



TOWN OF GROVELAND

2022 DEC 15 AM 9:42

TOWN CLERK
NOTIFIED/POSTED

BOARD OF SELECTMEN

Meeting Agenda

Monday, December 19, 2022

Groveland Town Hall

183 Main Street, Groveland, MA 01834

This meeting will be in-person and also be broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

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6:30 P.M.

CALL MEETING TO ORDER

PUBLIC COMMENT *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.*

APPROVE WARRANTS:

PW # 23-25

BW# 23-25

APPROVAL OF THE MINUTES

- 1) November 7, 2022, Board of Selectmen Meeting Minutes
- 2) November 21, 2022, Board of Selectmen Meeting Minutes

APPOINTMENTS OF THE BOARD

- 3) Appointment of John Souza of 4 Patriot Lane Georgetown, to Senior Highway Laborer for the Groveland Highway Department. The position is for 40 hours per week at a rate of \$27.26/hour contingent upon a successful CORI.

DISCUSSION & POSSIBLE VOTE

- 4) Presentation from Division of Local Service - Financial Management Assessment, Financial Indicators and Forecast
- 5) Public Hearing for Voting Options and Transfer Request, Votes Act of 2022 - Town Clerk
- 6) Town Administrator Bylaw – Joe D'Amore
- 7) Fiscal Year 2024 Capital Improvement Plan
- 8) Update on the Collins Center Wage Classification and Compensation Study

VOTES OF THE BOARD

- 9) Vote to approve and sign the following Liquor License Renewals:

(vote to be contingent upon receipt of all required paperwork)

- *Rte. 97 Liquors – 908-D Salem St., Package Store All Alcohol*
- *Groveland Market – 1 Washington St., Package Store All Alcohol*
- *Gerry's Variety – 15 Elm Pk, Package Store All Alcohol*
- *Nierod's, Inc., 192 Main St., Package Store All Alcohol*
- *Nichols Village – One Nichols Way – Club License*
- *Pub 97, 935 Salem St. – Restaurant License*
- *Tea Garden, 904 Salem St. – Restaurant License*
- *Cedardale Swim Club, 20 Bare Hill Rd. General on premise License*
- *Groveland Fairways, LLC, 156 Main St., General on premise License*

10) Vote to approve and sign the Class II Used Car License Renewals:

(vote to be contingent upon receipt of all required paperwork)

- *Quick Service Transportation Corp., d/b/a Quick Auto Center, 737 Salem Street*
- *Greenwood Auto Body, Richard Alan Greenwood, 863 Salem Street*
- *Groveland Auto Repair and Sales, Inc., 944 Salem Street*
- *Auto Repairs Etc., 923 Salem Street*

11) Vote to approve and sign the following Common Victualler License Renewals:

(vote to be contingent upon receipt of all required paperwork)

- *Nichol's Village, One Nichol's Way*
- *Terry Clifford, T&B Clifford, d/b/a Pub 97, 935 Salm Street*
- *J & S Restaurant Corp, d/b/a Tea Garden Restaurant, 904 Salem Street*
- *Cedardale Swim & Tennis Club Groveland, Inc, 20 Bare Hill Road*
- *Robert Arakelian, d/b/a Groveland Fairways, 156 Main Street*
- *Ultimate Perk Coffee Co Inc, 921 Salem Street*
- *NexDine, LLC d/b/a NexDine at Chesterton Cafe, 860 Salem Street*
- *Riverside Pizza, Zehra Mirzai, 180 Main Street*
- *Pentucket Regional School District, 253 Main Street*
- *Conservation Commission, d/b/a Veasey Memorial Park, 201 Washington Street*
- *F & M Co, LLC, d/b/a Your Place and Ours, 8 Elm Park*
- *Pizza Grove, LLC, 990 Salem Street*
- *Jeff and Maria's Ice Cream & Food, 928 Salem Street*

12) Accept the resignation of Robert Fitzgerald as part-time van driver for the Council on Aging effective December 15, 2022.

TOWN ADMINISTRATOR'S TIME

SELECTMEN'S TIME & REPORTS *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

OLD OR UNFINISHED BUSINESS

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

*Groveland Board of Selectmen Meeting
Monday, December 21, 2022 at 6:30PM*

CORRESPONDENCE

December 5, 2022, Board of Selectmen Meeting Minutes

ADJOURNMENT: *The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, January 3, 2022, at 6:30PM.*

23-25 BILLS WARRANT BREAKDOWN:

Town:	\$
W/S:	\$
Payroll Withholding:	\$
Health Insurance:	\$
Light Bills:	\$
Grants & Revolving:	\$
Chapter 90:	\$
Pentucket Assessment:	\$
Essex Tech Assessment:	\$
Whittier Assessment:	\$
Capital:	\$



BOARD OF SELECTMEN

Meeting Minutes

Monday, November 7, 2022

Groveland Public Safety Building

181 Main Street, Groveland, MA 01834

Present: Chair Ed Watson, Selectmen Daniel MacDonald, Jason Naves, Kathleen Kastrinelis
Rebecca Oldham, Town Administrator

Absent: Mark Parenteau.

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

CALL MEETING TO ORDER: Chair Watson called the meeting to order at 6:30 pm.

PUBLIC COMMENT: Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.

- **COA Board – Request for residents to join vacant seats on the Board:**
Laurel Puchalski, COA Acting Chair was present and addressed the Board. Laurel provided a list of recent accomplishments. There are three individuals that are interested in joining the COA Board.

APPROVE WARRANTS:

PW # 23-19 \$177,644.17

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW #23-19 in the amount of \$177,644.17. Voted: 4-0. One Absent.

BW# 23-19 \$1,240,657.08

A motion was moved by Selectman Naves and seconded by Selectman to approve Warrant BW #23-19 in the amount of \$1,240,657.08. Voted: 4-0. One Absent.

APPROVAL OF THE MINUTES: None.

APPOINTMENTS OF THE BOARD:

- 1) Appointment of Edward Vieneau of 175 Seven Star Rd, Groveland, as a seasonal employee for snow removal for the Highway Department effective November 7, 2022, at a rate of \$35.23/hr.

Chair Watson noted that there is a letter in the packet from the Highway Superintendent.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint Edward Vieneau of 175 Seven Star Rd, Groveland, as a seasonal employee for snow removal for the Highway Department effective November 7, 2022, at a rate of \$35.23/hr. Voted: 4-0. One Absent.

VOTES OF THE BOARD:

- 2) Accept the resignation of Kathryn Alesse from the Council on Aging effective October 27, 2022.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to accept the resignation of Kathryn Alesse from the Council on Aging effective October 27, 2022. Voted: 4-0. One Absent.

