennel" and will modify the Schedule of Use Regulations, which designates the types of uses allowed in different Zoning Districts.

Mover: Anna Eliot

MOTION: I move that the Town vote to amend the Code of the Town of Groton, Chapter 218, Zoning, Section 218-4, Definitions, and Section 218-13, Schedule of Use Regulations, as set forth in the Warrant.

Moved and Seconded

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

Discussion:

- Planning Board voted in favor of Article 25
- Agricultural Commission supports Article 25
- Agricultural Commission: State law does not allow for Special Permit requirements for agriculture. This bylaw revision eliminates the SP requirements, and brings the Groton bylaw into conformance with state law.

MOTION to Amend (D. Mendel):

I move to amend the main motion under Article 25 by revising the second entry for the Agricultural, Floricultural and Horticultural category in section 218-13, Schedule of Use Regulations, to read as follows:

The raising of horses, goats, sheep, cattle, pigs (not more than 15), poultry (not more than 15) or other domesticated animals for food and other agricultural purposes.

Motion to Amend (D. Mendel) Moved and Seconded

Quantum: Majority

Discussion (con't):

- Q: Is the restriction on the numbers of animals "legal"?
 - R: There is no restriction in Mass general Law. Specification of a number, per se, is not a violation. Any restriction is subject to the "reasonableness" concept of MGL 40A Section 3.
 - Example: The size of a lot must be a "reasonableness" factor.
 - The amendment was offered in consideration of undersized lots and a large number of animals.
- There are a number of requirements in zoning to address use of lots. For example, zoning requires 25' setbacks. Suggest concerned parties work with the Planning Board to address concerns.
- This amendment would affect all farms and lots, regardless of land size; some think unreasonably.
- The Board of Health can regulate public health aspects of animals.
- This zoning proposal offers no protection for house owners.
- Proposed amendment applies to pigs and poultry only.
- Q: What are the controls on farm animals?
 - The amendment removes the Special Permit requirement.
 - Special Permits did not control the management of animals.
 - The controls are the same: State standards, local inspections
 - Proper management is the key to preventing "intrusion".
- There are flaws in the plan and the amendment. It is not good to regulate large farms the same as house lots. What risk does the homeowner face?
- Limiting the number of animals will not address the issues raised. Need to find a way to protect the public from bad practices.
- A house is a major financial investment. We may need to modify zoning in synch with state law to protect house owners. However, farms have a right to exist.

MOTION to Move the Question (re Mendel Amendment)

Moved and Seconded

Quantum: 2/3rds Majority

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

Vote on Amendment to the Main Motion (D. Mendel): Does not carry

Discussion (con't):

- Q: Is there anything to prevent building an Agriculture labor house on any house lot?
 - R: Acreage, Revenue and hours devoted to farming. Only commercial agriculture as defined by state law qualify.
- Q: If there is a remote agriculture operation, can one build a labor house on the local lot?
 - R: No. Can only build on continuous land with the operation.

Vote on Article 25 Main Motion : Passed by 2/3rds Majority

ARTICLE 26: CONCEPT PLAN APPROVAL FOR 120 BOSTON ROAD

To see if the Town vote, pursuant to Section 218-18 of the Zoning Bylaw, to approve the Concept Plan for business development for property owned by PCM Realty Trust, situated at 120 Boston Road and shown on Assessors' Map 222 as Parcel 15, which premises is described in a deed recorded at the South Middlesex Registry of Deeds at Book 26626, Page 239, being shown on shown on a conceptual plan entitled "Concept Plan for 120 Boston Road, Groton, Massachusetts" prepared by Ducharme & Dillis, Civil Design Group, Inc., dated March 14, 2013, a copy of which is on file with the Town Clerk, or to take any other action relative thereto.

PLANNING BOARD

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

Summary: *The article requests that voters approve a concept plan for construction of a two-story medical office building with an 8000 sq. ft. footprint and gross floor area of 16,000 sq. ft. The front portion of the 2.98 acre property was zoned Business (B-1) in 1963 and the rear portion of the site was rezoned to B-1 in 1996.*

Mover: Anna Eliot

MOTION: I move that the Town vote, pursuant to Section 218-18 of the Zoning Bylaw, to approve the Concept Plan for business development for property owned by PCM Realty Trust, situated at 120 Boston Road and shown on Assessors' Map 222 as Parcel 15, which premises is described in a deed recorded at the South Middlesex Registry of Deeds at Book 26626, Page 239, being shown on a conceptual plan entitled "Concept Plan for 120 Boston Road, Groton, Massachusetts" prepared by Ducharme & Dillis, Civil Design Group, Inc., dated March 14, 2013, a copy of which is on file with the Town Clerk.

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

Discussion:

- Presentation by Myette Team, proponents of amendment.
- Groton's requirement of a Concept Plan Approval by town Meeting is unique.
- This property has "split zoning" since 1996. Originally zoned as business in 1963.
- If Town Meeting approves the concept plan, the project proposal will still require board's approvals as it moves forward in the permitting process. This vote, would only allow the application process to begin. This vote is not to change zoning.
- The Concept Plan Approval Process looks at four criteria:
 - Impact on town economics
 - Impact of visual environment
 - Impact on natural environment
 - Impact on public services
- Proponent believes the project will have positive impacts in all criteria.
- A concept-level plan was presented. The primary tenant will be Pediatrics West.
- Planning Board voted 4 to 1 in favor of the plan.
- Economic Development Committee
 - Issued a strong letter of support
 - Voted unanimous support of the project (Peter Myette abstaining)
 - This is an example of good business growth for Groton.
- Board of Selectmen supported the project by a vote to 4 to 0.
- Groton Board of Trade endorsed the project. This will create additional jobs for Groton residents and create additional tax revenue.
- Q: What was the reason for the minority Planning Board vote?
 - R: Member Wilson (not present) voted "no" because he felt the plan was incomplete to form an opinion. Member Wilson also thinks the Concept Plan process is flawed in that it requires a recommendation without full facts.
- Abutter Janes addressed the meeting with concerns:
 - Common septic system will be removed, forcing hookup to town sewer. Abutter feels the operational expense of sewer is not affordable for her business.
 - Proposed project may put her out of business. The plan is not friendly to her business.
 - There are issues with easements and septic to be resolved.
- Proponent Attorney Ancil reiterated that Town Meeting's approval of the concept plan only allows the project to go forward to the permitting stage. Will work with abutters. The boards generally push applicants to develop better projects.

Vote on Article 26 Main Motion: Passed by 2/3rds Majority

ARTICLE 27: DISCONTINUE A PORTION OF FITCH'S BRIDGE ROAD

To see if the Town will vote to discontinue as a public way the portion of Fitch's Bridge Road running from its intersection with Pepperell Road easterly to a point 50 feet, more or less, easterly of the east abutment of Fitch's Bridge, as shown on sheet 5, "Site Plan," of plans

entitled "Fitch's Bridge Replacement (Fitch's Bridge over Nashua River Bridge Number G-14-004)" dated December 12, 2012 by Fay, Spofford & Thorndike, LLC, a copy of which is on file in the office of the Town Clerk, or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: Recommended Unanimously
Finance Committee: No Position

Summary: *To discontinue the portion of Fitch's Bridge Road that abuts Fitch's Bridge.*

Mover: Jack Petropoulos

MOTION A: I move that the Town vote to discontinue as a public way a portion of Fitch's Bridge Road, which road was accepted and established by a vote under Article 8 of the March, 1845 Town Meeting as a two-rod wide road, said portion running from the Road's intersection with Pepperell Road easterly to a point 50 feet easterly of the east abutment of Fitch's Bridge, as shown on sheet 5, "Site Plan," of plans entitled "Fitch's Bridge Replacement (Fitch's Bridge over Nashua River Bridge Number G-14-004)" dated December 12, 2012 by Fay, Spofford & Thorndike, LLC, a copy of which is on file in the office of the Town Clerk.

Moved and Seconded

MOTION B: I move that this Article be Indefinitely Postponed.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 27 Motion to Indefinitely Propose: Passed by Unanimous Vote

ARTICLE 28: ACCEPTANCE OF PAQUAWKET PATH

To see if the Town will vote to accept as a public way the roadway known as Paquawket Path, as heretofore laid out by the Board of Selectmen and as shown on a plan entitled "Definitive Subdivision of Land in Groton, MA known as Longley Estates" dated June, 1979, prepared by Charles A. Perkins Co., Inc., Clinton, Mass, a copy of which is on file with the Town Clerk, and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, the fee to or lesser interests in said roadway and all related easements, or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: Recommended Unanimously
Finance Committee: No Position

Summary: *To accept Paquawket Path as a public way.*

Mover: Jack Petropoulos

MOTION: I move that the Town vote to accept as a public way the roadway known as Paquawket Path, as heretofore laid out by the Board of Selectmen and as shown on a plan entitled "Definitive Subdivision of Land in Groton, MA known as Longley Estates" dated June, 1979, prepared by Charles A. Perkins Co., Inc., Clinton, Mass, a copy of which is on file with the Town Clerk, and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, the fee to or lesser interests in said roadway and all related easements.

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 28 Main Motion: Passed by Unanimous Vote

ARTICLE 29: SALE OR LEASE OF SQUANNACOOK HALL

To see if the Town will vote to authorize the Board of Selectmen to sell and/or lease, for a period not to exceed 99 years, the building known as Squannacook Hall, which comprises approximately 4,402 square feet, and all or a portion of the 0.50 acre site on which it is located at 33 West Main Street, West Groton, Massachusetts, to take all necessary action to comply with the General Laws of the Commonwealth for the disposal of said building, and to petition the General Court for any necessary special legislation, or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: Recommendation Deferred Until Town Meeting

Finance Committee: Recommendation Deferred Until Town Meeting

Summary: *Squannacook Hall has been vacant for the past four years. A re-use study was completed four years ago for the future use of the Building. However, due to cost and lack of a viable septic system, no action was taken on the proposed rehabilitation. Last fall, the Town successfully designed a Title V septic system that was permitted by the Board of Health. Based on this, the Board of Selectmen advertised a Request for Proposal for the disposition of the Building. The purpose of this article will be to present the results of the RFP to the Town Meeting for approval and potential sale and/or lease of the Building. A full report will be made to the Spring Town Meeting.*

Mover: Anna Eliot

MOTION A: I move that the Town vote to transfer to the Board of Selectmen, for the purpose of sale and/or lease, the custody and control of the building known as Squannacook Hall, which comprises approximately 4,402 square feet, and all or a portion of the 0.50 acre site on which it is located at 33 West Main Street, West Groton, Massachusetts, and to authorize the Board of Selectmen to sell and/or lease such property for a period not to exceed 99 years, for a sum of not less than \$25,000, and to take all necessary action to comply with the General Laws of the Commonwealth for the disposal of said property, and to petition the General Court for any necessary special legislation.

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

MOTION B: I move that this Article be Indefinitely Postponed

Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Article 29 Motion B to Indefinitely Postpone:
Passed by Unanimous Vote

MOTION to Dissolve the 2103 Spring Town Meeting
Moved and Seconded
Quantum of Town Meeting Vote: Majority
Vote on Motion to Dissolve the Meeting: Passed by Unanimous Vote
The 2013 Spring Town Meeting was dissolved April 22 at 9:35 PM

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 5th Day of April in the year of our Lord Two Thousand Thirteen.

Stuart M. Schulman
Stuart M. Schulman, Chairman

Peter S. Cunningham
Peter S. Cunningham, Vice-Chairman

John G. Petropoulos
John G. Petropoulos, Clerk

Joshua A. Degen
Joshua A. Degen, Member

Anna Eliot
Anna Eliot, Member

OFFICERS RETURN
Groton, Middlesex

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

Constable

Date Duly Posted

BUDGET MESSAGE FROM THE TOWN MANAGER

TOWN OF GROTON FISCAL YEAR 2014

Pursuant to Article 6 of the Charter of the Town of Groton, Massachusetts, the Finance Committee, Board of Selectmen and Town Manager are pleased to submit for your consideration the Proposed Fiscal Year 2014 Operating Budget for the Town of Groton. This budget is a “needs budget” that, not only provides a stable tax rate, but allows the Town to continue to address areas that will improve the overall service delivery to Groton’s residents. In addition, decisions made in previous years have allowed the Town to set aside the necessary debt service to address capital needs in FY 2014 without increasing taxes more than is allowed under Proposition 2½. After a significant increase last year, the excluded debt budget decreases slightly in FY 2014, providing some relief for residents and taxpayers.

An issue that arose when developing the revenue forecast for Fiscal Year 2014 is the fact that Fiscal Year 2013 State Revenue Collections are well below budgeted revenues and the Governor has made a decision to reduce FY 2013 Local Aid payments to the Cities and Towns. Based on this, the proposed budget assumes a decrease in local aid for Fiscal Year 2014. To be conservative, State Aid has been budgeted at the Fiscal 2012 level, or a decrease of 8.77%. To offset this reduction, we are using \$70,612 in excess levy capacity to minimize the impact of this reduction on the proposed operating budget.

Nevertheless, overall revenue projections show a healthy revenue forecast in Fiscal Year 2014. This will allow the Town to continue to maintain services and continue to address areas that will

improve the delivery of services. Similar to last year, Health Insurance and Pension Expenses will not overly tax the budget in FY 2014 as the Town continues to provide affordable health insurance to its employees and continues to fund the unfunded pension liability without a major increase in the operating budget. As stated in last year's budget message, the continued hard work of all of the Town's Departments, Boards, Committees, and Commissions will allow the Town to continue to maintain services and improve the delivery of services in key departments.

Improving technology capabilities has been a high priority. With the help of extremely dedicated volunteers, the Town's IT Director, Jason Bulger, has been able to improve the Town's capabilities. The Town has seen significant improvements to its equipment and security. In addition, the Town now has a state of the art website and its Emergency Operations Center is one of the finest in the State in terms of capabilities. In addition, the IT Department has developed software that has helped departments improve their service delivery to residents. The commitment to IT continues in FY 2014. Currently, the Department has one full time Manager and a part-time Desk Top Specialist. In order to continue moving the Department forward, the FY 2014 Budget contains funding that increases the staff by one full-time employee that will reorganize the make-up of the IT Department. The Wage Line Item requests \$57,605, which would fund a part-time (19 hour/week) Web Developer with a salary of \$24,399, and increase the current part time Desk Top Specialist from 19 hours/week to full-time (35 hours/week) at a salary of \$33,206. Many departments suffer inefficiencies due to ongoing maintenance or support issues that result from only a part-time Desktop Specialist. The IT Department has implemented a ticketing system that shows that users on average wait 4 days for a non-emergency problem to be remedied. Adding this position makes great strides to bring that number down. Expanding this position will allow the IT Director to dedicate more time on higher-level issues like managing servers and network devices, planning, purchasing, and special projects. Increasing the Desktop Specialist position to full-time will allow better continuity for users and increase efficiency for all workers.

The new Web Developer position will help tackle two of the department's most profound goals which are to provide a solid public-facing website that adequately communicates all of the Town's information to the public, and improve and expand the back office software system. This will save time and improve the recordkeeping of several departments throughout the Town as well as aid in essential business functions. The current back office system has been under development for several years now, and providing ongoing support and documentation will increase its overall usefulness and ensure its long-term survival. With the work of the employee in this position, the public-facing website will be easier to navigate and search, will contain more documents and pages to provide more information to the public, will offer a mobile version of the site, and will offer the ability to sign up for alerts or notifications for certain events.

Fiscal Year 2014 will be the second year that the Health Reform Legislation will have a positive impact on the Town's Operating Budget. As you will recall from last year, the Health Reform Law allowed cities and towns to change health insurance plan designs in order to lower costs without first bargaining that change through union negotiations. The cost reduction was accomplished by shifting more of the out of pocket expenses to employees and retirees in the form of higher co-pays and new deductibles, thereby lowering the monthly premiums and consequently the overall cost of health insurance for the taxpayer. In order to offset some of these additional expenses to employees, the Town implemented a health reimbursement arrangement (HRA) that allows employees and retirees to use the savings to offset higher co-pays and new plan year deductibles. In FY 2013, we appropriated \$60,000 for the HRA, which was twenty-five (25%) percent of the savings the Town realized with the new plan design. The

Board of Selectmen had agreed to request funding for the HRA in the amount of \$60,000 for three years. The Fiscal Year 2014 Budget contains this amount in the Health Insurance Budget.

