



TOWN OF GROVELAND

2020 TOWN MEETING WARRANT AND 2020 ANNUAL TOWN ELECTION WARRANT

COMMONWEALTH OF MASSACHUSETTS

Town Meeting: Monday, June 22, 2020

Town Election: Monday, June 15, 2020

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, June 22, 2020 @ 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 **Town Hall, 183 Main Street Groveland, MA on Monday, June 15, 2020 between the hours of 12:00 P.M. and 8:00 P.M.** which calls for the election of Town Officials.

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2020
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FINANCE BOARD REPORT TO THE ANNUAL TOWN MEETING ON THE FISCAL 2021 BUDGET REQUESTS

This report presents a summary of important information and recommendations related to Groveland's budget for the Fiscal Year 2021.

Our responsibility as the Groveland Finance Board is to consider all affairs and issues of the town which are included in town meeting warrants, to consider the question of the town's obligation, the administration of various departments, and make recommendations to the town by a majority vote of our members present. During this year as a Finance Board, we strove to continue to improve the scope of our review and recommendations as advisory board on all things financial which concern our town. We are taxpayers just as you are and we undertook our responsibility to review the budgets and articles being presented to the Annual Town Meeting with a seriousness and desire to ensure all financial issues were reviewed openly, carefully, and completely.

We met monthly during the Summer and Fall and then transitioned to bimonthly meetings in order to meet with as many of the departments and committees submitting budgets and articles as was possible.

While the town's obligation to education continues to represent the majority of our annual budget at 64%, we worked carefully to balance the remaining funds over our town's present and future needs.

Overall, we continue to focus on three primary goals:

- 1) To recommend a balanced budget to the town meeting.
- 2) To strengthen the town's fiscal position by increasing reserves in the town's stabilization accounts.
- 3) To make payments to offset the deficit in the town's Other Post-Employment Benefits (OPEB) account.

Our recommendations to this year's town meeting accomplish these goals. Additionally, we made recommendations to invest in and maintain the town's capital equipment.

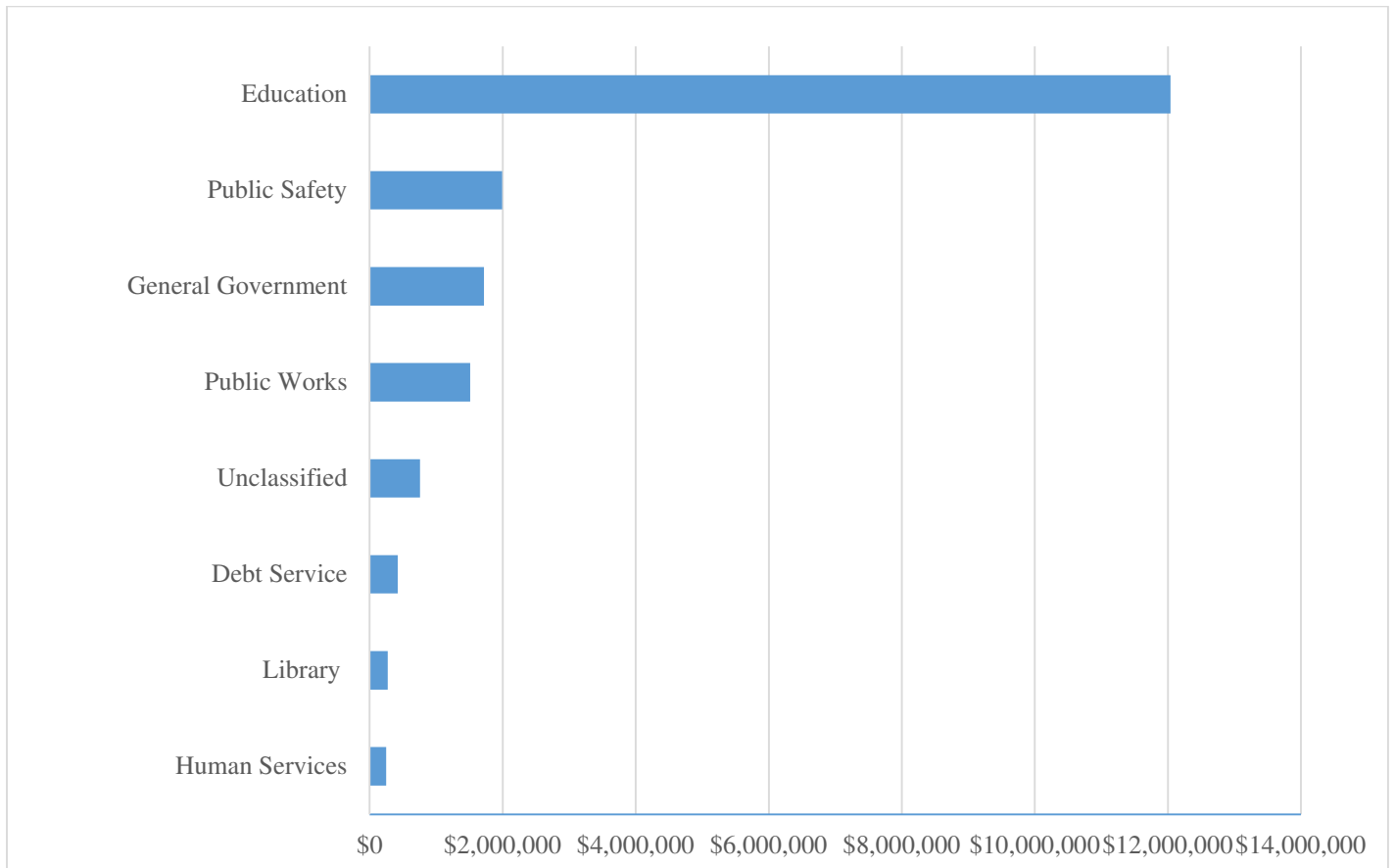
We thank all town employees and volunteers for their commitment to our town. As a Finance Board, we appreciate and value the opportunity to be of service to our community. We encourage everyone to find their own way to be involved in supporting and advancing the numerous worthwhile endeavors available. Explore our website, www.grovelandma.com, for information on services available, volunteer opportunities, and community news.

Representing you as Members of the Finance Board are:

James Scanlon, Chairman
Ruth Rivard, Secretary
Theresa Dunn
Melissa Baker
Susan Yaskell, alternative member

How Tax Dollars are Spent

Budget Category	Recommended Fiscal 2021	Percentage of Operating Budget
General Government	\$1,718,733	9.07%
Public Safety	\$1,992,210	10.51%
Education	\$12,037,289	63.51%
Public Works	\$1,509,451	7.96%
Human Services	\$246,565	1.30%
Library	\$273,261	1.44%
Debt Service	\$420,948	2.22%
Unclassified	\$756,212	3.99%
Total Recommended Budget	\$18,954,669	100.00%



Finance Board recommendations for contributions to Town Reserve Accounts

The table below summarizes our town's progress towards strengthening its fiscal position by increasing reserves in the town's Stabilization Funds. The overall goal is moving towards maintaining reserves of at least 10% of our operating budget to ensure the town's ability to maintain town services in the event of unforeseen financial costs.

This table also shows our continued progress to make payments to offset the significant deficit in the town's retirement fund identified by town auditors. Projections show our town's OPEB (Other Post-Employment Benefits) obligation is \$5,731,428 (inclusive of the enterprise funds).

Town Reserve Accounts	Amount Contributed FY2020	Amount Recommended FY2021	New Balance (if recommendations are approved) **	Percent of Operating Budget
OPEB	\$85,000	\$85,000	\$481,637	
Stabilization	\$75,000	\$100,000	\$1,551,394	
Capital Stabilization	\$50,000	\$75,000	\$361,389	
Total Reserves			\$2,394,420	12.64%

** Includes interest income through March 2020.

Finance Board recommendations for Free Cash Appropriations

FY21 Appropriations from Free Cash

Begin

Balance:	FY19 Free Cash	\$	760,265
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		Recommended	
Article No.	Purpose	Amount	
28	OPEB in Omnibus	\$ 85,000	
29	Stabilization	\$ 100,000	
30	Capital Stabilization	\$ 75,000	
31	MS4 Stormwater Permit Requirements	\$ 60,000	
32	Highway 8-Ton Truck Upgrades	\$ 15,000	
21	Capital Upgrades at Bagnall	\$ 75,000	*Capital
21	Cemetery Truck	\$ 42,000	*Capital
21	Town Facilities and Message Board	\$ 117,000	*Capital
21	Highway 1-Ton Truck	\$ 85,500	*Capital
21	Replacement of Police Cruiser	\$ 50,940	*Capital
Total		\$ 705,440	

Remaining Free Cash	\$	54,825
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Finance Board recommendations on Community Preservation Articles

As part of the budget review, the Finance Board carefully reviewed all proposals being submitted to the Annual Town Meeting for funding by the **Community Preservation Act (CPA)** funds. CPA funds are collected as a surcharge on the tax rate on an annual basis. The State provides matching funds to the amount collected from taxpayers. These funds may only be spent for specific purposes. (Last year's collection of CPA funds from taxpayers is included in the summary table for Town Reserve accounts on the previous page). The table below summarizes the Finance Board's recommendations on these articles.

Article	Description	Requested Amount (\$)	Finance Board Recommendation	Explanation
14	Preparing a Parks and Recreation Operations Plan	\$ 20,000	\$20,000	Work to be done by the Town Planner
15	Establishing a new dog park	\$ 25,000	\$25,000	This would provide 10% required match towards a grant for the full project
16	Install a historic document management system at Langley Adams Library	\$ 24,277	\$24,277	To preserve and protect the historic documents, photos, and files stored at the library.
17	To Build a recreational Boat House at the Pines	\$ 130,000	\$130,000	Build a 70 x 25 foot boat house to store rowing skulls
18	Supplement funds to complete the 100% design phase of the Community Trail	\$ 17,000	\$17,000	These funds will be used to complete the 100% design phase of the trail.
19	Purchase and install a fully inclusive new playground at the Bagnall School	\$ 325,000	\$325,000	Purchase and install new playground
		TOTAL RECOMMENDED	\$541,277	

Finance Board recommendations on Capital Improvements

As part of the budget review, the Finance Board carefully reviewed all proposals being submitted to the Annual Town Meeting as capital requests. Capital requests are defined as expenditures for items that cost at least \$10,000, have a useful life of 3 years or more, and for which the town is authorized to borrow. Capital purchases may be funded in one of 3 ways: within the tax rate, through borrowing either within the tax rate or through an exclusion, or with available funds, either free cash or capital stabilization. The table below lists the capital articles on this year's warrant as well as the method of funding and the Finance Board recommendation.

Article	Description	Requested Amount (\$)	Method of Funding	Explanation	Finance Board Recommendation
21	Capital Upgrades at Bagnall School	\$75,000	Free Cash	To make necessary upgrades and repairs to the Bagnall School building	\$75,000
21	Cemetery Pickup Truck	\$42,000	Free Cash	To purchase a new 4x4 pickup truck for the cemetery	\$42,000
21	Municipal Building Improvements	\$100,000	Free Cash	To make necessary upgrades to the town facilities	\$100,000
21	Full Color Digital Board	\$17,000	Free Cash	To replace the bulletin board at Town Hall	\$17,000
21	1-Ton Highway Dump Truck	\$85,500	Free Cash	To replace a 1-Ton Truck for the Highway	\$85,500
21	Replacement of a Police Cruiser	\$50,940	Free Cash	One police cruiser is replaced on an annual basis	\$50,940
	TOTAL	\$ 370,440			\$370,440

Town of Groveland
Summary of Revenues and Expenditures
Fiscal Year 2021

			FIN COMM
	ADOPTED	REQUESTED	RECOMMENDED
	FY20	FY21	FY21
I. REVENUES			
TAX LEVY	14,265,432	14,811,759	14,811,759
DEBT EXCLUSION	642,407	1,565,029	1,565,029
NEW GROWTH	185,065	125,000	125,000
SUBTOTAL	15,092,904	16,501,788	16,501,788
LOCAL RECEIPTS	1,442,000	1,520,000	1,512,000
EST CHERRY SHEET	1,001,335	1,030,568	1,013,805
INTERGOVERNMENTAL (LIGHT DEPT)	35,000	35,000	40,000
SUBTOTAL	2,478,335	2,585,568	2,565,805
TOTAL REVENUE	17,571,239	19,087,356	19,067,593
II. EXPENSES			
TOWN BUDGETS	5,371,590	5,580,874	5,556,417
PRSD BUDGET	9,864,501	11,050,265	11,050,265
WHITTIER BUDGET	732,390	762,024	762,024
ESSEX TECH ESTIMATE	225,000	225,000	225,000
GENERAL FUND PORTION OF SHARED EXPENSES			
HEALTH & LIFE INSURANCE	438,000	513,000	513,000
RETIREMENT	536,292	580,962	580,962
MEDICARE	66,000	66,000	66,000
PROPERTY & CASUALTY/WORKER'S COMP	185,000	201,000	201,000
OTHER EXPENSES			
RESERVE FOR ABATEMENTS	135,000	135,000	135,000
CHERRY SHEET CHARGES	93,450	103,216	103,216
DIRECT TO LIBRARY	8,726	9,146	9,146
SNOW & ICE DEFICIT (Non Budget)	-	-	-
TOTAL EXPENSES	17,655,949	19,226,487	19,202,030
BALANCE AVAILABLE	(84,710)	(139,131)	(134,437)
ONE TIME REVENUES			
ASSESSORS OVERLAY	50,000	50,000	50,000
FREE CASH	85,000	85,000	85,000
STABILIZATION			
SALE OF LOTS FUND			
EXCESS/(DEFICIT)	50,290	(4,131)	563

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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:

ARTICLE 2: To see if the Town will vote to transfer from available funds the amount of TWO HUNDRED NINETEEN THOUSAND, FIVE HUNDRED FORTY-FIVE DOLLARS (\$219,545) 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:

ARTICLE 3: To see if the Town will vote to raise and appropriate the sum of NINE HUNDRED DOLLARS (\$900) for the purpose of providing this amount to the William R. Dewhirst, Jr. Post 7366, Veterans of the United States, Groveland, MA to pay for heat, electricity, and maintaining its meeting place and any expenses to support this request in Fiscal 2021; or take any other action relative thereto.

