



# Town of Groveland

## 2021 Special Town Meeting Warrant

### COMMONWEALTH OF MASSACHUSETTS

**Special Town Meeting: Monday, May 24, 2021**

**Essex, ss:**

To Jeffrey T. Gillen, Chief of Police of the Town of Groveland,  
in the county of Essex

### **Greetings:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Special Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, May 24, 2021 @ 6:30 p.m.** to act upon or take any other action relative thereto on the following Articles

A moment of silence was offered for the passing of former Groveland resident Debra Young.

Special Town Meeting opened at 7:04 PM, May 24, 2021

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**ARTICLE 1:** To see if the Town will vote to transfer Forty-five thousand dollars, \$45,000 from Essex Technical S, 1001-301-58830-058, to Firefighter Call Wages, 1001-133-51110-051; or take any other action relative thereto.

Submitted by the Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND:** FAVORABLE ACTION

**FINANCE BOARD RECOMMEND:** FAVORABLE ACTION

**DATE AND ACTION TAKEN:** 5/24/2021 - Unanimous so declared the moderator

**ARTICLE 2:** To see if the Town will vote to transfer ten thousand dollars, \$10,000, from Whittier Vocational/Tech Assessment, 1001-301-58831-058, to Employee Health Group Health Insurance, 1001-193-54000-054; or take any other action relative thereto.

Submitted by the Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND:** FAVORABLE ACTION

**FINANCE BOARD RECOMMEND:** FAVORABLE ACTION

**DATE AND ACTION TAKEN:** 5/24/2021- Unanimous so declared the moderator


Special Town Meeting concluded at 7:08 PM, May 24, 2021

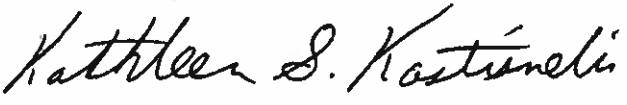
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And you are directed to serve this Special Town Meeting Warrant by posting attested copies thereof in said Town, one copy in each of three parts of Town known as Savoryville, the Village and South Groveland, fourteen (14) days at least before the time of holding said meeting.

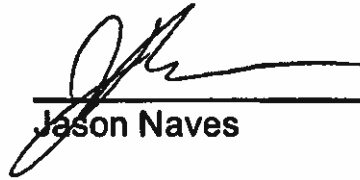
Hereof fail not and make due return of this Warrant, with your doings thereon to the Precinct Clerk, at the time and place of said meeting.

Given under our hands this 10<sup>th</sup> day of May in the year of our Lord two thousand twenty-one.

  
\_\_\_\_\_  
William G. O'Neil, Acting Chairman

  
\_\_\_\_\_  
Kathleen S. Kastrinelis

  
\_\_\_\_\_  
Daniel J. MacDonald

  
\_\_\_\_\_  
Jason Naves

  
\_\_\_\_\_  
Edward H. Watson

OWN OF GROVELAND  
0201 MAY 19 PM 5:25  
TOWN OF GROVELAND

**OFFICER'S RETURN**

I have notified the inhabitants of the Town of Groveland who are qualified to vote in Town Affairs by posting true and attested copies of this Special Town Meeting Warrant at the Town Hall, Savaryville and South Groveland. Said copies not having been posted less than **fourteen days** before the time of said meeting.

  
\_\_\_\_\_  
Elizabeth Cunniff, Town Clerk

  
\_\_\_\_\_  
Jeffrey T. Gillen, Police Chief



# TOWN OF GROVELAND

## 2021 TOWN MEETING WARRANT AND 2021 ANNUAL TOWN ELECTION WARRANT

*COMMONWEALTH OF MASSACHUSETTS*

*Town Meeting: Monday, May 24, 2021*

*Town Election: Monday, May 3, 2021*

**Essex, ss:**

To Jeffrey T. Gillen, Chief of Police of the Town of Groveland, in the County of Essex

**GREETINGS:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, May 24, 2021 @ 7:00 P.M.** to act upon or take any other action relative thereto on the following Articles.

Also for those qualified to vote in the **Annual Town Election** to meet in their voting precinct at **Town Hall, 183 Main Street Groveland, MA on Monday, May 3, 2021 between the hours of 7:00 A.M. and 8:00 P.M.** which calls for the election of Town Officials.

Annual Town Meeting opened at 7:09 PM, May 24, 2021

2021  
ANNUAL TOWN MEETING TABLE OF CONTENTS

Summary of Revenue and Expenditures GENERAL ARTICLES

Article 1 Authorize Petition for Chapter 90 Funds

Article 2 Authorize Transfer Chapter 90 Funds

Article 3 Authorize supplemental appropriations

GENERAL BYLAW ARTICLES

Article 4 Authorize the General Court to repeal Groveland General By-law Article III, Finance and Taxation, Sec.2-36A Department of Finance and Budget.

Article 5 Adopt MGL Ch. 41 sec. 23A authorizing the Board of Selectmen to hire a Town Administrator

Article 6 Authorize Non-Substantive Changes to Wetlands By-law and Regulations

ZONING ARTICLES

Article 7 Amend the Zoning Bylaw Section 50.7.1 Accessory Apartments

Article 8 Amend the Zoning Bylaw by adding Common Driveways to Definitions.

Article 9 Amend the Zoning Bylaw by adding a new Section 50-10.4 to allow for Common Driveways

Article 10 Amend the Zoning Bylaw Section 50-6.1 Floodplain Overlay District

Article 11 Amend the Zoning Bylaw Section 50-4.5 Site Plan Approval

Article 12 Amend the Zoning Bylaw Section 50-13.2. Applicability, Section 50-13.3 Application and Review Procedures and Section 50-13.6. Waiver: minor site plans

COMMUNITY PRESERVATION ARTICLES

Article 13 Appropriate from General Reserve for Mill Pond Phase I Clean-up

Article 14 Appropriate from Community Housing Reserve for the Groveland Housing Authority Buy Down program

Article 15 Appropriate from General Reserve for a Crosstown Recreational Trail

Article 16 Appropriate from General Reserve for Groveland Community Trail Supplemental Funds to Complete the Current 100% design

Article 17 Appropriate from General Reserve for Completion of an Accessible Bathroom and Ramp at Veasey park

Article 18 Appropriate from Historic Reserve for fencing at Riverview Cemetery

Article 19 Appropriation from General Reserve for Preservation of Johnsons Pond

Article 20 Appropriation of CPA Set-Aside Funds

CAPITAL ARTICLES

Article 21 Appropriate surplus bond premiums.

Article 22 Appropriation for Police Cruiser Replacement

FINANCIAL ARTICLES

Article 23 Authorize Spending Limits for Revolving Accounts

Article 24 Appropriate funds for PEG Access Fund

Article 25 Water Department Budget

Article 26 Sewer Department Budget

Article 27 Establish a SAFER Grant Stabilization Fund

Article 28 Appropriate funds for Codification of General By-laws

Article 29 Appropriate funds for Employee Sick Leave Buy-back

Article 30 Appropriate funds for replacement COA van

Article 31 Appropriate funds from Water Enterprise for a 1-ton truck

- Article 32      Appropriate funds from Sewer Enterprise for a 1-ton truck
- Article 33      Appropriate funds from Water Enterprise for updating the Emergency Response Plan
- Article 34      Authorization to sell bonds to replace Union/Chestnut Street water mains
- Article 35      Omnibus Appropriation
- Article 36      Vote to fix the salary and comp. of Elected/Appointed Officials

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APPENDIX A - FISCAL YEAR CAPITAL IMPROVEMENT PLAN

APPENDIX B – REVOLVING FUND REPORTS

APPENDIX C – WETLANDS BY-LAW CHANGES

APPENDIX D – ZONING BY-LAW CHANGES

APPENDIX E – DEFINITIONS OF COMMONLY USED TERMS AT TOWN MEETING

APPENDIX F – TABLE OF MOTIONS

**ARTICLE 1:** To see if the Town will vote to authorize the Selectmen to petition the State for any sum available under provisions of Chapter 90, said funds to be apportioned and expended by and under the direction of the State Department of Public Works (Massachusetts Highway Department) in accordance with said statutes; or take any other action relative thereto.

Article submitted by the Board of Selectmen.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021- Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 2:** To see if the Town will vote to transfer from available funds the amount of TWO HUNDRED TWENTY-SEVEN THOUSAND SIX-HUNDRED AND NINETY-SEVEN DOLLARS (\$227,697) and appropriate said sum for Chapter 90 approved road work, said amount to be used pending reimbursement by the State, with such work to be done under the supervision of the Highway Superintendent; or take any other action relative thereto.

Article submitted by Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021- Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 3:** To see if the Town will vote to appropriate by transfer from available funds, and/or to transfer appropriations made to departments for FY '21 to other departments for FY '21, to supplement FY '21 departmental budgets; or take any other action relative thereto.

Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND: PENDING**

**FINANCE BOARD RECOMMENDS: PENDING**

**DATE AND ACTION TAKEN: 5/24/2021 – Article Tabled, Unanimous to Table Motion so declared the moderator.**

**ARTICLE 4:** To see if the Town will vote to petition the General Court to repeal Chapter 60 of the Acts and Resolves of 1998 creating a Department of Finance and Budget in the Town of Groveland; or take any other action relative thereto.

Article submitted by Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**GOVERNMENT STUDY COMMITTEE RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Motion to advance Article 5 before Article 4. Majority in favor to advance the article.**

**5/24/2021- Majority in Favor for Favorable Action so declared the moderator.**



**ARTICLE 5:** To see if the Town will vote to accept the provision of Mass. General Law Chapter 41, Sec.23-A authorizing the Board of Selectmen to hire a Town Administrator and to assign to the Town Administrator such duties as they shall determine; or take any other action relative thereto.

Article submitted by Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**GOVERNMENT STUDY COMMITTEE RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Board of Selectmen recommended favorable action.**

**Discussion took place. After a hand vote, the motion for Favorable Action passed Majority in Favor.**

**79 For, 21 Against, so declared the moderator.**

**ARTICLE 6:** To see if the Town will vote to amend the Wetland Protection Bylaw and Regulation to correct grammatical and spelling errors and make other housekeeping and non-substantive changes, including deletion of unused definitions, and to renumber, recaption, arrange and sequence its various sections all as set forth in the “Draft of Wetlands Protection Bylaw and Regulation Changes” in Appendix C and which document has been placed on file with the Town Clerk, or take any action relative thereto.

Article submitted by the Conservation Commission.

*Note: This article proposes to make non-substantive corrective amendments to the Town's Wetland Bylaw.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**CONSERVATION COMM. RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Brief discussion, Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 7:** To see if the Town will vote to amend the Zoning Bylaw, Section 50-7-1. Accessory Apartments, in its entirety, and to revise Section 50-7.1 Accessory Apartments to delete the strikethrough language and add the language in bold, as follows:

Section 50-7.1. Accessory Apartments.

A. Purpose and Intent. The purpose and intent of the Accessory Apartment bylaw is to ~~provide for a range of housing types in the Town of Groveland through the alteration and reuse of existing buildings, to enable homeowners to accommodate the needs of elderly family members or family members with disabilities, and to provide suitable housing for caregivers.~~

1. Provide older homeowners with a means of obtaining rental income, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave,
2. Increase the number of smaller, moderately priced dwelling units available for rent in town,

3. Increase the range of choice of housing accommodations,
4. Provide housing units for persons with disabilities, and
5. Encourage a more economic and energy-efficient use of the town's housing supply while maintaining the appearance and character of the town's single-family neighborhoods.

B. Applicability. Accessory apartments shall be authorized by the Building Inspector/Zoning Enforcement Officer through the issuance of a Certificate of Occupancy in all single-family residential dwellings provided the conditions and requirements of the following sections are met.

C. General Requirements.

- (1) A permit may be granted by the Building Inspector/Zoning Enforcement Officer to accommodate an accessory apartment by the installation of a common wall or the partitioning of or extension of existing habitable area. There shall be no more than one (1) accessory apartment for a total of two (2) dwelling units within a single-family dwelling per lot.
- (2) Use Limitation. The principal dwelling unit or accessory apartment must be occupied by the owner. For the purposes of this section "owner" shall mean one (1) or more of those individuals who hold record title to the lot on which the principal dwelling unit and the accessory apartment are located. ~~Occupancy of the unit not occupied by the owner is limited to a family member related by blood, marriage or adoption to the owner(s).~~
- (3) Floor Area Limitations. The habitable area of the principal dwelling unit shall not be less than sixteen hundred (1600) square feet. The habitable area of the accessory apartment shall be limited to a maximum of nine hundred (900) square feet. The Groveland Zoning Board of Appeals may by special permit allow an increase of up to ten (10) percent in the accessory apartment habitable area square footage limitation if the configuration of the structure makes strict compliance with this requirement difficult. The Groveland Zoning Board of Appeals, by special permit, may also allow reasonable deviation from the stated conditions and requirements where necessary to install features that facilitate access and mobility for disabled persons, provided that the Board of Appeals finds that such deviation is not contrary to the public interest and is consistent with purpose and intent of this bylaw.
- (4) There shall be no borders or lodgers within either the principal dwelling unit or the accessory apartment, or on the same lot with an accessory apartment.
- (5) The total number of bedrooms of the principal dwelling unit and accessory apartment combined may not exceed the capacity of the permitted and compliant septic system serving the units per Title V requirements. This section shall not apply to properties that are connected to the public sewer system.
- (6) Utilities such as water, electric and gas as necessary for the accessory apartment shall be extensions of the existing utilities serving the principal single-family dwelling and shall not be separately metered, unless required by the utility provider.
- (7) Parking shall be provided for as determined by the parking Table 9.1.2.
- (8) To the extent possible, exterior passage ways and access ways shall not detract from the single-family appearance of the dwelling. All stairways to additional stories ~~enclosed within the exterior walls of the structure~~ shall be located on the side or rear of the structure.
- (9) The accessory apartment will be a complete, separate dwelling unit that contains both permanent kitchen and bathroom and has its own means of egress.
- (10) ~~(9)~~ Floor plans of the proposed accessory apartment and principal dwelling unit and a

site plan showing the structure(s) on the lot shall be filed with the application for a permit with the Building Inspector/Zoning Enforcement Officer. Plans shall demonstrate that exterior changes to the structure will not significantly alter the appearance of the single-family dwelling.

D. Occupancy Requirements.

- (1) Prior to issuance of a Building Permit ~~and Occupancy Certificate~~, the owner shall send a notarized letter to the Building Inspector/Zoning Enforcement Officer affirming that the owner will occupy either of the principal dwelling unit or the accessory apartment as the owner's primary residence, except for temporary absences of no more than six months in any calendar year.
- (2) Prior to issuance of a Building Permit ~~and Occupancy Certificate~~, the owner shall send a notarized letter to the Building Inspector/Zoning Enforcement Officer stating that to the best of his or her knowledge the accessory apartment will not violate any deed restrictions applicable to the subject lot or principal dwelling unit.
- ~~(3) A letter of approval of the accessory apartment issued by the Building Inspector/Zoning Enforcement Officer or a Special Permit where applicable, shall be recorded by the owner in the Southern Essex District Registry of Deeds or Land Court, as appropriate, in the chain of title to the property, with documentation of the recording provided to the Building Inspector/Zoning Enforcement Officer within sixty (60) days of the issuance of the Occupancy Permit or Special Permit for the accessory dwelling unit.~~
- (3) ~~(4)~~ When a lot with a structure which has received a permit for an accessory apartment is sold, the new owner, if he or she wishes to continue to exercise the permit, must, within sixty (60) days of the sale, submit a notarized letter to the Building Inspector/Zoning Enforcement Officer affirming that he or she will occupy either of the principal dwelling unit or the accessory apartment on the premises as his or her primary residence, except for temporary absences of no more than six months in any calendar year and acknowledging and agreeing to abide by all conditions to the previously issued Occupancy Certificate and Special Permit, if applicable.
- (4) ~~(5)~~ Any accessory apartment lawfully in existence at the time of the adoption of this By-Law shall be allowed to continue.