The Police and Fire Communications Department has had four full-time employees and one part-time employee for many years. For the past two fiscal years additional funding has been added to the Department's Wage Account to provide relief dispatchers to cover various shifts. This has been a good "stop-gap", but has not fully addressed the needs of the Department. Aside from emergencies, day to day call volumes and walk in traffic has increased quite significantly. From January 1, 2012 to November 21, 2012 the Communications Center has logged approximately 31,159 calls. From January 1, 2011 to December 31, 2011 the Communications Center logged 23,997 calls. This is an increase of approximately 29.85%. In addition, training requirements and other mandates from the State have been implemented over the past year. On July 1, 2012, the Commonwealth of Massachusetts mandated Emergency Medical Dispatch (EMD) procedures and requirements. The Town was fortunate enough to receive grant money (\$36,000) to purchase the software program and complete the EMD training that was required. In order to become a certified EMD dispatcher, the employee must become a certified E911 tele-communicator, obtain and maintain CPR certification, and obtain and maintain EMD certification. Each employee must also complete sixteen (16) hours of state approved continuing education training each year. This new mandate has created more work for the dispatcher(s) as they now need to remain on the phone with the caller and provide pre-arrival medical assistance while dispatching the ambulance, cruiser, and out of town Advanced Life Support (ALS) unit(s) that is required by Fire Department protocol. In addition, they must continue to enter the call into the Computer Aided Dispatch (CAD) system, the EMD Software system, and answer incoming phone calls, all while continuing to dispatch for Dunstable Police and EMS. In order to address this, the FY 2014 Budget contains funding for an additional full-time dispatcher. By adding this position, the Department will be able to have the busiest times covered by two dispatchers on duty and continue to meet State mandates without impacting public safety. The FY 2014 Budget impact of this addition is \$59,243 (including benefits).

The Library Budget has funding that will allow them to change from the current catalog and borrowing system they operate under to one that will dramatically improve their delivery of services to residents. As it is now constituted, the Groton Public Library (GPL) is a stand-alone system - the last library in eastern Massachusetts that is not part of a network. The GPL purchases its own online catalog system from The Library Corporation (TLC) and is an online affiliate with the Central/Western Massachusetts Automated Resource Sharing network (C/W MARS), for which they receive access to two databases (out of the 53 they offer) and limited access to their catalog system. The current catalog system with TLC will cost \$14,318 in FY 2014, while continuing with C/W MARS for interlibrary loans will cost \$3,100. It is important to note that FY 2014 will be the last year that C/W MARS will offer on-line affiliations. Starting in FY 2015, they will only be offering full memberships. In order to improve the delivery of services, funding has been added to the Library Budget for a full membership in the Merrimack Valley Library Consortium (MVLC). This change incorporates GPL into a network with 35 other public libraries, increasing their materials collection of 76,000 to over three million items. The annual cost to join the MVLC is \$35,371. Since the Library will no longer be part of TLC or C/W MARS, the \$17,418 currently being spent can be used to offset the MVLC fee, thereby requiring an additional appropriation of \$17,953 in FY 2014.

Last year, the Town entered into three (3) year agreements with five of our six Unions. This has allowed the Town to maintain a stable work force and provide a solid budgetary forecast over the next two years. These five Unions will be entering the second year of three year deals in Fiscal Year 2014. Negotiations with our sixth union, the newly formed Groton Professional

Firefighters Association, are still on-going. Each of the five Unions has agreed to a two (2%) percent wage adjustment in Fiscal Year 2014, and the Board of Selectmen is recommending that all By-Law employees receive the same adjustment. In addition, please recall that last year, a new performance incentive program for several of our union employees, as well as our By-Law employees was instituted. This program allows employees to earn up to an additional two (2%) percent wage increase based on a review of their performance by their department managers. Fiscal Year 2014 is the first year that the financial impact of this program will be included in the Town's operating budget. This program continues to evolve and is an effective tool to measure employee performance. The Fiscal Year 2014 financial impact of the negotiated and recommended wage adjustment, along with the performance incentive program is as follows:

Total Needed for Wage Adjustment	\$112,845
Total Needed for Performance Incentive	<u>\$ 44,759</u>
Total Budgetary Impact:	\$157,604

The following chart is a breakdown of the proposed municipal budget by function:

<u>Function</u>	<u>FY 2013 Appropriation</u>	<u>FY 2014 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$ 1,652,260	\$ 1,721,607	\$ 69,347	4.20%
Land Use Departments	\$ 351,148	\$ 404,148	\$ 53,000	15.09%
Protection Persons & Property	\$ 2,804,946	\$ 2,974,896	\$169,950	6.06%
Department of Public Works	\$ 1,969,612	\$ 2,033,202	\$ 63,590	3.23%
Library and Citizens Services	\$ 1,545,696	\$ 1,579,221	\$ 33,525	2.17%
Debt Service (within Levy Only)**	\$ 321,000	\$ 715,571	\$394,571	122.91%
Employee Benefits	<u>\$ 3,013,787</u>	<u>\$ 3,092,424</u>	<u>\$ 78,637</u>	<u>2.61%</u>
Municipal Government Total	\$11,658,449	\$12,521,069	\$862,620	7.39%

**Includes anticipated debt service of \$500,000 for the new Center Fire Station

It is important to note here that if the Fire Station Debt Service were not included in the proposed operating budget, the proposed increase is \$362,620, or 3.11%.

The total Proposed Fiscal Year 2014 Operating Budget, including Regional School Assessments and excluded debt, is \$30,158,433 or an increase of 4.27%. This proposed budget is \$500,000 under the anticipated FY 2014 Proposition 2½ Levy Limit. When you take into consideration the proposed Capital Budget and additional appropriations raised on the recap sheet, the total proposed budget is \$30,994,975. The Fiscal Year 2013 Tax Rate has been certified at \$16.85. Based on the proposed Budget, the estimated Tax Rate in Fiscal Year 2014 is \$17.27, or an increase of \$0.42. In Fiscal Year 2013, the average Tax Bill in the Town

of Groton (based on a home valued at \$400,000) is \$6,740. Under this proposed budget, that same homeowner can expect a tax bill of \$6,908 or an increase of \$168. The following chart shows a comparison between FY 2013 and FY 2014:

	<u>Actual FY 2013</u>	<u>Proposed FY 2014</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Limit	\$23,349,641	\$24,230,203	\$880,562	3.77%
Tax Rate On Levy Limit	\$15.47	\$15.92	\$0.45	2.90%
Average Tax Bill	\$6,188	\$6,368	\$180	2.90%
Excluded Debt	\$2,090,517	\$2,049,772	\$(40,745)	-1.94%
Tax Rate On Excluded Debt	\$1.38	\$1.35	\$(0.03)	-2.17%
Average Tax Bill	\$552	\$540	\$(12.00)	-2.17%
Final Levy Limit	\$25,440,158	\$26,279,975	\$839,817	3.30%
Final Tax Rate	\$16.85	\$17.27	\$0.42	2.49%
Average Tax Bill	\$6,740	\$6,908	\$168	2.49%

I would like to take this opportunity to thank the Board of Selectmen, the Finance Committee and all of the Departments, Boards, Committees and Commissions for their outstanding work and cooperation in assisting in the preparation of the Proposed Operating Budget. In addition, the outstanding support and cooperation by Superintendent of Schools Anthony Bent and the Groton Dunstable Regional School District Committee was extremely important in developing a budget that allowed us to maintain services for our residents.

Respectfully submitted,

Mark W. Haddad

Groton Town Manager

		TOWN OF GROTON FISCAL YEAR 2014 REVENUE ESTIMATES		
		BUDGETED FY 2013	ESTIMATED FY 2014	CHANGE
PROPERTY TAX REVENUE		\$ 23,920,810	\$ 24,730,203	\$ 809,393
DEBT EXCLUSIONS		\$ 2,090,517	\$ 2,049,772	\$ (40,745)
CHERRY SHEET - STATE AID		\$ 802,427	\$ 732,000	\$ (70,427)
UNEXPENDED TAX CAPACITY		\$ (571,169)	\$ (500,000)	\$ 71,169
LOCAL RECEIPTS:				
General Revenue:				
	Motor Vehicle Excise Taxes	\$ 1,225,000	\$ 1,285,000	\$ 60,000
	Penalties & Interest on Taxes	\$ 85,000	\$ 90,000	\$ 5,000
	Payments in Lieu of Taxes	\$ 210,000	\$ 210,000	\$ -
	Other Charges for Services	\$ 63,500	\$ 63,500	\$ -
	Fees	\$ 414,000	\$ 414,000	\$ -
	Rentals	\$ 27,000	\$ 27,000	\$ -
	Library Revenues	\$ 15,000	\$ 15,000	\$ -
	Other Departmental Revenue	\$ 475,000	\$ 475,000	\$ -
	Licenses and Permits	\$ 228,500	\$ 256,000	\$ 27,500
	Fines and Forfeits	\$ 30,000	\$ 22,000	\$ (8,000)
	Investment Income	\$ 15,000	\$ 6,000	\$ (9,000)
	Recreation Revenues	\$ 577,120	\$ 550,000	\$ (27,120)
	Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
	Sub-total - General Revenue	\$ 3,365,120	\$ 3,413,500	\$ 48,380
Other Revenue:				
	Free Cash	\$ -	\$ -	\$ -
	Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
	Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
	Capital Asset Stabilization Fund	\$ 555,200	\$ 369,500	\$ (185,700)
	EMS/Conservation Fund Receipts Reserve	\$ 360,000	\$ 200,000	\$ (160,000)
	Community Preservation Funds	\$ -	\$ -	\$ -
	Water Department Surplus	\$ -	\$ -	\$ -
	Sewer Department Surplus	\$ -	\$ -	\$ -
	Encumbrances	\$ -	\$ -	\$ -
	Sub-total - Other Revenue	\$ 915,200	\$ 569,500	\$ (345,700)
WATER DEPARTMENT ENTERPRISE		\$ 970,776	\$ 1,004,768	\$ 33,992
SEWER DEPARTMENT ENTERPRISE		\$ 681,440	\$ 836,687	\$ 155,247
TOTAL ESTIMATED REVENUE		\$ 32,175,121	\$ 32,836,430	\$ 661,309

TOWN OF GROTON		
FISCAL YEAR 2014		
TAX LEVY CALCULATIONS		
FY 2014 PROPOSED EXPENDITURES		
Town Manager Proposed Budget		
General Government	\$	1,721,607
Land Use Departments	\$	404,148
Protection of Persons and Property	\$	2,974,896
Regional School Districts	\$	16,820,916
Department of Public Works	\$	2,033,202
Library and Citizen Services	\$	1,579,221
Debt Service	\$	1,532,019
Employee Benefits	\$	3,092,424
A. TOTAL DEPARTMENTAL BUDGET REQUESTS		\$ 30,158,433
B. CAPITAL BUDGET REQUESTS		\$ 409,500
C. ENTERPRISE FUND REQUESTS		\$ 1,841,455
D. COMMUNITY PRESERVATION REQUEST		\$ -
OTHER AMOUNTS TO BE RAISED		
1. Amounts certified for tax title purposes	\$	-
2. Debt and interest charges not included	\$	-
3. Final court judgments	\$	-
4. Total Overlay deficits of prior years	\$	1,000
5. Total cherry sheet offsets	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	20,000
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	100,000
10. Other		
E. TOTAL OTHER AMOUNTS TO BE RAISED		\$ 121,000
F. STATE AND COUNTY CHERRY SHEET CHARGES		\$ 81,042
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS		\$ 225,000
TOTAL PROPOSED EXPENDITURES		\$ 32,836,430
FY 2013 ESTIMATED RECEIPTS		
ESTIMATED TAX LEVY		
Levy Limit	\$	24,730,203
Debt Exclusion	\$	2,049,772
A. ESTIMATED TAX LEVY		\$ 26,779,975
B. CHERRY SHEET ESTIMATED RECEIPTS		\$ 732,000
C. LOCAL RECEIPTS NOT ALLOCATED		\$ 3,413,500
C. OFFSET RECEIPTS		\$ -
D. ENTERPRISE FUNDS		\$ 1,841,455
E. COMMUNITY PRESERVATION FUNDS		\$ -
F. FREE CASH		\$ -
OTHER AVAILABLE FUNDS		
1. Stabilization Fund	\$	-
2. Capital Asset Fund	\$	369,500
3. EMS/Conservation Fund	\$	200,000
G. OTHER AVAILABLE FUNDS		\$ 569,500
TOTAL ESTIMATED RECEIPTS		\$ 33,336,430
FY 2013 SURPLUS/(DEFICIT)		\$ 500,000

APPENDIX A		TOWN OF GROTON						
		FISCAL YEAR 2014						
				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
	<u>GENERAL GOVERNMENT</u>							
	MODERATOR							
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01	0.00%
1001	Expenses	\$ 78	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02	0.00%
	DEPARTMENTAL TOTAL	\$ 143	\$ 145	\$ 145	\$ 145	0.00%	\$ 0.03	0.00%
	BOARD OF SELECTMEN							
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	0.00%	\$ 0.88	0.01%
1021	Wages		\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1022	Expenses	\$ 10,234	\$ 1,900	\$ 1,900	\$ 1,900	0.00%	\$ 0.42	0.01%
1023	Engineering/Consultant		\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1024	Minor Capital		\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 14,184	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.30	0.02%
	TOWN MANAGER							
1030	Salaries	\$ 169,012	\$ 172,069	\$ 179,021	\$ 179,021	4.04%	\$ 39.90	0.58%
1031	Wages	\$ 50,142	\$ 56,345	\$ 80,785	\$ 80,785	43.38%	\$ 18.00	0.26%
1032	Expenses	\$ 4,142	\$ 2,800	\$ 3,000	\$ 3,000	7.14%	\$ 0.67	0.01%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 223,297	\$ 231,214	\$ 262,806	\$ 262,806	13.66%	\$ 58.57	0.85%

		FY 2012	FY 2013	FY 2014	FY 2014		FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
FINANCE COMMITTEE								
1040	Expenses	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1041	Reserve Fund	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 33.43	0.48%
DEPARTMENTAL TOTAL								
		\$ -	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 33.43	0.48%
TOWN ACCOUNTANT								
1050	Salaries	\$ 95,684	\$ 102,080	\$ 70,227	\$ 70,227	-31.20%	\$ 15.66	0.23%
1051	Wages	\$ 28,822	\$ 30,697	\$ 31,780	\$ 31,780	3.53%	\$ 7.08	0.10%
1052	Expenses	\$ 29,098	\$ 34,900	\$ 31,600	\$ 31,600	-9.46%	\$ 7.04	0.10%
DEPARTMENTAL TOTAL								
		\$ 153,603	\$ 167,677	\$ 133,607	\$ 133,607	-20.32%	\$ 29.78	0.43%
BOARD OF ASSESSORS								
1060	Salaries	\$ 75,205	\$ 77,381	\$ 79,637	\$ 79,637	2.92%	\$ 17.76	0.26%
1061	Wages	\$ 77,198	\$ 86,570	\$ 84,950	\$ 84,950	-1.87%	\$ 18.93	0.27%
1062	Expenses	\$ 18,906	\$ 16,860	\$ 17,475	\$ 17,475	3.65%	\$ 3.89	0.06%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL								
		\$ 171,309	\$ 180,811	\$ 182,062	\$ 182,062	0.69%	\$ 40.58	0.59%
TREASURER/TAX COLLECTOR								
1070	Salaries	\$ 67,713	\$ 70,276	\$ 77,719	\$ 77,719	10.59%	\$ 17.32	0.25%
1071	Wages	\$ 103,230	\$ 105,356	\$ 95,229	\$ 95,229	-9.61%	\$ 21.22	0.31%
1072	Expenses	\$ 27,975	\$ 29,807	\$ 18,840	\$ 18,840	-36.79%	\$ 4.20	0.06%
1073	Tax Title	\$ 4,349	\$ 8,100	\$ 8,100	\$ 8,100	0.00%	\$ 1.81	0.03%
1074	Bond Cost	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56	0.01%
DEPARTMENTAL TOTAL								
		\$ 205,767	\$ 216,039	\$ 202,388	\$ 202,388	-6.32%	\$ 45.11	0.66%