Article submitted by Board of Selectmen

NOTE: Authorization for this appropriation is provided in MGL, C. 40, §9.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 4: To see if the Town will vote to accept as a public way "Homestead Lane" as it has been laid out by the Board of Selectmen in the manner depicted on the plan entitled "Acceptance Plan Roadway Layout Located in Groveland Massachusetts Prepared for Dehullu Homes 36 Benjamin Street Groveland MA 01834," dated October 28, 2018, prepared by William G. Holt, PLS, and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, such interests in land as are necessary to provide for the use and maintenance of said way for all purposes for which public ways are used in the Town of Groveland, or take any other action relative thereto.

(Requires a 2/3rd Majority) Article submitted by Planning Board

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

PLANNING BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 5: To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, eminent domain or otherwise, upon such terms and conditions as the Board of Selectmen may determine, the fee, easement, leasehold, license and/or other real property interests in, on, over, across, under and along: (a) all or any portion of the land, premises, easements, rights-of-way and other rights in Groveland comprising the former Georgetown Branch of the Boston & Maine, R.R. Portland Division, railroad right-of-way; and (b) lands abutting said right of way in approximately the locations depicted on that plan entitled: "Plan and Profile of Groveland Community Trail in the Town of Groveland, Essex County, Federal Aid Project No. _____, Preliminary Right of Way," last rev. 9/07/2018, prepared by Stantec, a copy of which has been placed on file with the Town Clerk, for the purpose of establishing, constructing, operating, maintaining, and providing access to a multi-use trail for non-motorized transportation, open space and recreation purposes, and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, and to seek such approval of the General Court as may be required to allow for such use and acquisition, and enter into all agreements and execute any and all documents or instruments necessary to effectuate the purposes of this article; and further to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money for these purposes and any expenses related thereto; or take any action relative thereto. (Requires a 2/3rd Majority) *Article submitted by the Finance Director*

NOTE: This article would allow the Town to enter into a lease agreement with National Grid for the Community Trail

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 6: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to abolish the personnel board and transfer its powers, duties and responsibilities to the Board of Selectmen and further, to incorporate the Office of the Assessors into the Department of Finance and Budget as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action relative thereto.

AN ACT AMENDING CHAPTER 60 OF THE ACTS OF 1998, AN ACT ESTABLISHING A DEPARTMENT OF FINANCE AND BUDGET IN THE TOWN OF GROVELAND

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Said chapter 60 of the acts of 1998 is hereby amended by adding the following to last sentence of Section 2:

Notwithstanding any general or special law to the contrary, the office of the assessors shall become part of the department of finance and budget and said office shall be under the supervision of said finance director. Further, notwithstanding general laws chapter 41, section 25A, or any other general or special law to the contrary, the finance director may appoint as assistant assessors such number of suitable citizens as said director deems necessary, and may remove them.

SECTION 2. Said chapter 60 of the acts of 1998 is hereby also amended by adding the term “assessors” to the first paragraph of Section 3 as follows:

The finance director, as treasurer and budget officer shall be responsible for coordinating the fiscal management practices of the assessors’ department, treasurer's department, collector of taxes, town accountant's department, and administrator of budgeting including financial reporting, accountability and control, financial and programmatic implications on current and future policies to all town departments and board of selectmen.

SECTION 3. Said chapter 60 of the acts of 1998 is hereby further amended by striking out section 10 and inserting in place thereof the following:

SECTION 10. The Board of Selectmen shall develop a job description, and set the salary.

SECTION 4. On the effective date of this act, the personnel board shall be abolished and its powers, duties and responsibilities shall be transferred to the personnel director.

SECTION 5. On the effective date of this act, the terms of office of those persons serving as appointed members of the personnel board shall terminate, provided, however, that no collective bargaining agreement, contracts or liabilities in force on said effective date shall be affected.

SECTION 6. This act shall take effect upon its passage.
Article submitted by Board of Selectmen

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 7: To see if the Town will vote to amend Article III – Section 2-36A of the General By-Laws, the Department of Finance and Budget by deleting the strikethrough language and adding the bolded language as follows:

Section One: There shall be created in the town of Groveland a Department of Finance and Budget, this Department shall be managed by a Finance Director who shall be appointed for a term of three (3) years by the Board of Selectmen.

Section Two: Upon the creation of the Department of Finance and Budget, and the hiring of a Director of said Department, the positions of Treasurer and Collector shall be consolidated, and all duties and responsibilities formerly imposed upon the Collector of Taxes, and the Treasurer by statute, regulation, or by-law shall be transferred to and become the responsibility of the Director of the Department of Finance and Budget. Upon the creation of said department, the Town Accountant’s Office shall be part of the Department and shall report directly to the Director thereof. **As of July 1, 2020, the Assessing Department shall be part of the Department and shall report directly to the Director thereof.**

Section Three: The Finance Director, as Treasurer and Budget Officer shall be responsible for coordinating the fiscal management practices of the Treasurer's Department, Collector of Taxes, Town Accountant's Department, **Assessing Office**, and administrator of budgeting including financial reporting, accountability and control, financial and programmatic implications on current and future policies to all Town Departments and Board of Selectmen.

The Finance Director shall be responsible for but not necessarily limited to the following financial and budgetary matters:

1. To coordinate with all Departments and manage the collection of all budget and financial information, including the forecasting of revenues for the forthcoming fiscal year in order to prepare an annual budget for the Annual Town Meeting.
2. To set policies and procedures for the collection of all revenues due and owing to the Town of Groveland as a result of tax levies, and the issuance of licenses and permits excepting there from revenues collected by the municipal light plant.
3. To write grant proposals appropriate to the needs of the Town, and to insure compliance with the terms of each grant.
4. To review, and oversee on a yearly basis the various town trust funds, and to insure that funds are prudently invested. Also, when any such trust fund fails due to the extinction of the purpose for which said fund was created, the Department of Budget and Finance shall, with the advice and consent of the Selectmen, seek appropriate relief in a court of competent jurisdiction from the duties of investment and distribution imposed by the trust fund instrument.
5. Disburse, as Town government operations may require, all funds and sign all checks pursuant to warrants signed by the Board of Selectmen and Town Accountant, to insure the efficient operation of government.
6. The Finance Director shall be the chief procurement officer for the Town of Groveland.
7. Report to the Board of Selectmen and Finance Committee concerning all financial matters affecting Town Government.
8. Coordinate with the Massachusetts Department of Revenue pertaining to all matters on their municipal calendar.
9. Coordinate and manage all financial information received from the Board of Assessors to forecast future financial growth and anticipated revenues, and advise the Selectmen, Finance Committee, and Town Meeting accordingly.
10. Create written policies and procedures, and be responsible for the collection of all monies received by various town departments as allowed by law and deposit same in bank accounts.

Section Four: Pursuant to all state, federal and municipal statutes, laws, regulations and by-laws, the Department of Finance and Budget shall make detailed estimates of all money necessary to maintain the proper operation of government.

Section Five: The Department of Finance and Budget shall report to the board of Selectmen.

Section Six: Upon consolidation of the position of the Tax Collector and Treasurer, the persons formerly serving in those capacities shall become Assistant Collector and Assistant Treasurer respectively for the remainder of their terms. Thereafter, they shall serve for a period determined by the Director, and at a salary to be set by the Board of Selectmen. The Assistant Treasurer and Assistant Tax Collector shall report directly to the Director of Finance and Budget who shall assign duties to them as he or she deems necessary. The Director may consolidate one of the above Assistant positions into one Assistant Collector/Treasurer.

Section Seven: The Selectmen may as they see fit delegate or assign administrative or personnel duties to the Director of Finance and Budget as they deem necessary and appropriate.

Section Eight: Upon the creation of the Department of Finance and Budget by vote of the Town Meeting and State Legislature, the Board of Selectmen shall appoint a search committee within thirty days thereof to assist the Board of Selectmen in hiring a Director of said Department.

Section Nine: The "Search Committee" shall be compromised of five members appointed as follows:

1. One representative from the Board of Assessors.
2. One representative from the Town Government in general exclusive of the Board of Selectmen.
3. One representative from the Finance Board.
4. One representative from the Finance Director/Executive Secretary Task Force.
5. One citizen of Groveland who shall not be a past or present employee of or an appointed or elected official of Groveland Municipal Government.

Upon the inability of the Board of Selectmen to fill the Search Committee from any or all of the above categories, the Selectmen may fill any or all positions from the general population of the Town of Groveland.

Section Ten: The "Search Committee" shall be responsible for the following:

1. Advertise the position in appropriate media outlets and trade journals, as required by law.
2. Receive resumes and select candidates there from for interviews.
3. Take any other action and perform any other duties as directed by the Board of Selectmen not inconsistent with Section Ten of this By-law.

Section Eleven: The ~~personnel board~~ **Board of Selectmen** shall develop a job description, and ~~make set the salary recommendations to the Board of Selectmen.~~

Section Twelve: The Board of Selectmen shall enter into a formal written contract with the Director detailing responsibilities, goals and objectives for performance evaluation criteria, salary, fringe benefits and term of contract.

Section Thirteen: If any provision of this by-law conflicts with State or Federal law then State or Federal law controls.

Section Fourteen: If any sections of this by-law are unenforceable as a matter of law then those remaining sections not affected shall continue in full force and effect.

Or take any other action relative thereto.

Note: *This would consolidate all financial departments under one department, allowing for cross-training, more streamlined services, and overall financial oversight.*

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 8: To see if the Town will vote to amend the Town of Groveland General By-laws section 2-42, by adding a new Revolving Fund, the Groveland Day Revolving Fund as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws as set forth below; and further to allow the Finance Director and Groveland Day Committee to expend funds not to exceed THIRTY THOUSAND DOLLARS (\$30,000) during Fiscal year 2021 from said account for expenses related to Groveland Day; or take any other action relative thereto.

A. Revolving Fund	B. Department, Board, or Committee Authorized to Spend from Fund	C. Fees, Charges, or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable from Fund	E. Restrictions or Conditions on Expenses Payable from Fund	F. Other Requirements/ Reports	G. Fiscal Years
Groveland Day	Groveland Day Committee and Finance Director	Proceeds from fundraising, advertising, donations, and race and vendor fees	Groveland Day	None	Annual Report to Town Meeting	Fiscal Year 2021 and subsequent years

A report shall be provided to the Annual Town Meeting detailing the total receipts and expenditures of this fund for the fiscal year. Article submitted by Finance Director

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 9: To see if the Town will vote to amend the Town of Groveland General By-laws section 2-91, Personnel Bylaw, by deleting the strikethrough language and adding the bolded language as follows:

DIVISION II. PERSONNEL POLICY PLAN NON-CONTRACTUAL EMPLOYEES

PERSONNEL BYLAW

Section 2-91. Purpose and Intent.

The purpose of the personnel bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration based on merit principles that ensure uniform, fair and efficient application of personnel policies. This bylaw is adopted pursuant to General Laws Chapter 41, Sections 108A and 108C.

Section 2-92. Application.

All town departments and positions shall be subject to the provisions of this bylaw and policies adopted pursuant to this bylaw, except elected town officers, employees of the school committee and employees covered by a collective bargaining agreement (unless such agreement expressly incorporates this bylaw by reference). All persons covered hereby shall receive the rate of pay and be subject to the provisions set forth in the personnel system established pursuant to this bylaw as determined to be applicable to them by the ~~Personnel Advisory Board hereinafter established~~ **Board of Selectmen**.

Section 2-93. Responsibility of the Board of Selectmen.

The Board of Selectmen shall be responsible for the development of a human resources system which meets the needs of the Town. The Board of Selectmen shall appoint a ~~Personnel Advisory Board~~ **Director** to assist in carrying out its responsibility. ~~The Personnel Advisory Board shall be composed of five regular members for three-year overlapping terms, one member of which shall be a town employee, and one alternate town employee member. A member may be removed upon a majority vote of the Board of Selectmen after notice to the Board member and a public hearing, if so requested by said member or remaining members.~~ **Amended June 12, 2002.**

Section 2-94. Responsibility of the Personnel Advisory Board Director.

The ~~Personnel Advisory Board~~ **Director** shall conduct such research and carry out such instructions as the Board of Selectmen shall direct including, but not limited to, review of performance appraisals, compensation for employees, recommendation to Annual Town Meeting of additional work hours and all salary/wage increases, benefits, methods of selection of personnel, performance appraisal, and personnel procedures.

Section 2-95. Personnel Policies.

The personnel policies shall establish a personnel system which shall include, but need not be limited to, the following elements:

- (a) Method of administration. A system which assigns responsibility for the personnel system, including maintaining personnel records, implementing effective recruitment and selection processes, creating and maintaining a compensation plan, monitoring

the application of policies and periodic reviews and evaluation of the personnel system.

- (b) Classification and compensation plans, as deemed appropriate.
- (c) Recruitment and selection policies
- (d) Record keeping system
- (e) Rights and obligation of employees
- (f) Other elements of a personnel system as deemed appropriate or necessary

Section 2-96. Adoption of Policies.