Article submitted by the Building Commissioner

(Requires a 2/3 Majority)

*Note: Groveland like many towns is experiencing a shortage of affordable housing forcing residents to relocate or rent portions of their homes without proper permits and inspections. This change will allow for an owner-occupied dwelling to create a subordinate dwelling and if they so choose rent to a non-family member. Permitting these units will provide needed affordable housing options and possible supplemental income to allow residents to remain in town in their homes. This will also reduce illegal apartments that are potentially unsafe as they have not been properly inspected as there will be a path to legally permit the rental space.*

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**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Planning Board approved. Council determined 2/3 majority not required, Sec. 19 Ch. 358 of the Acts of 2020. Brief discussion, after a hand vote, the motion for Favorable Action passed Majority in Favor. 63 For, 35 Against, so declared the moderator.**

**ARTICLE 8:** To see if the Town of Groveland will amend its Zoning By-law Article II Definitions Section 50-2.1 Terms Identified to add "Common Driveways" as follows:

Common Driveway - A driveway which provides access to more than one lot, each of which has at least the minimum required frontage on a street as required by the Zoning Bylaw.

Article submitted by the Planning Board

(Requires a 2/3rd Majority)

*Note: Developments continue to seek excessive waivers from the Subdivision Control Law in order to create a road that functions as a shared drive. In efforts to meet the standards for roadway construction the design is poorly impacted. This change will provide better land use and ensure appropriate access.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Planning Board approved. Brief discussion. 2/3 vote in favor for Favorable Action so declared the moderator.**

**ARTICLE 9:** To see if the Town of Groveland will amend its Zoning By-law Article X Residential Development and further add Section 50-10.4 and add the following language:

Section 50-10.4

Common driveways may be allowed by Special Permit from the Planning Board in all zoning districts when deemed in the best interest of the Town under the provisions of M.G.L. Chapter 40A §9 and in accordance with the following provisions:

- (1) Lots to be served by a common drive must meet the minimum dimensional standards of the Zoning Bylaw in effect at the time they were created.
- (2) Common drives may only access the street where the lots served have required legal frontage.
- (3) Minimum width of eighteen feet (18')
- (4) Maximum grade of ten percent (10%), three percent (3%) within 50 feet of the street line.
- (5) Maximum length of five hundred feet (500')
- (6) No closer than 50' to any intersecting way
- (7) Construction: 6" gravel road base, 1 ½" binder course, 1" top course
- (8) Maximum number of lots that may be served by a common drive is three (3)
- (9) Minimum center line radius of 60'
- (10) Said driveway shall be located entirely within the lots served.
- (11) Sight distance at the street line shall be in accordance with MHD standards, in no case shall it be less than 200 feet.
- (12) A hydrant needs to be provided pursuant to NFPA1 requirements for single and two-family dwellings.
- (13) The plan for the common driveway and the deed to lots serviced by a common driveway shall contain a restriction that said common driveway shall remain private in

perpetuity, no parking will be allowed on the common drive and all driveway maintenance, snowplowing and rubbish collection shall be the land owner's responsibility. Specifically, each lot deed must allow for use and maintenance of the common driveway by each of the lots served by the common driveway. A copy of said recorded deeds shall be provided to the Board prior to issuance of a Building Permit for the homes located on said lots.

- (14) Private driveways branching off the common drive shall be reviewed and approved in each case by highway, fire and police to ensure emergency vehicle access. This stipulation applies specifically to private drives off a common driveway.
- (15) Underground utilities shall be provided on common driveways, unless the Planning Board makes findings in open meeting that underground utilities are not practical due to extreme topographical or environmental constraints and/or safety issues. Above ground utilities shall not be allowed solely for the convenience and/or preference of a petitioner.
- (16) Applicants must provide drainage calculations relative the Massachusetts Stormwater Handbook, and propose appropriate mitigation for impacts to stormwater quantity and quality.
- (17) An occupancy permit for any structure accessed via the common driveway shall not be granted until the house numbers of the lots serviced by the common driveway are clearly posted on a single permanent post at the street so as to be visible from both directions of travel, and are also posted on a permanent post at the point at which each private driveway splits from the common driveway.
- (18) An occupancy permit for any structure accessed via the common driveway shall not be granted until the common driveway is 100% complete. In order to be considered complete, the design engineer must submit a stamped letter certifying the common driveway site work has been constructed as shown on the approved plans.

Article submitted by the Planning Board

(Requires a 2/3rd Majority)

*Note: Developments continue to seek excessive waivers from the Subdivision Control Law in order to create a road that functions as a shared drive. In efforts to meet the standards for roadway construction the design is poorly impacted. This change will provide better land use and ensure appropriate access.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Planning Board approved. Brief discussion. 2/3 vote in favor for Favorable Action so declared the moderator.**

**ARTICLE 10:** To see if the Town will vote to amend its Zoning Bylaws to delete Section 50-6.1: "Floodplain Overlay District", in its entirety, and insert in its place a new Section 50-6.1: "Floodplain Overlay District", in the form placed on file with the Town Clerk and in Appendix D, or take any action relative thereto.

Article submitted by the Building Commissioner

(Requires a 2/3rd Majority)

*Note: The National Flood Insurance Program (NFIP) in coordination with FEMA have mandated all municipal floodplain bylaws include specific language in their floodplain bylaw. Failure to do so will result in the municipality from being eligible for flood insurance under the NFIP. The required information was mostly clarification of existing language, changing existing terms and language to pair with the requirements of state building code as well as updated terminology changes. A "List of Changes" depicting the changes made to the existing bylaw to create the new bylaw is on file with the Town Clerk and included as an appendix to the warrant.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Planning Board approved. Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 11:** To see if the Town of Groveland will amend its Zoning By-law to delete column "Site Plan Review (3)" from Section 50-4.5 Table of Uses and delete note (3) "Applicable only if use requires construction of a new building structure".

Article submitted by the Town Planner

(Requires a 2/3rd Majority)

*Note: The column in the table does not provide criteria in which to consider when determining if Site Plan Approval is required. This leads to confusion and delay in process. Section 5-13.2 provides applicability criteria.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Planning Board approved. Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 12:** To see if the Town will vote to amend the Zoning Bylaw, Article XIII Section 50-13.2. Applicability, Section 50-13.3 Application and Review Procedures and Section 50-13.6. Waiver; minor site plans and to revise to delete the strikethrough language and add the language in bold, as follows:

Section 50-13.2. Applicability.

The following types of activities and uses require site plan review by the Planning Board:

~~A. As specified in § 50-4.5 of these bylaws;~~

~~B. Construction or expansion of a structure for multifamily (three or more dwelling units), business/industrial or recreational use;~~

~~C. Construction or expansion of parking to serve a multifamily (three or more dwelling units), business/industrial or recreational use.~~

**A. Any new building(s) or construction which contains more than 2,000 square feet of gross floor area which is undertaken on land within the Town of Groveland or results in the requirement of five or more new or additional parking spaces;**

**B. Any construction which results in the addition of more than 2,000 square feet of gross floor area to an existing structure; or results in the requirement of five or more new or additional parking spaces;**

**C. Any construction, site improvements, new uses in existing structures or developments which contain new processes not normally associated with the existing use and which result in changes to pedestrian and vehicular traffic circulation, public services and infrastructure, abutting properties, and; stormwater drainage onto or off of the site.**

**D. Any construction of any new wireless service facility on a previously permitted facility as set forth in Section 50-6.3 B (2) of the wireless communication district use regulations, subject to the provisions of Section 6409 of the Federal Middle Class Tax Relief and Job Creation Act of 2012 and implementing regulations.**

**Single-family residential use and two-family residential use are exempt from compliance with this bylaw.**

**Minor site plan review.**

**A. Applications for permits to build, alter or expand any nonresidential building, structure or use in any district where such construction will exceed 500 square feet but not exceed a total gross floor area of 2,000 square feet, or will not generate the need for more than 10 parking spaces, or result in residential development of more than four dwelling units shall require minor site plan review.**

Section 50-13.3 Application and Review Procedures.

**G. Minor Site Plan Review A request for minor site plan approval will be made to the Planning Board with documentation to support the request. The request will be stamped by the Town Clerk. The request will be placed on the agenda at the next regularly scheduled Planning Board meeting. Final Action on the site plan shall be taken by the Planning Board within 45 days of the date of the application was stamped by the Town Clerk.**

Section 50-13.6. Waiver of site plan reviews; Minor Site Plans.

~~The Planning Board may, upon written request of the applicant, waive any of the requirements of this Section where the project involves relatively simple development plans or constitutes a minor site plan. An application for permits to build, alter or expand any nonresidential building, structure or use in any district where such construction will not exceed a total gross floor area of 1000 square feet, or an application which will not generate the need for more than 10 additional parking spaces shall be deemed a "minor site plan." For the purposes of computing the total gross floor area of a minor site plan, the Planning Board shall aggregate all such applications made within the five (5) previous calendar years. Minor site plans shall set forth all of the information required by Section 13-6; provided, however, that the scale of the site plan may be 1' = 80', and the plan may depict topographical contours at intervals available on maps provided by the United States~~

~~Geological Survey.~~

**A. When, in the opinion of the Planning Board, the alteration or reconstruction of an existing structure or new use or change in use will not have a significant impact both within the site and in relation to adjacent properties and streets, on pedestrian and vehicular traffic, public services and infrastructure, environmental, unique and historic resources, abutting properties, and community needs, the Planning Board may determine that submission of a site plan review application is not required.**

**B. The applicant must request a waiver from site plan review in writing and will be required to submit supporting documentation that site plan review is not required. The waiver request will be discussed at the next regularly scheduled meeting of the Planning Board. The Planning Board will issue a written decision.**

Article submitted by the Town Planner

(Requires a 2/3rd Majority)

*Note: This amendment provides clear development and use thresholds as to when review under site plan approval is applicable. The amendment provides clarification of minor site plan and when a project can be classified as minor and the process for review as a minor site plan. The amendment provides a clear explanation as to when a waiver may be granted and the process in which to request a waiver.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN 5/24/2021 – Planning Board approved. Unanimous for Favorable Action so declared the moderator.**



**ARTICLE 13:** To see if the Town will vote to appropriate the sum of TWENTY-ONE THOUSAND DOLLARS (\$21,000) from the Community Preservation Community General Reserve FY- 2021 to be made available for the **New Mill Pond Phase I cleanup and land survey**. The project is to be managed by the Groveland Board of Selectmen and the Community Preservation Coordinator under the CPA category of Recreation; or take any other action relative thereto.

Article submitted by the Community Preservation Committee

*Note: The project would provide funds to improve town-owned land parcels that abut a property owned by a local church. It was once used as a swimming and skating recreation area for the town known as New Mill Pond. It is time for the town to clean up the town-owned site, clearly define the boundaries of the parcel and adjoining town land and begin to plan for restoring its past recreational use for town residents.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 14:** To see if the Town will vote to appropriate the sum of FOUR-HUNDRED EIGHT THOUSAND DOLLARS (\$408,000) from the Community Preservation Community Housing Reserve FY- 2021 to be made available for the **Groveland Housing Authority Buy Down Program**. The project is to be managed by the Groveland Housing Authority and the Community Preservation Coordinator under the CPA category of ~~County~~ Community Housing; or take any other action relative thereto.

Article submitted by the Community Preservation Committee

*Note: The project would provide funds to promote locally supported affordable housing efforts. Our Town Planner has established the guidelines, eligibility requirements, application, and cost. Also identified are the required funds and staff to operate the program. A program of this nature will help close the affordability gap for income eligible households looking to buy a home in Groveland.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021-** Motion to amend by removing the word “County” from the article and replacing with “Community”. Majority in Favor for Favorable Action so declared the moderator.

**ARTICLE 15:** To see if the Town will vote to appropriate the sum of EIGHTEEN THOUSAND DOLLARS (\$18,000) from the Community Preservation Community General Reserve FY- 2021 to be made available for **establishing a new Crosstown Recreational Trail**. The project is to be managed by the Groveland Conservation Commission and the Community Preservation Coordinator under the CPA category of Recreation; or take any action relative thereto.

Article submitted by the Community Preservation Committee

*Note: The project would provide funds to establish a new recreational resource in town that would connect several town-owned and nearby properties from Main Street to the Crane Pond Wildlife Area with existing trails and new trail easements. This resource would encourage more recreational use of the properties and provide another health-wise option for town residents.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 –** Majority in Favor for Favorable Action so declared the moderator.

**ARTICLE 16:** To see if the Town will vote to appropriate the sum of up to NINETY-SEVEN THOUSAND DOLLARS (\$97,000.) from the Community Preservation Fund's General Reserve FY-2021 to be made available for **the Groveland Community Trail Supplemental Funds to complete the current 100% design of the project.** The project is to be managed by the Open Space and Trails Committee and the Community Preservation Coordinator under the CPA category of Recreation: or take any action relative thereto.

Article submitted by the Community Preservation Committee

*Note: The Groveland Community Trail project was previously funded for the design portion of the project using CPA funds. The trail will receive up to 4 million dollars in matching funds from MassDOT to build the trail. The project has been approved and construction is expected to begin in the Fall of this year! These funds will be used to complete the 100% design plan for the trail that had to be extended due to the State timeline.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 17:** To see if the Town will vote to appropriate THE sum of up to THIRTY-ONE THOUSAND DOLLARS (\$31,000.) from the Community Preservation General Reserve FY-2021 to be made available for **completion of an accessible bathroom and a ramp to a passive recreation area at Veasey Park.** The project is to be managed by the Groveland Conservation Commission and the Community Preservation Coordinator under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

*Note: The project would provide funds for the completion of an accessible bathroom and a new ramp to a passive recreation area at Veasey Park. The total project cost is \$46,000 and will use remaining CPA funds of \$15,000 from the 2018 Phase 1 CPA project to complete it. ADA compliance improvements will provide safer access to the facility for the public and people with disabilities.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 18:** To see if the Town will vote to appropriate a sum of up to TWENTY-FOUR THOUSAND DOLLARS (\$24,000.) from the Community Preservation Historic Preservation Reserve FY-2021 to be made available for **installation of fencing at historic Riverview Cemetery**. The project is to be managed by the Groveland Cemetery Commission and the Community Preservation Coordinator under the CPA category of Historic Preservation or take any action relative thereto.

Article submitted by the Community Preservation Committee

*Note: The project would provide funds for installation of fencing on the eastern side of the Riverview cemetery which abuts the Billis Way residential housing development. This will create a definitive separation boundary between the Riverview Cemetery and the new housing development and preserve the historic nature of the cemetery.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 19:** To see if the town will vote to appropriate a sum of TWENTY-EIGHT THOUSAND AND FIVE HUNDRED DOLLARS (\$28,500) from the Community Preservation General Reserve FY2021 to be made for **the purpose of preservation through management planning and removal of invasive species and undesirable weeds, for improved access, passive recreation use, fishing and boating on Johnsons Pond.** The project, Johnsons Pond Weed Removal Phase 2, is to be managed by the Community Preservation Coordinator and the Conservation Commission under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

*Note: This project is proposed for the continued preservation of Johnsons Pond including improving access and uses of the pond by removing invasive species and weeds which are disrupting and harming water flow into the surrounding watershed. Weed removal will be done using hydro-raking. The total project cost of \$69,500 will be supplemented and matched by a State grant and previously voted CPA funds equaling \$41,000.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Brief discussion. Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 20:** To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2022 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

<u>PURPOSE</u>	<u>RECOMMENDED AMOUNT</u>
Set Aside Appropriations:	
Committee Administrative Expenses	\$ 25,000
Reserves:	
Open Space	\$ 50,000
Historic Resources	\$ 50,000
Community Housing	\$ 50,000

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE**

**DATE AND ACTION TAKEN: 5/24/2021 – Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 21:** To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with G.L. c. 44, §20, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or to take any other action relative thereon or in relation thereto.

Article submitted by the Finance Director

***NOTE:** This article allows the Town a choice in regard to the treatment of bond premiums. We will be able to either apply the premiums to the issuance, thereby reducing the amount needed to borrow or to place the premiums in a separate fund and appropriate them for a capital project with an equal or longer statutory borrowing term as the original term or pay the issuance costs of the bond(s)*

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**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Brief discussion. Hand Vote requested. 47 For, 21 Against,**

**Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 22:** To see if the Town will vote to raise and appropriate, ~~or appropriate~~ by transfer from available funds, the amount of FIFTY-ONE THOUSAND AND FIVE-HUNDRED DOLLARS (\$51,500) for the purchase of one new Police cruiser; or to take any other action relative thereto.