- 3) Accept the resignation of Dorothy Dichiaro from the Council on Aging effective October 31, 2022.
A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to accept the resignation of Dorothy Dichiaro from the Council on Aging effective October 31, 2022. Voted: 4-0. One Absent.
- 4) Property Use Permit: Tracy Gilford, on behalf of Groveland Congregational Church, for November 11th from noon to 9PM and November 12th from 7AM to 5PM at Perry Park for parking for their Snowflake Fair.
A motion was moved by Selectman Naves and seconded by Selectman MacDonald to approve the Property Use Permit: Tracy Gilford, on behalf of Groveland Congregational Church, for November 11th from noon to 9PM and November 12th from 7AM to 5PM at Perry Park for parking for their Snowflake Fair. Voted: 3-0-1. Selectman Kastrinelis abstained. One absent.
- 5) Property Use Permit: Jennifer Peterson, on behalf of Groveland Congregational Church, for November 7th through November 13th to place an A-Frame Sign advertising the Snowflake Fair at Perry Park.
A motion was moved by Selectman Naves and seconded by Selectman MacDonald to approve the Property Use Permit: Jennifer Peterson, on behalf of Groveland Congregational Church, for November 7th through November 13th to place an A-Frame Sign advertising the Snowflake Fair at Perry Park. Voted: 3-0-1. Selectman Kastrinelis abstained. One absent.
- 6) Property Use Permit: Salter Transportation for use of parking behind Public Safety Building.
This will be for three busses.
A motion was moved by Selectman Naves and seconded by Selectman MacDonald to approve the Property Use Permit: Salter Transportation for use of parking behind Public Safety Building. Voted: 4-0. One Absent.

DISCUSSION & POSSIBLE VOTE:

- 7) Fiscal Year 2024 Capital Improvement Plan:
TA Oldham explained the process to create the Capital Improvement Plan that is before this Board tonight. The BOS will continue to review this plan and will discuss further at the first December meeting; priorities and funding sources need to be determined.
- 8) Pentucket School Committee/State of the District Presentation Overview:
The Board had a copy of the slides that were presented at the meeting. Selectman Kastrinelis attended the meeting and provided an overview to the BOS. Selectman Kastrinelis was happy that the dialog has been opened. Selectman MacDonald asked if there was any discussion regarding an override; Selectman Kastrinelis responded that there was no specific discussion. Selectman MacDonald felt there should be a combination of sources of funding and there will have to be compromises. Selectman Kastrinelis felt that the Groveland BOS needs to show up at the school committee meetings and have a conversation with them. Selectman Kastrinelis suggested inviting someone from the School Committee to the BOS budget meetings.
- 9) Elm Park – Arborist review of the Elm Trees- Selectmen Parenteau
TA Oldham talked to the Highway Superintendent, and he contacted an Arborist who went out to take a look at the trees and will submit a proposal to trim the trees.

TOWN ADMINISTRATOR'S TIME:

TA Oldham reported:

- The Town will be receiving a rebate in the amount of \$60,000 for the HVAC system at Town Hall
- Pumpkin Fest was a success. Thank you to everyone who helped out.
- November 21st will be the Joint Meeting with the Finance Board.
- Route 97 sidewalk construction has begun.
- The top coat was put on the community trail – this is nearing completion.
- The dog park is nearing completion.

Selectman MacDonald asked TA Oldham for an update on posting for legal services; TA Oldham has looked into it but has not had time to finalize anything on this yet; the RFP process is lengthy, and TA Oldham would like to look at alternatives. Selectman MacDonald would like to set a deadline of the end of the year. Selectman Kastrinelis likes the plan that the TA has and would like to give her the time to work on this. Selectman Naves agrees that TA Oldham is able to have flexibility and is able to find out which law firm can do the best job for the services that are needed; would not encourage rushing through the process. Selectman MacDonald would like to shop around.

SELECTMEN'S TIME & REPORTS: Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.

Selectman Kastrinelis: Attended Pumpkin Fest and thought it was amazing.

Selectman MacDonald: Reminded everyone that hunting season is coming up and that tomorrow is election day.

Chair Watson: Asked about the rail trail...where will people park, will there be porta potties and who will be mowing and/or weed whacking around the fence posts around the trail. TA Oldham responded that there will be no porta potties, there are two plans for parking, Friends of the Community Trail and the Highway Department are planning to provide maintenance by working together and are finalizing an agreement. Reminder that the Veterans Day Ceremony will be Friday at 10:00 am.

Selectman Naves: Excited about the sidewalk on School Street.

OLD OR UNFINISHED BUSINESS:

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

CORRESPONDENCE:

- 10) May 5, 2022, Board of Selectmen Meeting Minutes
- 11) June 15, 2022, Board of Selectmen Meeting Minutes
- 12) October 11, 2022, Board of Selectmen Meeting Minutes
- 13) October 24, 2022, Board of Selectmen Meeting Minutes

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to adjourn the meeting at 8:05 pm. Voted: 4-0. One Absent.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, November 21, 2022, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram



BOARD OF SELECTMEN

Meeting Minutes

Monday, November 21, 2022

Groveland Town Hall

183 Main Street, Groveland, MA 01834

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

Present: Chair Ed Watson, Selectmen Kathleen Kastrinelis, Daniel MacDonald and Mark Parenteau.

Rebecca Oldham, Town Administrator

Absent: Selectman Jason Naves

CALL MEETING TO ORDER: Chair Watson called the meeting to order at 6:30 pm.

PUBLIC COMMENT: *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.*

- Joe D'Amore, 9 Cherry Tree Lane, Groveland.
Joe D'Amore was present and addressed the Board to ask for a meeting in January or February to discuss the proposed Bylaw that was discussed back in 2021. Joe provided copies of the Bylaw.

APPROVE WARRANTS:

PW # 23-21 \$202,251.51

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to approve Warrant PW #23-21 in the amount of \$202,251.51. Voted: 4-0. One absent.

BW# 23-21 \$497,968.40

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to approve Warrant BW# 23-21 in the amount of \$497,968.40. Voted: 4-0. One absent.

APPROVAL OF THE MINUTES:

- 1) May 4, 2022, Board of Selectmen Meeting Minutes

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from May 4, 2022. Voted: 4-0. One absent.

- 2) June 15, 2022, Board of Selectmen Meeting Minutes

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from June 15, 2022. Voted: 3-0-1. Selectman MacDonald abstained. One absent.

- 3) October 11, 2022, Board of Selectmen Meeting Minutes:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from October 11, 2022. Voted: 4-0.

- 4) October 24, 2022, Board of Selectmen Meeting Minutes:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from October 24, 2022. Voted: 3-0-1. Selectman MacDonald abstained. One absent.

APPOINTMENTS OF THE BOARD:

- 5) Appointment of Deborah Stephenson, of 34 Balch Ave Groveland, as a member of the Council on Aging effective November 21, 2022.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Deborah Stephenson, of 34 Balch Ave Groveland, as a member of the Council on Aging effective November 21, 2022. Voted: 4-0. One absent.
- 6) Appointment of Barbara Sanborn of 15 Parker Road Groveland, as a member of the Council on Aging effective November 21, 2022 – June 30, 2023.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Barbara Sanborn of 15 Parker Road Groveland, as a member of the Council on Aging effective November 21, 2022. Voted: 4-0. One absent.
- 7) Appointment of Linda Brown of, 4 Burget Street Groveland, as a member of the Council on Aging effective November 21, 2022 – June 30, 2023.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Linda Brown of, 4 Burget Street Groveland, as a member of the Council on Aging effective November 21, 2022 – June 30, 2023. Voted: 4-0. One absent.