				FY 2014	FY 2014		FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
TOWN COUNSEL								
1080	Expenses	\$ 72,146	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 20.06	0.29%
DEPARTMENTAL TOTAL								
		\$ 72,146	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 20.06	0.29%
HUMAN RESOURCES								
1090	Salary	\$ 47,804	\$ 49,470	\$ 68,624	\$ 68,624	38.72%	\$ 15.29	0.22%
1091	Expenses	\$ 3,215	\$ 3,475	\$ 4,750	\$ 4,750	36.69%	\$ 1.06	0.02%
DEPARTMENTAL TOTAL								
		\$ 51,019	\$ 52,945	\$ 73,374	\$ 73,374	38.59%	\$ 16.35	0.24%
INFORMATION TECHNOLOGY								
1100	Salary	\$ 79,249	\$ 81,626	\$ 90,780	\$ 90,780	11.21%	\$ 20.23	0.29%
1101	Wages	\$ 4,233	\$ 17,208	\$ 57,605	\$ 57,605	234.76%	\$ 12.84	0.19%
1102	Expenses	\$ 24,637	\$ 24,000	\$ 25,000	\$ 25,000	4.17%	\$ 5.57	0.08%
DEPARTMENTAL TOTAL								
		\$ 108,119	\$ 122,834	\$ 173,385	\$ 173,385	41.15%	\$ 38.64	0.56%
GIS STEERING COMMITTEE								
1120	Expenses	\$ 15,310	\$ 16,000	\$ 15,400	\$ 15,400	-3.75%	\$ 3.43	0.05%
DEPARTMENTAL TOTAL								
		\$ 15,310	\$ 16,000	\$ 15,400	\$ 15,400	-3.75%	\$ 3.43	0.05%
TOWN CLERK								
1130	Salaries	\$ 63,000	\$ 66,193	\$ 68,867	\$ 68,867	4.04%	\$ 15.35	0.22%
1131	Wages	\$ 42,962	\$ 44,968	\$ 48,304	\$ 48,304	7.42%	\$ 10.77	0.16%
1132	Expenses	\$ 6,028	\$ 9,234	\$ 10,079	\$ 10,079	9.15%	\$ 2.25	0.03%
1133	Minor Capital		\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL								
		\$ 111,990	\$ 120,395	\$ 127,250	\$ 127,250	5.69%	\$ 28.37	0.41%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
ELECTIONS & BOARD OF REGISTRARS								
1140	Stipend	\$ 5,978	\$ 9,600	\$ 3,840	\$ 3,840	-60.00%	\$ 0.86	0.01%
1141	Expenses	\$ 9,275	\$ 7,040	\$ 7,170	\$ 7,170	1.85%	\$ 1.60	0.02%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 15,253	\$ 16,640	\$ 11,010	\$ 11,010	-33.83%	\$ 2.46	0.03%
STREET LISTINGS								
1150	Expenses	\$ 4,776	\$ 6,250	\$ 5,870	\$ 5,870	-6.08%	\$ 1.31	0.02%
	DEPARTMENTAL TOTAL	\$ 4,776	\$ 6,250	\$ 5,870	\$ 5,870	-6.08%	\$ 1.31	0.02%
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 119,084	\$ 143,000	\$ 143,000	\$ 143,000	0.00%	\$ 31.87	0.46%
1161	Insurance Deductible Reserve - Liability	\$ 3,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.67	0.04%
1162	Insurance Deductible Reserve - 111F	\$ 8,663	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.57	0.08%
	DEPARTMENTAL TOTAL	\$ 130,747	\$ 180,000	\$ 180,000	\$ 180,000	0.00%	\$ 40.11	0.58%
TOWN REPORT								
1170	Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33	0.00%
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33	0.00%

		FY 2012	FY 2013	FY 2014	FY 2014		FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	POSTAGE/TOWN HALL EXPENSES							
1180	Expenses	\$ 47,588	\$ 47,960	\$ 47,960	\$ 47,960	0.00%	\$ 10.69	0.15%
1181	Telephone Expenses	\$ 35,324	\$ 34,000	\$ 42,000	\$ 42,000	0.00%	\$ 9.36	0.14%
1182	Office Supplies		\$ 12,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.79	0.05%
	DEPARTMENTAL TOTAL	\$ 82,912	\$ 93,960	\$ 106,960	\$ 106,960	13.84%	\$ 23.84	0.34%
	TOTAL GENERAL GOVERNMENT	\$ 1,362,076	\$ 1,652,260	\$ 1,721,607	\$ 1,721,607	4.20%	\$ 383.70	5.55%
	LAND USE DEPARTMENTS							
	CONSERVATION COMMISSION							
1200	Salary	\$ 59,006	\$ 60,766	\$ 62,331	\$ 62,331	2.58%	\$ 13.89	0.20%
1201	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1202	Expenses	\$ 6,334	\$ 8,200	\$ 7,950	\$ 7,950	-3.05%	\$ 1.77	0.03%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 65,339	\$ 68,966	\$ 70,281	\$ 70,281	1.91%	\$ 15.66	0.23%
	PLANNING BOARD							
1210	Salaries	\$ 71,341	\$ 73,525	\$ 75,715	\$ 75,715	2.98%	\$ 16.87	0.24%
1211	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1212	Expenses	\$ 5,535	\$ 5,850	\$ 9,100	\$ 9,100	55.56%	\$ 2.03	0.03%
1213	M.R.P.C. Assessment	\$ 2,672	\$ 3,083	\$ 3,160	\$ 3,160	2.50%	\$ 0.70	0.01%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 79,548	\$ 82,458	\$ 87,975	\$ 87,975	6.69%	\$ 19.60	0.28%

		FY 2012	FY 2013	FY 2014	FY 2014		FY 2014	FY 2014
		ACTUAL	APPROPRIATED	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION			BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
ZONING BOARD OF APPEALS								
1220	Wages	\$ 18,840	\$ 18,848	\$ 20,102	\$ 20,102	6.65%	\$ 4.48	0.06%
1221	Expenses	\$ 561	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.25	0.00%
	DEPARTMENTAL TOTAL	\$ 19,401	\$ 19,948	\$ 21,202	\$ 21,202	6.29%	\$ 4.73	0.06%
HISTORIC DISTRICT COMMISSION								
1230	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
BUILDING INSPECTOR								
1240	Salaries	\$ 36,552	\$ 33,747	\$ 76,195	\$ 76,195	125.78%	\$ 16.98	0.25%
1241	Wages	\$ 57,519	\$ 62,041	\$ 64,507	\$ 64,507	3.97%	\$ 14.38	0.22%
1242	Expenses	\$ 6,205	\$ 7,900	\$ 7,900	\$ 7,900	0.00%	\$ 1.76	0.03%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 100,275	\$ 103,688	\$ 148,602	\$ 148,602	43.32%	\$ 33.12	0.50%
MECHANICAL INSPECTOR								
1250	Fee Salaries	\$ 21,768	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.46	0.06%
1251	Expenses	\$ 2,229	\$ 3,500	\$ 3,500	\$ 3,500	0.00%	\$ 0.78	0.01%
	DEPARTMENTAL TOTAL	\$ 23,997	\$ 23,500	\$ 23,500	\$ 23,500	0.00%	\$ 5.24	0.07%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ 1	\$ 1	\$ 1	\$ 1	0.00%	\$ -	0.00%
1261	Expenses	\$ 100	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
1262	Minor Capital		\$ -	\$ -	\$ -	0.00%		
	DEPARTMENTAL TOTAL	\$ 101	\$ 101	\$ 101	\$ 101	0.00%	\$ 0.02	0.00%
BOARD OF HEALTH								
1270	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1271	Expenses	\$ 576	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22	0.00%
1272	Nursing Services	\$ -	\$ 10,021	\$ 10,021	\$ 10,021	0.00%	\$ 2.24	0.03%
1273	Nashoba Health District	\$ 30,143	\$ 22,366	\$ 22,366	\$ 22,366	0.00%	\$ 4.98	0.07%
1274	Herbert Lipton MH	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	0.00%	\$ 1.45	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 9,636	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.23	0.03%
	DEPARTMENTAL TOTAL	\$ 40,355	\$ 49,887	\$ 49,887	\$ 49,887	0.00%	\$ 11.12	0.15%
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56	0.01%
1281	Expenses	\$ 20	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
	DEPARTMENTAL TOTAL	\$ 3,020	\$ 2,600	\$ 2,600	\$ 2,600	0.00%	\$ 0.58	0.01%
TOTAL LAND USE DEPARTMENTS		\$ 332,037	\$ 351,148	\$ 404,148	\$ 404,148	15.09%	\$ 90.07	1.30%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
	PROTECTION OF PERSONS AND PROPERTY							
	POLICE DEPARTMENT							
1300	Salaries	\$ 188,068	\$ 201,304	\$ 270,340	\$ 270,340	34.29%	\$ 60.25	0.87%
1301	Wages	\$ 1,294,589	\$ 1,310,003	\$ 1,318,025	\$ 1,318,025	0.61%	\$ 293.76	4.25%
1302	Expenses	\$ 153,852	\$ 140,520	\$ 151,171	\$ 151,171	7.58%	\$ 33.69	0.49%
1303	Lease or Purchase of Cruisers	\$ 3,900	\$ 4,000	\$ 3,900	\$ 3,900	-2.50%	\$ 0.87	0.01%
1304	PS Building (Expenses)	\$ 48,787	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1305	Minor Capital	\$ 12,147	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.34	0.05%
	DEPARTMENTAL TOTAL	\$ 1,701,344	\$ 1,670,827	\$ 1,758,436	\$ 1,758,436	5.24%	\$ 391.91	5.67%
	FIRE DEPARTMENT							
1310	Salaries	\$ 101,650	\$ 104,692	\$ 106,781	\$ 106,781	2.00%	\$ 23.80	0.34%
1311	Wages	\$ 496,566	\$ 548,291	\$ 566,843	\$ 566,843	3.38%	\$ 126.34	1.83%
1312	Expenses	\$ 150,948	\$ 117,805	\$ 119,809	\$ 119,809	1.70%	\$ 26.70	0.39%
	DEPARTMENTAL TOTAL	\$ 749,164	\$ 770,788	\$ 793,433	\$ 793,433	2.94%	\$ 176.84	2.56%
	GROTON WATER FIRE PROTECTION							
1320	West Groton Water District	\$ 750	\$ 750	\$ 750	\$ 750	0.00%	\$ 0.17	0.00%
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56	0.01%
	DEPARTMENTAL TOTAL	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	0.00%	\$ 0.73	0.01%
	ANIMAL INSPECTOR							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.46	0.01%
1331	Expenses	\$ 191	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09	0.00%
	DEPARTMENTAL TOTAL	\$ 2,273	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.55	0.01%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
	ANIMAL CONTROL OFFICER							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.46	0.01%
1341	Expenses	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09	0.00%
	DEPARTMENTAL TOTAL	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.55	0.01%
	EMERGENCY MANAGEMENT AGENCY							
1350	Salary	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1351	Expenses	\$ 2,321	\$ 4,500	\$ 13,000	\$ 13,000	188.89%	\$ 2.90	0.04%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 2,321	\$ 4,500	\$ 13,000	\$ 13,000	188.89%	\$ 2.90	0.04%
	DOG OFFICER							
1360	Salary	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	\$ 3.11	0.05%
1361	Expenses	\$ 5,206	\$ 4,800	\$ 4,800	\$ 4,800	0.00%	\$ 1.07	0.02%
	DEPARTMENTAL TOTAL	\$ 19,179	\$ 18,773	\$ 18,773	\$ 18,773	0.00%	\$ 4.18	0.07%
	POLICE & FIRE COMMUNICATIONS							
1370	Wages	\$ 234,924	\$ 320,194	\$ 369,815	\$ 369,815	15.50%	\$ 82.42	1.19%
1371	Expenses	\$ 15,000	\$ 11,650	\$ 13,225	\$ 13,225	13.52%	\$ 2.95	0.04%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 249,924	\$ 331,844	\$ 383,040	\$ 383,040	15.43%	\$ 85.37	1.23%
	TOTAL PROTECTION OF PERSONS AND PROPERTY	\$ 2,729,537	\$ 2,804,946	\$ 2,974,896	\$ 2,974,896	6.06%	\$ 663.03	9.60%

		FY 2012	FY 2013	FY 2014	FY 2014		FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	REGIONAL SCHOOL DISTRICT BUDGETS							
	NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL							
1400	Operating Expenses	\$ 460,799	\$ 449,967	\$ 468,592	\$ 468,592	4.14%	\$ 104.44	1.51%
	DEPARTMENTAL TOTAL	\$ 460,799	\$ 449,967	\$ 468,592	\$ 468,592	4.14%	\$ 104.44	1.51%
	GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT							
1410	Operating Expenses	\$ 15,754,296	\$ 14,725,819	\$ 15,118,999	\$ 15,118,999	2.67%	\$ 3,369.64	48.78%
1411	Debt Service, Excluded	\$ -	\$ 1,237,704	\$ 1,233,324	\$ 1,233,324	-0.35%	\$ 274.88	3.98%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ -	-100.00%	\$ -	0.00%
1413	Out of District Placement	\$ 18,375	\$ 1	\$ 1	\$ 1	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 15,772,671	\$ 15,963,524	\$ 16,352,324	\$ 16,352,324	2.44%	\$ 3,644.52	52.76%
	TOTAL SCHOOLS	\$ 16,233,470	\$ 16,413,491	\$ 16,820,916	\$ 16,820,916	2.48%	\$ 3,748.96	54.27%
	DEPARTMENT OF PUBLIC WORKS							
	HIGHWAY DEPARTMENT							
1500	Salaries	\$ 82,017	\$ 84,520	\$ 87,894	\$ 87,894	3.99%	\$ 19.59	0.28%
1501	Wages	\$ 585,369	\$ 615,111	\$ 640,030	\$ 640,030	4.05%	\$ 142.65	2.06%
1502	Expenses	\$ 147,812	\$ 140,300	\$ 140,300	\$ 140,300	0.00%	\$ 31.27	0.45%
1503	Highway Maintenance	\$ 88,985	\$ 89,000	\$ 89,000	\$ 89,000	0.00%	\$ 19.84	0.29%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 904,183	\$ 928,931	\$ 957,224	\$ 957,224	3.05%	\$ 213.35	3.08%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
STREET LIGHTS								
1510	Expenses	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.35	0.08%
	DEPARTMENTAL TOTAL	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.35	0.08%
SNOW AND ICE								
1520	Expenses	\$ 93,928	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 36.77	0.53%
1521	Overtime	\$ 195,216	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 31.20	0.45%
1522	Hired Equipment	\$ 50,850	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.80	0.11%
	DEPARTMENTAL TOTAL	\$ 339,994	\$ 340,000	\$ 340,000	\$ 340,000	0.00%	\$ 75.77	1.09%
TREE WARDEN BUDGET								
1530	Salary	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1531	Expenses	\$ 2,985	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.67	0.01%
1532	Trees	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33	0.00%
1533	Tree Work	\$ 16,356	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.34	0.05%
	DEPARTMENTAL TOTAL	\$ 19,341	\$ 19,500	\$ 19,500	\$ 19,500	0.00%	\$ 4.34	0.06%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 69,138	\$ 70,556	\$ 71,632	\$ 71,632	1.53%	\$ 15.96	0.23%
1541	Expenses	\$ 181,059	\$ 231,350	\$ 237,350	\$ 237,350	2.59%	\$ 52.90	0.77%
1542	Minor Capital	\$ 18,700	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.69	0.10%
	DEPARTMENTAL TOTAL	\$ 268,897	\$ 331,906	\$ 338,982	\$ 338,982	2.13%	\$ 75.55	1.10%