Article submitted by the Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**ACTION DATE AND ACTION TAKEN: 5/24/2024 Motions to Amend. Motion to amend by removing the words "or appropriate" from the article and to change as stated below:**

**Article 22: To see if the Town will vote to transfer from Free Cash the amount of Fifty-One Thousand and Five Hundred Dollars (\$51,500) for the purchase of one new Police cruiser, or take any other action relative thereto.**

**Amended motion Unanimous for Favorable Action so declared the moderator.**



**ARTICLE 23:** To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½, to set the annual spending limits for the following eight (8) revolving accounts established in the General By-Laws for Fiscal Year 2021 and applicable Fiscal Year 2022; or take any action relative thereto.

A. Revolving Fund	C. Spending Limit for Fiscal Year 2021 and subsequent years
Veasey Memorial Park	\$150,000
Pines Boat Ramp	\$25,000
Zoning Board of Appeals	\$15,000
Bagnall Summer Program	\$250,000
Council on Aging	\$15,000
Fire Department CPR Class	\$6,000
Pines Maintenance	\$50,000
Groveland Day	\$30,000

Submitted by the Finance Director

*Note: Reports on the revolving funds may be found in Appendix B*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 Motion to amend by adding the words “applicable Fiscal Year 2022” to the article. Amended motion Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 24:** To see if the Town will vote to appropriate by transfer from the PEG Access and Cable Related Fund the sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) to be expended under the direction of the Board of Selectmen to fund cable access services, supplies and equipment for FY '22; or take any other action related thereto.

Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 25:** To see if the Town will vote to raise and appropriate the sum of ONE MILLION ONE HUNDRED SIXTY-FOUR THOUSAND EIGHT-HUNDRED FORTY-SEVEN DOLLARS AND SIXTY-SIX CENTS (\$1,164,847.66) for the use of the Water Department, said sum to be offset by FY 2022 Water Department Revenue; or take any other action relative thereto:

	<u>FY '21</u> <u>Approved</u>	<u>FY '22</u> <u>REQUESTED</u>	<u>FINANCE BOARD</u> <u>RECOMMENDS</u>
Commissioners	\$ 1297.80	\$ 1323.76	\$ 1323.76
Superintendent	\$ 60,340.00	\$ 61,546.80	\$ 61,546.80
Office Manager	\$ 44,594.08	\$ 45,485.96	\$ 45,485.96
Laborers' Wages (3)	\$139,689.79	\$145,333.26	\$ 145,333.26
Part-Time Help	\$ 12,600.00	\$ 12,852.00	\$ 12,852.00
Overtime	\$ 39,000.00	\$ 40,575.00	\$ 40,575.00
Retirement Pay Out	\$ 15,526.40	\$ 0	\$ 0
Expenses	\$335,784.00	\$354,499.68	\$ 354,499.68
Health	\$ 50,000.00	\$ 53,500.00	\$ 53,500.00
Retirement	\$ 70,419.60	\$ 75,218.32	\$ 75,218.32
Emergency Funds	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Bond Debt & Interest	\$284,925.00	\$279,525.00	\$ 279,525.00
Medicare	\$ 4,564.59	\$ 4,772.28	\$ 4,772.28
Backhoe	\$ 0	\$ 40,215.00	\$ 40,215.00
<b>TOTAL:</b>	<b>\$ 1,108,741.10</b>	<b>\$ 1,164,847.66</b>	<b>\$ 1,164,847.66</b>

Article submitted by Water & Sewer Commissioners

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**ACTION DATE AND ACTION TAKEN: 5/24/2021 – Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 26:** To see if the Town will vote to raise and appropriate the sum of SIX HUNDRED FIFTY-THREE THOUSAND NINETY-FIVE DOLLARS and EIGHTY- SIX CENTS (\$653,095.86) for the use of the Sewer Department, said sum to be offset by FY 2022 Sewer Department Revenue; or take any other action relative thereto:

	<u>FY '21</u> <u>Approved</u>	<u>FY'22</u> <u>REQUESTED</u>	<u>FINANCE BOARD</u> <u>RECOMMENDS</u>
Commissioners	\$ 556.20	\$ 567.32	\$ 567.32
Superintendent	\$ 25,860.00	\$ 26,377.20	\$ 26,377.20
Office Manager	\$ 19,298.86	\$ 19,684.84	\$ 19,684.84
Laborers' Wages (3)	\$ 59,867.00	\$ 62,285.63	\$ 62,285.63
Overtime	\$ 9,838.60	\$ 10,236.08	\$ 10,236.08
Part-Time Help	\$ 5,400.00	\$ 5,508.00	\$ 5,508.00
Retirement Pay Out	\$ 6,654.17	\$ 0	\$ 0
Expenses	\$ 104,865.46	\$ 104,865.46	\$ 104,865.46
Health	\$ 21,927.00	\$ 23,462.10	\$ 23,462.10
Medicare	\$ 1,835.22	\$ 1,918.72	\$ 1,918.72
Retirement	\$ 35,209.80	\$ 37,609.16	\$ 37,609.16
Bond Debt & Interest	\$ 63,656.26	\$ 62,206.26	\$ 62,206.26
Emergency Funds	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Haverhill Wastewater	\$ 182,505.58	\$ 186,155.69	\$ 186,155.69
Haverhill Capital Bond	\$ 72,809.19	\$ 69,984.40	\$ 69,984.40
Backhoe	\$ 0	\$ 17,235.00	\$ 17,235.00
<b>TOTAL</b>		<b>\$ 653,095.86</b>	<b>\$ 653,095.86</b>

Article submitted by Water & Sewer Commissioners

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 27:** To see if the Town will vote to establish a new Stabilization Fund pursuant to the provisions of Mass. General Law Ch. 40 Sec. 5B to be titled the "Firefighter/EMT Salary and Benefits Fund" for the purpose of creating reserve monies to pay the cost of Firefighter/EMT salaries beginning in FY '25 when the SAFER grant monies which established two new FF/EMT positions in the Fire Department will expire and the costs of these personnel will be borne by the Town, ~~and further, to raise and appropriate or appropriate by transfer from available funds a sum of money to be placed into the new stabilization fund; or take any other action relative thereto.~~

Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Amended motion, to remove the wording which follows "will be borne by the Town" in the article. Amended motion Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 28:** To see if the Town will vote to raise and appropriate the sum of FOUR THOUSAND NINE HUNDRED NINETY DOLLARS \$4,990 to pay the cost of hiring a consultant to add the Town's General By-Laws to the Town Code; or take any other action relative thereto.

Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 29:** To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds a sum of money to pay the cost of sick-leave buy-back requests from retiring employees; or take any other action relative thereto.

Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Motion Tabled, Unanimous for Favorable Action to Table the Motion so declared the moderator.**

**ARTICLE 30:** To see if the Town will vote to appropriate by transfer from Free Cash the sum of SIXTY THOUSAND DOLLARS (\$60,000) for the purpose of purchasing a replacement Council-On-Aging handicapped accessible van and for the cost of all appurtenances thereto and further to authorize the Board of Selectmen to file for and receive grants available to offset the cost of the van; or take any other action relative thereto.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 31:** To see if the Town will vote to transfer the sum of FORTY-NINE THOUSAND DOLLARS (\$49,000) from Water Enterprise Department Retained Earnings for the purchase and equipping and maintaining of a 1-Ton Dump Truck; or take any other actions relative thereto.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Majority in Favor for Favorable Action so declared the moderator.**

**ARTICLE 32:** To see if the Town will vote to transfer the sum of TWENTY-ONE THOUSAND DOLLARS (\$21,000) from Sewer Enterprise Department Retained Earnings for the purchase and equipping and maintaining of a 1-Ton Dump Truck; or take any other actions relative thereto.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 33.** To see if the Town will vote to transfer the sum of ELEVEN THOUSAND, SIX HUNDRED DOLLARS (\$11,600) from the Water Enterprise Department Retained Earnings to be used for the updating of the Emergency Response Plan; or take any other actions thereto.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 34:** To see if the Town will vote to appropriate THREE HUNDRED SIXTY THOUSAND DOLLARS (\$360,000), more or less, for the purpose of replacing water mains and accompanying infrastructure on Union and Chestnut Streets, including necessary surveying, engineering, preparation and all other costs incidental and related thereto; to determine whether this amount shall be raise by taxation, transfer from available funds, borrowing, or otherwise, or to take any other action relative thereto.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 - Motion to amend by removing the word “taxation” from the article, Unanimous for Favorable Action so declared the moderator.**

**Article 34: 5/24/2021 – Motion for reconsideration Unanimous for Favorable Action so declared the Moderator.**

**Motion to amend the article per town council and replace with the following:**

**Article 34: To see if the town will vote to appropriate the sum of THREE HUNDRED SIXTY THOUSAND DOLLARS (\$360,000), more or less, for the purpose of replacing water mains and accompanying infrastructure on Union and Chestnut Streets, including necessary surveying, engineering, preparation and all other costs, incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Selectmen is authorized to borrow \$360,000 under Mass. General Law Chapter 44 Section 7 (3), and other sections, and that the Selectmen are authorized to take any other action necessary to carry out this project. And further, that any premium received by the town upon the sale of any bonds or notes approved by this vote, less any premiums applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs. And the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premiums so applied, or take any other action relative thereto.**

**5/24/2021 - Amended motion Unanimous for Favorable Action so declared the moderator.**

**ARTICLE 35:** To see if the Town will vote to raise and appropriate, or appropriate by transfer from available revenue, a sum of money to defray the Town charges for the fiscal year ending June 30, 2022 as shown for the Departments listed below; or take any other action relative thereto:

Appropriated FY2021	Line Item	Requested FY2022	Finance Board Recommends	Approved by Town Meeting
<b>GENERAL GOVERNMENT</b>				
<b>MODERATOR</b>				
	100 Stipend	100	100	100
1	<b>\$ 100 Total Moderator Budget</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>SELECTMEN</b>				
	7,500 Selectmen's Stipend	7,500	7,500	7,500
	- Admin. Asst. Salary	24,700	19,772	24,700
2	<b>\$ 7,500 Total Salaries</b>	<b>\$ 32,200</b>	<b>\$ 28,272</b>	<b>\$ 32,200</b>
	25,000 Town Audit	25,000	25,000	25,000
	- Consulting Services	-	-	-
	25,000 Reserve Fund	25,000	30,000	30,000
	2,000 Association Fees	1,500	1,500	1,500
	1,850 Town Reports	1,850	1,850	1,850
	3,000 Minutes Clerk	-	3,000	3,000
	1,200 Expenses	1,000	1,000	1,000
3	<b>\$ 58,050 Total Expenses</b>	<b>\$ 54,350</b>	<b>\$ 62,350</b>	<b>\$ 62,350</b>
	<b>\$ 85,550 Total Selectmen Budget</b>	<b>\$ 86,550</b>	<b>\$ 88,822</b>	<b>\$ 94,550</b>
<b>FINANCE DEPARTMENT</b>				
	120,000 Finance Director's Salary/Town Administrator	105,000	120,000	120,000
	- Treasurer/Collector	75,000	75,000	75,000
	54,176 Asst. Treasurer/Collector's Salary	43,042	43,042	43,042
	22,770 Treasury/Collection Clerk	-	-	-
	1,300 Car Allowance	-	-	-
4	<b>\$ 198,246 Total Salaries</b>	<b>\$ 223,042</b>	<b>\$ 238,042</b>	<b>\$ 238,042</b>
	750 Tax Title Treasury/Collection	1,500	1,500	1,500
	3,000 Education and Association Fees	3,000	3,000	3,000
	16,000 Postage	16,000	16,000	16,000
	4,800 Payroll Fees	4,500	4,500	4,500
	3,000 Office Expense	3,200	3,200	3,200
	600 Online Payment Fees	600	600	600
	500 Personnel Expenses	500	500	500
6	<b>\$ 28,850 Total Expenses</b>	<b>\$ 29,300</b>	<b>\$ 29,300</b>	<b>\$ 29,300</b>
	<b>\$ 228,896 Total Finance Department Budget</b>	<b>\$ 252,342</b>	<b>\$ 267,342</b>	<b>\$ 267,342</b>
<b>TOWN ACCOUNTANT</b>				
	65,937 Accountant's Salary	88,950	83,382	88,950
	1,500 Office Expenses	1,500	1,500	1,500
	2,000 Education and Association Fees	2,000	2,000	2,000
7	<b>\$ 69,437 Total Town Accountant Budget</b>	<b>\$ 92,450</b>	<b>\$ 86,882</b>	<b>\$ 92,450</b>
<b>BOARD OF ASSESSORS</b>				
	1,500 Assessor's Stipends	1,500	1,500	1,500
	54,575 Assessing Manager's Salary	57,730	57,730	57,730
	5,425 Assessing Manager Crossover	-	-	-
9	<b>\$ 61,500 Total Salaries</b>	<b>\$ 59,230</b>	<b>\$ 59,230</b>	<b>\$ 59,230</b>
	3,000 Expenses	2,000	2,000	2,000
	40,000 Revaluation Maintenance	40,000	40,000	40,000
	- Personal Property Appraisals	7,500	7,500	7,500
	7,250 Software & Licenses	7,250	7,250	7,250
	7,000 Maps - Updating	7,500	7,500	7,500
9	<b>\$ 57,250 Total Expenses</b>	<b>\$ 64,250</b>	<b>\$ 64,250</b>	<b>\$ 64,250</b>
	<b>\$ 118,750 Total Board of Assessors Budget</b>	<b>\$ 123,480</b>	<b>\$ 123,480</b>	<b>\$ 123,480</b>
<b>TOWN COUNSEL</b>				
	65,000 Legal Expense	75,000	72,000	72,000
10	<b>\$ 65,000 Total Town Counsel Budget</b>	<b>\$ 75,000</b>	<b>\$ 72,000</b>	<b>\$ 72,000</b>
<b>TECHNOLOGY</b>				
	58,000 Computer Hardware Maint & Lic Fees	58,000	58,000	58,000
	5,000 Hardware & Software Expense	5,000	5,000	5,000
11	<b>\$ 63,000 Total Technology Department</b>	<b>\$ 63,000</b>	<b>\$ 63,000</b>	<b>\$ 63,000</b>
<b>TOWN CLERK</b>				
	61,261 Town Clerk's Salary	62,486	62,486	62,486
	- Assistant Town Clerk	22,724	10,920	10,920
	8,500 Poll Workers	8,500	8,500	8,500
12	<b>\$ 69,761 Total Salaries</b>	<b>\$ 93,710</b>	<b>\$ 81,906</b>	<b>\$ 81,906</b>
	8,058 Election Expenses	8,058	8,058	8,058
	1,200 Education Expenses	1,200	1,200	1,200
	7,441 Office Expenses & Supplies	7,441	7,441	7,441
13	<b>\$ 16,699 Total Expenses</b>	<b>\$ 16,699</b>	<b>\$ 16,699</b>	<b>\$ 16,699</b>
	<b>\$ 86,460 Total Town Clerk Budget</b>	<b>\$ 110,409</b>	<b>\$ 98,605</b>	<b>\$ 98,605</b>

<b>ECONOMIC DEV., PLANNING, &amp; CONSERVATION</b>				
-	Director of Economic Development, Planning & Conservation	55,021	55,021	55,221
49,550	Town Planner	-	-	-
4,000	Zoning Administrator Stipend	-	-	-
-	Conservation Agent	42,000	42,000	42,000
-	Conservation Agent - Part-Time (TM Transfer)	-	-	-
1,400	Conservation Stipends	1,400	1,400	1,400
1,800	Planning Members' Stipends	1,800	1,800	1,800
14 \$ 58,750	<b>Total Salaries</b>	<b>\$ 100,221</b>	<b>\$ 100,221</b>	<b>\$ 100,421</b>
1,394	Conservation Expenses	3,300	3,300	3,300
7,000	Planning Expenses	7,000	7,000	7,000
2,537	Merrimack Valley Planning Assessment	2,600	2,600	2,600
500	ZBA Contracted Services & Expenses	500	500	500
15 \$ 11,431	<b>Total Expenses</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>
<b>\$ 68,181</b>	<b>Total Economic Dev., Planning &amp; Conservation</b>	<b>\$ 113,621</b>	<b>\$ 113,621</b>	<b>\$ 113,821</b>