The Board of Selectmen is empowered and authorized by this bylaw to adopt personnel policies defining the rights, benefits and obligations of employees subject to this bylaw. Such policies shall become effective in accordance with the following procedure:

- (a) The Board of Selectmen may propose new, amended or revised policies; any such proposed policy may be proposed at any meeting of the Board of Selectmen. Any ~~member of the Personnel Board or any~~ employee may suggest policies for consideration by the Board of Selectmen. The Board of Selectmen need not consider any proposal already considered in the preceding twenty-four months.
- (b) Any proposed new, amended or revised policies shall be posted for a period of at least ten (10) days after being proposed, during which time comments, information and questions regarding any proposed policy may be provided to the Board of Selectmen. A public hearing shall be held following the ten (10) day posting period.
- (c) Any new, amended or revised policies shall become effective upon approval by a majority vote of the Board of Selectmen, unless a specific effective date is provided.
- (d) Copies of new or amended policies shall be posted in prominent locations within the Town Hall.

Section 2-97. Severability.

The provisions of this bylaw and the policies adopted pursuant to this bylaw are severable. If any bylaw provision or policy is held invalid, the remaining provisions of the bylaw or policy shall not be affected thereby.

Section 2-98. Effective date.

This bylaw shall take effect on April 24, 2000 **with an amended date of April 27, 2020 or as approved by the Attorney General.**

Sec. 2-99 - 2-120. Reserved.

Or take any action relative thereto.

Article submitted by the Finance Director

Note: This would allow the Board of Selectmen to make changes to the Personnel Policy without a Personnel Advisory Board. The Personnel Advisory Board is once again defunct and this change is necessary to maintain the policies for the non-contractual employees.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 10: To see if the Town will vote to amend its General Bylaws to delete Chapter 14: "Stormwater Management and Land Disturbance Bylaw", in its entirety, and insert in its place a new Chapter 14: "Stormwater Management and Land Disturbance", in the form placed on file with the Town Clerk and in Appendix C, or take any action relative thereto.

Article submitted by the Town Planner

Note: To recodify and to make required amendments per the National Pollutant Discharge Elimination System (NPDES) Permit. The permit requires regulated communities to develop/ modify its regulatory mechanism for post construction stormwater management. A "List of Stormwater Changes" depicting the changes made to the existing stormwater bylaw to create the new stormwater bylaw is on file with the Town Clerk and included as an appendix to the warrant.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 11: To see if the Town will vote to amend the Zoning Bylaw, Section 2. Definitions, to delete the definition of "Home Occupation" in its entirety and to revise the definition of "Customary Home Occupation" to delete the strikethrough language and add the language in bold, as follows:

CUSTOMARY HOME OCCUPATION or HOME OCCUPATION –

A. ~~[A customary home occupation is]~~ The use of a room or rooms in a dwelling and/or accessory building on one lot by one or more persons residing thereon to conduct a business for financial gain in a manner subordinate to the principal use of the lot for residential purposes. A customary home occupation does not include business activities carried on in a residential dwelling pursuant to outside employment.

B. An occupation or a profession which:

(1) Is customarily carried on in a dwelling unit or in a building or other structure accessory to a dwelling unit; and

(2) Is carried on by a member of the family residing in the dwelling unit; and

(3) Is clearly incidental and secondary to the use of the dwelling for residential purposes; and

(4) Which conforms to the following additional conditions:

(a) The occupation or profession shall be carried on wholly within the principal building or within a building or other structure accessory thereto.

(b) No person outside the family shall be employed in the home occupation.

(c) There shall be no exterior display, no exterior sign except as permitted under Article XI, no exterior storage of materials and

no other exterior indication of the home occupation or variation from the residential character of the principal building.

(d) No offensive noise, unsightliness, vibration, smoke, dust, odors, heat, or glare shall be produced.

(5) Customer visits are made by appointment only.

or take any action relative thereto. (Requires a 2/3rd Majority) Article submitted by the Town Planner

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

PLANNING BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 12: To see if the Town will vote to amend the Zoning Bylaw to correct grammatical and spelling errors and make other housekeeping and non-substantive changes, including deletion of unused definitions, all as set forth in the "List of Zoning Bylaw Changes" in Appendix D and which document has been placed on file with the Town Clerk, or take any action relative thereto. (Requires a 2/3rd Majority) Article submitted by the Town Planner

Note: *To make non-substantive corrective amendments to the Town's Zoning Bylaw.*

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

PLANNING BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 13: To see if the Town will vote to amend the Zoning Bylaw to renumber, recaption, arrange and sequence its various sections as Chapter 50 of the Town Code in the manner set forth in the Final Draft of the Zoning Bylaw of the Town of Groveland, dated February 2020, which document has been placed on file with the Town Clerk, or take any action relative thereto. (Requires a 2/3rd Majority) Article submitted by the Town Planner

Note: *To recodify the Town's Zoning Bylaw.*

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

PLANNING BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 14: To see if the Town will vote to appropriate a sum of TWENTY THOUSAND DOLLARS (\$20,000) from the Community Preservation Community General Reserve FY-2020 to be made available for the **purpose of preparing a Parks and Recreation Operations Plan** for the Town Of Groveland to be managed by the Groveland Town Planner and the Town Finance Director under the CPA category of Recreation and be completed no later than June 30, 2023, or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: This project is to develop a plan to provide a review of the existing operations of our fields and facilities and provide recommendations for improved efficiency including an inventory of the field and athletic facilities currently used for programs and services in the community; a comprehensive list of the organizations utilizing the field/facilities; a description of how the fields are being maintained; funding sources available for maintenance and improvements; field/facility use scheduling; and steps for creating a Parks & Recreation Division.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 15: To see if the Town will vote to appropriate a sum of TWENTY FIVE THOUSAND DOLLARS (\$25,000) from the Community Preservation General Reserve FY-2020 to be made available for the **purposes of establishing a new dog park at the Pines Recreation Area or similar location in town.** The project is to be managed by the Groveland Dog Park Committee and the Town Finance Director under the CPA category of Recreation and be completed no later than June 30, 2023 or take any action relative

thereto. Article submitted by the Community Preservation Committee

Note: The project would provide 10% matching funds towards a potential \$225,000 grant to design and build a new expanded dog park to be located at a desirable location in town such as the Pines Recreation Area to be approved by the Board of Selectmen. This dog park will enhance the Town of Groveland by providing a dog park that promotes cleanliness, safety, and overall respect.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 16: To see if the Town will vote to appropriate a sum of TWENTY-FOUR THOUSAND TWO HUNDRED SEVENTY-SEVEN DOLLARS (\$24,277) from the Community Preservation Fund's Historic Reserve FY-2020 to be made available for the **purpose of installing a historic document management system at the Langley-Adams Library.** The project is to be managed by the Town Finance Director and the Langley-Adams Library under the CPA category of Historic Preservation and be completed no later than June 30, 2023 or take any action relative thereto. Article submitted by the Community Preservation Committee

Note: The project would provide funds to preserve and protect the many historic documents, photos and files, a public historic resource, stored at the library. By connecting the library to town hall servers, the library will utilize the existing LaserFiche software used in town hall to scan, store and make available to the public all of these resources.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 17: To see if the Town will vote to appropriate a sum of ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000) from the Community Preservation Fund's General Reserve FY-2020 to be made available for the **purpose of constructing a Recreational Boat House at the Pines Recreation Area for the establishment of a joint rowing program on the Merrimack River.** The project is to be managed by the Town Finance Director under the CPA category of Recreation and be completed no later than June 30, 2023 or take any action relative thereto. **Article submitted by the Community Preservation Committee**

***Note:** This project would provide funds to build a 70 x 25-foot boat house to house rowing skulls. This is a joint project between the Town of Groveland, the City of Haverhill and Haverhill High School and Pentucket Regional High School. Adding a rowing program at the Pines will allow opportunities for students with a program that does not currently exist. The rowing program will expand use of the Pines and attract non-residents to our town.*

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 18: To see if the Town will vote to appropriate a sum of SEVENTEEN THOUSAND DOLLARS (\$17,000) from the Community Preservation Fund's General Reserve FY-2020 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 Town Finance Director under the CPA category of Recreation and be completed no later than June 30, 2023 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 2021-22. 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:

ARTICLE 19: To see if the Town will vote to appropriate a sum of THREE HUNDRED TWENTY-FIVE THOUSAND (\$325,000) from the Community Preservation Fund's General Reserve FY-2020 to be made **available for the Bagnall School All-Inclusive Playground.** The project is to be managed by the Town Finance Director and the Bagnall School under the CPA category of Recreation and be completed no later than June 30, 2023 or take any action relative thereto. **Article submitted by the Community Preservation Committee**

***Note:** The Bagnall School playground project includes the purchase and installation of a new ADA-certified, all-inclusive playground at the Dr Elmer S Bagnall school. The design includes playground equipment that is age appropriate for pre-K through grade 6, handicapped accessible equipment and rubber ground surface for complete all-inclusive playground access. The current playground at the school is outdated and rundown. There are elements of the structures that do not meet today's safety or accessibility requirements. A new playground will represent pride in our town and an investment in our community for all our children.*

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 20: To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2021 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:

PURPOSE	RECOMMENDED AMOUNT
Appropriations:	
Committee Administrative Expenses	\$ 20,000
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 ACTION

DATE AND ACTION TAKEN:

ARTICLE 21: To see if the Town will vote to raise and appropriate, or transfer from available funds, the amount of THREE HUNDRED SEVENTY THOUSAND FOUR HUNDRED AND FORTY DOLLARS (\$370,440) to fund the FY21 Capital Improvement Plan, all as described in the chart below; including all costs incidental and related thereto; or take any other action relative thereto.

<u>Purpose</u>	<u>Board of Selectmen Recommend</u>	<u>Finance Board Recommends</u>	<u>Funding Mechanism</u>
Bagnall Improvements			
Building Improvements	\$75,000	75,000	Free Cash
Cemetery Department			
4x4 Pickup Truck – F250	\$42,000	42,000	Free Cash
Facilities			
Municipal Building Improvements	\$100,000	100,000	Free Cash
Full Color Digital Board	\$17,000	17,000	Free Cash
Highway Department			
1-Ton Dump Truck	\$85,500	85,500	Free Cash
Police Department			
Replacement of Line Cruiser	\$50,940	50,940	Free Cash
TOTALS	\$370,440	\$370,440	

Each item above will be considered a separate appropriation. The budgeted amount may be spent only for the stated purpose.

Submitted by the Board of Selectmen acting as the Capital Improvement Committee

Note: The above projects were recommended for funding in FY2021 by the Board of Selectmen, acting as the Capital Improvement Committee (CIC). Refer to Appendix A for the complete 5 Year CIC report.

Items not recommended for funding:

Council on Aging Handicap Access Van	- \$58,000
Highway 8-Ton Truck	- \$240,200
Highway Used Street Sweeper	- \$15,000 (lease payment)

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION****DATE AND ACTION TAKEN:**

ARTICLE 22: To see if the Town will vote to accept the sum of FORTY THOUSAND DOLLARS (\$40,000) from the Groveland Municipal Electric Department Operation Account to Town Estimated Receipts to reduce the Tax Rate for the twelve months ending June 30, 2021; 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:**

ARTICLE 23: To see if the Town will vote to transfer the sum of THIRTEEN THOUSAND FIVE HUNDRED AND SIXTY-SIX DOLLARS (\$13,566.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Salary Part Time Account for Fiscal Year 2021 (1001-171-51100-051) for the purposes of funding the Conservation Agent position; or to take any other action relative thereto.

Article submitted by the Conservation Commission

Note: This article transfers funds from fees collected by the Commission to the Commission Salary Account.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION****DATE AND ACTION TAKEN**

ARTICLE 24: To see if the Town will vote to transfer the sum of ONE THOUSAND EIGHT HUNDRED AND FORTY-SIX DOLLARS (\$1,846.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Expense Account for Fiscal Year 2021 (1001-171-52000-052) for the purposes of costs related to Commission operating costs; or to take any other action relative thereto.

Article submitted by the Conservation Commission

Note: This article transfers funds from fees collected by the Commission to the Commission Services Account.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION****DATE AND ACTION TAKEN**

ARTICLE 25: To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E¹/₂, to set the annual spending limits for the following seven (7) revolving accounts established in the General By-Laws for Fiscal Year 2021; or take any action relative thereto.

A. Revolving Fund	C. Spending Limit for Fiscal Year 2021 and subsequent years
Veasey Memorial Park	\$130,000
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

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:

ARTICLE 26: To see if the Town will vote to accept the provisions of G.L. c. 44, § 53F³/₄ for the purpose of establishing a separate revenue account to be known as the PEG Access and Cable Related Special Revenue Fund into which shall be deposited funds received in connection with the cable television franchise agreements between the Town and Comcast Corporation (Comcast), and/or any other cable operator, which funds shall be appropriated only for cable related purposes consistent with the franchise agreements and in accordance with applicable laws, including, but not limited to (1) support of public, educational, or governmental ("PEG") access cable television services; (2) monitoring compliance of the cable operator with the cable television license(s); and/or (3) preparing for the renewal of the cable license(s), with such action to take effect as of the first day of the fiscal year beginning July 1, 2020; and further, to transfer all cable television license proceeds and receipts currently held by the Town for such purposes to such new PEG Access and Cable Related Special Revenue Fund; and further to appropriate from said fund the sum of \$150,000 to be expended under the direction of the Board of Selectmen for such PEG access services; or take any other action related thereto.