		FY 2012	FY 2013	FY 2014	FY 2014		FY 2014	FY 2014
		ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
LINE	DEPARTMENT/DESCRIPTION							
	SOLID WASTE DISPOSAL							
1550	Wages	\$ 79,125	\$ 81,264	\$ 99,660	\$ 99,660	22.64%	\$ 22.21	0.32%
1551	Expenses	\$ 54,431	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	\$ 12.14	0.18%
1552	Tipping Fees	\$ 131,996	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 30.10	0.44%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.30	0.02%
1554	Minor Capital	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.23	0.03%
	DEPARTMENTAL TOTAL	\$ 271,403	\$ 286,600	\$ 304,996	\$ 304,996	6.42%	\$ 67.98	0.99%
	PARKS DEPARTMENT							
1560	Wages	\$ 1,040	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56	0.01%
1561	Expenses	\$ 36,084	\$ 36,175	\$ 46,000	\$ 46,000	27.16%	\$ 10.25	0.15%
	DEPARTMENTAL TOTAL	\$ 37,124	\$ 38,675	\$ 48,500	\$ 48,500	25.40%	\$ 10.81	0.16%
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 1,858,741	\$ 1,969,612	\$ 2,033,202	\$ 2,033,202	3.23%	\$ 453.15	6.56%
	<u>LIBRARY AND CITIZEN'S SERVICES</u>							
	COUNCIL ON AGING							
1600	Wages	\$ 96,824	\$ 105,941	\$ 110,269	\$ 110,269	4.09%	\$ 24.58	0.36%
1601	Expenses	\$ 6,994	\$ 7,313	\$ 5,454	\$ 5,454	-25.42%	\$ 1.22	0.02%
1602	Minor Capital		\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 103,817	\$ 113,254	\$ 115,723	\$ 115,723	2.18%	\$ 25.80	0.38%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
	SENIOR CENTER VAN							
1610	Wages	\$ 23,894	\$ 30,186	\$ 37,371	\$ 37,371	23.80%	\$ 8.33	0.12%
1611	Expenses	\$ 6,086	\$ 7,013	\$ 8,166	\$ 8,166	16.44%	\$ 1.82	0.03%
	DEPARTMENTAL TOTAL	\$ 29,980	\$ 37,199	\$ 45,537	\$ 45,537	22.41%	\$ 10.15	0.15%
	VETERAN'S SERVICE OFFICER							
1620	Salary	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%	\$ 0.78	0.01%
1621	Expenses	\$ 284	\$ 700	\$ 900	\$ 900	28.57%	\$ 0.20	0.00%
1622	Veterans' Benefits	\$ 48,412	\$ 48,200	\$ 48,200	\$ 48,200	0.00%	\$ 10.74	0.16%
1623	Minor Capital					0.00%	\$ -	0.00%
	DEPARTMENT TOTAL	\$ 52,180	\$ 52,385	\$ 52,585	\$ 52,585	0.38%	\$ 11.72	0.17%
	GRAVES REGISTRATION							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.06	0.00%
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	\$ 0.15	0.00%
	DEPARTMENTAL TOTAL	\$ 910	\$ 910	\$ 910	\$ 910	0.00%	\$ 0.21	0.0%
	CARE OF VETERAN GRAVES							
1640	Contract Expenses	\$ 1,000	\$ 1,625	\$ 1,625	\$ 1,625	0.00%	\$ 0.36	0.01%
	DEPARTMENTAL TOTAL	\$ 1,000	\$ 1,625	\$ 1,625	\$ 1,625	0.00%	\$ 0.36	0.01%
	OLD BURYING GROUND COMMITTEE							
1650	Expenses	\$ 1,099	\$ 700	\$ 700	\$ 700	0.00%	\$ 0.16	0.00%
	DEPARTMENTAL TOTAL	\$ 1,099	\$ 700	\$ 700	\$ 700	0.00%	\$ 0.16	0.0%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
	LIBRARY							
1660	Salary	\$ 261,547	\$ 270,961	\$ 270,645	\$ 270,645	-0.12%	\$ 60.31	0.87%
1661	Wages	\$ 298,062	\$ 306,705	\$ 318,999	\$ 318,999	4.01%	\$ 71.10	1.04%
1662	Expenses	\$ 163,560	\$ 170,407	\$ 195,235	\$ 195,235	14.57%	\$ 43.51	0.63%
1663	Minor Capital	\$ -	\$ -	\$ 13,082	\$ 13,082	0.00%	\$ 2.92	0.04%
	DEPARTMENTAL TOTAL	\$ 723,169	\$ 748,073	\$ 797,961	\$ 797,961	6.67%	\$ 177.84	2.58%
	COMMEMORATIONS & CELEBRATIONS							
1670	Expenses	\$ 444	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 444	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11	0.00%
	WATER SAFETY							
1680	Wages	\$ 1,643	\$ 2,640	\$ 2,640	\$ 2,640	0.00%	\$ 0.59	0.01%
1681	Expenses and Minor Capital	\$ 436	\$ 950	\$ 950	\$ 950	0.00%	\$ 0.21	0.00%
	DEPARTMENTAL TOTAL	\$ 2,079	\$ 3,590	\$ 3,590	\$ 3,590	0.00%	\$ 0.80	0.01%
	WEED MANAGEMENT							
1690	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,703	\$ 7,705	\$ 7,705	\$ 7,705	0.00%	\$ 1.72	0.02%
1692	Expenses: Great Lakes	\$ 3,635	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.53	0.01%
	DEPARTMENTAL TOTAL	\$ 11,338	\$ 10,090	\$ 10,090	\$ 10,090	0.00%	\$ 2.25	0.03%

				FY 2014	FY 2014		FY 2014	FY 2014
		FY 2012	FY 2013	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
GROTON COUNTRY CLUB								
1700	Salary	\$ 118,770	\$ 122,380	\$ 126,764	\$ 126,764	3.58%	\$ 28.25	0.41%
1701	Wages	\$ 137,944	\$ 155,425	\$ 156,400	\$ 156,400	0.63%	\$ 34.86	0.50%
1702	Expenses	\$ 306,772	\$ 294,565	\$ 261,836	\$ 261,836	-11.11%	\$ 58.35	0.84%
1703	Minor Capital	\$ 3,731	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.11	0.02%
	DEPARTMENTAL TOTAL	\$ 567,217	\$ 577,370	\$ 550,000	\$ 550,000	-4.74%	\$ 122.57	1.77%
	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,493,235	\$ 1,545,696	\$ 1,579,221	\$ 1,579,221	2.17%	\$ 351.97	5.10%
	<u>DEBT SERVICE</u>							
DEBT SERVICE								
2000	Long Term Debt - Principal Excluded	\$ 626,646	\$ 664,500	\$ 651,100	\$ 651,100	-2.02%	\$ 145.11	2.10%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ 73,464	\$ 73,268	\$ 73,268	0.00%	\$ 16.33	0.24%
2002	Long Term Debt - Interest - Excluded	\$ 229,156	\$ 188,313	\$ 165,348	\$ 165,348	-12.20%	\$ 36.85	0.53%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ 18,119	\$ 15,303	\$ 15,303	0.00%	\$ 3.41	0.05%
2006	Short Term Debt - Principal - Town	\$ -	\$ 229,417	\$ 127,000	\$ 127,000	0.00%	\$ 28.31	0.41%
2007	Fire Station and Fitch's Bridge Debt	\$ -	\$ -	\$ 500,000	\$ 500,000	0.00%	\$ 111.44	1.61%
	DEPARTMENTAL TOTAL	\$ 855,802	\$ 1,173,813	\$ 1,532,019	\$ 1,532,019	30.52%	\$ 341.45	4.94%
	TOTAL DEBT SERVICE	\$ 855,802	\$ 1,173,813	\$ 1,532,019	\$ 1,532,019	30.52%	\$ 341.45	4.94%

				FY 2014	FY 2014		FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	EMPLOYEE BENEFITS							
	EMPLOYEE BENEFITS							
	GENERAL BENEFITS							
3000	County Retirement	\$ 1,324,432	\$ 1,404,602	\$ 1,502,924	\$ 1,502,924	7.00%	\$ 334.96	4.85%
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
3002	Unemployment Compensation	\$ 45,267	\$ 40,000	\$ 40,000	\$ 40,000	0.00%	\$ 8.91	0.13%
	INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,387,790	\$ 1,478,685	\$ 1,447,000	\$ 1,447,000	-2.14%	\$ 322.50	4.67%
3011	Life Insurance	\$ 2,138	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56	0.01%
3012	Medicare/Social Security	\$ 93,518	\$ 88,000	\$ 100,000	\$ 100,000	13.64%	\$ 22.29	0.32%
	DEPARTMENTAL TOTAL	\$ 2,853,146	\$ 3,013,787	\$ 3,092,424	\$ 3,092,424	2.61%	\$ 689.22	9.98%
	TOTAL EMPLOYEE BENEFITS	\$ 2,853,146	\$ 3,013,787	\$ 3,092,424	\$ 3,092,424	2.61%	\$ 689.22	9.98%
	SUB TOTAL - TOWN BUDGET	\$ 27,718,043	\$ 28,924,753	\$ 30,158,433	\$ 30,158,433	4.27%	\$ 6,722	97.30%
	ADDITIONAL APPROPRIATIONS							
	ADDITIONAL APPROPRIATIONS							
	Capital Budget Request	\$ 382,155	\$ 942,200	\$ 409,500	\$ 409,500	-56.54%	\$ 91.27	1.32%
	Overlay Deficit From Prior Years	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22	0.00%
	Cherry Sheet Offsets	\$ 13,412	\$ 13,230	\$ 20,000	\$ 20,000	51.17%	\$ 4.46	0.06%
	Snow and Ice Deficit	\$ 105,964	\$ -	\$ 100,000	\$ 100,000	0.00%	\$ 22.29	0.32%
	State and County Charges	\$ 74,989	\$ 81,042	\$ 81,042	\$ 81,042	0.00%	\$ 18.06	0.26%
	Allowance for Abatements/Exemptions	\$ 220,731	\$ 225,000	\$ 225,000	\$ 225,000	0.00%	\$ 50.15	0.73%
	DEPARTMENTAL TOTAL	\$ 797,251	\$ 1,262,472	\$ 836,542	\$ 836,542	-33.74%	\$ 186.45	2.69%
	GRAND TOTAL - TOWN BUDGET	\$ 28,515,294	\$ 30,187,225	\$ 30,994,975	\$ 30,994,975	2.68%	\$ 6,908	100%

FY 2014 ENTERPRISE FUND BUDGETS							
		FY 2011	FY 2012	FY 2013	FY 2014	FY 2014	
		ACTUAL	ACTUAL	APPROPRIATED	DEPARTMENT REQUEST	TOWN MANAGER BUDGET	PERCENT CHANGE
LINE	DEPARTMENT/DESCRIPTION						
WATER DEPARTMENT							
	WD Salaries	\$ 138,524	\$ 124,776	\$ 127,947	\$ 128,932	\$ 128,932	0.77%
	WD Wages	\$ 138,035	\$ 132,587	\$ 118,401	\$ 129,541	\$ 129,541	9.41%
	WD Expenses	\$ 356,601	\$ 411,634	\$ 362,448	\$ 384,689	\$ 384,689	6.14%
	WD Debt Service	\$ 399,344	\$ 362,349	\$ 361,890	\$ 361,606	\$ 361,606	-0.08%
100	DEPARTMENTAL TOTAL	\$ 1,032,504	\$ 1,031,346	\$ 970,686	\$ 1,004,768	\$ 1,004,768	3.51%
SEWER DEPARTMENT							
	Sewer Wages	\$ 16,550	\$ 19,206	\$ 19,543	\$ 20,882	\$ 20,882	6.85%
	Sewer Expense	\$ 479,431	\$ 588,554	\$ 616,072	\$ 770,305	\$ 770,305	25.03%
	Sewer Debt Service	\$ 152,231	\$ 119,603	\$ 45,501	\$ 40,065	\$ 40,065	-11.95%
	Pepperell SRF Reserve Account	\$ 16,115	\$ 1,730	\$ -	\$ 5,435	\$ 5,435	0.00%
	Deferred Debt Repayment to G/F	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
200	DEPARTMENTAL TOTAL	\$ 664,327	\$ 729,093	\$ 681,116	\$ 836,687	\$ 836,687	22.84%
TOTAL ENTERPRISE FUNDS		\$ 1,696,831	\$ 1,760,439	\$ 1,651,802	\$ 1,841,455	\$ 1,841,455	11.48%

FY 2014 General Fund Debt Service								
			Long Term Bonds					
		Amount	Amount		Bond	Bond	0	Excluded
		Borrowed	Outstanding	Excluded?	Principal	Interest	Total	Amount
Issued 7/1999 (ReFi 11/2010)								
*	Senior Center	160,000	34,070	Y	8,780	1,057	9,837	9,837
	Library 1 Renovations	1,831,464	468,590	Y	102,080	15,226	117,306	117,306
	Library 2 Renovations	364,000	94,410	Y	19,740	3,089	22,829	22,829
	Town Hall	2,500,000	637,930	Y	139,400	20,727	160,127	160,127
Issued 7/2001 (Refi 7/2011)								
	Shattuck Property	500,000	152,490	N	27,360	6,776	34,136	
	Bernier-Bissell Property	850,000	308,920	Y	46,420	11,557	57,977	57,977
	Bissell Property	1,075,000	387,590	Y	58,880	14,534	73,414	73,414
	Norris Property	750,000	273,340	Y	40,800	10,275	51,075	51,075
Issued 11/2003								
*	Town Share Proj Eval R	225,628	139,747	N	10,908	3,784	14,693	
	Gibbett Hill Restriction	3,000,000	1,560,000	Y	160,000	59,970	219,970	219,970
	Lost Lake Fire Station	1,450,000	750,000	Y	75,000	28,913	103,913	103,913
	Fire Truck	485,000	140,000	N	35,000	4,743	39,743	
Adjustments								
								0
								0
Total All Long Term Debt		13,191,092	4,947,087		724,368	180,651	905,019	816,448
Short Term Debt								
		Amount	Amount		Bond	Bond	0	Excluded
		Borrowed	Outstanding	Excluded?	Principal	Interest	Total	Amount
Issued 11/2010								
	Lost Lake W. Groton Sew	350,000	230,000	N	125,000	2,000	127,000	
	Central Fire Station Debt	7,734,589	7,734,589	N	500,000	0	500,000	ESTIMATED
Total All Short Term Debt		8,084,589	7,964,589		625,000	2,000	627,000	
TOTAL ALL DEBT		21,275,681	12,911,676		1,349,368	182,651	1,532,019	816,448

		APPENDIX B			FACTOR:	1.0200
		Town of Groton Personnel By-Law				
		Wage and Classification Schedule				
		Fiscal Year 2014 (Effective July 1, 2013)				
Grade	Position Title	Low				High
4	Salary					
		33,857				41,901
	Wages					
	Park Department Office Assistant	16.28				20.14
5	Salary					
		35,790				44,299
	Wages					
	Town Manager Office Assistant	17.21				21.30
7	Salary					
		42,366				52,421
	Wages					
	Administrative Assistant to Police Chief	20.37				25.20
8	Salary					
	Cable TV Access Programming Director	46,981				58,171
	Wages					
		22.59				27.97
9	Salary					
	Executive Assistant to Town Manager	48,114				59,537
	Wages					
	Firefighter/EMT	23.13				28.62
10	Salary					
	Golf Course Superintendent					
	Council on Aging Director					
		55,180				68,279
	Wages					
	Fire/EMS Manager	26.53				32.83
11	Salary					
	Human Resources Director	59,280				73,359
	Wages					
		28.50				35.27
12	Salary					
		59,460				73,616
	Wages					
		28.59				35.39

		APPENDIX B			FACTOR:	1.0200
		Town of Groton Personnel By-Law				
		Wage and Classification Schedule				
		Fiscal Year 2014 (Effective July 1, 2013)				
Grade	Position Title	Low				High
13	Salary					
	Library Director	61,059				75,550
	Town Accountant					
	Wages					
		29.36				36.32
14	Salary					
	Building Inspector/Zoning Officer	61,574				76,195
	Treasurer/Tax Collector					
	Water Department Superintendent					
	Land Use Director/Town Planner					
	Principal Assessor					
	Wages					
		29.60				36.63
15	Salary					
	Police Lieutenant	64,927				80,345
	Wages					
		31.21				38.63
16	Salary					
	Police Captain	67,274				83,259
	General Manager of Pool & Golf Center					
	Wages					
		32.34				40.03
17	Salary					
	Director of Public Works	75,369				93,238
	IT Manager					
	Wages					
		36.24				44.83
18	Salary					
	Fire Chief	81,506				100,871
	Police Chief					
	Wages					
		39.19				48.50
19	Salary					
		83,647				103,500
	Wages					
		40.21				49.76
20	Salary					
		89,690				110,307
	Wages					
		43.12				53.03

APPENDIX B				
NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS				
NON-STEP AND STIPEND POSITIONS				
FIRE/EMS DEPARTMENT			Pool and Golf Center Seasonal Employees	
Deputy Chief: Fire	23.40		Pro Shop Staff	8.50 - 10.00
Deputy Chief: EMS	23.00		Snack Bar/Lounge Staff	8.00 - 10.00
Rescue Advisory	1.00			
Call Captain: Fire	22.64		Pool Staff	8.00 - 9.75
Call Captain: EMS	22.64		Lifeguards	
Call Lieutenant: Fire	22.19			
Call Lieutenant: EMS	22.19		Camp Staff	8.00 - 10.25
Call Lieutenant: Rescue	22.19		Counselors	15.00
Call Firefighter	19.41		Assistant Director	
Call Emergency Medical Technician	19.41			
Call Rescue Personnel	19.41		Buildings & Grounds	10.00 - 25.00
Probationary Firefighter	16.16		Grounds Crew Staff	
Probationary Emergency Medical Technician	16.16			
Probationary Rescue Personnel	16.16			
MISCELLANEOUS				
Veteran's Agent	1,742			
Director of Veteran's Services	1,742			
Earth Removal Inspector	1.00			
Dog Officer	13,973			
Animal Inspector	2,082			
Animal Control Officer	2,082			
Town Diarist	1.00			
Keeper of the Town Clock	1.00			
Conservation Land Manager	14.07			
Parking Attendant	10.20			
Graves Registration Officer	250			
Emergency Management Director	1,270			
Election Worker: Warden	Minimum Wage			
Election Worker: Precinct Clerk	Minimum Wage			
Election Worker: Inspectors (Checker)	Minimum Wage			

MINUTES
Warrant, Summary, and Votes

TOWN OF GROTON



2013 FALL TOWN MEETING

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

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

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

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

Town Moderator:

Jason Kauppi

Deputy Moderator

Robert I. Gosselin, Sr.