<b>MUNICIPAL BUILDINGS</b>				
42,759	Custodian/Facilities Salaries	43,815	43,815	43,815
16 42,759	<b>Total Salaries</b>	<b>43,815</b>	<b>43,815</b>	<b>43,815</b>
17,000	Lawn & Grounds	17,000	17,000	17,000
7,200	Public Relations - Town Wide	7,200	7,200	7,200
110,000	Utilities	110,000	110,000	110,000
9,400	Copier Lease & Supplies	9,400	9,400	9,400
6,500	Town Decor (Winter & Spring)	6,500	6,500	6,500
35,000	Repairs & Maintenance	35,000	35,000	35,000
13,500	Supplies	13,500	13,500	13,500
17 198,600	<b>Total Expenses</b>	<b>191,400</b>	<b>198,600</b>	<b>198,600</b>
<b>\$ 241,359</b>	<b>Total Municipal Buildings Budget</b>	<b>\$ 235,015</b>	<b>\$ 242,215</b>	<b>\$ 242,215</b>

<b>INSURANCE</b>				
201,000	Property & Casualty Insurance	211,500	214,000	214,000
3,000	Employee Group Life Insurance	3,000	3,000	3,000
510,000	Employee Group Health Insurance	535,500	535,500	535,500
18 \$ 714,000	<b>Total Insurance Budget</b>	<b>\$ 750,000</b>	<b>\$ 752,500</b>	<b>\$ 752,500</b>

<b>\$ 1,718,733</b>	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,901,987</b>	<b>\$ 1,908,367</b>	<b>\$ 1,920,083</b>
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**PUBLIC SAFETY**

<b>POLICE DEPARTMENT</b>				
138,063	Chief's Salary	140,824	140,824	140,824
91,575	Lieutenant's Salary	93,051	93,051	93,051
238,447	Sargeant's Salary	242,289	242,289	242,289
451,140	Patrolmen's Salary	463,642	463,642	463,642
281,876	Communication Salary	287,816	287,816	287,816
20,000	Training	20,000	20,000	20,000
89,608	Reserves	67,400	67,400	67,400
25,947	Overtime	52,947	52,947	52,947
97,759	Education Incentives	99,680	99,680	99,680
19 \$ 1,434,515	<b>Total Salaries</b>	<b>\$ 1,467,429</b>	<b>\$ 1,467,429</b>	<b>\$ 1,467,429</b>
500	Harbormaster Expenses	500	500	500
3,762	Expenses	3,762	3,762	3,762
8,900	Supplies	9,182	9,182	9,182
11,000	Vehicle Maintenance	11,000	11,000	11,000
20,897	Equipment Maintenance	21,257	21,257	21,257
3,500	Firearms	3,500	3,500	3,500
16,450	Clothing Allowance	16,450	16,450	16,450
2,500	Association Fees	2,500	2,500	2,500
3,200	Communication Expenses	3,200	3,200	3,200
10,500	Training	10,500	10,500	10,500
26,500	Fuel	26,500	26,500	26,500
20 \$ 107,509	<b>Total Expenses</b>	<b>\$ 108,351</b>	<b>\$ 108,351</b>	<b>\$ 108,351</b>
<b>\$ 1,542,024</b>	<b>Total Police Budget</b>	<b>\$ 1,575,780</b>	<b>\$ 1,575,780</b>	<b>\$ 1,575,780</b>

<b>PARKING CLERK</b>				
500	Expense	-	-	-
21 \$ 500	<b>Total Parking Clerk Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>FIRE DEPARTMENT</b>				
75,000	Chief's Salary	78,540	78,540	78,540
116,280	Firefighter Call Wages	122,000	122,000	122,000
10,000	Inspector's Salary	10,000	10,000	10,000
7,000	Company Reporting	7,000	-	-
5,000	EMS Recertification	5,000	5,000	5,000
7,200	Mass Fire Academy Training	7,200	7,200	7,200
40,000	Drill Wages	40,000	43,500	43,500
22 \$ 260,480	<b>Total Salaries</b>	<b>\$ 269,740</b>	<b>\$ 266,240</b>	<b>\$ 266,240</b>
8,000	Communications	8,000	8,000	8,000
3,000	Training Expense	3,000	3,000	3,000
35,000	Fire Equipment & Supplies	35,000	35,000	35,000
8,000	Fuel	8,500	8,500	8,500



	3,400	Association Dues	3,400	3,400	3,400
	20,000	Annual Testing & Inspecting	20,000	20,000	20,000
	3,000	Medical Supplies	3,000	3,000	3,000
	20,000	Vehicle & Equipment Maintenance	20,000	20,000	20,000
23	\$ 100,400	Total Expenses	\$ 100,800	\$ 100,800	\$ 100,800
	\$ 360,880	Total Fire Budget	\$ 370,640	\$ 367,140	\$ 367,140

<b>BUILDING DEPARTMENT</b>					
	9,551	Electrical Inspector	9,742	9,742	9,742
	10,612	Plumbing & Gas Inspector	10,824	10,824	10,824
	50,915	Building Inspector	60,720	60,720	60,720
24	\$ 71,078	Total Salaries	\$ 81,286	\$ 81,286	\$ 81,286
	1,000	Continuing Education	-	-	-
	1,000	Materials	-	-	-
	1,000	Reimbursements (Mileage & Cell Phone)	-	-	-
	3,000	Building Inspector Expenses	-	-	-
	-	Building Department Expenses	4,000	4,000	4,000
	7,500	Permit Software Expense	8,100	8,100	8,100
25	\$ 13,500	Total Expenses	\$ 12,100	\$ 12,100	\$ 12,100
	\$ 84,578	Total Inspectors Budget	\$ 93,386	\$ 93,386	\$ 93,386

<b>EMERGENCY MANAGEMENT</b>					
	3,183	Director's Stipend	3,247	3,247	3,247
	1,044	Expenses	1,064	1,064	1,064
26	\$ 4,227	Total Emergency Management Budget	\$ 4,311	\$ 4,311	\$ 4,311

	\$ 1,992,210	<b>TOTAL PUBLIC SAFETY</b>	\$ 2,044,117	\$ 2,040,617	\$ 2,040,617
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<b>EDUCATION</b>					
	9,577,507	Pentucket Base Assessment	\$ 10,218,373	\$ 9,967,462	9,967,462
	1,472,758	Pentucket Capital Assessment	\$ 2,335,085	\$ 2,335,085	2,245,566
	225,000	Essex Tech	\$ 179,084	\$ 200,000	200,000
	782,024	Whittier Vocational/Technical Assessment	\$ 648,157	\$ 648,157	648,157
27	\$ 12,037,289	Total Education Budget	\$ 13,380,699	\$ 13,150,704	\$ 13,061,185

	\$ 12,037,289	<b>TOTAL EDUCATION</b>	\$ 13,380,699	\$ 13,150,704	\$ 13,061,185
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**PUBLIC WORKS**

<b>TREE WARDEN</b>					
	-	Tree Warden Stipend	-	-	-
	25,000	Expenses	27,500	27,500	27,500
28	\$ 25,000	Total Tree Warden Budget	\$ 27,500	\$ 27,500	\$ 27,500

<b>HIGHWAYS</b>					
	91,800	Highway Superintendent's Salary	93,836	93,836	93,836
	243,844	Highway Salaries	248,721	248,721	248,721
	2,200	Sick day buy back (Contractual)	4,400	4,400	4,400
	7,000	Highway Salary - Part Time	8,500	8,500	8,500
	16,000	Overtime	16,500	16,500	16,500
29	\$ 360,844	Total Salaries	\$ 371,757	\$ 371,757	\$ 371,757
	8,500	Highway Expense	9,250	9,250	9,250
	37,100	Front End Loader (Lease)	37,100	37,100	37,100
	225,000	Snow & Ice Removal	225,000	225,000	225,000
	55,000	Road Machinery Expense	68,000	68,000	66,000
	130,000	Road Maintenance Expense	135,000	135,000	135,000
	13,500	Fuel	13,500	15,000	15,000
30	\$ 489,100	Total Expense	\$ 485,850	\$ 487,350	\$ 487,350
	\$ 829,944	Total Highway Budget	\$ 857,607	\$ 859,107	\$ 859,107

<b>RUBBISH COLLECTION</b>					
	11,682	Contract Administrator	11,916	11,916	11,916
	559,805	Contract Expense	587,795	630,000	575,000
31	\$ 571,487	Total Rubbish Collection Budget	\$ 589,711	\$ 841,916	\$ 586,916

<b>CEMETERY</b>					
	450	Commissioner's Stipend	450	450	450
	52,020	Full Time Waqes	63,672	53,060	53,060
	1,500	Overtime	1,500	1,500	1,500
	11,850	Part Time Wages	12,850	12,850	12,850
32	\$ 65,820	Total Salaries	\$ 78,472	\$ 67,860	\$ 67,860
	3,000	Supplies	3,000	3,000	3,000
	1,500	Vehicle Fuel	1,500	1,500	1,500
	800	Landscaping	800	800	800
	4,400	Utilities	4,400	4,400	4,400
	4,000	Equipment & Maintenance	4,000	4,000	4,000
	3,500	Expenses	3,500	3,500	3,500
33	\$ 17,200	Total Expenses	\$ 17,200	\$ 17,200	\$ 17,200
	\$ 83,020	Total Cemetery Budget	\$ 95,672	\$ 85,060	\$ 85,060

	\$	1,509,451	<b>TOTAL PUBLIC WORKS</b>	\$	1,580,490	\$	1,813,583	\$	1,558,583
<b>HUMAN SERVICES</b>									
<b>BOARD OF HEALTH</b>									
		900	Health Members' Stipends		900		900		900
		12,496	Health Nurse Wages		12,746		12,746		12,746
		26,514	Health/Sanitation Agent Wages		36,206		36,206		36,206
		19,412	Part-time Clerk Wages		19,800		19,800		19,800
34	\$	59,322	<b>Total Salaries</b>	\$	69,652	\$	69,652	\$	69,652
35	\$	2,750	Expenses	\$	3,733	\$	2,805	\$	2,805
	\$	62,072	<b>Total Board of Health Budget</b>	\$	73,385	\$	72,457	\$	72,457
<b>COUNCIL ON AGING</b>									
		58,555	Director's Salary		59,726		59,726		62,000
		36,153	Program Coordinator		36,876		36,876		36,876
		12,781	Outreach Worker		13,037		13,037		13,037
		20,482	Part Time Van Driver		20,892		20,892		20,892
36	\$	127,971	<b>Total Salaries</b>	\$	130,531	\$	130,531	\$	132,805
	\$	6,000	Expenses	\$	6,000	\$	6,000	\$	6,000
	\$	5,000	Vehicle Maintenance	\$	5,000	\$	5,000	\$	5,000
37	\$	11,000	<b>Total Expenses</b>	\$	11,000	\$	11,000	\$	11,000
	\$	139,971	<b>Total Council on Aging Budget</b>	\$	141,531	\$	141,531	\$	143,805
<b>VETERANS</b>									
		9,022	Veterans' Agent Salary		9,000		9,000		9,000
		38,500	Veterans' Benefits		30,000		30,000		30,000
38	\$	45,522	<b>Total Veterans Budget</b>	\$	39,000	\$	39,000	\$	39,000
	\$	248,565	<b>TOTAL HUMAN SERVICES</b>	\$	253,916	\$	252,988	\$	255,262
<b>LIBRARY</b>									
		66,028	Library Director's Salary		67,349		67,349		67,349
		119,290	Library Staff Wages		121,675		121,675		121,675
		9,945	Part Time Wages		10,532		10,532		10,532
39	\$	195,283	<b>Total Salaries</b>	\$	199,556	\$	199,556	\$	199,556
		50,499	Library Materials		51,920		51,920		51,920
		1,066	Technology		1,066		1,066		1,066
		1,066	Programs		1,066		1,066		1,066
		18,901	Dues		18,901		18,901		18,901
		2,132	Training		2,132		2,132		2,132
		4,335	Supplies		4,335		4,335		4,335
40	\$	77,998	<b>Total Expenses</b>	\$	79,420	\$	79,420	\$	79,420
	\$	273,261	<b>Total Library Budget</b>	\$	278,975	\$	278,975	\$	278,975
	\$	273,261	<b>TOTAL LIBRARY</b>	\$	278,975	\$	278,975	\$	278,975
<b>DEBT SERVICE</b>									
		302,685	Principal		225,000		225,000		285,800
		113,763	Long Term Interest		99,763		99,763		99,763
		-	Short Term Interest		2,700		2,700		2,700
		4,500	Administrative Fees		1,000		1,000		1,000
41	\$	420,948	<b>Total Debt Budget</b>	\$	328,463	\$	328,463	\$	389,263
	\$	420,948	<b>TOTAL DEBT SERVICE</b>	\$	328,463	\$	328,463	\$	389,263
<b>UNCLASSIFIED</b>									
		580,862	Essex County Retirement Contribution		620,551		620,551		620,551
		3,000	Unemployment Compensation		2,000		2,000		2,000
		66,000	Medicare Tax		55,000		55,000		55,000
		85,000	OPEB Trust Fund (Other Post Employment Benefits)		85,000		85,000		85,000
		750	Sealer of Weights & Measures		-		-		-
		500	Memorial Day Services		500		500		500
		20,000	Street Lighting		20,000		20,000		20,000
42	\$	756,212	<b>Total Unclassified Budget</b>	\$	783,051	\$	783,051	\$	783,051
	\$	756,212	<b>TOTAL UNCLASSIFIED</b>	\$	783,051	\$	783,051	\$	783,051
	\$	18,954,669	<b>GRAND TOTAL</b>	\$	20,561,678	\$	20,356,747	\$	20,286,998

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Motion to amend the article and add the following:**

**Article 35: To see if the Town will vote to raise and appropriate and transfer the following sums: FORTY THOUSAND DOLLARS (\$40,000) from Electric Light Department to General Fund, FIFTY THOUSAND DOLLARS (\$50,000) From Overlay Surplus to General Fund, TWENTY-THREE THOUSAND DOLLARS (\$23,000) from Conservation Fees to General Fund, and TWENTY-ONE THOUSAND DOLLARS (\$21,000) from Veasey Park Revolving Account to General Fund to defray the Town charges for the fiscal year ending June 30, 2022 as shown for the Departments listed below; or take any other action relative thereto.**

**Motion to hold and amend the following categories of the article.**

**Amend the Finance Board Recommendation of the Selectmen, Administrative Assistant Salary to TWENTY-FOUR THOUSAND SEVEN HUNDRED DOLLARS (\$24,700). This changes the Total Selectmen to NINETY-FOUR THOUSAND FIVE HUNDRED FIFTY DOLLARS (\$94,550).**

**5/24/2021 Motion to amend, Majority in Favor so declared the moderator.**

**Amend the Finance Board Recommendation of the Accountant's Salary to EIGHTY-EIGHT THOUSAND NINE HUNDRED FIFTY DOLLARS (\$88,950). This changes the Total Town Accountant Budget to NINETY-TWO THOUSAND FOUR HUNDRED FIFTY DOLLARS (\$92,450).**

**5/24/2021 Motion to amend, Majority in Favor so declared the moderator.**

**Amend the Finance Board Recommendation the Director of Economic Development, Planning and Conservation Dept to FIFTY-FIVE THOUSAND TWO HUNDRED TWENTY-ONE DOLLARS (\$55,221).**

**5/24/2021 Motion to amend, Unanimous in Favor so declared the moderator.**

**Amend the Finance Board and Selectmen recommended Pentucket Capital Assessment to TWO MILLION TWO HUNDRED FORTY-FIVE THOUSAND FIVE HUNDRED SIXTY-SIX DOLLARS (\$2,245,566). This changes the Total Education Budget to THIRTEEN MILLION SIXTY-ONE THOUSAND ONE HUNDRED EIGHTY-FIVE DOLLARS (\$13,061,185) and Total Education to THIRTEEN MILLION SIXTY-ONE THOUSAND ONE HUNDRED EIGHTY-FIVE DOLLARS (\$13,061,185). This change, correctly reflects the reduction in the Pentucket Capital Assessment per letter dated May 19, 2021.**

**5/24/2021 Motion to amend, Majority in Favor so declared the moderator.**

**Amend the Finance Board Recommendation Rubbish Collection Contract Expense to FIVE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$575,000). This changes the Total Rubbish Collection to FIVE HUNDRED EIGHTY-SIX THOUSAND NINE HUNDRED SIXTEEN DOLLARS (\$586,916) and the Total Public Works to ONE MILLION FIVE HUNDRED FIFTY-EIGHT THOUSAND FIVE HUNDRED EIGHTY-THREE DOLLARS (\$1,558,583).**

**5/24/2021 Motion to amend, Majority in Favor so declared the moderator.**

**Amend the Finance Board Recommendation of the Council on Aging Director's Salary to SIXTY-TWO THOUSAND DOLLARS (62,000). This changes the total Human Services Budget to TWO HUNDRED FIFTY-FIVE THOUSAND TWO HUNDRED SIXTY-TWO DOLLARS (\$255,262).**

**5/24/2021 – Motion to amend, Unanimous in Favor so declared the moderator.**

**Amend the Finance Board Recommendation Debt Service Principle to TWO HUNDRED EIGHTY-FIVE THOUSAND EIGHT HUNDRED DOLLARS (\$285,800). This changes the Total Debt Budget to THREE HUNDRED EIGHT NINE THOUSAND TWO HUNDRED SIXTY-THREE DOLLARS (\$389,263) AND THE Total Debt Service to THREE HUNDRED EIGHTY-NINE THOUSAND TWO HUNDRED SIXTY-THREE DOLLARS (\$389,263).**

**5/24/2021 Motion to amend, Unanimous in Favor so declared the moderator.**

**5/24/2021 – Motion to accept Article 35 as amended, Majority in Favor so declared the moderator.**

**ARTICLE 36:** To see if the Town will vote to fix the salary and compensation of all elective and appointive officers of the Town for the twelve months ending June 30, 2022. Fixing of salaries according to Articles #25- #26 & #35 above; or take any other action relative thereto.