Article submitted by Finance Director

Note: Accepting this M.G.L. is a requirement to keep and utilize cable access fee separate from the General Fund

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 27: To see if the Town will vote to transfer the sum of FIFTY THOUSAND DOLLARS (\$50,000) from the Overlay Surplus Account for the purpose of funding the Town's operating budget for Fiscal Year 2021; 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:

ARTICLE 28: To see if the Town will vote to transfer EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from Fiscal Year 2019 Town Free Cash for the purpose of funding the Town's operating budget for Fiscal Year 2021; or take any other action relative thereto.
Article submitted by Finance Director

Note: This would cover the cost of the Other Post Employment Benefits (OPEB) FY21 trust fund appropriation.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 29: To see if the Town will vote to transfer ONE HUNDRED THOUSAND DOLLARS (\$100,000) from Fiscal Year 2019 Town Free Cash to the Stabilization Fund Account #8500-040-35992-000; or take any other action relative thereto.
Article submitted by Finance Director

Note: This article would add to our "rainy day" fund and continue to build up our reserves.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN

ARTICLE 30: To see if the Town will vote to transfer SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) from Fiscal Year 2019 Town Free Cash to the Capital Stabilization Fund Account #8500-040-35925-000; or take any other action relative thereto.
Article submitted by Finance Director

Note: This article would add to our reserve for capital-related projects or the purchase or acquisition of capital equipment, or payment of debt service related thereto.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 31: To see if the Town will vote to transfer the sum of SIXTY THOUSAND DOLLARS (\$60,000) from Fiscal Year 2019 Town Free Cash to the MS4 Stormwater Permit Account #2452-421-45810-000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Permit and for implementing the MS4 Permit requirements; or take any other action relative thereto.

Article submitted by the Finance Director

Note: The United States Environmental Protection Agency (EPA) has released the requirements for National Pollutant Discharge Elimination System (NPDES) compliance. The purpose of this funding is to engage an engineering firm to develop the Town's NPDES MS4 permit application. This is year three of a five year program.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 32: To see if the Town will vote to transfer FIFTEEN THOUSAND DOLLARS (\$15,000) from Fiscal Year 2019 Town Free Cash to an account for repairs to be done on the Highway Department's 8-Ton Truck; including all costs incidental and related thereto; or take any other action relative thereto.

Article submitted by the Finance Director

Note: This article would provide funds to overhaul and extend the life of the Highway Department's 8-Ton Truck

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN

ARTICLE 33: To see if the Town will vote to transfer the sum of Thirty-seven thousand, one hundred dollars (\$37,100) from Fiscal 2019 Water Enterprise Department Retained Earnings for the purchase and equipping of a F350 4X4 utility truck with plow; or take any other action relative thereto.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

WATER & SEWER COMMISSIONERS RECOMMEND: FAVORABLE ACTION

DATE AND ACTION TAKEN

ARTICLE 34: To see if the Town will vote to transfer the sum of Fifteen thousand nine hundred dollars (\$15,900) from Fiscal 2019 Sewer Enterprise Department Retained Earnings for the purchase and equipping a F350 4X4 utility truck with plow; or take any other action relative thereto.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

WATER & SEWER COMMISSIONERS RECOMMEND: FAVORABLE ACTION

DATE AND ACTION TAKEN

ARTICLE 35: To see if the Town will vote to transfer the sum of One Hundred and ten thousand, dollars (\$110,000) from Fiscal 2019 Water Enterprise Department Retained Earnings to be used for future well development; or take any other action relative thereto.

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

WATER & SEWER COMMISSIONERS RECOMMEND: FAVORABLE ACTION

DATE AND ACTION TAKEN

ARTICLE 36: To see if the Town will vote to raise and appropriate the sum of ONE MILLION ONE HUNDRED THIRTEEN THOUSAND, NINE HUNDRED TWENTY-THREE DOLLARS AND SIXTY-EIGHT CENTS (\$1,113,923.68) for the use of the Water Department, said sum to be offset by FY 2021 Water Department Revenue; or take any other action relative thereto:

	<u>FY '20</u>	<u>FY '21 REQUESTED</u>	<u>FINANCE BOARD RECOMMENDS</u>
Commissioners	\$ 1,297.80	\$ 1297.80	\$ 1,297.80
Superintendent	\$ 68,264.33	\$ 60,340.00	\$ 61,546.80
Office Manager	\$ 45,031.28	\$ 44,594.08	\$ 44,594.08
Laborers' Wages (3)	\$139,689.79	\$139,689.79	\$142,483.59
Part-Time Help	\$ 9,280.00	\$ 12,600.00	\$ 12,600.00
Overtime	\$ 37,889.98	\$ 39,000.00	\$ 39,780.00
Retirement Pay Out	\$.00	\$ 15,526.40	\$ 15,836.93
Expenses	\$329,200.00	\$335,784.00	\$335,784.00
Health	\$ 64,122.14	\$ 50,000.00	\$ 50,000.00
Retirement	\$ 65,666.64	\$ 70,419.60	\$ 70,419.60
Emergency Funds	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Bond Debt & Interest	\$274,875.00	\$284,925.00	\$284,925.00
Medicare	\$ 4,347.23	\$ 4,564.59	\$ 4,655.88
TOTAL	\$ 1,089,226.99	\$ 1,108,741.26	\$ 1,113,923.68

Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 37: To see if the Town will vote to raise and appropriate the sum of SIX HUNDRED THIRTY-SEVEN THOUSAND, THREE HUNDRED AND SIXTY-FOUR DOLLARS AND SIXTY-THREE CENTS (\$637,364.63) for the use of the Sewer Department, said sum to be offset by FY 2021 Sewer Department Revenue; or take any other action relative thereto:

	<u>FY '20</u>	<u>FY'21 REQUESTED</u>	<u>FINANCE BOARD RECOMMENDS</u>
Commissioners	\$ 556.20	\$ 556.20	\$ 556.20
Superintendent	\$ 29,189.58	\$ 25,860.00	\$ 26,377.20
Office Manager	\$ 19,298.86	\$ 19,298.86	\$ 19,298.86
Laborers' Wages (3)	\$ 59,867.00	\$ 59,867.00	\$ 61,064.34
Overtime	\$ 9,281.69	\$ 9,838.60	\$ 10,035.37
Part-Time Help	\$ 2,791.74	\$ 5,400.00	\$ 5,400.00
Retirement Pay Out	\$ 0.00	\$ 6,654.17	\$ 6,787.25
Expenses	\$102,809.27	\$104,865.46	\$104,865.46
Health	\$ 28,111.79	\$ 21,927.20	\$ 21,927.20
Medicare	\$ 1,747.83	\$ 1,835.22	\$ 1,871.92
Retirement	\$ 32,833.32	\$ 35,209.80	\$ 35,209.80
Bond Debt & Interest	\$ 65,106.26	\$ 63,656.26	\$ 63,656.26
Emergency Funds	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Haverhill Wastewater	\$180,698.59	\$182,505.58	\$182,505.58
Haverhill Capital Bond	\$ 66,030.43	\$ 72,809.19	\$ 72,809.19
TOTAL	\$ 623,135.16	\$ 635,283.54	\$ 637,364.63

Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 38: To see if the Town will vote to raise the following sums to defray Town charges for the fiscal year ending June 30, 2021 and make appropriations therefor, or take any other action relative thereto:

Appropriated FY2020	Line Item	Requested FY2021	Selectmen Recommends	Finance Board Recommends
GENERAL GOVERNMENT				
<u>MODERATOR</u>				
100	Stipend	100	100	100
\$ 100	1 Total Moderator Budget	\$ 100	\$ 100	\$ 100
<u>SELECTMEN</u>				
7,500	Selectmen's Stipend	7,500	7,500	7,500
10,000	Admin. Asst. Salary	10,000	-	-
\$ 17,500	2 Total Salaries	\$ 17,500	\$ 7,500	\$ 7,500
25,000	Town Audit	25,000	25,000	25,000
	Consulting Services	-	-	-
25,000	Reserve Fund	25,000	25,000	25,000
2,000	Association Fees	2,000	2,000	2,000
1,750	Town Reports	1,850	1,850	1,850
3,000	Minutes Clerk	3,000	3,000	3,000
1,000	Expenses	1,200	1,200	1,200
\$ 57,750	3 Total Expenses	\$ 58,050	\$ 58,050	\$ 58,050
\$ 75,250	Total Selectmen Budget	\$ 75,550	\$ 65,550	\$ 65,550
<u>FINANCE DEPARTMENT</u>				
113,655	Finance Director's Salary (inc. T/C)	113,655	120,000	120,000
53,114	Asst. Treasurer/Collector's Salary	53,114	54,176	54,176
22,770	Treasury/Collection Clerk	22,770	22,770	22,770
0	Car Allowance	1,300	1,300	1,300
\$ 189,539	4 Total Salaries	\$ 190,839	\$ 198,246	\$ 198,246
750	Tax Title Treasury/Collection	750	750	750
3,000	Education and Association Fees	3,000	3,000	3,000
15,000	Postage	16,000	16,000	16,000
4,800	Payroll Fees	4,800	4,800	4,800
3,475	Office Expense	3,000	3,000	3,000
	Online Payment Fees	600	600	600
500	Personnel Expenses	500	500	500
\$ 27,525	5 Total Expenses	\$ 28,650	\$ 28,650	\$ 28,650
\$ 217,064	Total Finance Department Budget	\$ 219,489	\$ 226,896	\$ 226,896
<u>TOWN ACCOUNTANT</u>				
64,644	6 Accountant's Salary	64,644	65,937	65,937
1,500	Office Expenses	1,500	1,500	1,500
2,000	Education and Association Fees	2,000	2,000	2,000
\$ 68,144	7 Total Town Accountant Budget	\$ 68,144	\$ 69,437	\$ 69,437
<u>BOARD OF ASSESSORS</u>				
1,500	Assessor's Stipends	1,500	1,500	1,500
53,505	Assessing Manager's Salary	53,505	53,505	53,505
-	Assessing Manager Crossover	6,495	6,495	6,495
\$ 55,005	8 Total Salaries	\$ 61,500	\$ 61,500	\$ 61,500
3,000	Expenses	3,000	3,000	3,000
39,240	Revaluation Maintenance	40,000	40,000	40,000
6,950	Software & Licenses	7,250	7,250	7,250
7,500	Maps - Updating	7,000	7,000	7,000
\$ 56,690	9 Total Expenses	\$ 57,250	\$ 57,250	\$ 57,250
\$ 111,695	Total Board of Assessors Budget	\$ 118,750	\$ 118,750	\$ 118,750
<u>TOWN COUNSEL</u>				
65,000	Legal Expense	65,000	65,000	65,000
\$ 65,000	10 Total Town Counsel Budget	\$ 65,000	\$ 65,000	\$ 65,000

Appropriated FY2020	Line Item	Requested FY2021	Selectmen Recommends	Finance Board Recommends
TECHNOLOGY				
45,060	Computer Hardware Maint & Lic Fees	58,000	58,000	58,000
5,000	Hardware & Software Expense	5,000	5,000	5,000
\$ 50,060	11 Total Technology Department	\$ 63,000	\$ 63,000	\$ 63,000
TOWN CLERK				
60,060	Town Clerk's Salary	60,060	61,261	61,261
1,200	Poll Workers	6,875	8,500	8,500
\$ 61,260	12 Total Salaries	\$ 66,935	\$ 69,761	\$ 69,761
\$ 3,445	Election Expenses	\$ 8,058	\$ 8,058	\$ 8,058
	Education Expenses	\$ 788	\$ 1,200	\$ 1,200
\$ 4,500	Office Expenses & Supplies	\$ 7,441	\$ 7,441	\$ 7,441
\$ 7,945	13 Total Expenses	\$ 16,287	\$ 16,699	\$ 16,699
\$ 69,205	Total Town Clerk Budget	\$ 83,222	\$ 86,460	\$ 86,460
CONSERVATION COMMISSION				
-	Conservation Agent - Part-Time (TM Transfer)	-	-	-
1,400	Stipends	1,400	1,400	1,400
\$ 1,400	14 Total Salaries	\$ 1,400	\$ 1,400	\$ 1,400
\$ 1,340	Expenses	\$ 1,394	\$ 1,394	\$ 1,394
\$ 2,740	Total Conservation Commission Budget	\$ 2,794	\$ 2,794	\$ 2,794
PLANNING				
1,800	Planning Members' Stipends	1,800	1,800	1,800
46,300	Town Planner	49,550	49,550	49,550
48,100	16 Total Salaries	51,350	51,350	51,350
6,000	Expenses	7,000	7,000	7,000
2,563	Merrimack Valley Planning Assessment	2,537	2,537	2,537
8,563	17 Total Expenses	9,537	9,537	9,537
\$ 56,663	Total Planning and Engineering Budget	\$ 60,887	\$ 60,887	\$ 60,887
ZONING BOARD OF APPEALS				
2,000	Zoning Administrator Stipend	4,000	4,000	4,000
500	Contracted Services & Expenses	500	500	500
\$ 2,500	18 Total ZBA Budget	\$ 4,500	\$ 4,500	\$ 4,500
MUNICIPAL BUILDINGS				
41,920	Custodian/Facilities Salaries	41,920	42,758	42,759
41,920	19 Total Salaries	41,920	42,758	42,759
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
9,000	Copier Lease & Supplies	9,400	9,400	9,400
6,500	Town Decor (Winter & Spring)	6,500	6,500	6,500
40,000	Repairs & Maintenance	40,000	35,000	35,000
12,000	Supplies	13,500	13,500	13,500
201,700	20 Total Expenses	203,600	198,600	198,600
\$ 243,620	Total Municipal Buildings Budget	\$ 245,520	\$ 241,358	\$ 241,359
INSURANCE				
185,000	Property & Casualty Insurance	195,000	201,000	201,000
3,000	Employee Group Life Insurance	3,000	3,000	3,000
435,000	Employee Group Health Insurance	480,000	510,000	510,000
\$ 623,000	21 Total Insurance Budget	\$ 678,000	\$ 714,000	\$ 714,000
\$ 1,585,041	TOTAL GENERAL GOVERNMENT	\$ 1,684,956	\$ 1,718,733	\$ 1,718,733