DISCUSSION & POSSIBLE VOTE:

- 8) Joint Discussion with the Finance Board:
Ruth Rivard, Finance Board Chair was present and addressed the Board. The Finance Board does not have a quorum. TA Oldham explained that what was in the packet in front of the Board tonight.
 - Fiscal Year 2024: Review of Budget Goals: TA Oldham wanted to verify with the BOS that these are the current and relevant goals as these are the goals that will be forwarded to the Departments. These are the same statement of goals that the Town has used for several years.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Statement of Goals as written. Voted: 4-0. One absent.
Selectman MacDonald was not in favor of voting on this without a quorum of the Finance Board present. Ruth Rivard, personally encouraged the BOS to move this forward – the Finance Board met and discussed this Statement of Goals but did not take a formal vote because they were going to attend tonight's meeting; the next meeting of the Finance Board is not until December 21st. Selectman Kastrinelis felt this needed to move forward in order to meet the timeframes for setting the budget and so that the budget letters could go out on time. The budget letter is scheduled to go out to Departments this Friday according to TA Oldham. Selectman MacDonald opted to support this, however, asked for a formal vote of the Finance Board at their next meeting.
 - Financial Policies:
Selectman MacDonald discussed the section that addresses Structure in Terms of Debt; Selectman MacDonald thinks it is a worthy endeavor to pay the debt down as quickly as possible, but, in this current environment, thinks that we should look at the existing debt and what the interest rates are and if they are fixed rates; if there is a 1% or 2% interest rate in this inflationary period does it make sense to prepay low interest debt obligations, if we need money it could end up costing significantly more. Selectman MacDonald suggested we look at that and consider not having a rigid policy to pay the debt down 50% within 10 years; having a long-term outlook on debt and the structure of debt could save money in the short run but significantly more in the long run. Selectman Kastrinelis reminded the Board that the Auditors have asked for Financial Policies for years and this is the step in the right direction; encouraged the Board to continue to work through this; this is a lengthy document. Selectman MacDonald

suggested that some of the words “shall” be changed to “may” in the document; this will allow flexibility. This will be on the next meeting agenda.

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to table the Financial Policies in order for the BOS to review the entire document.

Voted: 4-0. One absent.

- Pentucket Regional School Agreement

Chair Watson noted that Selectman Naves had done a lot of work reviewing this. Selectman Kastrinelis has been working through it and would like time to further review the assessment and capital aspects. Selectman MacDonald asked if we could look at why the elementary schools are not controlled by the town; could there be savings? This will come back to a future BOS meeting.

9) Council on Aging Director Search Committee:

Chair Watson read a letter from the COA which stated:

The Chair of the COA will appoint a special committee for up to seven members to help select a new COA Director. The committee shall be comprised of one or more members who will be from the COA Board, the Town Administrator, and additional COA community participants, the Chair will be a member of the COA Board; the task will be to review and apply approved town personnel practices & procedures, establish a time table and meeting schedule, review existing job postings, seek funding for posting, one additional online search engine, accept applications and review qualifications, participate in the interview process, bring one or more candidates forward to the COA Board for approval. COA Board encourages COA community participants. Chair Watson noted that the COA Board has also requested one member from the BOS be on the committee. Selectman Naves attended the COA Board meeting and was asked to be on the committee, and he is willing to do so, with a vote from the BOS.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to appoint Jason Naves to the COA Director Search Committee.

Voted: 4-0. One absent.

10) Groveland Housing Authority Environmental Review

Chair Watson noted the paperwork is in the packet from the Housing and Urban Development.

TA Oldham, explained the document; this is for Capital Improvements and there is a specific process to accomplish this work.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to authorize Chair Ed Watson to sign on behalf of the BOS on the work that the Housing Authority wants to proceed forward with. Voted: 4-0. One absent.

TOWN ADMINISTRATOR’S TIME:

TA Oldham reported:

- Attended the Superintendent luncheon on Friday and briefed the Board on the discussion that took place. Information is in the packet for the BOS to review at their convenience.
- The Town received a Community Compact IT Grant in the amount of \$26,000 to develop a strategic plan for our future IT investments.
- The First Annual Santa visit will take place from 11:00 am – 5:00 pm on December 4th at the Fire Station.

SELECTMEN’S TIME & REPORTS: *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

Selectman Kastrinelis: Attended the acapella night at the new Pentucket Auditorium.

OLD OR UNFINISHED BUSINESS:

- 11) Elm Park – Arborist review of the Elm Trees- Selectman Parenteau:
Selectman Parenteau would like to see the trees maintained so we do not lose them. According to the survey that was done, there is quite a bit of damage to the trees; they have not been properly maintained. Chair Watson, suggested inviting the Tree Warden and Highway Superintendent into a BOS meeting to provide a recommendation. The Tree Warden budget is too small to cover the work needed. Selectman Parenteau would like to see a management plan in place for the trees. Selectman Kastrinelis asked if there is any possibility of using CPC Funds – the trees are in a historic park – this will be investigated.
- 12) Board of Selectmen Policies and Procedures – Selectman Kastrinelis:
Selectman Kastrinelis asked if the Board would like to use the State generic template to create a template style policy so it could be a Code of Conduct for all boards including the BOS. Selectman Kastrinelis offered to work with Selectman Naves and bring something new back for the Board to review. Selectman Kastrinelis feels it is important to have guidelines in place. Selectman MacDonald does not think we need to add anymore red tape. Selectman MacDonald and Selectman Kastrinelis will work together on drafting policies and procedures.
- 13) Legal Counsel Request for Proposals - Selectman MacDonald:
Selectman MacDonald reviewed a draft RFP that was provided by TA Oldham and had questions regarding the RFP process. TA Oldham explained the process. The RFP has to be detailed under Procurement Law. TA Oldham believes that legal services are exempt under Procurement Laws. TA Oldham had previously discussed the option of using different Attorneys/Firms depending on the issue; this would not require an RFP. TA Oldham recommended not going through the RFP process. Selectman MacDonald would like to pursue the process TA Oldham has recommended.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING: None.

CORRESPONDENCE:

- 14) DLS Management Review: Materials for review at the December 5, 2022, meeting.

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting at 7:53 pm. Voted: 4-0. One absent.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, December 5, 2022, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram

23-21 BILLS WARRANT BREAKDOWN:

Town:	\$ 193,797.62
W/S:	\$ 63,658.61
Payroll Withholding:	\$ 27,682.92
Health Insurance:	\$
Light Bills:	\$ 197,999.79
Grants & Revolving:	\$ 14,829.46
Chapter 90:	\$
Pentucket Assessment:	\$

*Groveland Board of Selectmen Meeting
Monday, November 21 ,2022 at 6:30PM
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Whittier Assessment: \$
Capital: \$



TOWN OF GROVELAND

HIGHWAY DEPARTMENT

TOWN HALL

183 Main Street

Groveland Ma, 01834



Groveland Board of Selectman/

I am recommending to appoint John Souza as Senior operator/labor truck driver for the Highway dept town of Groveland MA. He will bring years of experience work in the municipality field and should be a great addition to the Dept.