Article submitted by Finance Board

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/24/2021 – Majority in Favor for Favorable Action so declared the moderator.**

**5/24/2021 – Motion to Dissolve the Annual Town Meeting at 9:55 PM, Majority in Favor so declared the moderator.**

## Annual Town Election:

Those qualified to vote in the Annual Election to meet in their respective voting precinct

Town Hall, 183 Main Street Groveland, MA on Monday, May 3, 2021, between the hours of 7:00 A.M. and 8:00 P.M. to elect the following Town Officers:

### To Elect:

One (1) Assessor for one year

(1) Assessor for three (3) years

One (1) member of the Board of Health for three (3) years

One (1) member of the Cemetery Commission for three (3) years

One (1) member of the Housing Authority for three (3) years

One (1) member of the Housing Authority for five (5) years

Three (3) Trustees of the Langley-Adams Library for three (3) years

One (1) member of the Municipal Light Commission for one (1) year

One (1) member of the Municipal Light Commission for three (3) years

One (1) Moderator for one (1) year

One (1) Planning Board Member for one (1) year

One (1) Planning Board Member for three (3) years

One (1) member of the School Committee for three (3) years

Two (2) Selectmen for three (3) years

One (1) member of the Water/Sewer Commission for two (2) years

One (1) member of the Water/Sewer Commission for three (3) years

APPENDIX A

FY2022 Capital Improvement Plan & 5 Year Capital Submissions & Recommendations

Department	Project	FY2022 Requested	FY2023	FY2024	FY2025	FY2026	FY2027	Totals	FY '22 Fin. Dir. Recommended	FY '22 BOS Recommended	FY '22 FinBd. Recommended	
<b>Bagnall Improvements</b>	Asbestos Tile Removal	\$75,000						\$75,000	\$75,000			
	Replace Johnson Control Unit	\$150,000						\$150,000				
	Install Generator Café, Kitchen, Gym	\$100,000						\$100,000				
	Fire Alarm System Upgrade	\$50,000						\$50,000				
	R&R Restroom Fixtures	\$150,000						\$150,000				
	Grind/Topcoat Drive/Front Parking Lot	\$75,000						\$75,000				
	Library & Lab Carpet		\$20,000					\$20,000				
	Replace PA System/VOIP System		\$75,000					\$75,000				
	<b>Subtotal - Bagnall</b>		<b>\$600,000</b>	<b>\$95,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$695,000</b>	<b>\$75,000</b>		
	<b>Cemetery Department</b>	John Deere Z920M mower	\$12,000						\$12,000	\$12,000		
Tractor with front bucket			\$35,000					\$35,000				
John Deere Z920M mower w/bagger					\$15,000			\$15,000				
<b>Subtotal - Cemetery Department</b>		<b>\$12,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$62,000</b>	<b>\$12,000</b>			
<b>Council on Aging</b>	Handicap Access Van	\$60,000							\$60,000	\$60,000	\$60,000	
	<b>Subtotal - Council on Aging</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	
<b>Facilities</b>	Police/Fire Building Fascia Bd./EMS Shed Roof	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$100,000			
	<b>Subtotal - Facilities</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$500,000</b>	<b>\$100,000</b>			

Department	Project	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	Totals	FY '22 Fin. Dir.	FY '22 BOS	FY '22 FinBd.
Fire Department	Pumper Engine	\$500,000						\$500,000	\$500,000		
	Jaws of Life	\$48,000						\$48,000	\$48,000		
	Replace Squad 2		\$75,000					\$75,000			
	Replace Car 1		\$75,000					\$75,000			
Highway Department	8-Ton Truck (Replacing 2006 Peterbilt)	\$180,000						\$180,000	\$180,000		
	Backhoe (split between Highway/Water/Sewer)	\$57,750						\$57,750	\$57,750		
	Stetco Catch Basin Cleaner		\$95,000					\$95,000			
	Ford F550 1 ton Dump Cat 420 F Back Hoe			\$85,000				\$85,000			
	<b>Subtotal - Highway Department</b>	<b>\$237,750</b>	<b>\$95,000</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$597,750</b>	<b>\$237,750</b>		
Police Department	Replacement of Line Cruiser	\$51,500	\$52,000	\$52,500	\$53,000	\$53,500	\$54,000	\$316,500	\$51,500	\$51,500	\$51,500
	<b>Subtotal - Police Department</b>	<b>\$51,500</b>	<b>\$52,000</b>	<b>\$52,500</b>	<b>\$53,000</b>	<b>\$53,500</b>	<b>\$54,000</b>	<b>\$316,500</b>	<b>\$51,500</b>	<b>\$51,500</b>	<b>\$51,500</b>
	Carpeting	\$9,100						\$9,100	\$9,100		
Library	<b>Sub-total - Library</b>	<b>\$9,100</b>						<b>\$9,100</b>	<b>\$9,100</b>		
	<b>Totals</b>	<b>\$1,618,350</b>	<b>\$527,000</b>	<b>\$237,500</b>	<b>\$168,000</b>	<b>\$333,500</b>	<b>\$154,000</b>	<b>\$2,878,350</b>	<b>\$1,093,350</b>		

\* \$135,000/3 Dep'ts.



**APPENDIX B**  
**REVOLVING FUND REPORTS TO TOWN MEETING**

Pines Recreation Boat Ramp Revolving Fund – Fund 2409  
FY21 Beginning Balance: \$18,391.51  
Revenue through December 31, 2020: \$1,250.00  
Expenses through December 31, 2020: \$7,740.07  
Balance as of December 31, 2020: \$11,901.44

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Zoning Board of Appeals Revolving Fund – Fund 2440  
FY21 Beginning Balance: \$1,913.30  
Revenue through December 31, 2020: \$0.00  
Expenses through December 31, 2020: \$502.66  
Balance as of December 31, 2020: \$1,410.64

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Bagnall Summer Program Revolving Fund – Fund 2406  
FY21 Beginning Balance: \$23,532.93  
Revenue through December 31, 2020: \$0.00  
Payroll: \$650.38  
Expenses: \$0.00  
Balance as of December 31, 2020: \$22,882.55

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Council on Aging Revolving Fund – Fund 2407  
FY21 Beginning Balance: \$15,101.51  
Revenue through December 31, 2020: \$6,110.00  
Expenses through December 31, 2020: \$4,558.68  
Balance as of December 31, 2020: \$16,652.83

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Fire CPR Class Revolving Fund – Fund 2451  
FY21 Beginning Balance: \$56.56  
Revenue through December 31, 2020: \$0.00  
Expenses through December 31, 2020: \$0.00  
Balance as of December 31, 2020: \$56.56

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Pines Maintenance Revolving Fund – Fund 2660  
FY21 Beginning Balance: \$6,050.00  
Revenue through December 31, 2020: \$0.00  
Expenses through December 31, 2020: \$244.80  
Balance as of December 31, 2020: \$5,805.20

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Groveland Day Revolving Fund – Fund 2661  
FY21 Beginning Balance: \$10,938.14  
Revenue through December 31, 2020: \$0.00  
Expenses through December 31, 2020: \$1,000.00  
Balance as of December 31, 2020: \$9,938.14

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**Veasey Memorial Park FY 2021 Revolving Fund Financial Report**

As of March 26, 2021

**Expenditures**

**Utilities**

	<u>Budget</u> <u>FY 21</u>	<u>Actual</u> <u>Spent YTD</u>	<u>Percent</u> <u>of Budget</u>
Main Building			
Heat (gas)	\$ 4,000	\$ 1,886.00	47.15%
Electricity	\$ 6,300	\$ 4,647.52	73.77%
Internet /Phone /TV	\$ 2,200	\$ 2,145.76	97.53%
Water	\$ 1,800	\$ 606.76	33.71%
Alarm Telephone	\$ 600	\$ 500.00	83.33%
Alarm	\$ 450	\$ 925.35	205.63%

**Outbuildings and grounds**

Electricity	\$ 120	\$ 348.85	290.71%
Water	\$ 600	\$ 341.39	56.90%

**Maintenance**

**Heating Systems**

Main Building	\$ 250	\$ 250.00	100.00%
199 Washington	\$ 150	\$ 100.00	66.67%
Good Shepherds Cottage	\$ 250	\$ 250.00	100.00%

**Other Systems**

**Septic Systems**

Main Building	\$ 270	\$ 240.00	88.89%
199 Washington	\$ 250	\$ 240.00	96.00%
Good Shepherds Cottage	\$ 250		0.00%

**Professional Services**

Events Coordinator	\$ 16,000	\$ 1,250.00	7.81%
Commissions	\$ 27,500	\$ 8,011.25	29.13%
Marketing	\$ 2,400	\$ 840.00	35.00%
Facilities and Grounds Manager	\$ 20,800		0.00%
Housekeeping	\$ 9,500		0.00%
Carpet Cleaning	\$ 1,100		0.00%
Special Cleaning Projects	\$ 200		0.00%
Web Services	\$ 1,200	\$ 528.00	44.00%

	Goal FY 20	Actual Rec'd YTD	Percent Rec'd
<b>Supplies</b>			
Administrative	\$ 2,200	\$ 278.69	12.67%
Housekeeping	\$ 600	\$ 291.49	48.58%
Hospitality	\$ 670	\$ 687.00	102.54%
Facilities	\$ 1,400	\$ 1,706.65	121.90%
<b>Miscellaneous</b>			
Misc repairs	\$ 2,500	\$ 2,696.90	107.88%
Licenses	\$ 1,000	\$ 4,070.00	407.00%
Refunds		\$ 112.50	
<b>Repairs</b>			
Apartment repairs fund	\$ 5,000	\$ 5,000.00	100.00%
<b>Insurance</b>			
Insurance	\$ 6,000	\$ 2,880.78	48.01%
Liquor liability	\$ 1,500		0.00%
<b>Total Expenditures</b>	<b>\$ 118,060</b>	<b>\$ 40,834.89</b>	<b>34.59%</b>
<b>Revenue</b>			
<b>Tenants</b>			
199 Washington St	\$ 21,600	\$ 16,200	
Good Shepherd Cottage	\$ 13,800	\$ 10,350	
Main Bldg Apartment	\$ 14,760	\$ 9,840	
Lucile's Cottage	\$ 5,400	\$ 3,600	
West Wing Office	\$ 3,600	\$ 2,700	
Storage Room	\$ 1,200	\$ 2,400	
VFW Room	\$ 900	\$ 1,800	
Utilities Cottage		\$ 154	
Rebate		\$ 223	
	\$ 61,260	\$ 47,267	77.16%

**Long Term Partners**

Girl Scouts	\$ 100					
Visions	\$ 700	\$ 1,400	\$ 1,400	\$ 1,400	175.00%	
<b>Single Use /Events</b>	\$ 55,000	\$ 10,585	\$ 10,585	\$ 10,585	19.25%	
<b>Fundraising</b>	\$ 1,000	\$ 1,000	\$ -	\$ -	0.00%	
<b>Total Revenue</b>	\$ 118,060	\$ 59,252.00	\$ 59,252.00	\$ 59,252.00	50.19%	

**Cash Position**

On-hand at end of FY Year 2020	\$ 7,137.56
Revenue Year to Date FY 2021	\$ 59,252.00
Expenditures Year to Date FY 2021	\$ 40,834.89
On hand March 26, 2019 FY 2021	\$ 25,554.67

## APPENDIX C

### Chapter 30

#### WETLANDS PROTECTION BYLAW AND REGULATIONS

[HISTORY: Adopted by the Town Meeting of the Town of Groveland June 1995, as amended April 2006. Subsequent amendments noted where applicable.]

#### ARTICLE I Wetlands Bylaw

##### **§ 30-1.1. Purpose and intent.**

The purpose of this bylaw (~~or the Town of Groveland Ordinance~~) is to protect the wetlands, related water resources, and adjoining land areas in the Town of Groveland by controlling activities deemed by the Conservation Commission likely to have ~~an~~ significant or cumulative effect upon resource area values, including but not limited to the following: public or private water supply, ~~ground water~~groundwater, flood control, erosion and sedimentation control, storm damage prevention, including coastal storm flowage, water quality, water pollution control, fisheries, shellfish, wildlife habitat, rare species habitat, including rare plant species, agriculture, aquiculture, and recreation values, deemed important to the community (collectively, the ~~“resource”~~“resource” resource area values protected by this ~~Bylaw~~bylaw). This bylaw is intended to utilize the Home Rule authority of this municipality to protect additional resource areas, for additional values, with additional standards and procedures stricter than those of the Wetlands Protection Act, G.L. ChMGL c. 131, § 40, and regulations thereunder, 310 CMR 10.00.

##### **§ 30-1.2. Jurisdiction.**

A. Areas subject to protection under the bylaw. The following resource areas are subject to protection under the bylaw:

- (1) Freshwater wetlands;
- (2) Marshes;
- (3) Wet meadows;
- (4) Bogs;
- (5) Swamps;
- (6) Lakes;
- (7) Rivers;
- (8) Ponds;
- (9) Streams;
- (10) Land within 100 feet of the above resource areas;
- (11) Land under water in the above areas;
- (12) Land subject to flooding or inundation by groundwater or surface water;
- (13) Land within 100 feet of said land subject to flooding or inundation; and
- (14) Land within 200 feet of the mean high water mark along the Merrimack River.

B. Activities subject to regulation under the bylaw. Any activity proposed or undertaken which will remove, fill, dredge, build upon, or alter a resource area specified in ~~paragraph 1, Subsection A~~ herein is subject to regulation under the bylaw and requires the filing of a notice of intent (NOI) or ~~(RFD)~~ request for determination: (RFD). In the event the Conservation Commission determines that an activity outside said resource areas has

altered an area subject to protection under the bylaw, it shall impose such conditions on the activity or any portion thereof as it deems necessary to contribute to the protection of the interests identified in the bylaw.

**§ 30-1.3. Conditional exceptions.**

A. The application and permit required by this bylaw shall not be required for emergency projects necessary for the protection of the health and safety of the public, provided that the work is to be performed by or has been ordered to be performed by an agency of the commonwealth or a political subdivision thereof; provided that advance notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement; provided that the Commission or its agency certifies the work as an emergency project; provided that the work is performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency; and provided that, within 21 days of commencement of an emergency project, a permit application shall be filed with the Commission for review as provided by this bylaw. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.