Appropriated FY2020	Line Item	Requested FY2021	Selectmen Recommends	Finance Board Recommends
PUBLIC SAFETY				
<u>POLICE DEPARTMENT</u>				
128,026	Chief's Salary	128,026	138,063	138,063
89,779	Lieutenant's Salary	89,779	91,575	91,575
233,772	Sargeant's Salary	233,772	238,447	238,447
433,789	Patrolmen's Salary	442,294	451,140	451,140
276,447	Communication Salary	276,775	281,976	281,976
17,582	Training	20,000	20,000	20,000
82,160	Reserves	89,608	89,608	89,608
32,126	Overtime	32,126	25,947	25,947
95,842	Education Incentives	94,259	97,759	97,759
\$ 1,389,524	22 Total Salaries	\$ 1,406,640	\$ 1,434,515	\$ 1,434,515
1,000	Harbormaster Expenses	1,000	500	500
3,762	Expenses	3,762	3,762	3,762
8,900	Supplies	8,900	8,900	8,900
12,000	Vehicle Maintenance	11,000	11,000	11,000
17,700	Equipment Maintenance	20,697	20,697	20,697
3,500	Firearms	3,500	3,500	3,500
15,250	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
10,170	Training	10,500	10,500	10,500
25,500	Fuel	26,500	26,500	26,500
\$ 103,482	23 Total Expenses	\$ 108,009	\$ 107,509	\$ 107,509
\$ 1,493,006	Total Police Budget	\$ 1,514,649	\$ 1,542,024	\$ 1,542,024
<u>PARKING CLERK</u>				
100	Expense	100	500	500
\$ 100	24 Total Parking Clerk Budget	\$ 100	\$ 500	\$ 500
<u>FIRE DEPARTMENT</u>				
75,000	Chief's Salary	75,000	75,000	75,000
111,180	Firefighter Call Wages	114,000	116,280	116,280
10,000	Inspector's Salary	10,000	10,000	10,000
7,000	Company Reporting	7,000	7,000	7,000
4,950	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	40,000	40,000
\$ 255,330	25 Total Salaries	\$ 258,200	\$ 260,480	\$ 260,480
7,579	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
6,500	Fuel	8,000	8,000	8,000
3,400	Association Dues	3,400	3,400	3,400
20,000	Annual Testing & Inpecting	20,000	20,000	20,000
8,000	Medical Supplies	3,000	3,000	3,000
15,000	Vehicle & Equipment Maintenance	20,000	20,000	20,000
\$ 98,479	26 Total Expenses	\$ 100,400	\$ 100,400	\$ 100,400
\$ 353,809	Total Fire Budget	\$ 358,600	\$ 360,880	\$ 360,880

Appropriated FY2020	Line Item	Requested FY2021	Selectmen Recommends	Finance Board Recommends
<u>BUILDING DEPARTMENT</u>				
9,364	Wiring Inspector	9,364	9,551	9,551
10,404	Plumbing & Gas Inspector	10,404	10,612	10,612
49,917	Building Inspector	49,917	50,915	50,915
\$ 69,685	27 Total Salaries	\$ 69,685	\$ 71,078	\$ 71,078
1,000	Continuing Education	1,000	1,000	1,000
2,000	Materials	1,000	1,000	1,000
1,000	Reimburesements (Mileage & Cell Phone)	1,000	1,000	1,000
7,500	Permit Software Expense	7,500	7,500	7,500
2,000	Building Inspector Expenses	3,000	3,000	3,000
\$ 13,500	28 Total Expenses	\$ 13,500	\$ 13,500	\$ 13,500
\$ 83,185	Total Inspectors Budget	\$ 83,185	\$ 84,578	\$ 84,578
<u>EMERGENCY MANAGEMENT</u>				
3,121	Director's Stipend	3,121	3,183	3,183
1,025	Expenses	1,044	1,044	1,044
\$ 4,146	29 Total Emergency Management Budget	\$ 4,165	\$ 4,227	\$ 4,227
\$ 1,934,246	TOTAL PUBLIC SAFETY	\$ 1,960,699	\$ 1,992,210	\$ 1,992,210
<u>EDUCATION</u>				
9,313,740	Pentucket Base Assessment	9,577,507	9,577,507	9,577,507
550,761	Pentucket Capital Assessment	1,472,758	1,472,758	1,472,758
225,000	Essex Tech	225,000	225,000	225,000
732,390	Whittier Vocational/Technical Assessment	775,000	762,024	762,024
\$ 10,821,891	30 Total Education Budget	\$ 12,050,265	\$ 12,037,289	\$ 12,037,289
\$ 10,821,891	TOTAL EDUCATION	\$ 12,050,265	\$ 12,037,289	\$ 12,037,289
<u>PUBLIC WORKS</u>				
<u>TREE WARDEN</u>				
-	Tree Warden Stipend	-	-	-
25,000	Expenses	25,000	25,000	25,000
\$ 25,000	31 Total Tree Warden Budget	\$ 25,000	\$ 25,000	\$ 25,000
<u>HIGHWAYS</u>				
90,000	Highway Superintendent's Salary	95,400	91,800	91,800
239,063	Highway Salaries	239,063	243,844	243,844
2,200	Sick day buy back (Contractual)	2,200	2,200	2,200
7,000	Highway Salary - Part Time	7,000	7,000	7,000
15,000	Overtime	16,500	16,000	16,000
\$ 353,263	32 Total Salaries	\$ 360,163	\$ 360,844	\$ 360,844
8,500	Highway Expense	8,500	8,500	8,500
37,100	Front End Loader (Lease)	37,100	37,100	37,100
225,000	Snow & Ice Removal	247,500	225,000	225,000
55,000	Road Machinery Expense	66,000	55,000	55,000
125,000	Road Maintenance Expense	156,250	130,000	130,000
	Street Sweeper (Lease)	18,000	-	-
8,500	Fuel	17,000	13,500	13,500
\$ 459,100	33 Total Expense	\$ 550,350	\$ 469,100	\$ 469,100
\$ 812,363	Total Highway Budget	\$ 910,513	\$ 829,944	\$ 829,944
<u>RUBBISH COLLECTION</u>				
11,453	Contract Administrator	11,453	11,682	11,682
532,637	Contract Expense	559,805	559,805	559,805
\$ 544,090	34 Total Rubbish Collection Budget	\$ 571,257	\$ 571,487	\$ 571,487

Appropriated FY2020	Line Item	Requested FY2021	Selectmen Recommends	Finance Board Recommends
<u>CEMETERY</u>				
450	Commissioner's Stipend	450	450	450
51,000	Full Time Wages	51,000	52,020	52,020
1,500	Overtime	1,500	1,500	1,500
11,000	Part Time Wages	11,850	11,851	11,850
\$ 63,950	35 Total Salaries	\$ 64,800	\$ 65,821	\$ 65,820
3,000	Supplies	3,000	3,000	3,000
1,500	Vehicle Fuel	1,500	1,500	1,500
800	Landscaping	800	800	800
3,400	Utilities	4,400	4,400	4,400
3,000	Equipment & Maintenance	4,000	4,000	4,000
3,500	Expenses	3,500	3,500	3,500
\$ 15,200	36 Total Expenses	\$ 17,200	\$ 17,200	\$ 17,200
\$ 79,150	Total Cemetery Budget	\$ 82,000	\$ 83,021	\$ 83,020
\$ 1,460,602	TOTAL PUBLIC WORKS	\$ 1,588,770	\$ 1,509,451	\$ 1,509,451
<u>HUMAN SERVICES</u>				
<u>BOARD OF HEALTH</u>				
900	Health Members' Stipends	900	900	900
12,251	Health Nurse Wages	12,251	12,496	12,496
25,994	Health/Sanitation Agent Wages	25,994	26,514	26,514
19,031	Part-time Clerk Wages	19,983	19,412	19,412
\$ 58,176	37 Total Salaries	\$ 59,128	\$ 59,322	\$ 59,322
2,679	38 Expenses	4,679	2,750	2,750
\$ 60,855	Total Board of Health Budget	\$ 63,807	\$ 62,072	\$ 62,072
<u>COUNCIL ON AGING</u>				
57,407	Director's Salary	57,407	58,555	58,555
35,444	Program Coordinator	35,444	36,153	36,153
8,775	Outreach Worker	12,531	12,781	12,781
20,080	Part Time Van Driver	20,080	20,482	20,482
\$ 121,706	39 Total Salaries	\$ 125,461	\$ 127,971	\$ 127,971
\$ 6,000	Expenses	\$ 6,000	\$ 6,000	\$ 6,000
5,000	Vehicle Maintenance	5,000	5,000	5,000
\$ 11,000	40 Total Expenses	\$ 11,000	\$ 11,000	\$ 11,000
\$ 132,706	Total Council on Aging Budget	\$ 136,461	\$ 138,971	\$ 138,971
<u>VETERANS</u>				
8,845	Veterans' Agent Salary	8,845	9,022	9,022
36,500	Veterans' Benefits	36,500	36,500	36,500
\$ 45,345	41 Total Veterans Budget	\$ 45,345	\$ 45,522	\$ 45,522
\$ 238,906	TOTAL HUMAN SERVICES	\$ 245,613	\$ 246,565	\$ 246,565
<u>LIBRARY</u>				
64,733	Library Director's Salary	64,733	66,028	66,028
116,074	Library Staff Wages	116,074	119,290	119,290
9,357	Part Time Wages	9,357	9,945	9,945
\$ 190,164	42 Total Salaries	\$ 190,164	\$ 195,263	\$ 195,263
48,696	Library Materials	50,499	50,499	50,499
1,045	Technology	1,066	1,066	1,066
1,045	Programs	1,066	1,066	1,066
18,530	Dues	18,901	18,901	18,901
2,050	Training	2,132	2,132	2,132
4,250	Supplies	4,335	4,335	4,335
\$ 75,616	43 Total Expenses	\$ 77,998	\$ 77,998	\$ 77,998
\$ 265,780	Total Library Budget	\$ 268,162	\$ 273,261	\$ 273,261
\$ 265,780	TOTAL LIBRARY	\$ 268,162	\$ 273,261	\$ 273,261

Appropriated FY2020	Line Item	Requested FY2021	Selectmen Recommends	Finance Board Recommends
<u>DEBT SERVICE</u>				
265,000	Principal	302,685	302,685	302,685
127,765	Interest	113,763	113,763	113,763
2,000	Administrative Fees	2,000	4,500	4,500
\$ 394,765	44 Total Debt Budget	\$ 418,448	\$ 420,948	\$ 420,948
\$ 394,765	TOTAL DEBT SERVICE	\$ 418,448	\$ 420,948	\$ 420,948
<u>UNCLASSIFIED</u>				
536,292	Essex Country Retirement Contribution	580,962	580,962	580,962
3,000	Unemployment Compensation	3,000	3,000	3,000
66,000	Medicare Tax	66,000	66,000	66,000
85,000	OPEB Trust Fund (Other Post Employment Benefits)	85,000	85,000	85,000
750	Sealer of Weights & Measures	750	750	750
500	Memorial Day Services	500	500	500
26,000	Street Lighting	26,000	20,000	20,000
\$ 717,542	45 Total Unclassified Budget	\$ 762,212	\$ 756,212	\$ 756,212
\$ 717,542	TOTAL UNCLASSIFIED	\$ 762,212	\$ 756,212	\$ 756,212
\$ 17,418,773	GRAND TOTAL	\$ 18,979,125	\$ 18,954,669	\$ 18,954,669

BOARD OF SELECTMEN RECOMMENDS:

FAVORABLE ACTION

FINANCE BOARD RECOMMENDS:

FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 39: 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, 2021. Fixing of salaries according to Articles #36- #38 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:

Annual Town Election:

Town Hall, 183 Main Street Groveland, MA on Monday, June 15, 2020, between the hours of 12:00 P.M. and 8:00 P.M. to elect the following Town Officers:

To Elect:

- One (1) Assessor for one (1) year
- One (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

CAPITAL IMPROVEMENT PLAN

FY2021 Capital Improvement Plan & 5 Year Capital Submissions

Department	Project	FY2021 Requested	FY2021 Recommended	FY2022	FY2023	FY2024	FY2025	FY2026	Totals
Bagnall Improvements	Building Improvements	\$75,000	\$75,000	\$75,000	\$75,000	\$50,000	\$50,000	\$50,000	\$375,000
	Subtotal - Bagnall	\$75,000	\$75,000	\$75,000	\$75,000	\$50,000	\$50,000	\$50,000	\$225,000
Cemetery Department	4x4 Pickup Truck - F250	\$42,000	\$42,000						\$42,000
	John Deere Z920M mower			\$12,000					\$12,000
	Tractor with front bucket				\$35,000				\$35,000
	John Deere Z920M mower w/bagger						\$15,000		\$15,000
	Subtotal- Cemetery Department	\$42,000	\$42,000	\$12,000	\$35,000	\$0	\$15,000	\$0	\$104,000
Council on Aging	Handicap Access Van	\$58,000	-						\$0
	Addition to Town Hall								
	Subtotal - Council on Aging	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	Municipal Infrastructure Improvements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
	Full Color Digital Board	\$17,000	\$17,000						\$17,000
	Small Pickup Truck			\$35,000					\$35,000
	Subtotal - Facilities	\$117,000	\$117,000	\$135,000	\$100,000	\$100,000	\$100,000	\$100,000	\$352,000
Fire Department	Pumper Engine			\$575,000					\$575,000
	Jaws of Life				\$70,260				\$70,260
	Subtotal - Fire Department	\$0	\$0	\$575,000	\$70,260	\$0			\$645,260
Highway Department	1-Ton Dump Truck	\$85,500	\$85,500						\$85,500
	8-Ton Truck (Replacing 2006 Peterbilt)	\$240,200	-						\$0
** shared with Georgetown - funding in budget	Used Street Sweeper **	\$15,000	\$15,000						\$15,000
	Stetco Catch Basin Cleaner			\$95,000					\$95,000
	Ford F550 1 ton Dump				\$85,000				\$85,000
	Cat 420 F Back Hoe						\$180,000		\$180,000
	Subtotal - Highway Department	\$340,700	\$100,500	\$95,000	\$85,000	\$0	\$180,000	\$0	\$460,500
Police Department	Replacement of Line Cruiser	\$50,940	\$50,940	\$51,500	\$52,000	\$52,500	\$53,000	\$53,500	\$313,440
	Subtotal - Police Department	\$50,940	\$50,940	\$51,500	\$52,000	\$52,500	\$53,000	\$53,500	\$313,440
	Totals	\$683,640	\$385,440	\$943,500	\$417,260	\$202,500	\$398,000	\$203,500	\$2,100,200