Board of Selectmen:

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

Finance Committee:

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

Town Manager:

Mark W. Haddad
Dawn Dunbar, Executive Assistant

Town Clerk:

Michael F. Bouchard

Proceedings:

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

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

Peter Cunningham led the Meeting in the Pledge of Allegiance.

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

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Middlesex, ss.
Commonwealth of Massachusetts
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Monday, the twenty-first day of October, 2013 at Seven O'clock in the evening, to consider the following:

ARTICLE 1: PRIOR YEAR BILLS

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

BOARD OF SELECTMEN

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

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

ARTICLE 1: PRIOR YEAR BILLS

Mover: John Petropoulos

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

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

Moved and Seconded

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

Vote: Article 1 Main Motion passed by Unanimous Vote

ARTICLE 2: AMEND THE FISCAL YEAR 2014 TOWN OPERATING BUDGET

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

**FINANCE COMMITTEE
BOARD OF SELECTMEN
TOWN MANAGER**

ARTICLE 2 RECOMMENDATIONS

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

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

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

ARTICLE 2: AMEND FY 2014 OPERATING BUDGET

Mover: Joshua Degen

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

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

MOTION A ARTICLE 2- GENERAL GOVERNMENT

Mover: Jack Petropoulos

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Discussion:

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

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

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

MOTION TO MOVE THE QUESTION

Moved and Seconded

Quantum: 2/3rds Majority

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

VOTE ON ARTICLE 2 GENERAL GOVERNMENT MOTION A

Quantum: Majority

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

VOTE ON ARTICLE 2 GENERAL GOVERNMENT Main Motion

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

ARTICLE 2- PROTECTION OF PERSONS AND PROPERTY

Mover: Josh Degen

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

Moved and Seconded
Quantum: Majority

Discussion:

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

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

ARTICLE 2- DEPARTMENT OF PUBLIC WORKS

Mover: Josh Degen

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

Moved and Seconded
Quantum: Majority

Vote on Article 2 – Department of Public Works Main Motion:
Passed by Majority

ARTICLE 2- LIBRARY AND CITIZEN SERVICES

Mover: Josh Degen

MOTION 4 – LIBRARY AND CITIZEN SERVICES:

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

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

Moved and Seconded
Quantum: Majority

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

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

Moved and Seconded
Quantum: Majority

Discussion:

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

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

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

ARTICLE 3: TRANSFER MONEY INTO THE CAPITAL STABILIZATION FUND

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

BOARD OF SELECTMEN

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

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

Mover: Joshua Degen

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

Moved and Seconded

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

Vote on Article 3 Main Motion: Unanimous

ARTICLE 4: TRANSFER MONEY INTO THE STABILIZATION FUND

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

BOARD OF SELECTMEN

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

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

Mover: Joshua Degen

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

Moved and Seconded

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

ARTICLE 5: OFFSET THE TAX RATE

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

BOARD OF SELECTMEN

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

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

Mover: Joshua Degen

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

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

ARTICLE 6: PURCHASE CRUISERS FOR THE POLICE DEPARTMENT

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

BOARD OF SELECTMEN

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

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

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

Mover: Anna Eliot

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

Vote on Article 6 Main Motion: Passed by Majority

ARTICLE 7: IMPROVEMENTS TO VARIOUS TOWN PROPERTIES

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

PARK COMMISSION

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

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

Mover: Gineane Haberlin

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

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

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

VOTE on Article 7 Main Motion: Passed by Majority

ARTICLE 8: CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

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

BOARD OF HEALTH

Board of Selectmen: Recommended Unanimously
Finance Committee: Recommended Unanimously

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

Mover: Jason Webber

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

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

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

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

MOTION TO MOVE THE QUESTION

Moved and Seconded

Quantum: 2/3rds Majority

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

VOTE on Article 8 – Main Motion: Passed by Majority

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

Motion to Adjourn passed by Unanimous Vote

Meeting was adjourned at 10:15 PM.

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

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

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

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

TOWN MANAGER

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

Finance Committee: Recommended Unanimously

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

Mover: Peter Cunningham

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

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

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

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

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

MOTION to Move the Question

Moved and Seconded

Quantum: 2/3rds Majority

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

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

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

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

TOWN MANAGER

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

Finance Committee: Recommended Unanimously

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

Mover: Peter Cunningham

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

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

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

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

ARTICLE 11: DESIGN COSTS, FIRE CISTERNS FOR FIRE PROTECTION

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

TOWN MANAGER

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

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

Mover: Peter Cunningham

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

VOTE on Article 11 Main Motion: Passed by Majority Vote

ARTICLE 12: CONCEPT PLAN APPROVAL FOR 128 MAIN STREET

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

PLANNING BOARD

Board of Selectmen: Recommended Unanimously

Finance Committee: No Position

Planning Board: Recommended Unanimously

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

Mover: Russell Burke

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

Moved and Seconded

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

Discussion:

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

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

VOTE on Article 12 Main Motion: Passed by Unanimous Vote

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

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

BOARD OF SELECTMEN

Board of Selectmen: *Recommended Unanimously*

Finance Committee: *Recommended Unanimously*

Planning Board: *Recommended Unanimously*

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

Mover: Stuart Schulman

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

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

Moved and Seconded

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

Discussion:

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

MOTION to Move the Question

Moved and Seconded

Quantum: 2/3rds Majority

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

VOTE on Article 13 Main Motion:

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

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

ARTICLE 14: CONCEPT PLAN APPROVAL – 33 WEST MAIN STREET

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

BOARD OF SELECTMEN

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

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

Mover: Stuart Schulman

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

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

MOTION: I move that Article 14 be indefinitely postponed

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

ARTICLE 15: REPAIR SEPTIC SYSTEM AT SQUANNACOOK HALL

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

BOARD OF SELECTMEN

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

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

Mover: Stuart Schulman

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

MOTION: I move that Article 15 be indefinitely postponed

Moved and Seconded

Quantum: Majority

VOTE on Motion to Indefinitely Postpone Article 15: Passed by Majority Vote

ARTICLE 16: SALE OR LEASE OF SQUANNACOOK HALL

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

BOARD OF SELECTMEN

Board of Selectmen: Recommended Unanimously

Finance Committee: Recommended Unanimously

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

Mover: Stuart Schulman

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

Moved and Seconded

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

MOTION: I move that Article 16 be indefinitely postponed

Moved and Seconded

Quantum: Majority

VOTE on Motion to Indefinitely Postpone Article 16: Passed by Majority Vote

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

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

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

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

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

or to take any other action relative thereto.

PLANNING BOARD

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

Finance Committee: No Position

Planning Board: Recommended Unanimously

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

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

Mover: Jason Parent

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

VOTE on Motion to Indefinitely Postpone Article 17: Passed by Unanimous Vote

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

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

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

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

or to take any other action relative thereto.

PLANNING BOARD

Board of Selectmen: Recommended Unanimously

Finance Committee: No Position

Planning Board: Recommended Unanimously

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

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

B-1 Business District.

P Public Use District

O Official Open-Space District

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

Mover: John Giger

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

Moved and Seconded

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

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

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

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

BOARD OF SELECTMEN

Board of Selectmen: Recommended Unanimously

Finance Committee: No Position

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

Mover: Jack Petropoulos

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

VOTE on Article 19 Main Motion: Passed by Unanimous Vote

ARTICLE 20: AMEND PERSONNEL BYLAW

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

BOARD OF SELECTMEN

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

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

Mover: Joshua Degen

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

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

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

Mover: John Petropoulos

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

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

Moved and Seconded
Quantum of Town Meeting Vote: Majority

Discussion:

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

Mover: John Petropoulos

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

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

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

Moved and Seconded
Quantum: Majority

Motion to Move the Question

Moved and Seconded

Quantum: 2/3rds Majority

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

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

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

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

ARTICLE 21: AMEND CHAPTER 153 OF THE CODE OF GROTON

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

HISTORIC DISTRICTS COMMISSION

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

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

Mover: Daniel Barton

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

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

Mover: Daniel Barton

MOTION: I move that Article 21 be indefinitely postponed

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

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

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

BOARD OF SELECTMEN

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

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

Mover: John Petropoulos

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

VOTE on Article 22 Main Motion: Passed by Unanimous Vote

ARTICLE 23: ACCEPT ALTERATION AND RELOCATION OF RIDGEWOOD AVENUE

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

BOARD OF SELECTMEN

Board of Selectmen: Recommended Unanimously

Finance Committee: No Position

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

Mover: John Petropoulos

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

Moved and Seconded

Quantum of Town Meeting Vote: Majority

VOTE on Article 23 Main Motion: Pass by Unanimous Vote

MOTION TO DISSOLVE PASSED BY UNANIMOUS VOTE

Meeting dissolved at 10:13 PM

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 30th Day of September in the year of our Lord Two Thousand Thirteen.

Peter S. Cunningham

Peter S. Cunningham, Chairman

Joshua A. Degen

Joshua A. Degen, Vice Chairman

Anna Eliot

Anna Eliot, Clerk

Stuart M. Schulman

Stuart M. Schulman, Member

John G. Petropoulos

John G. Petropoulos, Member

OFFICERS RETURN

Groton, Middlesex

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

Constable

Date Duly Posted

REPORT OF THE TOWN MANAGER TO THE 2013 FALL TOWN MEETING

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

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

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

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

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

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

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

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

Article 2: Budget Amendments**Amount Requested: \$198,904**

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

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

Explanation of Requests:**Town Manager Wages - \$1,275**

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

Board of Selectmen: Recommended Unanimously
Finance Committee: Recommended Unanimously

Treasurer/Collector Wages - \$17,509

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

Board of Selectmen: ***Recommended Unanimously***

Finance Committee: ***Recommended Unanimously***

IT Salaries - \$24,300

IT Wages - \$(24,300)

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

Board of Selectmen: ***Recommended Unanimously***

Finance Committee: ***Recommended Unanimously***

Town Clerk Wages - \$881

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

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

Finance Committee: ***Recommended - 3 In Favor, 1 Against (Prager)***

Telephone Expense - \$5,000

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

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

Police Salaries - \$4,800

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

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

Police Wages - \$80,000

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

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

Fire Wages - \$58,472

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

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

Municipal Buildings Wages - \$3,467

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

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

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

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

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

Council on Aging Expenses - \$3,000

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

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

Senior Van Expenses - \$3,000

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

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

Library Salary - \$6,500

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

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

Water Safety Expenses - \$15,000

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

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

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

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

Article 3 – Capital Stabilization Fund

Amount Requested: \$300,000

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

Article 4 – Stabilization Fund

Amount Requested: \$380,000

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

Article 5 – Offset the Tax Rate

Amount Requested: \$100,000

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

Article 6 – Police Cruiser Purchase

Amount Requested: \$58,000

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

Article 7 – Improvements to Town Properties

Amount Requested: \$50,000

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

Article 9 – Lost Lake Fire Protection

Amount Requested: \$37,000

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

Article 10 – Lost Lake Fire Protection

Amount Requested: \$33,850

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

Article 11 – Lost Lake Fire Protection

Amount Requested: \$32,550

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

Article 15 – Squannacook Hall Septic System

Amount Requested: \$30,000

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

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

Respectfully submitted,

Mark W. Haddad

Mark W. Haddad
Town Manager

APPENDIX A

Summary of Changes – Chapter 48 Personnel Bylaw

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

Town of Groton, Ma				
FINAL RESULTS				
Annual Town Election				
April 30, 2013				
	Total Groton Registered Voters			7659
		April 30 Voter Turnout		1490
			Turnout %	19%
Office/Candidate	Precinct 1	Precinct 2	Precinct 3	Total
Board of Assessors	Vote for One		Three Year Term	
Rena E. Swezey, Candidate for Re-election	379	345	370	1094
Write-in - Other	2	1	2	5
Blank	149	117	125	391
Total	530	463	497	1490
Board of Health	Vote for One		Three Year Term	
Robert J. Fleischer, Candidate for Re-election	376	338	362	1076
Write-in - Other	2	2	0	4
Blank	152	123	135	410
Total	530	463	497	1490
Board of Selectmen	Vote for Two		Three Year Term	
Joshua Degen, Candidate for Re-election	297	301	292	890
Stuart M. Schulman, Candidate for Re-election	325	270	334	929
Justin A. Halleran	178	184	167	529
Write-in - Other	5	5	2	12
Blank	255	166	199	620
Total	1060	926	994	2980
Commissioner of Trust Funds	Vote for One		Three Year Term	
Leslie W. Wickfield	376	336	361	1073
Write-in - Other	2	0	3	5
Blank	152	127	133	412
Total	530	463	497	1490
Groton Electric Light Commission	Vote for One		Three Year Term	
Rodney R. Hersh, Candidate for Re-election	380	352	369	1101
Write-in - Other	2	2	1	5
Blank	148	109	127	384
Total	530	463	497	1490
Groton Housing Authority	Vote for One		Five Year Term	
Write-in : Deidre Slavin-Mitchell	30	22	30	82
Write-in: Dorothy Davis	11	3	2	16
Write-in - Other	25	6	19	50
Blank	464	432	446	1342
Total	530	463	497	1490

Park Commission	Vote for Two		Three Year Term	
Robert T. Flynn	365	326	362	1053
Write-in: Jeff Ohringer	10	7	7	24
Write-in: Kenneth Bushnell	22	28	37	87
Write-In: Gineane Habelin	12	0	5	17
Write-in - Other	7	4	8	19
Blank	644	561	575	1780
Total	1060	926	994	2980
Planning Board	Vote for Two		Three Year Term	
George E. Barringer, Jr., Candidate for Re-election	359	319	354	1032
John R. Giger, Candidate for Re-election	337	327	324	988
Write-in - Other	3	2	1	6
Blank	361	278	315	954
	1060	926	994	2980
Sewer Commission	Vote for One		Three Year Term	
James L. Gmeiner, Candidate for Re-election	375	341	368	1084
Write-in - Other	2	0	0	2
Blank	153	122	129	404
Total	530	463	497	1490
Trustees of the Groton Public Library	Vote for Two		Three Year Term	
Mark W. Gerath, Candidate for Re-election	354	320	357	1031
Nancy Foley Wilder, Candidate for Re-election	375	341	359	1075
Write-in - Other	0	0	1	1
Blank	331	265	277	873
Total	1060	926	994	2980
Water Commission - 3 year term	Vote for One		Three Year Term	
David P. Crocker	185	209	203	597
Mark S. Deuger	181	143	162	486
Write-in - Other	0	0	0	0
Blank	164	111	132	407
Total	530	463	497	1490
Groton-Dunstable Regional School Committee	Vote for Two		Three Year Term	
John R. Giger, Candidate for Re-election	372	326	344	1042
Leslie G. Lathrop, Candidate for Re-election	346	313	340	999
Write-in - Other	5	3	1	9
Blank	337	284	309	930
Total	1060	926	994	2980
Groton-Dunstable Regional School Committee	Vote for One		Two Year Term	
Thomas Steinfeld	376	326	353	1055
Write - In	2	0	1	3
Blank	152	137	143	432
Total	530	463	497	1490

TOWN OF GROTON MA
April 30, 2013 SPECIAL STATE PRIMARY
FINAL RESULTS

APRIL 30, 2013 MASSACHUSETTS SPECIAL STATE PRIMARY				
FINAL RESULTS				
Turnout	20%	18%	21%	20%
Total Voter Population - April 10, 2013	2667	2541	2451	7659
Total Votes Cast	541	455	505	1501
DEMOCRATIC PARTY STATE PRIMARY				
% Democratic Votes of Turnout	62%	64%	65%	64%
	Precinct 1	Precinct 2	Precinct 3	Total
Senator in Congress				
Stephen F. Lynch	89	104	85	278
Edward J. Markey	244	185	242	671
Write-In	1	1	0	2
Blank	2	1	3	6
Sub-Total	336	291	330	957
REPUBLICAN PARTY STATE PRIMARY				
% Republican Votes of Turnout	38%	36%	35%	36%
	Precinct 1	Precinct 2	Precinct 3	Total
Senator in Congress				
Gabriel E. Gomez	109	78	102	289
Michael J. Sullivan	59	64	47	170
Daniel B. Winslow	35	21	22	78
Write-In- Other	1	0	1	2
Blank	1	1	3	5
Sub-Total	205	164	175	544