B. Other than as stated in this section, the exceptions provided in the Wetlands Protection Act, ~~G.L. ChMGL~~ c. 131, § 40, and regulations, 310 CMR 10.00, shall not apply under this bylaw.

**§ 30-1.4. Application for permits and requests for determination; fees.**

A. Written application for determination or permit shall be filed with the Commission to perform activities affecting resource areas protected by this bylaw. The permit application shall include such information and plans as are deemed necessary by the Commission to describe proposed activities and their effects on the resource areas protected by this bylaw. See ~~Section XV. 4a~~ v. § 30-3.1D(1) through (21) for plan requirements.

B. The Commission in appropriate cases may accept as the permit application and plans under this bylaw the notice of intent and plans filed under the Wetlands Protection Act, ~~G.L. Ch~~ MGL c. 131, § 40, and regulations, 310 CMR 10.00.

C. Any person desiring to know whether or not a proposed activity or an area is subject to this bylaw may in writing request a determination from the Commission. Such a request for determination of applicability (RDA) shall include information and plans as are deemed necessary by the Commission. Said RDA shall be submitted to the Commission on the appropriate form as issued by the MASS DEP and the Commission.

D. After public notice and public hearing, the Commission is authorized to include in any regulations adopted under this bylaw a fee schedule imposing application fees for permits, determinations, inspections, waivers and certificates of compliance. This application fee is in addition to that required by the Wetlands Protection Act, ~~G.L.MGL~~ c. 131, ~~§~~ § 40, and shall be commensurate with the costs incurred by the Commission. Failure to pay any fee required by regulations duly promulgated by the Commission shall be grounds for denial of the application.

E. Upon receipt of a permit application or RDA, the Commission is authorized to require an applicant to pay a fee for the reasonable costs and expenses borne by the Commission for specific expert engineering and other consultant services deemed necessary by the Commission to come to a final decision on the application. This fee is called the "consultant fee." The specific consultant services may include but are not limited to the resource area survey and delineation, analysis, and environmental or land use law.

F. The Commission may waive the filing fee, consultant fee, and costs and expenses for a permit application or RDA filing by a government agency upon request.

G. The Commission may require the payment of the consultant fee at any point in its deliberations prior to a final decision. The applicant shall pay the fee to be put into a consultant services account of the Commission which may be drawn upon by the Commission for specific consultant services approved by the Commission at one of its public meetings.

(1) The exercise of discretion by the Commission in making its determination to require the payment of a consultant fee shall be based upon its reasonable finding that additional information acquirable only through outside consultants would be necessary for the making of an objective decision.

(2) The Commission shall return any unused portion of the consultant fee to the applicant unless the Commission decides at a public meeting that other action is necessary. Any applicant aggrieved by the imposition of, or size of, the consultant fee, or any act related thereto, may appeal according to the provision of the Massachusetts General Laws.

(3) The maximum consultant fee charged to reimburse the Commission for reasonable costs and expenses shall be according to the following schedule:

Project Cost	Maximum Fee
Up to \$50,000	No fee
\$50,001 to \$500,000	\$2,500
\$500,001 to \$1,000,000	\$5,000
\$1,000,001 to \$1,500,000	\$7,500
\$1,500,001 to \$2,000,000	\$10,000
Each additional \$500,000 project cost increment (over \$2,000,000) shall be charged at an additional \$2,500 maximum fee per increment.	

(4) The "project cost" means the estimated, entire cost of the project, including, but not limited to, building construction, site preparation, landscaping, and all site improvements. The consultant fee shall be paid ~~pro rata~~ pro rata for that portion of the project cost applicable to those activities within resource areas protected by this bylaw. The project shall not be segmented to avoid being subject to the consultant fee. The applicant shall submit estimated project costs at the Commission's request, but the lack of such estimated project costs shall not avoid the payment of the consultant fee.

(5) The Town hereby accepts the provisions of ~~G.L. Ch. MGL c. 44, §53E~~ 53G 1/2 for the purpose of administering the consultant fee provisions of this bylaw.

**§ 30-1.5. Notice and hearings.**

A. Any person filing a permit application or ~~an~~ RDA with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivered, to all abutters at their mailing addresses ~~show~~ shown on the most recent

applicable tax list of the Assessors, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line of the applicant, including any in another municipality or across a body of water. The notice to abutters shall state where copies of the application may be examined and/or obtained by abutters. An affidavit of the person providing such notice or the original returned receipt and signed certified mail receipts, with a copy of the notice as mailed or delivered, shall be filed with the Commission, along with a certified abutters list. When a person requesting a determination is other than the owner, the request, the notice of the hearing, and the determination itself shall be sent to the owner as well as to the person making the request.

B. The Commission shall conduct a public hearing on any permit application or RDA, with written notice given at the expense of the applicant, five business days prior to the hearing, in a newspaper of general circulation in the municipality. An exception from advertising may be granted to single-family homeowners for bylaw-only filings.

C. The Commission shall commence the public hearing within 21 days from the receipt of the completed permit application or RDA, unless an extension is authorized in writing by the applicant.

D. The Commission shall issue its permit or determination in writing within 21 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant.

E. The Commission, in an appropriate case, may combine its hearing under this bylaw with the hearing conducted under the Wetlands Protection Act, G.L. c. 131, § 40, and regulations, 310 CMR 10.00.

F. The Commission shall have authority to continue the hearing to a certain date announced at the hearing, for reasons stated at the hearing, which may include receipt of additional information from the applicant or others deemed necessary by the Commission in its discretion, or comments and recommendations of the boards and officials listed in ~~§ 30-1.6~~.

#### **§ 30-1.6. Coordination with other boards.**

The Commission shall provide a copy of any permit application or RDA to the Planning Board, Board of Health, and Building Inspector. A copy shall also be provided to the Conservation Commission of the adjoining municipality if the application or RDA pertains to property within 300 feet of the municipality. The Commission shall not take final action until the boards and officials have had at least 14 days from the receipt of notice to file comments and recommendations with the Commission, which the Commission shall take into account in rendering a final decision. Lack of response shall be deemed as no comments or recommendations by the board or official. The applicant shall have the right to receive any comments and recommendations, and to respond to them at a hearing of the Commission, prior to final action.

#### **§ 30-1.7. Permits and conditions.**

A. If the Commission, after a public hearing, determines that the activities which are subject to the permit application or the land and water uses which will result therefrom are likely to have a significant individual or cumulative effect upon the resource area values protected by this bylaw, the Commission, within 21 days of the close of the hearing, shall issue or deny a permit for the activities requested. If it issues a permit, the Commission shall impose conditions which the Commission deems necessary or desirable to protect those values, and all activities shall be done in accordance with those conditions. The Commission shall take into account the cumulative adverse effects of loss, degradation, isolation, and replication of protected resource areas through the community



and the watershed, resulting from past activities, permitted and exempt, and foreseeable future activities.

B. The Commission is empowered to deny a permit for failure to meet the requirements of this bylaw; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications, performance standards, and other requirements in the regulations of the Commission; for failure to avoid or prevent unacceptable significant or cumulative effects upon the resource area values protected by this bylaw; and where no conditions are adequate to protect those values. Due consideration shall be given to any demonstrated hardship on the applicant by reason of denial, as presented at the public hearing.

C. Land within 100 feet of specific resource areas ~~are~~<sup>is</sup> presumed important to the protection of these resources because activities undertaken in close proximity to wetlands and other resources have a high likelihood of adverse impact upon the wetland or other resource, either immediately, as a consequence of construction, or over time, as a consequence of daily operation or existence of the activities. These adverse impacts from construction and use can include, without limitation, erosion, siltation, loss of groundwater, degraded, poor water quality, and loss of wildlife habitat. The Commission therefore may require that the applicant maintain a strip of continuous, undisturbed vegetative cover within the 100-foot area, unless the applicant convinces the Commission that the area or part of it may be disturbed without harm to the values protected by the bylaw.

D. To prevent wetland loss, the Commission shall require applicants to avoid wetlands alteration wherever feasible; shall minimize wetlands alteration; and, where alteration is unavoidable, shall require full mitigation. The Commission may authorize or require replication of wetlands as a form of mitigation, but only with adequate security, professional design, and monitoring to assure success, because of the high likelihood of failure of replication.

E. A permit shall expire two years from the date of issuance. Notwithstanding the above, the Commission in its discretion may issue a permit expiring five years from the date of issuance for recurring or continuous maintenance work, provided that a request for renewal is received in writing by the Commission prior to expiration. Notwithstanding the above, a permit may contain requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and which shall apply to all owners of the land.

F. For good cause, the Commission may revoke or modify a permit or determination issued under this bylaw after notice to the holder of the permit or determination, notice to the public, abutters, and town boards, pursuant to ~~§ 30-1.5~~ and ~~§ 30-1.7~~, and a public hearing.

G. The Commission in an appropriate case may combine the permit or determination issued under this bylaw with the order of conditions or determination of applicability issued under the Wetlands Protection Act, ~~G.L. ChMGL~~ c. 131, § 40, and regulations, 310 CMR 10.00.

H. No work proposed in any permit application shall be undertaken until the permit issued by the Commission with respect to such work has been recorded in the Registry of Deeds or, if the land affected is registered land, in the Registry Section of the Land Court for the district wherein the land lies; and until the holder of the permit certifies in writing to the Commission that the permit has been recorded.

### **§ 30-1.8. Definitions.**

A. In addition to the definitions of 310 CMR 10.00, which are incorporated herein by reference, the following definitions shall apply in the interpretation and implementation of

this bylaw:

ALTER — Shall include, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protected by this bylaw:

- (1) Removal, excavation, or dredging of soil, sand, gravel, or aggregate materials of any kind;
- (2) Changing of preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns, or flood retention characteristics;
- (3) Drainage, or other disturbance of water level or water table;
- (4) Dumping, discharging or filling with any material which may degrade water quality;
- (5) Placing of fill, or removal of material, which would alter elevation;
- (6) Driving of piles, erection, or repair of buildings, or structures of any kind;
- (7) Placing of obstructions or objects in water;
- (8) Destruction of plant life, including cutting of trees;
- (9) Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any waters;
- (10) Any activities, changes, or work which may cause or tend to contribute to pollution of any body of water or ~~ground-water~~groundwater;
- (11) Application ~~of~~ pesticides or herbicides;
- (12) Incremental activities which have, or may have, a cumulative adverse impact on the resource areas protected by this bylaw.

BANK — Shall include the land area which normally abuts and confines a water body; the lower boundary being the mean annual flow level, and the upper boundary being the first ~~observance~~observable break in the slope or the mean annual flood level, whichever is higher.

PERSON — Shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the commonwealth or political subdivision thereof to the extent subject to Town bylaws, administrative agency, public or quasi-public corporation or body, this municipality, and any other legal entity, its legal representative, agents, or assigns.

RARE SPECIES — Shall include, without limitation, all ~~vertebrae~~vertebrate and invertebrate animal and plant species listed as endangered, threatened, or of special concern by the Massachusetts Division of Fisheries and Wildlife, regardless of whether the site in which they occur has been previously identified by the Division.

VERNAL POOL — Shall include a confined basin depression, which, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer, and which is free of adult fish populations, as well as the area within 100 feet of the mean annual boundary of such a depression, regardless of whether the site has been certified by the Massachusetts Division of Fisheries and Wildlife.

B. Except as otherwise provided in the bylaw or in ~~regulation~~regulations of the Commission, the definitions of terms in this bylaw shall be as set forth in the Wetlands Protection Act, ~~G.L. Ch~~MGL c. 131, § 40, and regulations, 310 CMR 10.00.

ARTICLE II  
Wetlands Regulations

§ 30-2.1. Regulations-General provisions.

A. Burden of proof. The applicant for a permit shall have the burden of providing by a preponderance of the credible evidence that the work proposed in the application shall not have an unacceptable, significant or cumulative negative effect upon the values of the resource area(s) protected by this bylaw. Failure to provide adequate evidence to the Commission supporting this burden shall be deemed sufficient cause for the Commission to deny a permit or grant a permit with conditions.

B. Presumption concerning Title 5 of the State Environmental Code. In accordance with 310 CMR Section ~~10.03(3)~~, ~~except~~ the following additional restrictions apply:

(1) None of the components of the subsurface disposal system may be located within 50 feet of the following resource area: ~~Freshwater Wetlands, Marshes, Wet Meadows, Bogs, Swamps, Lakes, Rivers, Ponds,~~ areas: freshwater wetlands, marshes, wet meadows, bogs, swamps, lakes, rivers, ponds or streams.

(2) The leaching facility of said system, including the reserve area, shall be set back 100 feet from any resource area identified in ~~paragraph 310 CMR 10.03(2)(a) herein.~~

(3) The setback distance specified above shall not be required for the renovation or replacement (but is required for the substantial enlargement) of septic systems constructed prior to the date these regulations are promulgated, provided such work has been approved by the Groveland Board of Health, as required by law.

C. Dimensional regulations.

(1) Underground storage tanks for chemical and petroleum products, regardless of size, shall not be located within 100 feet of any resource area described in ~~Section H§ 30-1.2.~~

(2) No paddock shall be installed within 100 feet of any resource area described in ~~Section H§ 30-1.2~~ (except for 100-foot-foot buffer areas).

(3) Commercial, institutional, industrial structures and associated parking facilities shall not be installed within 100 feet of any resource area described in ~~Section H§ 30-1.2~~ (except for 100-foot-foot buffer areas).

(4) Any other structure requiring a building permit, including, but not limited to, dwellings, garages, decks, storage sheds, swimming pools, etc., shall not be installed within 75 feet of any resource area described in ~~Section H§ 30-1.2~~ (except for 100-foot-foot buffer areas).

(5) Driveways and utility service connections or mains shall not be installed within 25 feet of any resource area described in ~~Section H§ 30-1.2~~ (except for the 100-foot-foot buffer areas).

(6) Manure shall not be stockpiled or stored within 100 feet of any resource area described in ~~Section H§ 30-1.2~~ (except for the 100-foot-foot buffer areas).

D. Seasonal restrictions.

(1) Work within a resource area shall be performed during ~~“low flow”~~ “low flow” months of the year whenever practical. Springtime is not the proper time of year for ~~working within a wet area. The Commission shall impose construction date limitations on~~ an as-needed basis determined by each individual project.

(2) All stabilization work must commence by October 15 and be in place and fully functional prior to November 1. This shall include any and all required planting (or temporary protection methods), slope protection, and pavement as required by the Commission in its decision. No work within any resource area described in ~~Section H§ 30-1.2~~ shall be permitted after ~~November 1~~ October 31 or before April 15 of the following year.

**§ 30-2.2. Wetlands (freshwater wetlands, wet meadows, marshes, swamps and bogs).**

**A. Preamble Findings.**

(1) Freshwater wetlands are likely to be significant to public or private water supply, ~~ground-water~~groundwater supply, flood control, storm damage prevention, prevention of pollution, the protection of fisheries and wildlife habitat, recreation, and aesthetics.

(2) The plant communities, soil, and associated low topography of freshwater wetlands remove or detain sediments, nutrients (such as nitrogen and phosphorus) and toxic substances (such as heavy metal compounds) that occur in runoff and ~~flood waters~~floodwaters.

(3) Some nutrients and toxic substances are detained for years in plant root systems or in the soils. Others are held by plants during the growing season and released as the plants decay in the fall and winter. This latter phenomenon delays the impacts of nutrients and toxins until the cold weather period, when such impacts are less likely to reduce water quality.

(4) Freshwater wetlands are areas where groundwater discharges to the surface and where, under some circumstances, surface water discharges to the groundwater. The profusion of vegetation and the low topography of freshwater wetlands slow down and reduce the passage of ~~flood waters~~floodwaters during periods of peak flows by providing temporary ~~flood-water~~floodwater storage, and by facilitating water removal through flood damage to private and public property. During dry periods, the water retained in freshwater wetlands is essential to the maintenance of base flow levels in rivers and streams, which in turn is important to the protection of water quality and water supplies.