APPENDIX B
REVOLVING FUND REPORTS TO TOWN MEETING

Pines Recreation Boat Ramp Revolving Fund – Fund 2409

FY20 Beginning Balance: \$14,197.51
Revenue through March 31, 2020: \$1,125.00
Expenses through March 31, 2020: (\$175.00)
Balance as of March 31, 2020: \$15,147.51

Zoning Board of Appeals Revolving Fund – Fund 2440

FY20 Beginning Balance: \$713.30
Revenue through March 31, 2020: \$400.00
Expenditures through March 31, 2020: (\$333.31)
Balance as of March 31, 2020: \$779.99

Bagnall Summer Program Revolving Fund – Fund 2406

FY20 Beginning Balance: \$131,777.16
Revenue through March 31, 2020: \$41,934.52
Payroll: (\$88,380.66)
Expenses: (\$58,915.16)
Balance as of March 31, 2020: \$26,415.86

Council on Aging Revolving Fund – Fund 2407

FY20 Beginning Balance: \$15,094.58
Revenue through March 31, 2020: \$7,124.70
Expenditures through March 31, 2020: (\$5,243.57)
Balance as of March 31, 2020: \$15,094.20

Fire CPR Class Revolving Fund – Fund 2451

FY20 Beginning Balance: \$76.56
Revenue through March 31, 2020: \$100.00
Expenditures through March 31, 2020: (\$120.00)
Balance as of March 31, 2020: \$56.56

Pines Maintenance Revolving Fund

FY20 Beginning Balance: \$11,305.50
Revenue through March 31, 2020: \$14,836.25
Expenditures through March 31, 2020: (\$2,230.00)
Groveland Day Expenditures through March 31, 2020: (\$6,923.61)
Balance as of March 31, 2020: \$16,988.14

Veasey Memorial Park FY 2020 Revolving Fund Financial Report

As of March 15, 2020

		<i>Budget</i>	<i>Actual</i>	<i>Percent</i>
<u>Expenditures</u>		<u>FY 20</u>	<u>Spent</u>	<u>of Budget</u>
<i>Utilities</i>				
Main Building	Heat (gas)	\$ 4,000	\$ 2,740.00	68.50%
	Electricity	\$ 6,300	\$ 4,942.54	78.45%
	Internet /Phone /TV	\$ 2,200	\$ 1,294.58	58.84%
	Water	\$ 1,800	\$ 1,057.37	58.74%
	Alarm Telephone	\$ 600	\$ 400.00	66.67%
	Alarm	\$ 450	\$ 420.00	93.33%
Outbuildings and grounds	Electricity	\$ 120	\$ 265.26	221.05%
	Water	\$ 600	\$ 240.55	40.09%
<i>Maintenance</i>				
Heating Systems	Main Building	\$ 300	\$ 200.00	66.67%
	199 Washington	\$ 300	\$ 100.00	33.33%
	Good Shepherds Cottage	\$ 300	\$ 200.00	66.67%
Other Systems		\$ 1,000		0.00%
Septic Systems	Main Building	\$ 230	\$ 260.00	113.04%
	199 Washington	\$ 230	\$ 220.00	95.65%
	Good Shepherds Cottage	\$ 230	\$ 220.00	95.65%
<i>Professional Services</i>				
Events Coordinator	Salary	\$ 15,000	\$ 10,000.00	66.67%
	Commissions	\$ 27,500	\$ 14,639.27	53.23%
Marketing		\$ 2,200	\$ 1,370.00	62.27%
Facilities and Grounds Manager		\$ 20,800	\$ 14,400.00	69.23%
Housekeeping		\$ 9,100	\$ 4,387.50	48.21%
Carpet Cleaning		\$ 1,000	\$ 1,000.00	100.00%
Special Cleaning Projects		\$ 200	\$ -	0.00%
Web Services		\$ 1,200	\$ 643.64	53.64%
<i>Supplies</i>				
Administrative		\$ 1,200	\$ 1,028.56	85.71%
Housekeeping		\$ 500	\$ 117.90	23.58%
Hospitality		\$ 600	\$ 614.68	102.45%
Facilities		\$ 1,400	\$ 1,273.44	90.96%
<i>Miscellaneous</i>				
Misc repairs		\$ 2,500	\$ 1,622.78	64.91%
Licenses		\$ 1,000	\$ 50.00	5.00%
<i>Repairs</i>				
Apartment repairs fund		\$ 9,200	\$ -	0.00%
<i>Insurance</i>				
General insurance contribution to town		\$ 4,500	\$ 2,576.33	57.25%
Liquor liability		\$ 1,500	\$ -	0.00%
Total		\$ 118,060	\$ 66,284.40	56.14%

<u>Revenue</u>	<u>Goal</u> <u>FY 20</u>	<u>Actual</u> <u>Rec'd</u>	<u>Percent</u> <u>Rec'd</u>
<i>Tenants</i>			
199 Washington St	\$ 21,600	\$ 14,400.00	66.67%
Good Sheppherd Cottage	\$ 13,800	\$ 10,350.00	75.00%
Main Bldg Apartment	\$ 14,760	\$ 11,070.00	75.00%
Lucile's Cottage	\$ 5,400	\$ 4,050.00	75.00%
West Wing Office	\$ 3,600	\$ 2,700.00	75.00%
Storage Room	\$ 1,200	\$ 1,200.00	100.00%
VFW Room	\$ 900	\$ 900.00	100.00%
	\$ 61,260		
<i>Long Term Partners</i>			
Girl Scouts	\$ 100	\$ -	0.00%
Visions	\$ 700	\$ 700.00	100.00%
	\$ 800		
<i>Single Use /Events</i>	\$ 55,000	\$ 17,407.26	31.65%
	\$ 55,000		
<i>Fundraising</i>			
Donations	\$ 1,000		0.00%
	\$ 1,000		
 Total Income	 \$ 118,060	 \$ 62,777.26	 53.17%
<u>Cash Position</u>			
On-hand at end of FY Year 19		\$ 4,037.70	
Revenue Year to Date FY 2020		\$ 62,777.26	
Expenditures Year to Date FY 2020		\$ 66,284.40	
On hand March 15, 2019 FY 2020		\$ 530.56	

APPENDIX C

LIST OF STORMWATER CHANGES

The following changes were made to the Stormwater Bylaw/Regulations during the course of its codification. Additions are indicated with **boldfaced, underlined text**; deletions are indicated with [~~bracketed, struck through text~~].

Section 14.1 is revised as follows:

Sec. ~~§~~ 14-1. PURPOSE **Findings.**

14.1.1 ~~A.~~ **A.** Eroded soil and storm water runoff entering water resources are considered nonpoint sources of pollution that are responsible for the degradation of water quality and hydrology in lakes, ponds, streams, rivers, wetlands and groundwater. The United States Environmental Protection Agency (EPA) estimates that polluted storm water runoff is the leading cause of impairment to the nearly 40% of impaired waterbodies in the United States. (Source: 1998 EPA 303(d) list of impairment by category).

B. The impacts of construction activities and post development stormwater runoff quantity and quality can adversely affect public health, land, surface and groundwater resources, drinking water supplies, recreation, and aquatic life and habitat.

~~The purpose of this section is to reduce the degradation of public health, land, and the environment due to construction activities and land development from: 1. Soil erosion and sedimentation 2. Storm water runoff.~~

~~The section regulates the design, construction, and maintenance of any development or other activity which disturbs soil or results in an increased rate of stormwater runoff on land in the Town of Groveland.~~

A new § 14-2 is inserted as follows:

A., The purpose of this bylaw is to reduce the degradation of public health, land, and the environment due to construction activities and land development from soil erosion and sedimentation from construction projects and post-construction stormwater runoff.

B. This bylaw seeks to meet this purpose through the following objectives:
(1) Establish the Town of Groveland as the legal authority to ensure compliance with this bylaw.
(2) Establish administrative procedures for: the submission, review, and approval or disapproval of stormwater management and land disturbance permits;

(3) Establish the inspection of approved active projects and post-construction follow up;

(4) Establish procedures for submittal of as-built plans and to ensure adequate long term operation and maintenance; and

(5) Ensure compliance with requirements of the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) and other applicable state and federal mandates.

Section 14.2 is renumbered as § 14-3, and revised as follows:

Sec. ~~§ 14-23~~. AUTHORITY

~~14.2.1~~ This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34

Section 14.3 (new § 14-4) is revised to add the following lead-in statement: **As used in this bylaw, the following terms shall have the meanings indicated:**

Section 14.3 (new § 14-4), the definition of CONSTRUCTION AND WASTE MATERIALS is revised to: *Excess or discarded building or site materials, including but not limited to **demolition debris, discarded building materials**, concrete truck washout, chemicals, litter and sanitary waste at a construction site that may adversely impact water quality.*

Section 14.3 (new § 14-4), the definition of ESTIMATED HABITAT OF RARE WILDLIFE AND CERTIFIED VERNAL POOLS is revised to correct the state regulations citation as follows: *Habitats delineated for state-protected rare wildlife and certified vernal pools for use with the Wetlands Protection Act Regulations (310 CMR 10) and the Forest Cutting Practices Act Regulations (304 CMR ~~[11.00]~~ **12.00**).*

Section 14.3 (new § 14-4), the definition of DISCHARGE OF POLLUTANTS is added: **The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.**

Section 14.3 (new § 14-4), the definition of MASSACHUSETTS STORMWATER MANAGEMENT POLICY is revised to change the statutory citation from “Massachusetts Clean Waters Act (MGL c. 21, § 23-56)” to “Massachusetts Clean Waters Act (MGL c. 21, §§ **26** through 56).”

Section 14.3 (new § 14-4), the definition of NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPEDS) is added: **A permit issued by the United States Environmental Protection Agency (EPA) or jointly with the State that authorizes the discharge of pollutants to waters of the United States.**

Section 14.3 (new § 14-4), the definition of OUTFALL is revised as follows: *The point at which stormwater flows out from a point source ~~[discernible, confined and discrete conveyance]~~ **as defined herein** into waters of the commonwealth.*

Section 14.3 (new § 14-4), the definition of POLLUTANT is added: **Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter, whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the commonwealth. Pollutants shall include, but are not limited to:**

A. Chemicals, paints, varnishes, and solvents;

B. Oil and other automotive fluids;

C. Non-hazardous liquid and solid wastes and yard wastes;

D. Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnance, accumulations and floatables;

E. Pesticides, herbicides, and fertilizers;

F. Hazardous materials and wastes, sewage, fecal coliform and pathogens;

G. Dissolved and particulate metals;

H. Animal wastes;

I. Rock, sand, salt, soils;

J. Concrete truck washout;

K. Sanitary wastes;

L. Construction wastes, demolition debris, and discarded building materials; and

M. Noxious or offensive matter of any kind.

Section 14.3 (new § 14-4), the definition of STORMWATER MANAGEMENT PLAN is revised as follows: *A plan required as part of the application for a stormwater management and land disturbance ~~[by law]~~ **permit**.*

Section 14.4.2 (new § 14-5B.) is revised as follows: *In addition, as authorized in the Phase II Small MS4 General Permit for Massachusetts, stormwater discharges resulting from the above activities that are subject to jurisdiction under the Wetlands Protection Act and demonstrate compliance with the Massachusetts ~~[Storm Water]~~ **Stormwater** Management Policy as reflected in an order of conditions issued by the Conservation Commission and contain an approved stormwater pollution prevention plan may be exempt from compliance with the review process of this bylaw, as determined by the Planning Board **or its authorized agent**, upon submission of the following: ~~[Two copies of a]~~ **A formal written request for an exemption in accordance with § 11-15** ~~[completed Application Form along with]~~, a copy ~~[copies]~~ of the Conservation Commission's Order of Conditions **and approved plan, and a copy of the Stormwater Pollution Prevention Plan.** ~~[The Planning Board shall issue a Stormwater Management and Land Disturbance Permit at its next regularly scheduled meeting after receipt of said materials. The filing fee shall be waived.]~~*

Section 14.5 (new § 14-6) is revised to add the following lead-in statement: **The following shall be exempt from the requirements of this bylaw:**

Section 14.5 (new § 14-6) is revised to add the following subsections:

G. Emergency repairs to any stormwater management system or feature that poses a threat to public health or safety, or as deemed necessary by a Town department or board;

H. Normal maintenance and improvements of the Town of Groveland publicly owned roadways and associated drainage infrastructure; and

I. Projects that are wholly subject to jurisdiction under the Wetlands Protection Act and demonstrate compliance with the Massachusetts Stormwater Management Policy as reflected in an order of conditions issued by the Conservation Commission

Section 14.6.1 (new § 14-7A) is revised as follows: *The Board **shall be the permit granting authority (PGA), unless otherwise specified in Subsection D below,** and shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Board may be delegated in writing by the Board to its agent.*

Section 14.6 (new § 14-7) is revised to add the following section: **D: Every person seeking a building permit in the Town shall obtain a stormwater management and land disturbance permit as may be required for such proposed improvement and shall present a copy of same or sufficient evidence that such stormwater permit is not required to the Building Inspector with the building permit application. No building permit may issue and no property may be used or improved pursuant to a building permit issued in violation of this section.**

To ensure efficiency of the Town permitting process for the Town and applicant, the following Town boards or commissions may, when deciding an application for the permit or approval set forth below and pursuant to the applicant's written request and submission of the application and materials required by this bylaw, determine the application of this bylaw to the use or project proposed, and in such instance shall make express findings in its decision to that effect and impose such conditions and grant such waivers as may be authorized in accordance herewith, which decision shall serve as the stormwater management and land disturbance permit or denial thereof issued in accordance with this bylaw:

(1) Planning Board. Site plan approval, subdivision approval, earth removal special permit, or special permit;

(2) Conservation Commission. Order of conditions.