TOWN OF GROTON MA
June 25, 2013 SPECIAL STATE ELECTION
FINAL RESULTS

June 25, 2013 MASSACHUSETTS SPECIAL STATE ELECTION				
Turnout	34%	30%	33%	32%
Total Voter Population - June 6, 2013	2677	2553	2461	7691
Total Votes Cast	916	754	809	2479
	Precinct 1	Precinct 2	Precinct 3	Total
Senator in Congress				
Gabriel E. Gomez (R)	438	404	374	1216
Edward J. Markey (D)	464	347	417	1228
Richard A. Heos (Twelve Visions Party)	2	1	4	7
Write-In	2	2	1	5
Blank	10	0	13	23
Sub-Total	916	754	809	2479

Town of Groton, Massachusetts
Combined Statement of Revenues, Expenditures
and Changes In Fund Balances -
All Governmental Fund Types and Expendable Trust Funds
For the Year Ended June 30, 2013

	Governmental Fund Types			Fiduciary Fund Types		Total
	General	Special Revenue	Capital Projects	Water, Sewer & Electric Light Enterprise Funds	Exp & Non-Exp Trust Funds	(Memorandum Only)
Revenues:						
Property Taxes / SurTaxes	25,453,273	551,063				26,004,336
Motor Vehicle/Other Excise	1,408,259					1,408,259
Licenses and Permits	276,388					276,388
Intergovernmental	813,444	567,018	368,991	183,038		1,932,491
Charges for Services/Fees	1,023,873	248,419		11,683,781		12,956,073
Penalties and Interest	114,200					114,200
Fines and Forfeits	50,934					50,934
Interest Earnings	11,088	1,058		12,033	1,769,209	1,793,388
Departmental and Other	754,154	282,386		48,287	3,837	1,088,664
Total Revenues	29,905,613	1,649,944	368,991	11,927,139	1,773,046	45,624,733
Expenditures:						
General Government	1,767,027	74,515	196,579			2,038,121
Public Safety	2,971,236	272,892				3,244,128
Education	16,413,490	0			71,897	16,485,387
Highway and Public Works	1,628,061	6,711	426,371	11,587,602		13,648,745
Culture, Recreation & Cit Svcs	1,603,288	216,046			195,803	2,015,137
Debt Service	968,144	498,288	226,180	461,175		2,153,787
Intergovernmental	81,422					81,422
Capital Outlay/Construction	1,443,107	162,756	1,550,983	0	732,435	3,889,281
Employee Benifits & Misc.	2,959,557					2,959,557
Total Expenditures	29,835,332	1,231,208	2,400,113	12,048,777	1,000,135	46,515,565
Excess of Revenues						
Over (Under) Expenditures	70,281	418,736	(2,031,122)	(121,638)	772,911	(890,832)
Other Financing Sources (Uses):						
Operating Transfers In	1,120,200		373,295		850,000	2,343,495
Operating Transfers Out	(973,295)	(460,000)			(910,200)	(2,343,495)
Proceeds of Bonds			7,737,474			7,737,474
						0
Total Other Sources (Uses)	146,905	(460,000)	8,110,769	0	(60,200)	7,737,474
Excess of Revenues and Other Sources Over (Under)	217,186	(41,264)	6,079,647	(121,638)	712,711	6,846,642
Expenditures and Other Uses	0	0	0	0	0	
Fund Balance, Beginning	1,767,923	2,322,024	316,914	3,616,117	16,116,433	
Adjust to Fair Market Value						
Prior Period Adjutment	293	0	0	0	0	293
Fund Balance, Beginning, as Restated						
	1,768,216	2,322,024	316,914	3,616,117	16,116,433	24,139,704
Fund Balance, Ending	1,985,402	2,280,760	6,396,561	3,494,479	16,829,144	30,986,346

Town of Groton, Massachusetts
Statement of Revenues and Expenditures
Budget and Actual (Non-GAAP Basis)
General Funds
For The Year Ended June 30, 2013

	Final <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:			
Property Taxes	25,440,159	25,261,041	(179,118)
Motor Vehicle Excise	1,225,000	1,408,259	183,259
Payments in Lieu of Taxes	210,000	192,231	(17,769)
Licenses, Leases, Fees and Permits	669,500	681,145	11,645
Intergovernmental	1,264,197	1,454,636	190,439
Charges for Services	63,500	98,552	35,052
Penalties and Interest	85,000	114,200	29,200
Fines and Forfeits	45,000	50,934	5,934
Interest Earnings	15,000	11,088	(3,912)
Departmental and Other	577,120	633,526	56,406
Total Revenues	29,594,476	29,905,612	311,136
Expenditures:			
Reserve Fund	150,000	134,655	15,345
General Gov	2,011,457	1,762,097	249,360
Public Safety	2,936,637	2,965,334	(28,697)
Education	16,413,491	16,413,490	1
Highway and Public Works	1,663,783	1,657,099	6,684
Human Services & Culture and Recreation	1,581,136	1,558,229	22,907
Capital Expenditures/Special Articles	1,914,029	1,413,113	500,916
Debt Service	1,173,813	1,167,691	6,122
Intergovernmental	81,042	81,422	(380)
Employee Benefits & Miscellaneous	2,984,796	2,809,736	175,060
Total Expenditures	30,910,184	29,962,866	947,318
Excess of Revenues Over (Under) Expenditures	(1,315,708)	(57,254)	1,258,454
Other Financing Sources (Uses):			
Operating Transfers In	960,200	1,120,200	160,000
Operating Transfers Out	(973,295)	(973,295)	0
Proceeds of Bonds	800,000	800,000	0
Free Cash	750,124	861,152	111,028
Prior Year Encumbrances		72,013	72,013
Additional Overlay & Deficits to be raised	(221,321)	(221,321)	0
Total Other Financing Sources (Uses)	1,315,708	1,658,749	343,041
Excess of Revenue and Other Sources Over (Under) Expenditures and other Uses	0	1,601,495	1,601,495

FISCAL 2013
BUDGET VS ACTUAL EXPENDITURES

	Appropriation or Bal/Fwd	Res. Fund or Line Item Tx	Expended	Balance to Fund Bal	Balance to FY 14
GENERAL GOVERNMENT				= Line Item in deficit at year end	
Moderator Salary	65.00		65.00	0.00	
Moderator Expense	80.00		53.11	26.89	
Selectmen Salaries	3,950.00		3,950.00	0.00	
Selectmen Expense	1,900.00		1,375.75	524.25	
Town Manager Salary	172,069.00		172,069.00	0.00	
Town Manager Wages	56,345.00	13,000.00	65,848.22	3,496.78	
Town Manager Expense	2,800.00		2,797.31	2.69	
Town Mgr Station Avenue Engineering	49,322.51		0.00	0.00	49,322.51
Town Manager Lost Lake Sewer Eng. Review	1,974.56		1,974.56	0.00	
Town Manager WPAT App Submittal	6,317.25		6,317.25	0.00	
Town Manager Fitch's Bridge Engineering	95,000.00		83,128.00	0.00	11,872.00
Town Mgr Herbicide Treatment Lost Lake	95,000.00		63,600.00	0.00	31,400.00
Town Mgr Land Purch for Fire Station	350,000.00		349,930.40	69.60	
Town Mgr Fitch's Bridge Demo/Replacement	160,000.00		105,133.66	0.00	54,866.34
Finance Committee Expense	0.00		0.00	0.00	
Reserve Fund	150,000.00	(134,655.00)	0.00	15,345.00	
Town Accountant Salary	102,080.00	3,000.00	104,468.38	611.62	
Town Accountant Wages	30,697.00		30,585.37	111.63	
Town Accountant Expense/Audit	34,900.00		33,427.37	1,472.63	
Assessors Salaries	77,381.00		77,381.01	(0.01)	
Assessors Wages	88,948.00	(6,000.00)	78,328.08	4,619.92	
Assessors Expense	13,360.00		12,216.64	0.00	1,143.36
Assessors Update Maps	3,500.00		0.00	0.00	3,500.00
Assessors Commercial Evaluation	16,000.00		4,490.52	0.00	11,509.48
Assessors Prior Year Exp Encumbered	365.00		365.00	0.00	
Treasurer/Tax Collector Salary	70,276.00		53,918.75	16,357.25	
Treasurer/Tax Collector Wages	107,055.00		102,259.17	4,795.83	
Treasurer/Tax Collector Expense	29,807.00	(5,000.00)	18,732.04	4,874.96	1,200.00
Treasurer Tax Title	8,100.00		2,112.11	5,987.89	
Treasurer Bond Costs	2,500.00		2,500.00	0.00	
Treasurer Prior Year Exp Encumbered	9,210.00		195.00	9,015.00	
Town Counsel Expense	90,000.00		60,764.71	29,235.29	
Town Counsel Prior Year Exp Encumbered	5,000.00		3,159.25	1,840.75	
Personnel Board Salary	49,470.00	2,500.00	51,927.15	42.85	
Personnel Board Expense	3,475.00	3,000.00	4,941.88	0.00	1,533.12
Personnel Board Prior Year Exp Encumbered	28.00		28.00	0.00	
Information Technology Committee Salary	81,626.00		81,626.00	0.00	

Information Technology Committee Wages	17,723.00		17,298.67	424.33	
Information Technology Committee Expense	24,000.00		23,959.89	40.11	
Information Technology Capital Expenses	40,000.00		40,000.00	0.00	
GIS Committee Expenses	16,000.00		11,469.65	4,530.35	
Town Clerk Salary	66,193.00		66,193.00	0.00	
Town Clerk Wages	45,602.00		44,788.23	813.77	
Town Clerk Expense	1,939.00		995.38	943.62	
Town Clerk: Vital Statistics	250.00		114.00	136.00	
Town Clerk Update Bylaws	7,170.00		3,222.81	3,947.19	
Town Clerk Update Bylaws: Prior year	1,365.00		1,365.00	0.00	
Town Clerk Exp Prior Year Encumbrance	44.99		44.99	0.00	
Election/Registrar Wages	9,600.00		8,982.43	617.57	
Election/Registrar Expense	7,040.00	10,000.00	12,228.50	4,811.50	
Street Listing Expense	6,250.00		3,252.41	2,997.59	
Conservation Commission Salary	60,766.00	350.00	61,116.00	0.00	
Conservation Commission Expense	8,200.00		5,430.23	2,769.77	
Cons Comm Prior Year Exp Encumbrance	1,800.00		1,800.00	0.00	0.00
Planning Board Salary	73,525.00		73,524.92	0.08	
Planning Board Expense	3,850.00	1,000.00	4,479.00	371.00	
Planning Board MRPC Assessment	3,083.00		3,082.28	0.72	
Planning Board Consultant	1,000.00	(1,000.00)	0.00	0.00	
Planning Brd Twn Ctr Overlay Guidelines PY	7,500.00		0.00	0.00	7,500.00
Planning Board Engineering	1,000.00		0.00	1,000.00	
Planning Board Master Plan FY2012	24,000.00		0.00	0.00	24,000.00
Board of Appeals Wages	19,416.00		18,967.41	448.59	
Board of Appeals Expense	1,100.00		819.00	281.00	
Municipal Buildings Wages	70,556.00		69,296.50	1,259.50	
Municipal Buildings Expense	231,350.00	5,000.00	230,136.59	6,213.41	
Municipal Buildings Exp-Squannacook Dam	25,000.00		0.00	0.00	25,000.00
Municipal Buildings Minor Capital	30,000.00		23,548.97	6,451.03	
Municipal Buildings Minor Capital Prior Year	8,650.00		8,650.00	0.00	
Insurance and Bonding	143,000.00	(15,000.00)	127,420.73	579.27	
Insurance Deductible Reserve-GenLiab	12,000.00	(6,000.00)	0.00	6,000.00	
Insurance Deductible Reserve-111F	25,000.00		22,402.33	2,597.67	
Town Reports	1,500.00		1,388.17	111.83	
Postage, General Expenses	47,960.00		47,433.73	463.23	63.04
Telephone and Office Supplies	46,000.00	10,900.00	54,752.35	1,977.85	169.80
Total General Government	3,058,034.31	(118,905.00)	2,567,831.86	148,217.80	223,079.65

PROTECTION OF PERSONS AND PROPERTY

Police Department Salary	201,304.00	12,000.00	213,304.00	0.00	
Police Department Wages	1,310,003.00	133,000.00	1,433,487.04	9,515.96	
Police Department Expense	140,520.00	35,000.00	171,411.38	3,811.74	296.88

Police Department Cruisers Lease/Purchase	4,000.00		3,900.00	100.00	
Police Department Minor Capital	15,000.00		14,603.15	396.85	
Police Department New Cruisers	72,000.00		71,936.00	64.00	
Police Department Locker Room Upgrade	85,000.00		0.00	0.00	85,000.00
Fire Department Salaries	104,692.00		104,691.99	0.01	
Fire Department Wages	549,774.00	45,000.00	582,051.08	12,722.92	
Fire Department Expense	117,805.00	11,500.00	128,077.44	1,200.66	26.90
Fire Department Expenses Prior Year (Trng)	28,521.60		0.00	0.00	28,521.60
Fire Department Minor Cap Prior Year	5,900.00		5,900.00	0.00	
Fire Department Ambulance Conversion PY	25,000.00		23,843.24	0.00	1,156.76
Fire Department Tanker FY2011	8,990.29		2,348.50	0.00	6,641.79
Fire Department New Engine FY2013	450,000.00		450,000.00	0.00	0.00
Fire Hydrant Charge West Groton	750.00		750.00	0.00	
Fire Hydrant Charge Groton	2,500.00		2,500.00	0.00	
Building Inspector Salaries	33,747.00	6,500.00	39,792.31	454.69	
Building Inspector Wages	62,360.00	5,500.00	62,749.40	5,110.60	
Building Inspector Expense	7,900.00		4,222.94	3,677.06	
Salaries/Fees-Mechanical Inspector	20,000.00	5,000.00	23,712.00	1,288.00	
Mechanical Inspector Expense	3,500.00		3,203.72	296.28	
Sealer Weights & Measures Salary/Fees	2,500.00		2,060.00	440.00	
Sealer Weights & Measures Expense	100.00		100.00	0.00	
Earth Removal Inspector Salary	1.00		0.00	1.00	
Earth Removal Inspector Expense	100.00		81.00	19.00	
Animal Inspector/Animal Control Off. Salaries	4,164.00		4,164.00	0.00	
Animal Inspector/Animal Control Off.Expense	800.00		0.00	800.00	
Civil Defense/Aux Police/EOC Expenses	4,500.00		4,484.17	15.83	
Dog Officer Salary	13,973.00		13,637.42	335.58	
Dog Officer Expense	4,800.00		3,917.37	882.63	
Police & Fire Communications Wages	320,194.00	(103,000.00)	136,769.41	80,424.59	
Police & Fire Communications Expense	11,650.00		11,650.00	0.00	

Total Protection Persons and Property	3,612,048.89	150,500.00	3,519,347.56	121,557.40	121,643.93
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SCHOOLS

Nashoba Valley Tech High School Assmt	449,967.00		449,967.00	0.00	
Minuteman Regional Vocation Technical	1.00		0.00	1.00	
Groton Dunstable Reg School District Assmt	15,963,523.00		15,963,523.00	0.00	
Total Schools	16,413,491.00	0.00	16,413,490.00	1.00	

PUBLIC WORKS & FACILITIES

General Highway Salary	84,520.00		84,520.00	0.00	
General Highway Wages	626,741.00	(20,000.00)	574,909.25	31,831.75	
General Highway Expense	140,300.00	20,000.00	149,242.19	11,052.06	5.75

General Highway Prior Year Exp Encumbered	14,728.75		14,728.75	0.00	0.00
General Highway Road Maintenance	89,000.00		53,359.51	15,640.49	20,000.00
General Highway FY13 Pick-Up Truck	30,000.00		30,000.00	0.00	
Gen. Highway Front End Loader	135,000.00		135,000.00	0.00	
Snow & Ice Overtime	140,000.00		141,519.71	(1,519.71)	
Snow & Ice Expense	165,000.00		227,282.88	(62,282.88)	
Snow & Ice Hired Equipment	35,000.00		69,713.75	(34,713.75)	
Street Lighting	24,000.00		13,350.00	6,200.00	4,450.00
Waste Disposal Wages	81,264.00	3,100.00	84,200.17	163.83	
Waste Disposal Consulting	5,850.00		5,850.00	0.00	
Waste Disposal Expense	54,486.00		53,767.73	698.52	19.75
Waste Disposal Tipping Fees	135,000.00		130,151.70	0.00	4,848.30
Waste Disposal Minor Capital	10,000.00		10,000.00	0.00	
Waste Disposal Bobcat FY13	25,000.00		25,000.00	0.00	
Tree Department Expense	3,000.00		2,809.68	190.32	
Tree Department Tree Work	16,500.00		10,120.50	6,379.50	
Graves Registration Salary	250.00		250.00	0.00	
Graves Registration Expense	660.00		660.00	0.00	
Care of Veterans' Graves	1,625.00		1,625.00	0.00	
	1,817,924.75	3,100.00	1,818,060.82	(26,359.87)	29,323.80