Sincerely,

Renny Carroll

Renny Carroll
Highway Superintendent

John Souza
4 Patriot Lane, Apt. 28
Georgetown, MA 01883
(781)223-5660
souza.john.js@gmail.com

Work Experience:

Essex DPW
Highway Division
Heavy Equipment Operator
2019 to Present

- Drainage system repairs
- Asphalt repairs
- Snow removal
- Upkeep of town properties

Dagle Electric Construction Corporation
Civil Division
Wilmington, MA
2015 to 2019

- Truck Driver/Laborer underground electrical utilities

Massachusetts Water Resource Authority
Deer Island Treatment Plant
Buildings and Grounds Worker
March 2009 to September 2015

- Responsible for the upkeep and safety of assigned areas
- Perform hazardous waste cleanup and removal
- Supervise and participate in confined space entries
- Act as a first responder in the event of a spill or other emergency
- Operate light and heavy equipment
- Assist other trade departments as needed

Department of Public Works
Water Division
Melrose, MA
Heavy Equipment Operator, Public Works Laborer
June 2006 to March 2009

- Perform emergency repairs: water main breaks, sewer mains and stoppages
- Installation and inspection of water meters for residential and commercial buildings
- Operate light and heavy equipment
- Lincoln Street Project: Installation of water main and copper services

Department of Public Works
Water and Highway Division
Wakefield, MA
Heavy Equipment Operator, Public Works Laborer
September 1995 to June 2006

- Acting Foreman as needed. Responsible for snow plowing, sanding and asphalt repairs
- Installation of drainage systems, water mains, fire hydrants and water gates

- Meter inspection, installation and repairs for residential and commercial buildings
- Essex Street Project: installation of water main and copper services
- Walsh Baseball Field Project: install complete drainage and sprinkler systems

Licenses and Certifications:

- CDL Class B with N-endorsement
- Hoisting Engineer, License 2A
- OSHA 10 certification

Education:

- Wentworth Institute of Technology, Boston, MA, Fall 1993
(Plan Reading, Construction Materials & Equipment, Wood Frame Construction)

FINANCIAL MANAGEMENT ASSESSMENT

TOWN OF GROVELAND

NOVEMBER 2022



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

PREPARED BY:

Financial Management Resource Bureau | DLS

www.mass.gov/dls

Zack Blake, FMRB Bureau Chief

Frank Gervasio, FMRB Project Manager



Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

November 16, 2022

Board of Selectmen
Town of Groveland
183 Main Street
Groveland, MA 01834

Dear Selectmen,

I am pleased to present the enclosed Financial Management Assessment for the Town of Groveland. It is my hope that our guidance provides direction and serves as a resource for local officials as we build better government for our citizens.

If you have any questions regarding this report, please contact Zack Blake, Financial Management Resource Bureau Chief, at 617-626-2358 or blakez@dor.state.ma.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean R. Cronin".

Sean R. Cronin
Senior Deputy Commissioner

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INTRODUCTION

At the request of the board of selectmen, the Division of Local Services (DLS) completed this financial management assessment for the Town of Groveland. Our review's scope encompassed the town's government structure, financial policies and procedures, and overall fiscal planning and strategy. As part of this project, we spoke with both elected and appointed staff and policymakers, including the board of selectmen, finance board chair, town administrator, treasurer/collector, town accountant, board of assessors chair, and assessing manager. After our initial discussions and the recent transition to a new management structure for the town, we felt the following tools, analysis and guidance would offer the most assistance to the town:

- Financial Management Recommendations
- Draft five-year financial forecast
- Financial indicators analysis
- Peer communities list and initial benchmarking analysis

Our hope is that these resources will assist with developing the town's financial management strategies to achieve its near- and long-term goals.

COMMUNITY PROFILE

Groveland is a small, rural town of just under 7,000 residents located along the Merrimack River to the south of Haverhill and West Newbury. The residential property class comprises 93% of its tax levy. The below table displays how certain town economic and financial demographics compare to the statewide average:

Indicator	Groveland	State average
Average single family tax bill	\$7,383	\$6,525
Income per capita, 2019	\$43,642	\$48,030
Equalized valuation per capita, 2020	\$165,341	\$202,012

The town is a member of the Pentucket Regional School District (PRSD) along with nearby Merrimac and West Newbury. Elementary students attend the Dr. Elmer S. Bagnall School, located in Groveland, while seventh to twelfth graders attend the Pentucket Regional Middle or High Schools. Students also have the option of going to the Essex North Shore Agricultural and Technical School or Whittier Regional Vocational Technical High School. The regional school district assessments to the town account for the majority of its spending, totaling 67% of the operating budget for Fiscal Year 2022. A

Proposition 2 ½ override of \$426,838 proposed by the PRSD was defeated by Groveland voters in May 2022. Town officials expect an additional attempt for an override by the district again in the near future.

A thorough review of the town's costs and revenue sources is available in the financial indicator analysis accompanying this report. As it shows, the town finds itself on solid financial footing. Despite a recent decrease in certified free cash, Groveland's combined reserves remain relatively high. Total assessed values have grown each year since Fiscal Year 2015 and new growth in the residential class has been steady.

FINANCIAL MANAGEMENT STRUCTURE

Groveland operates under an open town meeting-board of selectmen form of government. The board of selectmen, whose size increased from three to five members in 2013, appoints a town administrator to manage the day-to-day operations of the town. The position of town administrator is still relatively new to Groveland when in October 2021 the board hired their first. The town administrator previously served as the town's director of economic development, planning, and conservation beginning in March 2021 and previously served as the town planner beginning in September 2018.

Before the creation of the town administrator position, Groveland had a decentralized management structure overseen by a finance director/treasurer/collector who handled financial and personnel matters but lacked any formal authority to coordinate or oversee town wide affairs. The expectation today is for the town administrator to assume the same financial management responsibilities held by the prior finance director, but this sentiment is only reflected in the position's job description. A proposed bylaw codifying the town administrator's responsibilities has yet to be adopted, and the town's current bylaws still reflect the previous structure, with fiscal and budget related duties led by the finance director.

Groveland's financial management team consists of the town accountant, treasurer/collector, and assessing manager. While the town administrator does convene financial management team meetings, there is no bylaw or policy that guides their purpose, nor the development or maintenance of the town's operating or capital budgets. The town accountant is the most tenured member of the group, having joined the town five years ago. She previously served as an assistant town accountant in a nearby community. The treasurer/collector was originally hired as a clerk in August 2020, was promoted to assistant treasurer/collector in December 2020, and began her current role in October 2021. The assessing manager joined the town two years ago, serving in a different municipality's

assessing office for eleven years. She reports to a three-member elected board of assessors, which currently has vacancy.

As previously mentioned, the town has no bylaw or policies that guide the development of the annual operating budget or other financial processes, procedures, or long-term strategy. In the most recent budget cycle, the first under its new management structure, the town administrator consolidated departmental budget requests for review by the town's finance board. The finance board is made up of seven members, all appointed by the board of selectmen. As part of their review, the board meets with all department heads, and ultimately, with assistance from the town administrator and town accountant, provides a balanced budget recommendation to the board of selectmen. Favorable or unfavorable opinions from both boards are presented as part of each article on the town meeting warrant. In the future, the town intends to have the town administrator begin the budget process by presenting a balanced budget to the finance board, which was the process under the former finance director.