In cases where the above boards or commissions do not make express findings concerning the application of this bylaw to the project, or when none of the above permits are required, the Board shall serve as the stormwater management PGA.

Section 14.7.1 (new § 14-8A) is revised as follows: *If a project requires a stormwater management and land disturbance permit, the applicant shall file ~~eight~~ **two** copies of a completed stormwater management and land disturbance permit application package ~~to~~ **with** the Planning Board. **The applicant shall also file with the Planning Board one electronic copy of the application package.** Review of the complete application may be*

conducted concurrently with other applications to the Board. The application shall include the following:

- (1) Completed application form with original signatures;
- (2) A list of abutters, certified by the Assessor's office;
- (3) A stormwater management and erosion and sediment control plan as specified in § 14-10C of this bylaw;
- (4) A stormwater operation and maintenance plan (O&M) as specified in § 14-10D of this bylaw;
- (5) Proof of compliance with the stormwater standards as specified in § 14-11 of this bylaw;**
- (6) Payment of the application and review fees as specified in § 14-9 of this bylaw;
and
- (7) Filing an application for a permit grants the Board or its agent, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.

Section 14.7.3 (new § 14-8B) is revised as follows: **The Board shall transmit copies of the application to the Highway Superintendent, Water and Sewer Commission, Conservation Commission and the Board of Health, and such boards and departments may submit reports to the Planning Board within 35 days of referral. Failure of any such board or department to make recommendations within the 35 days of receipt by such board or department shall be deemed a lack of opposition to the application.** ~~notify the Town Clerk of receipt of the application, and shall give one copy of the application package to the Highway Department, Water Department, the Conservation Commission and the Board of Health.~~

Section 14.7.6 (new § 14-8E) is revised to add: **(3) Appeals. The applicant may appeal the decision, within 30 consecutive calendar days, to the Groveland Board of Selectmen.**

Section 14.7.8 (new § 14-8F) is revised as follows: ~~[Project Changes.]~~ The permittee, or their agent, must notify the Board in writing of any change or alteration of a land-disturbing activity authorized in a stormwater management and land disturbance permit before any change or alteration occurs. If the Board determines that the change or alteration is significant, **based on the design requirements listed in Section 14.8.2. and accepted construction practices,** the Board may require that an amended stormwater management and land disturbance permit application be filed and a public hearing held.

Section 14.7.7 (new § 14-9D) is revised as follows: The review fee collected under this bylaw shall be deposited in a ~~[pass book account]~~ **an account established pursuant to M.G.L Chapter 44, Section 53G and** held by the Town of Groveland.

Section 14.8.2 (new § 14-10B (5)) is revised to add the following: **Evaluate opportunities for using low-impact design (LID) and green infrastructure;**

Section 14.8.2.14 (new § 14-10B (15)) is revised as follows: *Properly manage on-site construction and waste materials **to ensure they are not discharged to the MS4, drainage system, or waters of the United States or commonwealth; and***

Section 14.8.3.26 (new § 14-10C (26)) is revised as follows: *Plans must be stamped and certified by a qualified **registered** professional engineer ~~[registered in Massachusetts and]~~ **or** a certified professional in erosion and sedimentation control (CPESC);*

Section 14.8.3.30 (new § 14-10D(1)) is revised as follows: *The maintenance plan shall ~~[contain the following:]~~ **be** designed to ensure compliance with the permit, this bylaw, and that the Massachusetts Surface Water Quality Standards (314 CMR 4.00) are met in all seasons and throughout the life of the system.*

Section 14.8.3.30 (new § 14-10D) is revised to add the following:

(4) The maintenance schedule in the maintenance agreement may be amended to achieve the purposes of this bylaw by mutual agreement of the Board and the responsible parties. Amendments must be in writing and signed by all responsible parties. Responsible parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility during future years.

(5) The O&M plan shall include procedures for using dedicated funds, establishing an escrow account and/or developing a maintenance contract, if determined appropriate to ensure adequate long-term maintenance.

(6) Long-term operators responsible for O&M plan implementation shall submit an annual report to the Board documenting all inspection and maintenance completed on the stormwater system.

New § 14-11 is added (and present Section 14-11 and following sections are retained and renumbered) as follows: ***Stormwater management standards. The following stormwater standards shall be met for all new and redevelopment projects as outlined below.***

- A. LID site planning and design strategies must be implemented unless infeasible in order to reduce the discharge of stormwater from development sites;***
- B. Stormwater management system design shall be consistent with, or more stringent than, the requirements of the 2008 Massachusetts Stormwater Handbook;***
- C. Stormwater management systems on new development shall be designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site.***
 - 1) Average annual pollutant removal requirements in Subsection C. are achieved through one of the following methods:***
 - (a) Installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA***

Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance; or

(b) Retaining the volume of runoff equivalent to, or greater than, 1.0 inch multiplied by the total post-construction impervious surface area on the new development site; or

(c) Meeting a combination of retention and treatment that achieves the above standards; or

(d) Utilizing offsite mitigation that meets the above standards within the same USGS HUC12 as the new development site.

D. Stormwater management systems on redevelopment sites shall be designed to meet an average annual pollutant removal equivalent to 80% of the average annual post-construction load of TSS related to the total post-construction impervious area on the site AND 50% of the average annual load of TP related to the total post-construction impervious surface area on the site.

1) Average annual pollutant removal requirements in Subsection D. are achieved through one of the following methods:

(a) Installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance; or

(b) Retaining the volume of runoff equivalent to, or greater than, 0.8 inches multiplied by the total post-construction impervious surface area on the redevelopment site; or

(c) Meeting a combination of retention and treatment that achieves the above standards; or

(d) Utilizing offsite mitigation that meets the above standards within the same USGS HUC12 as the redevelopment site.

E. Redevelopment activities that are exclusively limited to maintenance and improvement of existing roadways, (including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects) shall improve existing conditions where feasible and are exempt from part Subsection D. Roadway widening or improvements that increase the amount of impervious area on the redevelopment site by greater than or equal to a single lane width shall meet the requirements of Subsection D.

Section 14.10.2 (new § 14-15B) is revised as follows: The Board or its **qualified** designated agent shall make inspections as hereinafter required and shall either approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the land disturbance permit as approved. Inspections shall be performed by a professional

engineer (PE), a certified professional in erosion and sediment control (CPESC), or a suitably qualified person as determined by the Board.

Section 14.10.3 (new § 14-15D) is revised as follows: ~~[The permittee]~~ **A Planning Board designated** agent shall conduct and document inspections of all control measures no less than weekly or as specified in the permit, and following storm events greater than 0.5 inch. The purpose of such inspections will be to determine the overall effectiveness of the control plan, and the need for maintenance or additional control measures. ~~[The permittee or his/her]~~ **The** designated agent shall **make weekly inspections and** submit **monthly** ~~[bi-weekly]~~ reports to the Board ~~[or designated agent in a format approved by the Board]~~.

Section 14.11.1 (new § 14-14) is revised as follows: Upon completion of the work, the permittee shall submit a report (including certified as-built construction plans) from a professional engineer (PE) or ~~[Professional Land Surveyor (P.L.S.) and]~~ a certified professional in erosion and sediment control (CPESC), certifying that all erosion and sediment control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved permit. As-built drawings should be submitted no later than one year after completion of construction projects. **The as-built drawings must depict all on-site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site (post-construction stormwater management).** Any discrepancies should be noted in the cover letter.

Section 14.12.2 (new § 14-15B) is revised to add the following:

(5) Repairing, maintenance, or replacement of the stormwater management system or portions thereof in accordance with the operation and maintenance plan.

(6) Remediation of adverse impact resulting directly or indirectly from malfunction of the stormwater management system or erosion and sediment control system.

(7) A requirement to cease and desist from unlawful discharges, practices, or operations.

(8) Remediation of contamination in connection therewith.

Section 14.12 (new § 14-15) is revised to add the following: **C. If a person violates the provisions of this bylaw, permit, notices, or order issued thereunder, the Board may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.**

Section 14.12.5 (new § 14-15F) is revised as follows: Any violation of this bylaw, any regulation promulgated hereunder, or any stormwater management and land disturbance permit will be punishable by noncriminal disposition under MGL c. 40, § 21D. ~~[The Town of Groveland, in which case,]~~ The Planning Board or authorized agent shall be the enforcing person. The penalty for the first violation shall be \$250. The penalty for the second violation shall be \$300. The penalty for the third and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Section 14.12 (new § 14-15) is revised to add the following sections:

G. Waivers.

(1) The Board may waive strict compliance with any requirement of this Bylaw promulgated hereunder, where:

(a) Such action is allowed by federal, state and local statutes and/or regulations;

(b) Waiver is in the public interest;

(c) A public safety issue exists; or

(d) Waiver is not inconsistent with the purpose and intent of this bylaw.

(2) Any applicant may submit a written request to be granted such a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of this bylaw does not further the purposes or objectives of this bylaw. The Board may require documentation to be submitted and stamped by a qualified PE registered in Massachusetts or a CPESC.

H. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

I. The Board may require the permittee to post, before the start of land disturbance or construction activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the security shall be approved by Town Counsel, and be in an amount deemed sufficient by the Board to ensure that the work will be completed in accordance with the permit. If the project is phased, the Board may release part of the security as each phase is completed in compliance with the stormwater management and land disturbance permit but the security may not be fully released until the Board has received the final inspection report and issued a certificate of completion

APPENDIX D LIST OF ZONING BYLAW CHANGES

The following are proposed housekeeping amendments to the Zoning Bylaw. Additions are indicated with **boldfaced, underlined text**; deletions are indicated with [bracketed, ~~struck through~~ text].

In Section § 1.5 (new Section § 50-1.5), “is” is changed to “as” as follows: *All buildings or structures hereinafter erected, reconstructed, altered, enlarged, or moved, and the use of all premises in the Town, shall be in conformity with the provisions of this bylaw. No building, structure or land shall be used for any purpose or in any manner other than ~~[is]~~ **as** expressly permitted within the district in which such building, structure or land is located. Where the application of this bylaw imposes greater restrictions than those imposed by any other regulations, permits, restrictions, easements, covenants, or agreements, the provisions of this bylaw shall control. If within this bylaw a zoning bylaw or part thereof is in conflict with another zoning bylaw or part thereof, the most stringent shall apply.*

The lead-in statement to the definitions in Section § 2 (new Section § 50-2.1) is revised as follows: *For the purpose of this bylaw, **in addition to other definitions found elsewhere in this bylaw**, the following words and terms are hereby defined or the meaning thereof explained or limited. . . .*

In Section §2 (new Section § 50-2.1), the following definitions are revised as indicated:

*APARTMENT -- A building or group of buildings, each containing four or more independent **dwelling** units including individual cooking and sanitary facilities.*

*BASEMENT -- That portion of a building that is partly or completely below grade (see “story above grade **plane**”).*

*COMPOST FACILITY -- A place, other than on the premises of a private residence for personal use, where there is stored and disposed of a mixture that consists largely of decayed organic matter ~~[and]~~ **which** is used for fertilizing and conditioning land.*

“DRIVE-IN RESTAURANT” is re-alphabetized as “RESTAURANT, DRIVE-IN.”

FARM -- Any parcel of land containing at least five acres which is used for gain in the raising of agricultural products, livestock, poultry and dairy products. It includes necessary farm structures within the prescribed limits and the storage of equipment used as more fully defined by MGL c. 40A, § 3. ~~[It excludes the raising of fur bearing animals, hogs, riding academies, livery or boarding stables and dog kennels.]~~

~~*[HOUSE TRAILER -- Any portable or mobile vehicle used or designed to be used for living purposes and standing on wheels or on rigid supports.]*~~

*LOT FRONTAGE -- The horizontal distance measured along the front lot line between the points of intersection of the side lot lines with the front lot line, as measured continuously along a street, road, or way providing adequate vehicular access to the lot. In the case of corner lots, lot frontage is measured between the side lot line and the mid-point of the corner radius on the street designated as the frontage street by the Zoning Enforcement Officer. **For** lots fronting on ~~[straight,]~~ curved **streets** and culs-de-sac, the frontage distance shall be determined by measuring the cumulative distances along the curves and any tangent sections there between.*

~~[MINIATURE GOLF – A game or amusement modeled on golf and played with a putter and golf ball in which very short grassless holes constitutes an obstacle course through which the ball must be directed.]~~

MUNICIPAL RECREATIONAL is changed to MUNICIPAL RECREATION

REGISTERED MARIJUANA DISPENSARY (RMD) -- Also known as a "medical marijuana treatment center"; a not-for-profit entity registered under ~~[105 CMR 725.100]~~ **935 CMR 501.000**, that acquires, cultivates, possesses, processes [including development of related products such as edible marijuana-infused products ("MIPs"), tinctures, aerosols, oils, or ointments], transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

~~[SELF OR MINI STORAGE FACILITY – A building composed of individual storage units that are rented to consumers for the periodic storage of items that are not picked up and dropped off on a regular basis as part of an ongoing business. A storage facility may include exterior parking for oversized personal property (such as recreational vehicles and vessels) provided the personal property is registered with the Town and the parking area is screened from the view of any adjacent residence and any public way.]~~

The Table of Uses in Section § 7.4 (new Section § 50-4.5) is revised as follows:

1. Under the "Business/Industrial" category, "contractor yard" is changed to "contractor's yard."
2. In the "Accessory Uses" category, a Note (8) indicator is added to the "Accessory apartment" entry.