HEALTH & HUMAN SERVICES

Board of Health Expense	1,000.00	270.00	663.44	520.76	85.80
Board of Health Engineering Consult	10,000.00		10,000.00	0.00	
Nashoba Nursing Service/Health Assessment	38,887.00		33,103.04	5,783.96	
Council on Aging Wages	105,941.00	8,000.00	112,893.81	1,047.19	
Council on Aging Expense	7,313.00		3,889.21	2,423.79	1,000.00
Senior Center Van Wages	30,186.00		27,409.43	2,776.57	
Senior Center Van Expenses	7,013.00	3,000.00	10,013.00	0.00	
Veterans' Agent Salary	3,485.00		3,484.00	1.00	
Veterans' Agent Expense	700.00		262.24	437.76	
Veterans' Benefits	48,200.00	7,500.00	54,091.60	1,608.40	
Total Highway and Health	252,725.00	18,770.00	255,809.77	14,599.43	1,085.80

LIBRARY AND CITIZENS' SERVICES

Library Salaries	270,961.00	2,580.00	273,541.00	0.00	
Library Wages	306,705.00	1,335.00	307,550.69	489.31	
Library Expense	170,407.00		169,891.71	228.44	286.85
Country Club Salaries	122,380.00	250.00	122,450.00	180.00	
Country Club Wages	155,425.00	893.00	136,391.00	19,927.00	
Country Club Expenses	294,565.00	3,800.00	284,441.51	12,368.00	1,555.49
Country Club Expenses Pool Filter	1,218.00		1,218.00	0.00	
Country Club Minor Capital	5,000.00	(1,143.00)	3,857.00	0.00	

Country Club Rough Mower Lease	10,200.00		9,939.46	260.54	
Country Club Golf Cart Lease	20,000.00		19,955.45	44.55	
Country Club Cart Path/Tee Box Repairs	25,000.00		25,000.00	0.00	
Park Department Wages	2,500.00		1,067.28	1,432.72	
Park Department Expense	36,175.00	4,320.00	40,466.76	28.24	
Care of the Old Burying Ground	700.00		698.38	1.62	
Town Forest Expense	5,275.00		75.00	0.00	5,200.00
Celebrations/Commemorations	500.00		444.40	55.60	
Weed Harvesting/Great Ponds Expense	10,090.00		1,915.25	8,174.75	
Water Safety Expense	3,590.00		2,572.87	1,017.13	
Total Library and Citizens' Services	1,440,691.00	12,035.00	1,401,475.76	44,207.90	7,042.34

DEBT SERVICE

Principal Long-Term Debt	737,964.00		737,963.82	0.18	
Interest Long-Term Debt	206,432.00		206,432.21	(0.21)	
Interest Short-Term Debt		23,748.00	23,748.00	0.00	
Total Debt Service	944,396.00	23,748.00	944,396.03	23,747.97	0.00

EMPLOYEE BENEFITS

County Retirement Assessment	1,404,602.00	(27,000.00)	1,377,437.00	165.00	
Health & Life Insurance	1,452,194.00	(39,672.00)	1,301,537.07	110,076.61	908.32
Unemployment Compensation	40,000.00		28,861.15	8,844.71	2,294.14
Medicare Employer Contribution	88,000.00	18,000.00	101,898.91	4,101.09	
Total Employee Benefits	2,984,796.00	(48,672.00)	2,809,734.13	123,187.41	3,202.46

Overlay Deficit Verizon ATB Case **14,002.00** **14,002.00** **0.00**

Overlay Surplus Released **(54,578.00)** **(54,578.00)** **0.00**

Total Overlay Surplus Included with LIT's FY13 **(40,576.00)** **(40,576.00)** **0.00**

WATER DEPARTMENT ENTERPRISE FUND

Water Department Salaries *	131,822.00		131,728.11	93.89	
Water Department Wages *	128,526.00		128,380.01	145.99	
Water Department Expense *	423,448.00		420,925.75	0.00	2,522.25
Water Department Expense Prior Year	30,573.00		21,420.35	0.00	9,152.65
Water Department Debt Service	361,980.00		361,980.15	(0.15)	
Total Water Department Enterprise	1,076,349.00		1,064,434.37	239.73	11,674.90

* Includes transfer from Water Enterprise E&D of \$75,000

SEWER DEPARTMENT ENTERPRISE FUND

Sewer Department Wages	19,867.00		19,125.67	741.33	
Sewer Department Expense	616,072.00		559,157.83	56,914.17	

Sewer Dept: Debt Service (incl. betterments)	45,501.00		45,500.54	0.46	
Total Sewer Department Enterprise	681,440.00	0.00	623,784.04	57,655.96	0.00

CAPITAL PROJECTS

Lost Lake Expense Prior Year	316,913.89		196,578.60	0.00	120,335.29
Debt Service Lost Lake Sewer	226,532.56		223,295.28	3,237.28	
Center Fire Station Project Exp.	7,884,589.00		1,550,983.35	0.00	6,333,605.65
Center Fire Station Debt Service	2,884.44		2,884.44	0.00	

Total Capital Projects	8,430,919.89	0.00	1,973,741.67	3,237.28	6,453,940.94
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<u>GRAND TOTAL</u>	40,712,815.84	0.00	33,351,530.01	510,292.01	6,850,993.82
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SPECIAL REVENUE FISCAL 2013

	Bal. Forward	Receipts	Expenditures	Bal to 2014
CHAPTER 90 HIGHWAY FUNDS	0.00	426,370.69	426,370.69	0.00
Chapter 90 Highway Funds				0.00

Community Preservation Fund

Note: Bal. forward to 2014 incl. encumbrances for incomplete projects; Unalloc Rsrv incl. operating rsrv

Unallocated Reserve	565,420.15	527,230.08	617,855.51	474,794.72
Community Housing Reserve	119,293.98	75,318.59	2,523.79	192,088.78
Historic Resource Reserve	136,245.65	75,318.59	79,794.58	131,769.66
Open Space Reserve	10,269.23	75,318.59	80,000.00	5,587.82
	831,229.01	753,185.85	780,173.88	0.00
				804,240.98

GIFTS

Highway Department	5,100.00	0.00	253.97	4,846.03
Fire Department SAFE	125.42	175.00	0.00	300.42
Fire Department	9,327.18	3,893.00	4,381.24	8,838.94
EMS	4,311.68	0.00	0.00	4,311.68
Police Department	1,799.35	26.00	0.00	1,825.35
Shooting Range	144.04	0.00	0.00	144.04
DARE	403.14	1,500.00	1,694.25	208.89
Police Cruiser Gift Fund	0.00	0.00	0.00	0.00
Civil Defense	1,100.34	0.00	0.00	1,100.34
Library	60,608.06	6,125.56	6,238.63	60,494.99
Council on Aging	3,951.54	2,186.55	985.21	5,152.88
Williams Barn	2,783.88	2,547.00	3,003.06	2,327.82

Care of Old Burying Ground	494.39	0.00	0.00	494.39
Groton Military Covenant	213.00	0.00	0.00	213.00
Dog Pound	545.20	1,500.00	0.00	2,045.20
Groton Children's Fund	6,699.93	14,629.84	13,674.26	7,655.51
Pavilion Maintenance	471.14	0.00	0.00	471.14
Smith Fountain	2,017.94	0.00	0.00	2,017.94
Sargisson Beach Canoe Launch	6,974.29	0.00	0.00	6,974.29
Cable TV Organization	157,790.50	164,544.21	153,179.54	169,155.17
Cable TV Programming	3,974.22	525.00	146.50	4,352.72
Greenway	2,092.92	3,194.49	1,519.88	3,767.53
Playing Fields	605.19	0.00	0.00	605.19
C-Lab/Insco Monitoring	1,406.51	0.00	0.00	1,406.51
Dr. Betty Scholarship	3,390.00	0.00	0.00	3,390.00
Evan's Rink Gift	1,250.00	0.00	0.00	1,250.00
Hanson Playground Gift	563.01	0.00	0.00	563.01
Rocky Hill Gift Fund	2,469.50	0.00	0.00	2,469.50
Lost Lake Dam Gift Fund	29,256.00	0.00	950.00	28,306.00
Sustainability Committee Fund	1,808.04	0.00	1,131.93	676.11
Trails Committee Gift Fund	720.02	2,700.00	0.00	3,420.02
Recycling Gift Fund	1,277.17	652.17	25.00	1,904.34
Academy Hills Lottery Gift Fund	3,018.66	0.00	0.00	3,018.66
Lost Lake/Knops Pond Gift Fund	3,430.00	0.00	0.00	3,430.00
Swim Team Gift Fund	501.61	0.00	482.59	19.02
Vets Breakfast/Senior Lunch Fund	529.82	1,000.00	635.95	893.87
GRG Traffic Light Gift	100,000.00	0.00	0.00	100,000.00

GRANTS

FY13 Dispatch Support & Incentive	0.00	109185.89	203546.77	(94,360.88)
FY13 Dispatch Training	0.00	1622.04	5583.08	(3,961.04)
Fire Department SAFE Program	2,329.80	4,625.00	3,263.02	3,691.78
Fire Training Grant	21,387.31	0.00	13,929.69	7,457.62
911 Development Grant FY12	(15,920.50)	45,730.14	38,280.14	(8,470.50)
Fire Fighter SAFER Wage Grant	(3,853.79)	3,853.79	0.00	0.00
Dispatch 911 Incentive Grant FY12	(141,624.00)	143,631.69	2,215.49	(207.80)
Dispatch 911 Training Grant FY12	(16,326.60)	16,326.60	0.00	0.00
Police Bullet Proof Vests Grant	0.00	355.00	0.00	355.00
Squannacook Dam Repair Grant	98,820.00	0.00	1,050.00	97,770.00
Conservation WHIP Grant	1,333.50	841.50	300.00	1,875.00
43 D Planning Grant	4,480.64	0.00	0.00	4,480.64

Stormwater: James Brook Grant	98.91	0.00	39.50	59.41
Aid to Libraries	76,540.20	13,999.05	19,242.73	71,296.52
Arts Council	5,948.55	3,872.39	3,745.00	6,075.94
Elder Programs Grant	0.00	11,445.00	11,445.00	0.00
Cable Equipment Grant	90,489.54	0.00	0.00	90,489.54
Additional Polling Hours	2,911.38	2,211.00	5,122.38	0.00
Regional Recycling Grant	532.65	0.00	0.00	532.65
Antenna Grant Civil Defense	0.00	1,445.00	0.00	1,445.00
SMRP Recycling Grant	(4,999.00)	4,999.00	0.00	0.00
BoH Equipment Grant	563.84	1,812.42	615.46	1,760.80
Title V Loan	91,409.44	9,475.94	10,400.00	90,485.38

REVOLVING

Affordable Housing Marketing	3,624.20	1,000.00	554.39	4,069.81
Drug Forfeiture	1,284.20	6,941.00	0.00	8,225.20
Insurance Claims	13,469.21	1,754.59	8,914.10	6,309.70
Erosion Control	8,035.70	150.00	4,392.99	3,792.71
Conservation Land Management	12,899.77	28,742.17	4,884.86	36,757.08
Conservation 593 Academy Hill	495.98	0.22	0.00	496.20
Conservation 593 GELD Peer Review	5000.08	1.21	5000.00	1.29
Planning Board 593	14,909.70	29,120.43	20,209.20	23,820.93
Zoning Board 593	3,257.30	1.52	0.00	3,258.82

RECEIPTS RESERVED

Town Forest Reserved	73,387.16	5,971.10	0.00	79,358.26
Emergency Medical Fees Reserved	719,155.50	242,448.21	360,000.00	601,603.71

EMS Repts Res. includes \$360K encumbered for FY 2013

NON-EXPENDABLE TRUST FUNDS		Interest & + Market Adj	Disbursements & - Market Adj	Transfers In or Out
Dr. Samuel Green Charity Fund	94,881.15	13,257.80		108,138.95
Joseph T. Shepley Charity Fund	218,687.09	30,557.28		249,244.37
Sarah E. Barr Eye Fund	1,877.86	262.41		2,140.27
Willard Dalrymple Eye Fund	7,925.81	1,107.48		9,033.29
Frank E. Waters Vocational Fund	4,269,605.75	596,594.84		4,866,200.59
John H. Robbins Library Fund	2,205,626.35	308,193.66		2,513,820.01
Library Book Fund	122,051.06	17,054.28		139,105.34

Lecture Fund	3,378,814.48	472,123.98		3,850,938.46
Joseph T. Shepley Fountain Fund	1,877.86	262.39		2,140.25
Arthur E. Spaulding Fund	756.71	105.74		862.45
Cemetery Perpetual Care (Blood/Champney)	1,513.42	211.47		1,724.89
Mary T. Sawyer Library Fund	3,890.39	543.59		4,433.98
Robbins Scholarship Fund	12,541.58	1,752.45		14,294.03
Groton Commons	7,520.76	1,050.88		8,571.64
Butler/GrotonDunstable School Trust	8,952.96	1,250.99		10,203.95
Robertson/Onners Memorial Trust	24,220.91	363.37		24,584.28
Bertozzi Trust/Scholarship Fund	147,565.19	3,820.58		151,385.77
VanHoogan Trust/Scholarship Fund	56,149.48	4,072.13		60,221.61
Belitsky Scholarship	15,571.49		141.27	15,430.22
Peter M. Twomey Trust/Scholarship Fund	29,445.76		425.84	29,019.92

		Trans. In Income and + Market Adj	Trans. Out and - Market Adj	Expenditures	
EXPENDABLE TRUST FUNDS					
Dr. Samuel Green Charity Fund	747,346.20	25,662.59		36,244.15	736,764.64
Joseph T. Shepley Charity Fund	309,776.13	12,093.84		19,663.25	302,206.72
Sarah T. Barr Eye Fund	2,033.89	39.94			2,073.83
Willard Dalrymple Eye Fund	17,793.33	100.95	42.68	0.00	17,851.60
Frank E. Waters Vocational Fund	588,042.14	91,409.17		79,084.77	600,366.54
John H. Robbins Library Fund	572,734.02	57,492.77		60,385.23	569,841.56
Library Book Fund	29,143.53	2,247.40			31,390.93
Lecture Fund	340,706.08	73,184.53		63,613.21	350,277.40
Joseph T. Shepley Fountain Fund	4,531.02	45.43		374.90	4,201.55
Arthur E. Spaulding Fund	286.02	14.79			300.81
Cemetery Perpetual Care (Blood/Champney)	7,314.57	44.53			7,359.10
Stabilization Fund	1,314,496.69	540,343.40		405,000.00	1,449,840.09
Capital Purchases Stabilization Fund	765,858.13	251,150.61	0.00	505,200.00	511,808.74
Conservation Fund	648,215.80	101,143.39		732,435.55	16,923.64
Carl A.P. Lawrence Library Fund	47,775.07	5,992.79			53,767.86
Mary T. Sawyer Library Fund	807.27	75.42			882.69
John H. Robbins Scholarship Fund	3,790.22	246.19			4,036.41
Butler/Groton Dunstable Library Fund	5,590.49	182.10			5,772.59
Avenue of Flags	3,311.14	1.53			3,312.67
Groton Commons Fund	3,769.40	150.92			3,920.32

Robertson/Onners Memorial Trust Fund	14,303.43	221.43	474.29	2,150.00	11,900.57
Bertozzi Trust/Scholarship Fund	1,830.36	5,012.42	1,253.11	1,500.00	4,089.67
VanHoogan Trust/Scholarship Fund	3,827.82	1,786.60	357.32	384.00	4,873.10
Peter M. Twomey Trust & Scholarship Fund	980.63	816.16	204.04	1,000.00	592.75
Belitsky Scholarship	1,184.54	94.39	18.88	750.00	510.05
Turtle Study Trust	25,219.79	11.58			25,231.37
Turtle Main Trust	28,246.16	12.96			28,259.12
Town Scholarship Fund	5,426.90	3,754.11		2,500.00	6,681.01
Affordable Housing Trust	12,616.40	46.10	0.00	50.00	12,612.50