Our impression from town officials is that there is no capital planning process in place. As with the operating budget, there is no capital planning policy to guide the process or a long-term capital funding strategy. The town's bylaws establish a capital improvement committee to be appointed by the board of selectmen, however that board is dormant and has not met for several years. Appendix A of the town's Fiscal Year 2023 town meeting warrant included a one-page capital improvement plan with no recommended appropriations despite \$1.2 million in departmental requests. According to its most recent balance sheet submitted to the Bureau of Accounts within DLS, the town's capital stabilization fund balance totaled \$344,247.61 as of June 30, 2021.

RECOMMENDATIONS

1. Conduct a Comprehensive Bylaw Review

Given the recent restructuring of town government, Groveland should perform a thorough and comprehensive bylaw review to propose and enact changes that will bring its bylaws up to date with its current management model. The town's bylaws were last revised in 2019 and still reflect a consolidated Finance Director/Treasurer and Collector who has responsibility for the town's financial management. We therefore recommend that the town adopt the town administrator bylaw drafted and proposed by the town government study committee. The town's bylaws need to be updated to ensure clear lines of accountability for financial management and other day-to-day responsibilities, especially given the structural changes made in recent years.

The budget development process should also be codified into a town bylaw. As with the town administrator's role, adoption of a bylaw would establish accountability by assigning specific responsibilities to town officials and a timeline for these responsibilities to be completed. Among others, these would include: the presentation of preliminary revenue projections to a joint meeting of the board of selectmen, finance board, and school committee representatives; development and distribution of budget guidelines; department submission deadlines; preparation of a balanced budget by the town administrator for recommendation to the finance board; all finance and select board hearing dates; updated revenue projections and any budget adjustments; and, the final preparation of budget recommendations for town meeting.

In addition, we recommend that the town's capital improvement planning committee bylaw be updated to empower the town administrator to coordinate the process on behalf of the committee and prepare a five-year plan for the committee's review. This would mirror the town administrator's role in the development of the operating budget. Note that additional updates to this bylaw and committee are further recommended in this report.

2. Develop and Adopt Financial Policies

To provide instructive guidance for promoting sound, consistent fiscal planning and effective financial management, we encourage the board of selectmen to adopt a set of formal financial policies. At minimum, the topics we recommend for Groveland to explore include:

- Antifraud
- Capital planning
- Debt management
- Disbursements
- Financial reserves
- Revenue turnover
- Forecasting
- Investments
- Procurement conflict of interest
- Reconciliations
- Tax enforcement

These policies will strengthen the town's internal controls, provide instructive guidance, and promote consistency as local officials plan, direct, monitor, and protect municipal assets and resources.

As a model that could be converted for local adoption, Groveland could look to the policy manual that we recently created for the Town of Berlin, which we are transmitting along with the report as a Word document. Referring to the adopted policies of peer communities, who we will also identify and discuss in this report, may also be a good starting point. If the town would like to address additional policy topics over time, it can review the other manuals we have posted: [mass.gov/consulting-reports](https://www.mass.gov/consulting-reports).

We suggest the town administrator review our policy manuals and seek input from selectmen and finance board members on specific policy decision points, such as targets for reserve and debt levels, forecasting assumptions, and other specifics. A consensus between the two groups is desirable. The policies that relate to day-to-day operations should be discussed with professional staff from the financial management team, as well as the board of selectmen. Once any operational policy has been adopted, the board of selectmen and town administrator should ensure that it is distributed to all applicable parties, including all relevant department heads. Lastly, adopted policies should be reviewed periodically and updated as needed.

3. Transition the Board of Assessors from Elected to Appointed / Professional Development

We recommend that the Board of Assessors be converted to an appointed board. We also suggest that Groveland offer a stipend to those serving in these appointed seats as a means to entice professional assessors from surrounding communities who might serve. This is a model utilized successfully in other smaller Essex County communities. Additionally, we strongly encourage the town to invest in professional development opportunities for its current assessing manager. Once the assessing manager achieves a full designation, this position should be elevated to principal assessor.

Communities across Massachusetts are struggling to find qualified staff to hire in their assessing departments. Given the assessor's office has just one employee, the town should ensure it is giving the current assessing manager the tools and support needed to succeed in their role. As the role of the board members and principal assessor change, the town could explore offsetting new salary and stipend costs with reducing the amount of related work that is currently contracted out to a vendor to instead be performed by town staff.

4. Implement a Goal Setting Process for the Board of Selectmen and Town Administrator

We recommend the board of selectmen set goals for the town administrator annually. We suggest that at the beginning of each fiscal year, the board of selectmen reach consensus on a list of objectives for the upcoming year. Throughout the following months the town administrator should then provide updates on progress towards these goals. At the end of the fiscal year, the town administrator would then deliver a final status report for each objective. This report would then be followed by an annual performance review of the town administrator by the board of selectmen.

Establishing goals and objectives provides clarity and accountability between the board of selectmen, the town administrator, and the town's residents. With a straightforward list of long- and short- term objectives, realistic benchmarks to measure progress by, and open lines of communication, the town

administrator will have clear direction on how to work with town departments and others to achieve the board's agreed upon vision.

5. Hold Quarterly Financial Presentations

We recommend that Groveland hold quarterly meetings of the board of selectmen and finance board to review updates on the town's finances. It would also be beneficial to ensure Groveland's representatives on the Pentucket Regional School District Committee are invited. These meetings would be an opportunity for the town administrator and the rest of the financial management team, including the assessing manager, to present fiscal and other related updates simultaneously to the town's policymakers and answer or follow-up on any questions raised. The updates presented at these meetings should include:

- Current budget and actions needed prior to setting the tax rate
- Current fiscal year revenue and expenditure actual vs. budget
- Prior fiscal year end results
- Preliminary revenue projections for the ensuing fiscal year budget process
- New growth projections based on permits and development trends
- Budget-related developments from the Pentucket Regional School District

We recommend one of these meetings occur prior to the development and distribution of budget guidance to department heads by the town administrator. In that meeting, the town administrator could present her outlook for the upcoming fiscal year, and it would give the board of selectmen and finance board members an opportunity to ask questions and provide feedback. Perspective from school committee representatives, who will also have knowledge of the district's budget process and outlook, would prove to be valuable as well.

Perhaps most importantly, establishing a structure and schedule for these updates will also ensure that professional staff and elected policymakers are on the same page about the town's financial situation, especially ahead of budget development.

6. Reactivate and Consider Reorganizing the Capital Planning Committee

Groveland's capital planning committee should begin meeting again and fulfilling its role in the town's long-term planning process. Additionally, and as part of the comprehensive bylaw review recommended earlier, we suggest that officials reconsider the composition of the committee as it currently stands to include the town administrator, treasurer/collector, public safety department heads, highway superintendent, and representatives from the board of selectmen and finance board. This group is a balanced representation of capital-intensive departments, elected policy makers, and

professional staff focused on the long-term financial standing and needs of the town. Lastly, while the town has established a list of capital needs, no long-term funding strategy has been developed. This committee, in partnership with the town's financial management team and board of selectmen, should work together to develop a funding plan along with finalizing a capital planning policy. The forecasting tool and sample financial policies transmitted with this report can also assist with this effort.