(5) Wetland vegetation provides shade that moderates temperatures important to fish life. Wetlands and adjacent water bodies and waterways provide food, breeding habitat and cover to fish. Fish populations in the larval stage are particularly dependent on food provided by ~~over-bank~~overbank flooding which occurs during peak flow periods (extreme storms), because most river and stream channels do not provide sufficient quantities of the microscopic plant and animal life required.

(6) Wetland vegetation supports a wide variety of insects, reptiles, amphibians, mammals, and birds, which are a source of food for important game fish. Freshwater wetlands are probably the Town's most important habitat for wildlife. The hydrologic regime, plant community composition and structure, soil composition and structure, topography and water chemistry of freshwater wetlands provide important food, shelter, migratory and overwintering areas, and breeding areas for many birds, mammals, amphibians, and reptiles. A wide variety of vegetative wetland plants, the nature of which are determined in large part by the depth and duration of water, as well as soil and water composition, are utilized by varied species as important areas for mating, nesting, brood rearing, shelter, and (directly and indirectly) food. The diversity and interspersed nature of the vegetative structure is also important in determining the nature of its wildlife habitat. Different habitat characteristics are used by different wildlife species during summer, winter, and migratory seasons.

**B. Identification and applicability.**

(1) The Groveland bylaw is not restricted to protection of bordering vegetated wetlands, but applies to all wetlands. Wetlands and their boundaries shall be identified in the manner designated in ~~G.L. c. 131-Section~~, GMGL c. 131-Section, § 40, incorporated herein by reference. Where appropriate, the Commission may use additional criteria for the identification of wetlands and their boundaries, including, but not limited to, soil type.

(2) Only isolated wetlands greater than 5,000 square feet in area are subject to protection under these regulations.

C. Review period. Wetland boundary delineations shall be reviewed only between April 1 and December 1 of each year, unless the Commission grants a waiver on a particular site due to the low probability of error, or reserves the right to adjust the boundary during the growing season.

D. Presumption. Where a proposed activity involves the removing, filling, dredging, or altering of a freshwater wetland, the Commission shall presume that such area is significant to the interests specified in ~~paragraph X.4~~ Subsection A herein.

E. General performance standards. Any proposed work in freshwater ~~Wetland~~ wetlands shall not destroy or otherwise impair any portion of said area. However, and at its sole discretion, the Commission may issue a permit allowing work which results in the loss of up to 5,000 square feet of freshwater wetlands when said area is replaced in accordance with the following general conditions and any specific conditions the Commission deems necessary to ensure that the replacement area will function in a manner similar to the area that will be lost:

(1) The surface of the replacement area to be created (the ~~“replacement area”~~ “replacement area”) shall be at least equal to that of the area which will be lost (the ~~“lost area”~~ “lost area”). At the discretion of the Commission, the replacement area may be required to exceed the size of the lost area.

(2) The ~~ground water~~ groundwater and surface water elevations of the replacement area shall be approximately equal to that of the lost area.

(3) The overall horizontal configuration and location of the replacement area with respect to the bank shall be similar to that of the lost area.

(4) The replacement area shall have an unrestricted hydraulic connection with the same water body or waterway associated with the lost area.

(5) The replacement area shall be located within the same general area of the water body or reach of the waterway as the lost area.

(6) A minimum of 75% of the replacement area shall be reestablished with indigenous wetland plant species within two growing seasons, and prior to said vegetative establishment any exposed soil in the replacement area shall be temporarily stabilized to prevent erosion in accordance with the U.S. ~~Soil~~ Natural Resources Conservation Service methods.

(7) The replacement area shall be provided in a manner which is consistent with all other performance standards for each resource area described in these regulations.

F. Alteration of finger-like wetland areas. Notwithstanding the provisions of ~~paragraph X.5a~~ Subsection E(1) through (7) herein, the Commission may issue a permit allowing work which results in the loss of a portion of the freshwater wetlands when:

(1) Said portion has a surface area less than 500 square feet;

(2) Said portion extends in a distinct linear configuration (~~“finger(“finger-like”)~~ “finger(“finger-like”)) into adjacent uplands; and

(3) In the judgment of the Commission, it is not reasonable to scale down, redesign or otherwise change the proposed work so that it could not be completed without the loss of said wetland.

G. Limited projects in wetlands. Notwithstanding the provisions of ~~paragraphs X.5~~ Subsections E and X.6F herein, the Commission, at its sole discretion, may issue a permit for the limited range of projects identified in 310 CMR 10.53.

### **§ 30-2.3. Land under water bodies and waterways (rivers, streams, ponds, lakes).**

Refer to ~~Sections I, II,~~ §§ 30-1.1, 30-1.2 and X30-2.2 of the bylaw.

### **§ 30-2.4. Land subject to flooding.**

Refer to ~~Sections I, II,~~ §§ 30-1.1, 30-1.2 and X30-2.2 of the bylaw.

### **§ 30-2.5. Rare or endangered species.**

Refer to Sections I, II, §§ 30-1.1, 30-1.2 and ~~X~~30-2.2 of the bylaw. Any project shown to be within an area of an endangered, threatened or special concern species as shown on the current Estimated Habitat Map shall submit notice of the project to Massachusetts Natural Heritage and Endangered Species Program in accordance with 310 CMR 10.37 and 10.59. Notification shall be a required simultaneously with the filing before the Commission.

### **§ 30-2.6. Buffer zone.**

#### **A. Preamble Findings.**

(1) It has been the ~~Commission's~~<sup>Commission's</sup> experience that any project undertaken in close proximity to a wetland resource area is likely to result in some type of alteration, either immediately, as a consequence of construction, or over a longer period of time, as a consequence of daily operation of the completed project. Accordingly, these regulations require that any person intending to perform work within 100 feet of a resource area must submit to the Commission either an RDA or a notice of intent. This way, the Commission has an opportunity to review the proposed project to determine whether any alteration of the resource area will occur, and whether any resulting alteration is in compliance with this or other applicable performance standards.

(2) If, in response to a request for determination of applicability, the Commission finds that work within the buffer zone will not alter the resource area, it may issue a negative determination of applicability, with or without conditions.

#### **B. Presumption.**

(1) Based on experience to date with projects in the buffer zone, the Commission may presume that work in the categories below closer than the tabulated distances ~~from~~<sup>to</sup> the resource protected by the buffer zone will result in an alteration of the resource.

(2) Refer to ~~Section IX, § 30-2, IX.3, 1B, C and IX.4D~~ for regulations concerning subsurface disposal systems, dimensional restrictions and setbacks and calendar dates for work within the buffer zone.

(3) The following activities within the buffer zone will typically be considered not to have a negative effect on an adjacent resource area:

(a) Landscape plantings, to within 25 feet of the protected area, provided that areas disturbed are mulched immediately and there is no change in grade. Species of plants likely to invade the resource area shall be prohibited.

(b) Construction or installation of fences or structures that do not require a building permit where no extensive filling or grading of the area is involved.

#### **C. Additional restrictions along the Merrimack River.**

(1) ~~Preamble Findings.~~ The Merrimack River and its banks are a vital part of our ecosystem. Many species rely entirely on the river as a habitat to feed, reproduce and survive. Some of these species are listed as rare, threatened or endangered, such as the bald eagle, deer, moose and numerous other mammals, as well as birds, reptiles, amphibians and fish also rely on this habitat for survival.

(2) A 200-foot no-work zone (measured horizontally from the mean annual high-tide water mark) shall be established along the bank of the Merrimack River. No cutting of trees, undergrowth, brush, etc., shall be permitted in this area. Access to the River shall be permitted by one ~~7~~<sup>seven-foot-maximum</sup> wide path as described in ~~section XIV.4.Subsection D.~~ The path shall be used solely for foot traffic access to the water's edge or a private dock. The wooded area must be maintained with a natural leaf litter or mulch. No planting of other than indigenous species shall be permitted (including any species of grass). No fertilizers, pesticides, or herbicides shall be permitted within this

area.

D. Cutting of vegetation: (except as established in ~~paragraph 3~~Subsection C of this section)

(1) No-cut zone. There shall be a no-cut zone 25 feet in depth (measured horizontally from the mean annual high water mark) adjacent to the protected resource. Vegetation in this zone shall not be cut or trimmed in any manner. A single path to the resource area per lot may be created and maintained if limited to seven feet in width. Paths on adjacent lots shall be separated by a minimum of 25 feet.

(2) Understory. Mowing or cutting vegetation to within 25 feet (measured horizontally from the mean annual high water mark) of the protected resource area is allowed without filing a notice of intent, provided that soil is not exposed to erosion and that sod cover or natural litter is maintained.

(3) Overstory/Canopy. To promote recharge of the groundwater and avoid excessive runoff, not more than 40% of the trees in the buffer zone shall be removed. No clear-cutting of ~~tresstrees~~ shall be permitted within any buffer zone. Minimal clearing to allow erection of permitted structures will be allowed. All permissible cutting shall be done in such a manner so as to ensure that a well-distributed stand of trees, by size, and other vegetation remains throughout the buffer zone.

(4) Pre-existing Use. Landscaping in a buffer zone in existence on the date these regulations are promulgated may be maintained. However, landowners are encouraged to comply with these regulations in order to protect the values identified in the Groveland Wetland Protection Bylaw.

E. Limited Projects in the buffer zone. Notwithstanding the provisions of ~~paragraphs XIV-2~~Subsections B and XIV-3C herein, the Commission at its sole discretion may issue a permit for execution of work in the buffer zone of the limited range of projects identified in ~~310- CMR 10.53.~~

### ARTICLE III Administration

#### **§ 30-3.1. Procedures.**

A. Bylaw. The procedures detailed for submitting and approving applications in the bylaw shall apply. The Commission may supplement these procedures with updates posted on its website.

B. Review of materials. All materials requested by the Commission for review shall be submitted at least 14 days prior to a subsequent posted meeting during which a decision is to be rendered.

C. Copies. All notices of intent and request for determination applications shall contain two ~~(2)~~ sets of the complete filing.

D. Plan requirements. The following requirements apply to plans submitted. At its sole discretion, and with the exception of ~~subparagraphs h), i), j), k), l), r~~Subsection D(8), (9), (10), (11), (12) and (17), the Commission may relax these requirements for small projects filed by the owner of an existing single-family home.

(1) Sheet size: maximum 24 ~~in-~~inches by 36 inches.

(2) Scale: not smaller than ~~4one~~ inch = equals 50 feet.

(3) Title block: located along the right-hand edge:

(a) Name of owner of record, applicant, surveyor/PE (if involved).

(b) Lot number, street number, street, Assessor's map and lot number.

(c) Original date.

(d) Revision area for dates and nature of revisions.

(e) Scale.

- (4) North arrow.
  - (5) Locus.
  - (6) Nearest utility pole number, if applicable.
  - (7) Reference benchmark.
  - (8) Legend depicting all natural resources.
  - (9) All resource areas.
  - (10) Wetland boundaries indicated by number points corresponding to flags placed in field.
  - (11) 100-foot buffer zone.
  - (12) Off-site resource areas within 100 feet of proposed work.
  - (13) Existing improvement, e.g., buildings, stone walls, trails, trees, etc.
  - (14) All existing topography and proposed contours at no less than 2' two-foot intervals.
  - (15) Cross-sections.
  - (16) Location of well and septic system, with reserve area.
  - (17) Erosion/Sedimentation control measures.
  - (18) Replication areas with plantings and a plant legend.
  - (19) All proposed drainage improvements, discharge points, retention and detention areas, with calculations.
  - (20) Property boundaries, rights-of-way, easements, restrictions.
  - (21) ~~100-year flood plain~~floodplain boundary and elevation.
- E. ~~Abutter~~Abutter's list. The ~~abutter's~~abutter's list is to be certified by the Assessor's office.
- F. Consultant services. In those cases wherein ~~Section IV of the Bylaw (§ 30-1.4, Application for permits and requests for determination); fees, of the bylaw~~ is applicable, a contract for consultant services shall be signed by the Commission and such services shall be funded by the applicant prior to any further action by the Commission on the notice of intent.
- G. ~~Advertising~~Advertising fee. The ~~advertising~~advertising fee for public notice will be billed directly to the applicant by the newspaper in which the project is ~~advertized~~advertised.
- H. Hardship. The Commission, in its sole discretion, may permit a project in a resource area if denial would result in effectively taking the use of the property from the owner. In such cases, the Commission may modify the scope and detail of the proposed project to minimize impact on the values protected by the bylaw.

### **§ 30-3.2. Effective date.**

- A. The effective date of the ~~by law~~bylaw and regulations contained herein shall be as provided in ~~G.L.MGL~~ c. 40, § 32. The regulation shall not, however, apply to:
- (1) Any structure or use lawfully in existence or lawfully begun prior to the effective date;
  - (2) Any structure or use which is the subject of either a pending application, otherwise known as a "notice of intent," or a request for determination of applicability, filed prior to the effective date;
  - (3) Any structure or use for which any extensions of or modifications or amendments to any existing wetlands permit, ~~any may~~ now or hereafter be issued, the original notice of intent for which was filed prior to the effective date;
  - (4) Any lot for which a preliminary or definitive plan for subdivision has been submitted to the Groveland Planning Board and remains pending prior to the effective date pursuant to ~~Sections 3.2 (â€œPreliminary Planâ€ ) and 3.3 (â€œDefinitive Planâ€ )~~ § 70-3.3, Preliminary plan, and § 70-3.4, Definitive plan, of the Rules and Regulations governing the Subdivision of Land in the Town of Groveland and Chapter 41 of the General Laws;



(5) Any proposed structure or use on any lot existing prior to the effective date in which a proposed structure or use cannot fully comply with the regulations due to lot size, shape, or topography, in which event any such proposed structure or use shall comply with these regulations to the extent reasonably capable of so doing, as determined by the Commission in its sole ~~discretion~~discretion. Financial limitations shall not be deemed as a reason for ~~non-compliance~~noncompliance on any new construction if the dimensional requirements can be met.

B. The parcels of land excepted from the Regulations pursuant to ~~XVI. (a)~~ ~~(eSubsection A(1) through (5))~~ above shall, however, together with all other land which is subject to the bylaws, remain subject to the bylaw and regulations in effect immediately prior to the effective date.

### **§ 30-3.3. Security.**

As part of a permit issued under this bylaw, in addition to any security required by any other municipal or state board, agency, or official, the Commission may require that the performance and observance of the conditions imposed thereunder (including conditions requiring mitigation work) be secured wholly or in part by one or more of the methods described ~~on the following page:~~in Subsections A and B below:

A. By a proper bond or deposit of money or negotiable securities or other undertaking of financial responsibility sufficient, in the opinion of the Commission, to be released in whole or in part upon issuance of a certificate of compliance for work performed pursuant to the permit;

B. By a conservation restriction, easement, or other covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the benefit of this municipality, whereby the permit conditions shall be performed and observed before any lot may be conveyed other than by mortgage deed. This method shall be used only with the consent of the applicant.

### **§ 30-3.4. Enforcement; violations and penalties.**

No person shall remove, fill, dredge, build upon, degrade, or otherwise alter resource areas protected by this bylaw, or cause, suffer, or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order issued pursuant to this bylaw.

#### **A. Enforcement authority.**

(1) The Commission, its agents, officers, and employees shall have authority to enter upon privately owned land for the purpose of performing their duties under this bylaw and may make or cause to be made such examinations, surveys, or sampling as the Commission deems necessary, subject to the Constitutions and laws of the United States and the commonwealth.

(2) The Commission shall have authority to enforce this bylaw, its regulations, and permits issued hereunder by violation notices, administrative orders and civil and criminal court actions, and by ~~non-criminal~~noncriminal disposition pursuant to ~~G.L.MGL~~ c. 40, § 21D. Any person who violates provisions of this bylaw, may be ordered to restore the property to its original condition and take other action deemed necessary to remedy such violations, or may be fined, or both.

(3) Upon request, the Commission, the Board of Selectmen and the Town Counsel shall take legal action for enforcement under civil law. Upon request of the Commission, the Chief of Police shall take legal action for enforcement under the criminal law.

(4) Municipal boards and officers, including any police officer or other officer having police powers, shall have the authority to assist the Commission in enforcement.