The lead-in paragraph to Section 5 (new Article V) is revised as follows: *This bylaw shall not apply to structures or uses lawfully in existence or lawfully begun, or to a building or special permit issued before the first publication of notice of the public hearing on such bylaw, **or amendments thereto**, as provided in MGL c. 40A, § 5. Such prior, lawfully existing nonconforming uses and structures may continue, provided that no modification of the use or structure is accomplished, unless authorized hereunder.*

In Section § 6.1.6.1 (new Section § 50-6.1F(1)), "copy" is changed to "copies" as follows: *Any person desiring to erect or place a building or structure or perform earth removal or filling activities within the floodplain district shall submit an application for a special permit to the special permit granting authority. The application shall be accompanied by eight ~~[copy]~~ **copies** of a plan, prepared by a registered engineer, of the building or structure and of the premises on which it is to be situated showing the land contours at two-foot intervals related to elevations above mean sea level, indicating the benchmarks used, and certified by a registered land surveyor. . . .*

Section § 6.2.8.1 (new Section § 50-6.2H(1)) is revised as follows: *Enlargement or alteration of existing uses that do not conform to the **requirements and restrictions of the Aquifer Protection District**.*

Section § 6.2.8.2 (new Section § Section 50-6.2H(2)) is revised as follows: *Those activities that involve the handling of pesticides, herbicides, fertilizers, fuels and potentially toxic or hazardous materials in quantities greater than those associated with normal household use, permitted in the underlying zoning **district** (except as prohibited under Subsection G).*

Section § 6.2.10.2 (new Section 50-6.2I(1), (2), and J(2)) are revised to change “Water Commission” to “Water Department.”

Section § 6.2.10.1 (new Section §50-6.2J(1)) is revised to change “course” to “recourse” as follows: *The provisions of this bylaw shall be enforceable by the appropriate police powers of the Town, subject to any legal ~~[course]~~ **recourse** available to an affected party.*

Section § 6.2.10.3 (new Section §50-6.2J(3)) is revised as follows: *Upon receiving written notice of a violation, the owner/operator of the property shall cease any activity that constitutes a violation. Within 30 days of receiving notice, **the owner/operator shall** submit plans and **a** time table to remove or remedy the violation with measures to be taken to prevent future violation.*

Section § 6.2.10.4 (new Section § 50-6.2J(4)) is revised as follows: *Failure to comply with the provisions of this **§ 50-6.2** may result in the levy of fines of not less than \$200 and not more than \$300 per day that the violation exists in accordance with MGL c. 111, §§ 31 and 122.*

Section §6.3.2 (new Section 50-6.3B) is revised to change “RB Residential District” to “**R-2** Residential District.’

Section §7.1.3.4 (new Section § 50-7.1C(4)) is revised to change “borders” to “boarders” as follows: *There shall be no ~~[borders]~~ **boarders** or lodgers within either the principal dwelling unit or the accessory apartment, or on the same lot with an accessory apartment.*

Section §7.4.1 (new Section §50-7.4A) is revised as follows: *Purposes. **The purpose of this section is:** . . .*

The Code of Massachusetts Regulations citation in Section §7.4.3 (new Section § 50-7.4C) is revised as follows: *Definitions. Where not expressly defined in the Zoning Bylaws, terms used in this section shall be interpreted as defined **in** the Humanitarian Medical Use of Marijuana Act, MGL c. 94C, App. § 1-1, et seq. and the Department of Public Health regulations promulgated thereunder, ~~[105 CMR 725.001, et seq.]~~ **935 CMR 501.000**, and otherwise by their plain language.*

The Code of Massachusetts Regulations citation in Section § 7.4.6.5 (new Section § 50-7.4F(5)(b)) is revised as follows: *In addition, the permit holder shall file a copy of any incident report required under ~~[105 CMR 725.110(F)]~~ **935 CMR 501.110(9)** with the Zoning Enforcement Officer and the SPGA within 24 hours of creation by the RMD. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations. The permit holder shall further file a copy of any summary cease and desist*

order, cease and desist order, quarantine order, summary suspension order, order limiting sales, notice of a hearing, or final action issued by DPH or the Division of Administrative Law Appeals, as applicable, regarding the RMD with the Zoning Enforcement Officer and SPGA within 48 hours of receipt by the RMD.

Section § 8.2.2 (new Section §50-8.2B) is revised as follows: *Frontage. Frontage shall be measured at the street line from side lot line to side lot line; except on a curve, where the frontage shall be measured from side lot line to side lot line along the curve. Frontage must provide access to the lot from the right-of-way counted for frontage unless otherwise approved by the Planning Board on a definitive plan submitted in accord with MGL c. 41, §§ **81K through 81GG** or approved by the Planning Board in the same manner as a definitive plan.*

Section §8.2.3 (new Section §50-8.2C) is revised to change “roadside stand” to “farm stand” as follows: *Street line. In any residential district, no building or ~~roadside~~ **farm** stand shall be erected or placed within 30 feet of a street line unless it is determined that the line of houses existing at the time this bylaw is adopted is less than 30 feet from the street line, and no building or accessory use or farm or poultry farm building other than a dwelling, or ~~roadside~~ **farm** stand, or private garage, shall be built within 60 feet of a street line.*

Section § 9.4.5 (new Section §50-9.4E) is revised as follows: *Where a special permit is granted, a reserve area, to be maintained indefinitely as landscaped open space, may be required sufficient to accommodate the difference between the spaces otherwise required and the spaces reduced by special permit. The parking/site plan shall show (in dotted outline) how the reserve area would be laid out in **order** to provide the otherwise required number of spaces.*

The Table of Loading Requirements in Section § 9.5.2 (new Section § 50-9.5B) is revised as follows:

Gross Floor Area (square feet)	Number of Bays Required
20,000 to [50,000] 49,999	1
50,000 to [100,000] 99,999	2
100,000 to [150,000] 149,999	3
150,000 to 300,000	4
Each 100,000 over 300,000	1 additional

Section §10.1.1 (new Section §50-10.1A) is revised as follows: *Purpose and intent. The purposes of this bylaw are to increase and maintain in perpetuity the supply of housing that is available and affordable to low-, moderate- and upper-moderate-income households; to prevent the displacement of Groveland residents; to outline and implement a set of policies and objectives for the development of affordable housing in compliance with MGL c. 40B, §§ 20 [-] **through** 24 and various initiative programs developed by state, county and local government; and to establish that the affordable housing units that result from this bylaw be considered as local initiative units in compliance with the requirements for the same as specified by the Department of ~~[Community Affairs]~~ **Housing and Community Development**, Division of Housing ~~[and Community]~~ Development. The special permit granting authority is the Planning Board.*

In Section § 10.1.2 (new Section § 50-10.1B), the definition of “AFFORDABLE HOUSING UNIT” is revised as follows: *A dwelling unit available at a cost of no more than 30% of gross household income of households at or below 80% of the ~~[Lawrence]~~ area median income as reported by the U.S. Department of Housing and Urban Development, including units listed under MGL c. 40B, §§ 20 [-] through 24 and the Commonwealth’s Local Initiative Program.*

In Section § 10.1.2 (new Section § 50-10.1B),, the definition of “QUALIFIED AFFORDABLE HOUSING UNIT PURCHASER OR TENANT” is revised as follows: *An individual or family with household incomes that do not exceed 80% of the area median income, with adjustments for household size, as determined by regulations promulgated by the United States Department of Housing and Urban Development (HUD) and the Commonwealth’s Local Initiative Program, or any successor federal or state program.*

In Section § 10.1.2 (new Section § 50-10.1B),, the definition of “RENTAL UNITS” is revised as follows: *Shall be made available at an initial rent that is calculated such that a hypothetical household with 1.5 persons per bedroom and with an income of 80% of area median income would be paying 30% of gross income on rent and tenant-paid utilities, unless the occupant has a tenant-based subsidy, in which case the rent may be the amount allowed under the subsidy, provided that the occupant is not paying more than 30% of gross income on rent and tenant-paid utilities.*

In the first column of the table in Section § 10.1.5.1 (new Section § 50-10.1E(1)) “the following median income” is changed to “the following area median income”; and the entry for “Over 360%” is changed to “360% or over.”

Section § 10.1.9 (new Section 50-10.1I) is revised to change “Division of Housing and Community Development” to “Division of Housing Development.”

The table in Section § 10.2.8.4 (new Section § 50-10.2H(4)) is revised to change “District RA” to “R-1 District”; and to change “District RB” to “R-2 District.”

Section § 10.2.9.3 (new § Section 50-10.2I(3)(a)[1]) is revised as follows: *The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal. Any grade changes shall be in keeping with the general appearance of the neighboring developed areas. The orientation of individual building sites shall be such as to maintain maximum natural topography and cover. Topography, tree cover, and natural drainage ways shall be treated as fixed determinants of road ~~and to~~ configuration rather than as malleable elements that can be changed to follow a preferred development scheme.*

Section § 10.2.9.3 (new Section § 50-10.2I(3)(b)[2][b]) is revised to change “disrobed” to “disturbed” as follows: *Driveways necessary for access and egress to and from the tract may cross such buffer areas. No vegetation in this buffer area will be ~~[disrobed]~~ disturbed, destroyed or removed, except for normal maintenance of structures and landscapes approved as part of the project. The Planning Board may waive the buffer requirement in*

these locations when it determines that a smaller buffer (or no buffer) will suffice to accomplish the objectives set forth herein.

Section § 10.2.9.3 (new Section § 50-10.2I(3)(b)[5]) is revised as follows: ~~[Screening and landscaping.]~~ **Stormwater management facilities.** All structural surface stormwater management facilities shall be accompanied by a conceptual landscape plan.

Section § 10.3.3 (new Section § 50-10.3C(12)) is revised to change “Massachusetts Highway Department” to “Massachusetts Department of Transportation.”

Section § 10.3.3 (new Section § 50-10.3C(14)) is revised to change “Massachusetts Department of Natural Resources” to “Massachusetts Department of Environmental Protection.”

Section § 13.5.7 (new Section § 50-13.5G) is revised to change “Massachusetts Architectural Barriers Board” to “Massachusetts Architectural Access Board.”

Section § 13.5.8 (new Section § 50-13.5H) is revised as follows: *The Planning Board may require a traffic impact analysis if the project generates more than 250 vehicles trips per **day** or if deemed necessary by the Planning Board.*

Section § 14.2.2 (new Section § 50-14.2D) is revised as follows: *If after such order, such violation continues and no appeal to the Board of Appeals is taken within 30 days, ~~[and]~~ the Building Inspector may forthwith make application to court for an injunction or order restraining the violation and may take such other action as is necessary to enforce the provisionss of this bylaw.*

Section § 14.2.6 (new Section § 50-14.4H(1)) is revised as follows: *The Board of Appeals may, in conformity with the General Laws and the provisions of this bylaw, reverse or affirm, in whole or in part, or may modify any order or decision and may make such order or decision as ought to be made and, to that end, shall have all the powers of the officer from whom the appeal is taken and may issue or direct the ~~[issue]~~ **issuance** of a permit.*

Section § 14.8.1 (new § Section 50-14.8A) is revised as follows: *Variances and special permits. No appeal, application or petition which has been unfavorably and finally acted upon by the special permit granting or permit granting authority shall be acted favorably upon within two years after the date of final unfavorable action unless said special permit granting authority or permit granting authority finds, by a unanimous vote of a board of three members or by a vote of four members of a board of five members or two-thirds ~~[(4/5)]~~ vote of a board of more than five members, specific and material changes in the conditions upon which the previous unfavorable action was based, and describes such changes in the record of its proceedings, and unless all but one of the members of the Planning Board consents thereto and after notice is given to parties in interest of the time and place of the proceedings when the question of such consent will be considered.*

Section § 14.8.2 (new Section § 50-14.8B) is revised as follows: *Zoning bylaws. No zoning ordinance or bylaw which has been unfavorably and finally acted upon by a Town Meeting shall be considered by the Town Meeting within two years after the date of such unfavorable action unless the adoption of such bylaw is recommended in the final report of the Planning Board (MGL c. 40A, § 5, as amended [~~by Chapter 808, of the acts of 1975~~]).*

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.

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
PRIVILEGED MOTIONS							
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
SUBSIDIARY MOTIONS							
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
INCIDENTAL MOTIONS							
*	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
MAIN MOTIONS							
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.

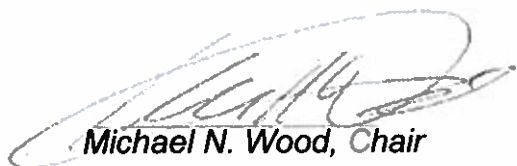
** Same rank and debatable to same extent as motion being reconsidered.

*** 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 11th day of May in the year of our Lord two thousand twenty.



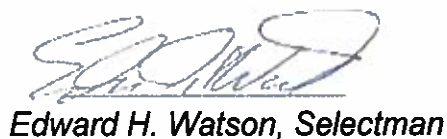
Michael N. Wood, Chair



William G. O'Neil, Vice-Chair



Kathleen S. Kastrinelis, Selectwoman



Edward H. Watson, Selectman

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
2019-2020**

BOARD OF SELECTMEN

William F. Dunn, Chair *(Resigned 04/13/2020)*
Edward H. Watson, Vice Chair
Kathleen S. Kastrinelis
William G. O'Neil
Michael N. Wood

FINANCE DIRECTOR

Denise M. Dembkoski

FINANCE BOARD

TERM EXPIRES

James Scanlon, Chair	2020
Ruth Rivard, Secretary	2020
Theresa Dunn	2020
Melissa Baker	2022
Vacant	2021
Vacant	2021
Vacant	2022
Susan Yaskell, Alternate Member	2020