7. Consider Adding Clerical Support for Town Administrator and Finance Department Heads

We recommend that Groveland consider hiring additional help to fulfill the administrative and other clerical needs of the board of selectmen, town administrator, town accountant, and assessing department. It is apparent that these financial department heads lack staff support needed to allow them to focus on more managerial-related responsibilities. Today, managers appear to focus more of their limited time and effort on tasks that should otherwise be completed by support staff. To use the town administrator as an example, she should be focused on collective bargaining negotiation strategies and succession planning for town departments, rather than posting town employment opportunities on various online job boards.

Our solution, which appears in line with the thinking of local officials we spoke with about adding new staff positions, is twofold:

- Hire a Municipal Assistant: This 10–15 hour per week position would provide administrative support to the board of selectmen and the town administrator, alleviating the clerical burden on the town's chief executive and administrative officers.
- Hire a Financial Clerk: This 10–15 hour per week position would support the town accountant and assessing department by assisting with any filing, data entry, and customer service-related duties, so the town accountant can focus on monitoring revenues and expenditures and the assessor on property valuations or other field work.

These two new staff positions will allow the town to maximize the investment it has already made in its financial management department heads. The town stands to benefit from better utilizing the skillsets of the individuals in these roles currently and could avoid burnout among staff in an environment where it is already difficult to hire experienced municipal finance professionals.

PEER COMMUNITY ANALYSIS

While analyzing Groveland's financial operations and conditions, we developed a list of peer communities based on a number of fiscal and socioeconomic datapoints that local officials might like to consider for future use. Local officials and residents alike often find it helpful to see their community in comparison to others. Based on the criteria shown in the table below, we have identified the following communities as Groveland's peers:

Municipality	County	2019 Population	2019 DOR Income Per Capita	Land Area	Population Density	2021 RO% of Total	2020 EQV Per Capita	FY 2022 Single Family Tax Bill	2021 Total Budget	School District
Groveland	ESSEX	6,752	\$43,642	8.88	760	93.4%	\$165,341	\$7,383	\$23,987,280	Regional
Berkley	BRISTOL	6,764	\$41,948	17	410	95.1%	\$143,685	\$5,790	\$25,857,803	Regional High School
Halifax	PLYMOUTH	7,749	\$43,560	16	484	90.4%	\$136,762	\$6,589	\$28,267,679	Regional
Hampden	HAMPDEN	4,966	\$46,241	20	253	84.8%	\$133,354	\$5,784	\$16,354,038	Regional
Merrimac	ESSEX	6,723	\$54,260	8	795	95.9%	\$143,767	\$7,483	\$23,028,517	Regional
Paxton	WORCESTER	5,004	\$39,965	15	341	95.7%	\$121,307	\$6,969	\$16,249,977	Regional
Rowley	ESSEX	6,161	\$50,745	18	338	86.2%	\$195,090	\$7,753	\$28,747,453	Regional

We also developed an initial list of benchmarks for the town to consider when comparing itself against its peers:

Municipality	County	Override Capacity as a % of Levy Ceiling	Excess Levy Capacity	Outstanding Debt Per Capita	Debt Service as a % of Budget, FY2021	Salary, wages, and health benefits as % of budget
Groveland	ESSEX	49	\$97,657	\$902	3.2%	17.9%
Berkley	BRISTOL	59	\$7,865	\$404	1.5%	41.9%
Halifax	PLYMOUTH	38	\$231,930	\$675	1.7%	38.1%
Hampden	HAMPDEN	25	\$899,822	\$484	1.5%	20.9%
Merrimac	ESSEX	42	\$204,118	\$1,683	5.6%	19.8%
Paxton	WORCESTER	31	\$248.	\$1,030	5.2%	26.9%
Rowley	ESSEX	48	\$15,272	\$6,426	11.7%	20.2%

FMRB was also in contact with the Collins Center, whose staff is in the process of developing a wage and classification plan for the town during the time of our review. The Center's project manager kindly included our list of peer communities with their own list to be used for a staffing survey. While our recommendations do not speak to human resources management, we strongly encourage the town to leverage the data provided in both reports and to act on recommendations by the Collins Center regarding human resources management, employee wages, and job classifications.

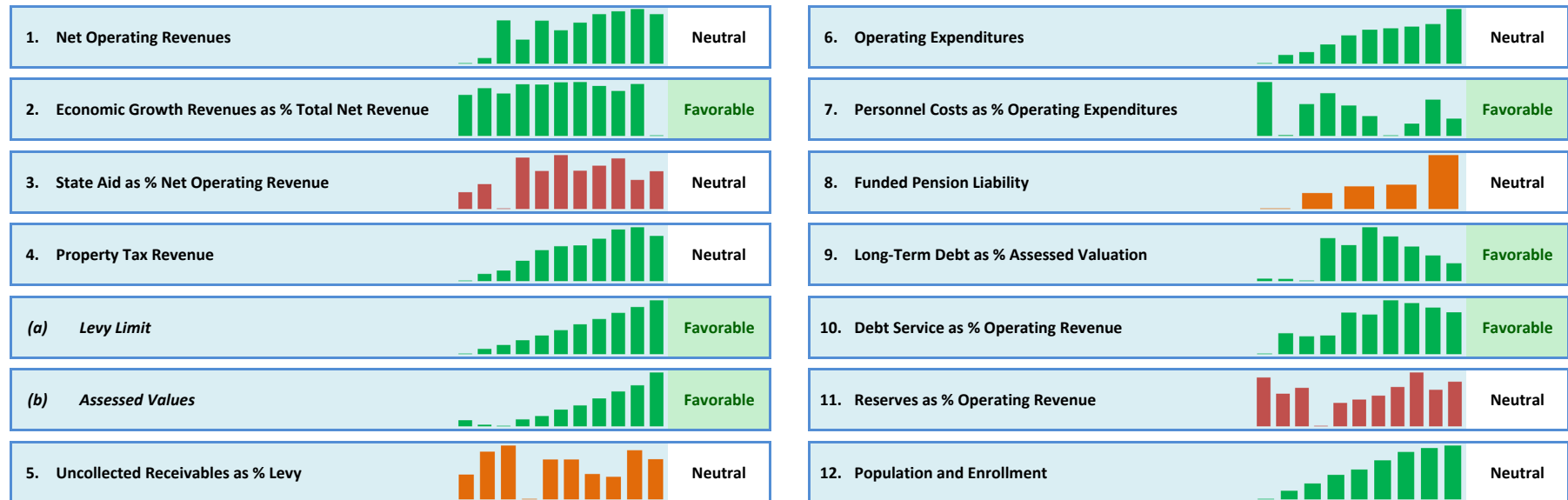
ACKNOWLEDGEMENTS

The following individuals were interviewed in preparing this review:

Edward Watson, Board of Selectmen Chair
Kathleen Kastrinelis, Board of Selectmen
Daniel MacDonald, Board of Selectmen
Jason Naves, Board of Selectmen
Ruth Rivard, Finance Board Chair
William Darke, Board of Assessors
Julie Yebba, Assessing Manager
Rebecca Oldham, Town Administrator
Michele Beegan, Treasurer/Tax Collector
Ellen Petrillo, Town Accountant

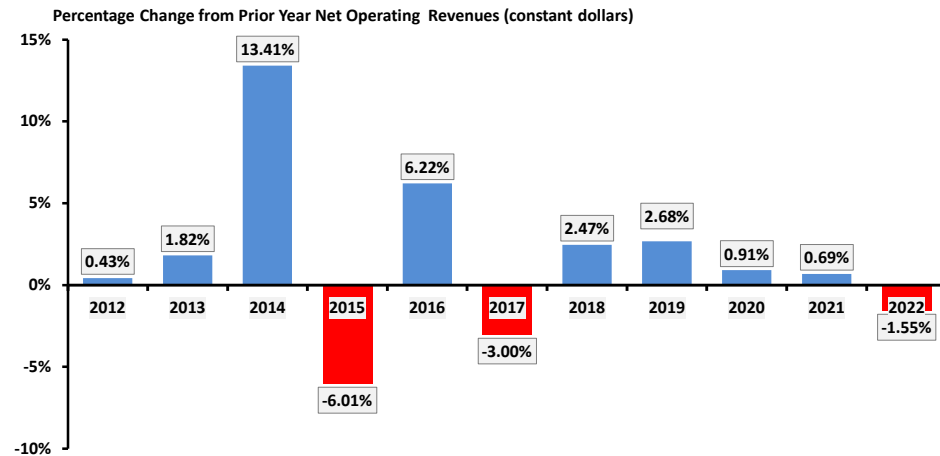
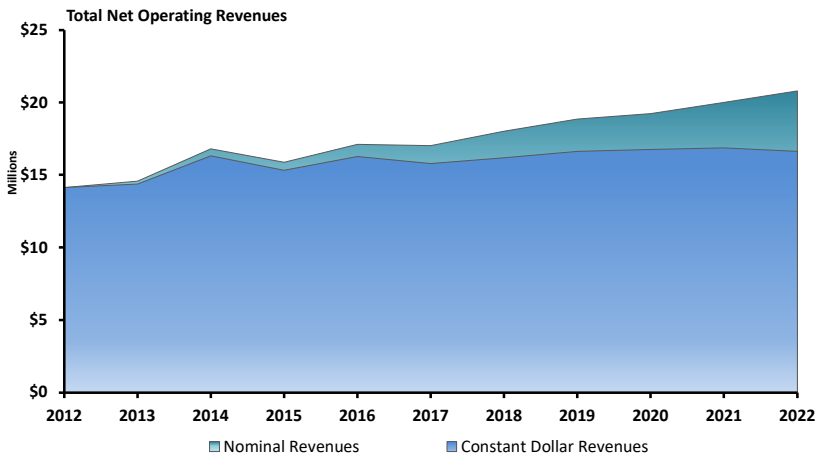
Town of Groveland

**Financial Indicators
FY2012 - FY2022**



Indicator 1: Net Operating Revenues

Strongly favorable Favorable **Neutral** Unfavorable Strongly Unfavorable



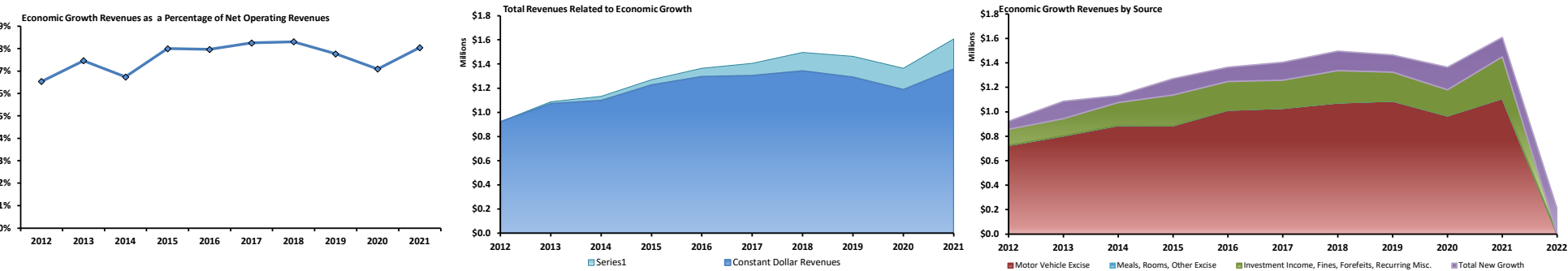
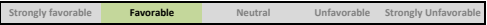
Consistent revenue growth is one measure of a town's ability to maintain existing service levels in the face of increasing costs. This indicator shows the change net operating revenues over time. Net operating revenues are calculated by using the total gross revenue available from all sources, less tax revenue raised from a debt exclusion. Revenue raised for the purpose of servicing exempt debt is temporary and tied to a specific use, and so excluding it from this calculation provides a more accurate representation of the revenue available to the town for funding routine public services.

Ideally, the annual percentage increase from prior year revenues should be steady, positive, and predictable. A trend of decreasing net operating revenues, after accounting for the effects of inflation, is a warning indicator; if municipal revenues are decreasing, they may soon be insufficient to maintain a consistent level of service. Likewise, a high degree of volatility in the rate of year-to-year change may also be a warning sign.

Rating: Annual increases in net operating revenues are stable - neutral.

Fiscal Year	Gross Operating Revenues	Less: Appropriated Free Cash	Less: Available Funds/One-Time Revenues	Less: Exempt Debt/Capital	Net Operating Revenues	CPI-U, prior calendar year	CPI-U adjustment	Net Operating Revenues (Constant Dollars)	Percent Change From Prior Year
2012	\$ 14,334,420	-	249,370	(33,295)	\$ 14,118,345	247.7	100.0%	\$ 14,118,345	0.43%
2013	\$ 15,257,200	137,230	248,757	298,448	\$ 14,572,765	251.1	98.6%	\$ 14,375,126	1.82%
2014	\$ 17,374,503	-	248,867	332,161	\$ 16,793,475	255.2	97.1%	\$ 16,303,130	13.41%
2015	\$ 16,762,367	190,083	351,647	341,711	\$ 15,878,926	256.7	96.5%	\$ 15,323,351	-6.01%
2016	\$ 18,365,168	-	638,162	612,458	\$ 17,114,548	260.5	95.1%	\$ 16,276,021	6.22%
2017	\$ 18,932,711	663,621	638,894	612,516	\$ 17,017,680	267.0	92.8%	\$ 15,787,715	-3.00%
2018	\$ 19,699,148	566,602	453,674	667,537	\$ 18,011,335	275.8	89.8%	\$ 16,177,518	2.47%
2019	\$ 20,319,101	308,698	513,351	650,125	\$ 18,846,927	281.1	88.1%	\$ 16,610,831	2.68%
2020	\$ 20,592,076	404,408	310,968	642,408	\$ 19,234,292	284.3	87.1%	\$ 16,762,359	0.91%
2021	\$ 22,733,773	705,440	474,957	1,556,435	\$ 19,996,941	293.5	84.4%	\$ 16,877,505	0.69%
2022	\$ 23,987,280	111,500	751,864	2,324,010	\$ 20,799,906	310.1	79.9%	\$ 16,616,061	-1.55%

Indicator 2: Economic Growth Revenues



New growth and certain local receipts are generally responsive to changes in the local economy. Periods of healthy economic activity are often linked to an increase in local economic development, which creates new growth for the property tax levy while also generating increases in permit fees related to new construction and an acquisition of business-related personal property. Additionally, periods of prosperity generally affect the meals and rooms taxes, and make it more likely that residents will purchase vehicles. Conversely, a downturn in the economy may lead to a decrease in these revenue-generating factors.