B. Any person who violates any provision of this bylaw, or regulations, permit or administrative orders issued thereunder, shall be punished by a fine of not more than \$300. Each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the bylaw, regulations, permits, or administrative orders violated shall constitute a separate offense.

**§ 30-3.5. Appeals.**

A decision of the Commission shall be reviewable in the Superior Court in accordance with ~~G.L. Ch~~MGL c. 249, § 4.

**§ 30-3.6. Relation to Wetlands Protection Act.**

This bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule ~~statues~~statutes, independent of the Wetland Protection Act, ~~G.L. Ch~~MGL c. 131, § 40, and regulations, 310 CMR 10.00, thereunder.

**§ 30-3.7. Severability.**

The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof, nor shall it invalidate any permit or determination which previously has been issued.

## APPENDIX D

### § 50-6.1 FLOODPLAIN OVERLAY DISTRICT.

#### **A. Purpose and Intent.**

The purposes of the Floodplain Overlay District are to:

- 1) Ensure public safety through reducing the threats to life and personal injury;
- 2) Eliminate new hazards to emergency response officials;
- 3) Prevent the occurrence of public emergencies resulting from water quality contamination and pollution due to flooding;
- 4) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding;
- 5) Eliminate costs associated with the response and cleanup of flooding conditions;
- 6) Reduce damage to public and private property resulting from flooding waters.

#### **B. Definitions.**

These definitions are unique to this section.

**Base Flood (BFE):** The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM).

**Development:** Any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]

**Federal Emergency Management Agency (FEMA):** The governmental agency that administers the National Flood Insurance Program and provides a nationwide flood hazard area mapping study program for communities as well as regulatory standards for development in the flood hazard areas.

**Flood Insurance Rate Map (FIRM):** An official map of a community on which FEMA has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

**Flood Boundary and Floodway Map:** An official map of a community issued by FEMA that depicts, based on detailed analyses, the boundaries of the 100-year and 500-year floods and the 100-year floodway. (For maps done in 1987 and later, the floodway designation is included on the FIRM.)

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**Flood Hazard Boundary Map (FHBM):** An official map of a community issued by the Federal Insurance Administrator, where the boundaries of the flood and related erosion areas having special hazards have been designated as Zone A or E. [US Code of Federal Regulations, Title 44, Part 59]

**Flood Insurance Study:** An examination, evaluation, and determination of flood hazards, and, if appropriate, corresponding water surface elevations, or an examination, evaluation and

determination of flood-related hazards.

**Floodway:** The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [780 CMR Base Code, Chapter 2, Section 202]

**Functionally Dependent Use:** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

**Highest Adjacent Grade:** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

**Historic Structure:** Any structure that is:

- 1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
  - 2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
  - 3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
  - 4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
    - (a) By an approved state program as determined by the Secretary of the Interior or
    - (b) Directly by the Secretary of the Interior in states without approved programs.
- [US Code of Federal Regulations, Title 44, Part 59]

**Lowest Floor:** The lowest floor of the lowest enclosed area (including basement or cellar). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of NFIP Regulations 60.3.

**New Construction:** Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.* [Referenced Standard ASCE 24-14]

**Recreational Vehicle:** A vehicle which is:

- 1) Built on a single chassis;
- 2) 400 square feet or less when measured at the largest horizontal projection;
- 3) Designed to be self-propelled or permanently towable by a light duty truck; and

4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

[US Code of Federal Regulations, Title 44, Part 59]

Regulatory Floodway: see Floodway

Special Flood Hazard Area: The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [780 CMR Base Code, Chapter 2, Section 202]

Start of Construction: The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

[780 CMR Base Code, Chapter 2, Section 202]

Structure: (for floodplain management purposes) a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

[US Code of Federal Regulations, Title 44, Part 59]

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. [US Code of Federal Regulations, Title 44, Part 59]

Substantial Improvement: Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. The term includes structures that have incurred "substantial damage," regardless of the cause of damage and regardless of the cost of repair work actually performed.

However, the term does not include:

- Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official, and that are the minimum necessary to ensure safe living conditions, or

- Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

[US Code of Federal Regulations, Title 44, Part 59]

Substantial Repair of a Foundation: When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR the Massachusetts State Building Code as amended.

Variance: A grant of relief by a community from the terms of a flood plain management regulation.  
[US Code of Federal Regulations, Title 44, Part 59]

Violation: The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.  
[US Code of Federal Regulations, Title 44, Part 59]

ZONE A: An area of special flood hazard without water surface elevations determined.

ZONE A1-30 and ZONE AE: Area of special flood hazard with water surface elevations determined.

ZONE AH: Areas of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) feet, and with water surface elevations determined.

ZONE AO: Area of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) ft. (*Velocity flow may be evident; such flooding is characterized by ponding or sheet flow.*)

ZONE A99: Area of special flood hazard where enough progress has been made on a protective system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes. (Flood elevations may not be determined.)

ZONES B, C, AND X: Areas of minimal or moderate flood hazards or areas of future-conditions flood hazard. (*Zone X replaces Zones B and C on new and revised maps.*)

ZONE V: Area of special flood hazards without water surface elevations determined, and with velocity, that is inundated by tidal floods (coastal high hazard area).

ZONE V1-30 and ZONE VE (for new and revised maps): Area of special flood hazards, with water surface elevations determined and with velocity, that is inundated by tidal floods (coastal high hazard area).

#### **C. Abrogation and greater restriction.**

The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes.

#### **D. Disclaimer of Liability.**

The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.

#### **E. Severability.**

If any section, provision or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

#### **F. Designation of community Floodplain Administrator.**

The Town of Groveland hereby designates the position of Building Commissioner/Inspector of Buildings to be the official floodplain administrator for the Town.

#### **G. Subdivision proposals.**

All subdivision proposals and development proposals in the Floodplain Overlay District shall be reviewed to assure that:

- 1) Such proposals minimize flood damage.
- 2) Public utilities and facilities are located & constructed so as to minimize flood damage.
- 3) Adequate drainage is provided.

When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

#### **H. Permit Required.**

The Town of Groveland requires a Special Permit from the Planning Board for all proposed construction or other development in the Floodplain Overlay District, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties. The proponent must acquire all necessary local, state and federal permits necessary to carry out the proposed development in the Floodplain Overlay District. A list of permits, required and obtained, shall be submitted to the Planning Board and Floodplains Administrator.

#### **I. Application Procedure.**

See Section 50-14.6 of the Zoning Bylaw and Planning Board Regulations for Special Permits for filing and other requirements. When feasible, the Planning Board and Conservation Commission may schedule a joint Public Hearing for Applications submitted.

#### **J. Floodplain Overlay District Boundaries.**

The Floodplain Overlay District is herein established as an Overlay District. The Floodplain Overlay District includes all special flood hazard areas designated on Groveland's Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program, dated July 3, 2012 and on the Flood Boundary & Floodway Map dated July 3, 2012. These maps indicate the 1%-chance regulatory floodplain. The exact boundaries of the Floodplain Overlay District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the Flood Insurance Study (FIS) report dated (July 3, 2012). The effective FIRM, FBFM, and FIS report are incorporated herein by reference and are on file with the Town Clerk, and the Building Official. The map panels of the Essex County FIRM that are wholly or partially within the Town of Groveland are panel numbers 25009C0092F, 25009C0093F, 25009C0094F, 25009C0113F, 25009C0114F, 25009C0231F, 25009C0232F, 25009C0233F and 25009C0251F dated July 3, 2012.

#### **K. Unnumbered A Zones.**

In A Zones, in the absence of FEMA BFE data and floodway data, the Inspectional Services Department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

#### **L. Floodway encroachment.**

1) In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

2) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's most recent FIRM or Flood Boundary & Floodway Map, encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

**M. Requirement to submit new technical data.**

If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:

1) FEMA Region I Risk Analysis Branch Chief  
99 High St., 6<sup>th</sup> floor  
Boston, MA 02110

And copy of notification to:

2) Massachusetts NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation  
251 Causeway Street, 8<sup>th</sup> Floor  
Boston, MA 02114-2104

**N. Notification of Watercourse Alteration.**

In a riverine situation, the Building Inspector shall notify the following of any alteration or relocation of a watercourse:

1) Adjacent Communities  
2) Bordering States, if affected  
3) Massachusetts NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation  
251 Causeway Street, 8<sup>th</sup> Floor  
Boston, MA 02114-2104  
4) NFIP Program Specialist  
Federal Emergency Management Agency, Region I  
99 High Street, 6<sup>th</sup> Floor

Boston, MA 02110

**O. AO and AH zones drainage requirements.**

Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

**P. Recreational vehicles.**



In A1-30, AH, AE Zones, V1-30, VE, and V Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

#### **Q. Use Regulations.**

All development in the Floodplain Overlay District, including structural and non-structural activities must be in compliance with M.G.L. Chapter 131, § 40 and with the following:

- 1) 780 CMR the Massachusetts State Building Code;
- 2) Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
- 3) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
- 4) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

#### **R. Permitted uses.**

All uses normally allowed in the underlying zone(s), provided that comply with this bylaw, the Massachusetts State Building Code and the requirements of the NFIP, shall be permitted if the requirements of this bylaw are met.

#### **S. Variances to building code floodplain data.**

The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files. The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that:

- 1) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and
- 2) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions for the referenced development in the Floodplain Overlay District.

#### **T. Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP).**

A variance from these floodplain bylaws must meet the requirements set out by State law, and may only be granted if:

- 1) Good and sufficient cause and exceptional non-financial hardship exist;

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2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and

- 3) the variance is the minimum action necessary to afford relief.

#### **U. Planning Board Findings.**

The Planning Board shall make the following Findings relative to Special Permit approval in the Floodplain:

- 1) Such proposals shall not increase potential damage caused by flood;
- 2) All public utilities and facilities shall be located and constructed to minimize or eliminate flood damage;
- 3) Adequate drainage shall be provided to reduce exposure to flood hazards;
- 4) There is no volumetric loss of flood storage within the designated floodplain resulting in an increase in the BFE within the affected floodplain.

**V. Enforcement.**

Enforcement shall be in compliance with Section 500-14.2 of this bylaw and with Chapter 40A Section 7.

## APPENDIX E

### DEFINITION OF FINANCIAL TERMS COMMONLY USED AT TOWN MEETINGS

**Appropriation** – An authorization by the Town Meeting to make expenditures and incur liabilities for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**Assessed Valuation** – A valuation set upon real estate or other property by the Assessors as a basis for levying taxes.

**Bond** – A written promise to pay a specified sum of money by a fixed date, and carrying with it interest payments at a fixed rate, paid periodically. A Note is similar, but issued for a shorter period.

**Debt and Interest** – The amount of money necessary annually to pay the interest and the principal on the Town's outstanding debt. Also known as "Debt Service."

**Fiscal Year** – The budget period used by the Town running from July 1 of one year to June 30 of the next year. At the end of this period, the Town closes its books in order to determine its financial condition and the results of its operation.

**Free Cash (Available Funds)** – The amount of money left after all prior years' uncollected taxes have been deducted from surplus revenue. This amount may be used as available funds by vote of the Town Meeting.

**Overlay** – The amount, up to 5% of the tax levy, raised by the Assessors in excess of appropriations and other charges to cover abatements and exemptions.

**Overlay Reserve** – Unused amount of the overlay for previous years, which the Town may transfer to Surplus Revenue after all abatements for such fiscal year are settled.

**Reserve Fund** – A fund voted by the Annual Town Meeting and controlled by the Finance Committee for extraordinary and unforeseen expenditures incurred by Town departments during the year.

**Stabilization Fund** – Special Reserve Fund that can be used by a 2/3 vote of the Town Meeting.

**Surplus Revenue** – The amount by which cash, accounts receivable and other assets exceed the liabilities and reserves. Used in calculating free cash.

**Transfer** – The movement of funds from one account to another. Transfers between accounts (other than the Reserve Fund) can be made only by vote of the Town Meeting.

**Unexpended Balance** – That portion of an appropriation or account not yet expended. Any such balances left at the end of the fiscal year are generally used as Surplus Revenue in calculating Free Cash.

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**APPENDIX F**

**TABLE OF MOTIONS**

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**Table of Basic Points of Motion**

Rank		Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
<b>PRIVILEGED MOTIONS</b>							
1	Dissolve or adjourn sine die	Yes	No	No	Majority	No	No
2	Adjourn to fix time or recess	Yes	Yes	Yes	Majority	No	No
3	Point of no quorum	No	No	No	None	No	No
4	Fix the time to (or at) which to adjourn	Yes	Yes	Yes	Majority	Yes	No
5	Question of privilege	No	No	No	None	No	Yes
<b>SUBSIDIARY MOTIONS</b>							
6	Lay on the table	Yes	No	No	2/3	Yes	No
7	The previous question	Yes	No	No	2/3	No	No
8	Limit or extend debate	Yes	No	No	2/3	Yes	No
9	Postpone to a time certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or refer	Yes	Yes	Yes	Majority	Yes	No
11	Amend (or substitute)	Yes	Yes	Yes	Majority	Yes	No
12	Postpone indefinitely	Yes	Yes	No	Majority	Yes	No
<b>INCIDENTAL MOTIONS</b>							
*	Point of order	No	No	No	None	No	Yes
*	Appeal	Yes	Yes	No	Majority	Yes	No
*	Division of a question	Yes	Yes	Yes	Majority	No	No
*	Separate consideration	Yes	Yes	Yes	Majority	No	No
*	Fix the method of voting	Yes	Yes	Yes	Majority	Yes	No
*	Nominations to committees	No	No	No	Plur.	No	No
*	Withdraw or modify a motion	No	No	No	Majority	No	No
*	Suspension of rules	Yes	No	No	2/3***	No	No
<b>MAIN MOTIONS</b>							
None	Main Motion	Yes	Yes	Yes	Var.	Yes	No
**	Reconsider or rescind	Yes	**	No	Majority	No	No
None	Take from the table	Yes	No	No	Majority	No	No
None	Advance an article	Yes	Yes	Yes	Majority	Yes	No

\* Same rank as motion out of which they arise.

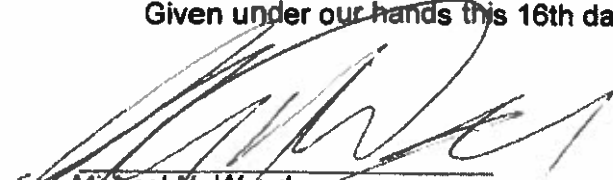
\*\* Same rank and debatable to same extent as motion being reconsidered.


\*\*\* Unanimous if rule protects minorities; out of order if rule protects absentees.

And you are directed to serve this Annual Town Meeting Warrant and Annual Election Warrant by posting attested copies thereof in said Town, one copy in each of the three parts of Town known as Savaryville, the Village, and South Groveland, fourteen (14) days at least before the time of holding said meeting.

Hereof fail not and make due return of this Warrant, with your doings thereon to the Precinct Clerk, at the time and place of said meeting.

Given under our hands this 16th day of May in the year of our Lord two thousand twenty-one.

  
Michael N. Wood  
Chairman


  
Jason Naves  
Selectman

  
William O'Neil  
Vice Chair

  
Edward H. Watson  
Selectman

  
Kathleen Kastrinelis  
Selectwoman

A true copy, attest:

  
Elizabeth Cunniff, Town Clerk

  
Jeffrey T. Gillen, Police Chief

**OFFICER'S RETURN**

I have notified and warned the inhabitants of the Town of Groveland who are qualified to vote in Town Affairs by posting true and attested copies of this Annual Town Meeting Warrant and Annual Election Warrant at the Town Hall, Savaryville and South Groveland. Said copies not having been posted less than fourteen days before the time of said meeting.

  
Elizabeth Cunniff, Town Clerk

  
Jeffrey T. Gillen, Police Chief

**TOWN OF GROVELAND  
MASSACHUSETTS  
2020-2021**

**BOARD OF SELECTMEN**

Michael N. Wood, Chair  
William O'Neil, Vice Chair  
Kathleen S. Kastrinelis  
Jason Naves  
Edward Watson

**INTERIM FINANCE DIRECTOR**

**KEVIN E. PAICOS**

**FINANCE BOARD**

Ruth Rivard, Chair  
Theresa Dunn  
Melissa Baker, Secretary  
Sarah McGrath  
Susan Yaskell