Note: Capital Purchase Stabilization Fund Balance includes \$369,500 encumbered for FY 14 for Capital Expenditures

Note: Stabilization Fund Balance includes \$325,265 encumbered for FY 14 for GDRSD Tech Upgrade

SUMMARY OF ACCOUNTS JULY 1, 2013 -DECEMBER 31, 2013

	Appropriation	Res Fund or Line Item Tx	6-Month Expended	Est. To Be Expended
GENERAL GOVERNMENT				
Moderator Salary	65.00		0.00	65.00
Moderator Expense	80.00		0.00	80.00
Selectmen Salaries	3,950.00		1,974.96	1,975.04
Selectmen Expense	1,900.00		1,218.00	682.00
Town Manager Salaries	179,021.00		92,376.48	86,644.52
Town Manager Wages	82,060.00		34,283.09	47,776.91
Town Manager Expense	3,000.00		1,352.94	1,647.06
Town Manager: Station Avenue Engineering	49,322.51		0.00	49,322.51
Town Manager: LL Water Main Ext Design	37,000.00		0.00	37,000.00
Town Manager: Boston Rd Water Main Ext Design	33,850.00		0.00	33,850.00
Town Manager: Fire Cistern Design Knops Pond	32,550.00		0.00	32,550.00
Town Mgr: Engineering Services Fitch's Bridge	11,872.00		11,872.00	0.00
Town Mgr: LL Herbicide Treatment FY13	31,400.00		14,799.55	16,600.45
Town Mgr: Fitch's Bridge Demo/Replacement	54,866.34		17,773.65	37,092.69
Reserve Fund	150,000.00	(35,000.00)		115,000.00
Town Accountant Salary	70,227.00		35,113.52	35,113.48
Town Accountant Wages	31,780.00		14,612.40	17,167.60
Town Accountant Expenses/Audit	31,600.00		27,458.50	4,141.50
Assessors Elected Officials Salaries	2,430.00		1,214.98	1,215.02
Assessors Salaries	77,207.00		38,784.40	38,422.60
Assessors Wages	84,950.00		39,191.79	45,758.21
Assessors Expense	17,475.00		9,116.83	8,358.17
Assessors Maps Update	3,500.00		0.00	3,500.00
Assessors Expenses Prior Year	1,143.36		67.60	1,075.76
Assessors Commercial Revaluation PY	11,509.48		11,509.48	0.00
Treasurer/Tax Collector Salary	77,719.00		39,621.44	38,097.56
Treasurer/Tax Collector Wages	112,738.00		45,508.50	67,229.50
Treasurer/Tax Collect Expense	18,840.00		10,535.33	8,304.67
Treasurer/Tax Collect Expense Prior Year	1,200.00		1,200.00	0.00
Treasurer Tax Title	8,100.00		1,232.40	6,867.60
Treasurer Bond Costs	2,500.00		2,500.00	0.00
Town Counsel Expense	90,000.00		15,649.33	74,350.67
Town Counsel Expense Prior Year	0.00		0.00	0.00
Human Resource Salaries	68,624.00		34,311.81	34,312.19

Human Resource Expense	4,750.00	2,036.55	2,713.45
Human Resource Expense Prior Year	1,818.62	1,080.90	737.72
Information Technology Salary	115,080.00	57,539.56	57,540.44
Information Technology Wages	33,305.00	13,704.42	19,600.58
Information Technology Expense	25,000.00	9,295.77	15,704.23
Information Technology: Capital Outlay	40,000.00	17,968.70	22,031.30
GIS Committee	15,400.00	5,094.77	10,305.23
Town Clerk Salary	68,867.00	34,433.49	34,433.51
Town Clerk Wages	49,185.00	21,956.75	27,228.25
Town Clerk Expense	10,079.00	2,036.10	8,042.90
Town Clerk Expense Prior Year	0.00	0.00	0.00
Election/Registrar Wages	3,840.00	516.00	3,324.00
Election/Registrar Expense	7,170.00	1,135.19	6,034.81
Street Listing Expense	5,870.00	3,089.44	2,780.56
Conservation Commission Salary	62,331.00	32,543.91	29,787.09
Conservation Commission Expense	7,950.00	1,621.36	6,328.64
Conservation Commission Expense Prior Year	0.00	0.00	0.00
Planning Board Salary	75,715.00	37,357.58	38,357.42
Planning Board Expense	9,100.00	2,829.01	6,270.99
Planning Board Town Center Overlay Design PY	7,500.00	0.00	7,500.00
Planning Board Master Plan FY12:Prior Year	24,000.00	5,000.00	19,000.00
Planning Board County Assessments	3,160.00	3,159.34	0.66
Board of Appeals Wages	20,102.00	9,252.53	10,849.47
Board of Appeals Expense	1,100.00	280.00	820.00
Municipal Buildings Wages	75,099.00	32,977.40	42,121.60
Municipal Buildings Expense	237,350.00	105,835.85	131,514.15
Municipal Buildings: Sq. Dam Repair PY	25,000.00	25,000.00	0.00
Municipal Buildings Minor Capital	30,000.00	30,000.00	0.00
Insurance and Bonding	143,000.00	132,316.73	10,683.27
Insurance and Bonding Deductible Reserve	12,000.00	467.95	11,532.05
Insurance and Bonding, Medical Reserve	25,000.00	19,102.74	5,897.26
Town Report	1,500.00	0.00	1,500.00
Postage and Copying Expense	47,960.00	13,602.31	34,357.69
Postage and Copying Expense PY	63.04	63.04	0.00
Central Purchasing (Office Supplies)	17,000.00	7,056.90	9,943.10
Central Purchasing (Office Supplies) PY	152.94	152.94	0.00
Telephone Expenses	47,000.00	18,649.62	28,350.38
Telephone Expenses PY	16.88	16.88	0.00
TOTAL GENERAL GOVERNMENT	2,634,944.17	(35,000.00)	1,150,452.71
			1,449,491.46

PROTECTION PERSONS AND PROPERTY

Police Department Salary	275,140.00	144,443.47	130,696.53
Police Department Wages	1,398,025.00	753,803.38	644,221.62
Police Department Expense	151,171.00	88,222.93	62,948.07
Police Department Expense PY	296.88	296.88	0.00
Police Department Lease/Purchase Cruisers	3,900.00	3,900.00	0.00
Police Department Minor Capital	15,000.00	10,477.08	4,522.92
Police Department Capital Outlay: Vehicles FY14	136,000.00	89,288.65	46,711.35
Public Safety Building Locker Rm Upgrade PY	85,000.00	0.00	85,000.00
Fire Department Salaries	106,781.00	53,265.55	53,515.45
Fire Department Wages	625,315.00	322,839.17	302,475.83
Fire Department Expense	119,809.00	72,599.99	47,209.01
Fire Department Expense: Prior Year	28,548.50	26.90	28,521.60
Fire Department Rescue Tools FY14	40,000.00	0.00	40,000.00
Fire Department: Tanker Truck FY11 PY	6,641.79	6,641.79	0.00
Fire Department: Ambulance Conversion PY	1,156.76	1,156.76	0.00
Fire Department:Hydrant Charges Groton	2,500.00	2,500.00	0.00
Fire Department: Hydrant Charges W. Groton	750.00	0.00	750.00
Building Inspector Salary	76,195.00	38,097.54	38,097.46
Building Inspector Wages	64,507.00	26,314.52	38,192.48
Building Inspector Expense	7,900.00	2,206.31	5,693.69
Salary/Fees-Gas/Plumbing/Elec Inspectors	20,000.00	9,312.00	10,688.00
Gas/Plumbing/Elec Inspector Expense	3,500.00	1,268.21	2,231.79
Sealer Weights & Measures Salary Fees	2,500.00	560.00	1,940.00
Sealer Weights & Measures Expense	100.00	0.00	100.00
Earth Removal Inspector Expense	101.00	60.00	41.00
Animal Inspector/Control Officer Salaries	4,164.00	2,082.08	2,081.92
Animal Inspector/Control Officer Expense	800.00	0.00	800.00
EOC Expense/Aux. Police Expense	13,000.00	8,437.90	4,562.10
Dog Officer Salary	13,973.00	5,200.00	8,773.00
Dog Officer Expense	4,800.00	708.19	4,091.81
Police & Fire Communications Wages	369,815.00	103,078.20	266,736.80
Police & Fire Communications: Expense	13,225.00	6,353.42	6,871.58
TOTAL PROTECTION PERSONS/PROPERTY	3,590,614.93	0.00	1,753,140.92
			1,837,474.01

SCHOOLS

Nashoba Valley Tech High School Assmt	468,592.00	351,444.00	117,148.00
Out of District Placement	1.00	0.00	1.00

Groton Dunstable Reg School Dist Assmt	16,677,588.00	8,501,683.00	8,175,905.00
TOTAL SCHOOLS	17,146,181.00	0.00	8,853,127.00

HIGHWAY AND HEALTH

General Highway Salary	87,894.00	44,947.17	42,946.83
General Highway Wages	640,030.00	279,013.93	361,016.07
General Highway Expense	140,300.00	60,350.26	79,949.74
General Highway Expense Prior Year	5.75	5.75	0.00
General Highway Road Maintenance	89,000.00	73,699.89	15,300.11
General Highway Road Maintenance PY	20,000.00	20,000.00	0.00
General Highway Capital: Pickup Truck FY14	40,000.00	40,000.00	0.00
General Highway Capital: Salt & Sand Shed	175,000.00	153,230.01	21,769.99
Snow & Ice Overtime	140,000.00	18,366.38	121,633.62
Snow & Ice Expense	165,000.00	93,556.10	71,443.90
Snow & Ice Hired Equipment	35,000.00	728.00	34,272.00
Street Lighting	24,000.00	8,900.00	15,100.00
Street Lighting Prior Year	4,450.00	4,450.00	0.00
Waste Disposal Wages	99,660.00	40,198.10	59,461.90
Waste Disposal Expense	54,486.00	29,754.81	24,731.19
Waste Disposal Expense Prior Year	19.75	19.75	0.00
Waste Disposal Consulting	5,850.00	5,850.00	0.00
Waste Disposal Tipping Fees	135,000.00	56,543.44	78,456.56
Waste Disposal Tipping Fees Prior Year	4,848.30	4,848.30	0.00
Waste Disposal Minor Capital	10,000.00	2,813.95	7,186.05
Tree Department Expenses	3,000.00	240.98	2,759.02
Tree Department Tree Work	16,500.00	7,629.50	8,870.50
Graves Registration Salary	250.00	0.00	250.00
Graves Registration Expense	660.00	529.97	130.03
Care of Veterans' Graves	1,625.00	0.00	1,625.00
Board of Health Expense	1,000.00	472.53	527.47
Board of Health Expense Prior Year	85.80	85.80	0.00
Board of Health Engineering	10,000.00	7,644.35	2,355.65
Board of Health Nursing/ Health Services	38,887.00	15,971.52	22,915.48
Council on Aging Salaries	61,160.00	27,800.02	33,359.98
Council on Aging Wages	49,109.00	21,991.47	27,117.53
Council on Aging Expense	8,454.00	1,338.00	7,116.00
Council on Aging Expense Prior Year	1,000.00	0.00	1,000.00
Senior Center Van Wages	37,371.00	15,694.06	21,676.94

Senior Center Van Expenses	11,166.00		4,923.33	6,242.67
Veterans' Agent Salary	3,485.00		1,742.00	1,743.00
Veterans' Agent Expense	900.00		237.03	662.97
Veterans' Agent: Veteran's Benefits	48,200.00		21,202.35	26,997.65
TOTAL HIGHWAY AND HEALTH	2,163,396.60	0.00	1,064,778.75	1,098,617.85

CULTURE AND RECREATION

Library Salaries	277,145.00		136,531.19	140,613.81
Library Wages	318,999.00		154,056.98	164,942.02
Library Expense	195,235.00		91,567.72	103,667.28
Library Expense Prior Year	286.85		286.85	0.00
Library Minor Capital	13,082.00		0.00	13,082.00
Library Capital Furniture & Fixtures	0.00	35,000.00		35,000.00
Country Club: Salaries	126,764.00		63,256.83	63,507.17
Country Club: Wages	156,400.00		88,001.78	68,398.22
Country Club: Expenses	261,836.00		181,545.33	80,290.67
Country Club: Expenses Prior Year	1,555.49		1,555.49	0.00
Country Club: Minor Capital	5,000.00		4,000.00	1,000.00
Country Club: Rough Mower Capital Lease	10,000.00		9,939.46	60.54
Country Club Golf Carts FY13 Capital Lease	20,000.00		19,955.45	44.55
Country Club Boom Sprayer Capital Lease FY13	6,500.00		6,499.88	0.12
Park Department Wages	2,500.00		778.23	1,721.77
Park Department Expense	46,000.00		18,523.02	27,476.98
Park Department Expense Prior Year	930.00		930.00	0.00
Park Department Property Improvements FY14	50,000.00		3,081.46	46,918.54
Care of Old Burying Ground	700.00		183.60	516.40
Town Forest Expense: Prior Year	5,200.00		0.00	5,200.00
Commemorations	500.00		0.00	500.00
Great Lakes Advisory Committee Expense	2,385.00		300.00	2,085.00
Weed Harvester Expense	7,705.00		473.79	7,231.21
Weed Harvester Expense Prior Year	344.24		344.24	0.00
Water Safety Wages	2,640.00		1,107.00	1,533.00
Water Safety Expense	15,950.00		272.00	15,678.00
TOTAL LIBRARY & CITIZENS' SERVICES	1,527,657.58	35,000.00	783,190.30	779,467.28

DEBT SERVICE

Principal Long-term Debt	1,031,137.88		724,368.39	306,769.49
Interest Long-term Debt	373,881.12		203,346.35	170,534.77
Principal Short-term Debt	125,000.00		0.00	125,000.00
Interest Temporary Loans	2,000.00		0.00	2,000.00
TOTAL DEBT SERVICE	1,532,019.00	0.00	927,714.74	604,304.26

EMPLOYEE BENEFITS

County Retirement Assessment	1,502,924.00	1,476,492.00	26,432.00
Unemployment Compensation	40,000.00	17,481.50	22,518.50
Unemployment Compensation Prior Year	2,294.14	2,294.14	0.00
Health & Life Insurance	1,449,500.00	810,955.29	638,544.71
Health & Life Insurance Prior Year	908.32	908.32	0.00
Medicare Employer Contribution	100,000.00	54,650.96	45,349.04
TOTAL EMPLOYEE BENEFITS	3,095,626.46	0.00	2,362,782.21
			732,844.25

WATER DEPARTMENT

Water Department Salaries	128,932.00	64,721.87	64,210.13
Water Department Wages	129,541.00	65,896.28	63,644.72
Water Department Expense	384,689.00	158,730.32	225,958.68
Water Department Expense Prior Year	11,674.90	11,674.90	0.00
Water Department Debt Service	361,606.00	307,431.74	54,174.26
TOTAL WATER DEPARTMENT	1,016,442.90	0.00	608,455.11
			407,987.79

SEWER DEPARTMENT

Sewer Department Wages	20,882.00	9,775.00	11,107.00
Sewer Department Expense	770,305.00	169,559.66	600,745.34
Sewer Department Debt Service	5,435.00	4,635.96	799.04
TOTAL SEWER DEPARTMENT	796,622.00	0.00	183,970.62
			612,651.38

COMMUNITY PRESERVATION

Operating Reserve	33,225.00	9,721.76	23,503.24
Unallocated Reserve	867,905.53	485,276.25	382,629.28
Community Housing Reserve	66,450.00	13,770.00	52,680.00
Historic Resource Reserve	131,594.77	43,292.84	88,301.93
Open Space Reserve	66,450.00	66,000.00	450.00
TOTAL COMMUNITY PRESERVATION	1,165,625.30	0.00	618,060.85
			547,564.45

Note: FY 2013 appropriations for CPA include prior year encumbrances for incomplete projects

CAPITAL PROJECT FUND

Lost Lake Engineering - EIR Report Prior Year	120,335.29	96,719.44	23,615.85
Center Fire Station Design Prior Year	36,851.40	36,851.40	0.00
Center Fire Station Construction Prior Year	6,161,754.25	2,857,307.94	3,304,446.31
Center Fire Station Clerk of the Works Prior Yr	135,000.00	47,025.00	87,975.00
TOTAL CAPITAL PROJECT FUND	6,453,940.94	0.00	3,037,903.78
			3,416,037.16

GRAND TOTAL	41,123,070.88	0.00	21,343,576.99
			19,779,493.89