Maintaining a balance between revenues tied closely to the economy and other revenues helps mitigate the effects of economic slowdowns or recessions. Even though new growth is part of the property tax, it is included in this analysis since it is a reflection of new value added to the tax rolls as a result of construction.

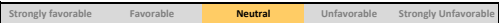
The local receipts used in this analysis are the municipal revenue growth factors used by the Department of Elementary and Secondary Education (DESE) in determining the annual allocation of Chatper 70 state aid (See 3-State Aid.)

A declining trend in revenues related to economic growth may indicate that these revenue sources will need to be supplemented or replaced by others in the future.

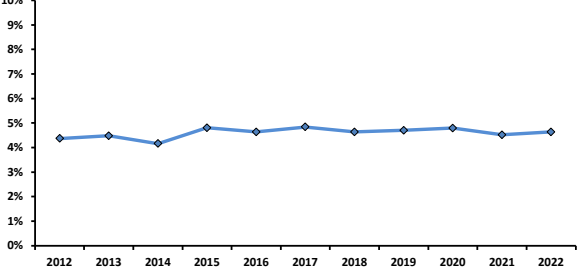
Rating: These revenue sources have remained at 7%-8% of the town's net operating revenues, with consistent motor vehicle excise and total new growth revenue - favorable.

Fiscal Year	Net Operating Revenues (constant dollars)	Motor Vehicle Excise	Meals, Rooms, Other Excise	Investment Income, Fines, Forefeits, Recurring Misc.	New Growth				Total Economic Growth Revenues (Adjusted for Inflation)				
					Residential	Commercial/Industrial	Personal Property	Total New Growth	Nominal Dollars	CPI-U, prior calendar year	CPI-U adjustment	Constant Dollars	As a % of Net Operating Revenues
2012	\$ 14,118,345	724,351	-	132,025	49,473	3,588	13,100	\$ 66,161	\$ 922,537	247.7	100%	\$ 922,537	6.53%
2013	\$ 14,375,126	803,293	-	141,066	29,446	5,496	107,829	\$ 142,771	\$ 1,087,130	251.1	98.6%	\$ 1,072,386	7.46%
2014	\$ 16,303,130	888,723	-	187,102	38,294	631	17,022	\$ 55,947	\$ 1,131,772	255.2	97.1%	\$ 1,098,726	6.74%
2015	\$ 15,323,351	887,454	-	249,801	95,887	25,481	12,181	\$ 133,549	\$ 1,270,804	256.7	96.5%	\$ 1,226,341	8.00%
2016	\$ 16,276,021	1,014,040	-	232,825	76,045	18,288	22,381	\$ 116,714	\$ 1,363,579	260.5	95.1%	\$ 1,296,770	7.97%
2017	\$ 15,787,715	1,028,064	-	229,644	91,568	31,760	24,073	\$ 147,401	\$ 1,405,109	267.0	92.8%	\$ 1,303,554	8.26%
2018	\$ 16,177,518	1,073,342	-	263,628	127,327	5,398	26,543	\$ 159,268	\$ 1,496,238	275.8	89.8%	\$ 1,343,899	8.31%
2019	\$ 16,610,831	1,087,209	-	236,762	118,701	687	20,961	\$ 140,349	\$ 1,464,321	281.1	88.1%	\$ 1,290,586	7.77%
2020	\$ 16,762,359	967,069	-	211,571	163,402	-	21,663	\$ 185,065	\$ 1,363,705	284.3	87.1%	\$ 1,188,446	7.09%
2021	\$ 16,877,505	1,110,202	-	339,155	125,121	12,957	21,543	\$ 159,621	\$ 1,608,978	293.5	84.4%	\$ 1,357,984	8.05%
2022	\$ 16,616,061	-	-	-	\$ 177,670	2,798	23,866	\$ 204,334	\$ 204,334	310.1	79.9%	\$ 163,233	0.98%

Indicator 3: State Aid

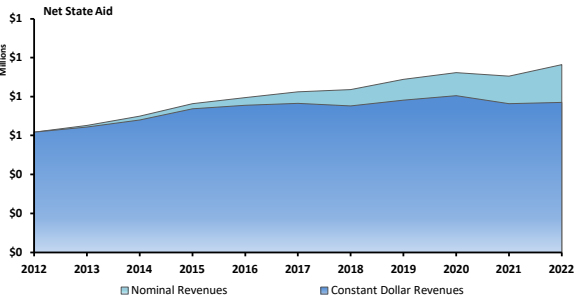


State Aid as a Percentage of Net Operating Revenues (Constant Dollars)



A trend showing decline in state aid as a percentage of total revenue is considered a warning indicator.

Rating: State aid levels as a percentage of operating revenues has remained consistent, and the town is not overly reliant on it as a revenue source - neutral.



Fiscal Year	Cherry Sheet Revenue Less Offsets	Less State Assessments	Net State Aid	CPI-U, prior calendar year	CPI-U adjustment	Net State Aid (Constant Dollars)	Net Operating Revenues (Constant Dollars)	Net State Aid as % Operating Revenue
2012	770,462	(153,133)	\$ 617,329	247.7	100.0%	\$ 617,329	\$ 14,118,345	4.4%
2013	813,834	(161,325)	\$ 652,509	251.1	98.6%	\$ 643,660	\$ 14,375,126	4.5%
2014	839,004	(139,345)	\$ 699,659	255.2	97.1%	\$ 679,230	\$ 16,303,130	4.2%
2015	843,269	(79,033)	\$ 764,236	256.7	96.5%	\$ 737,497	\$ 15,323,351	4.8%
2016	875,154	(80,692)	\$ 794,462	260.5	95.1%	\$ 755,537	\$ 16,276,021	4.6%
2017	908,344	(83,903)	\$ 824,441	267.0	92.8%	\$ 764,854	\$ 15,787,715	4.8%
2018	915,578	(79,033)	\$ 836,545	275.8	89.8%	\$ 751,372	\$ 16,177,518	4.6%
2019	969,924	(82,140)	\$ 887,784	281.1	88.1%	\$ 782,453	\$ 16,610,831	4.7%
2020	1,016,986	(93,450)	\$ 923,536	284.3	87.1%	\$ 804,846	\$ 16,762,359	4.8%
2021	1,008,354	(103,210)	\$ 905,144	293.5	84.4%	\$ 763,945	\$ 16,877,505	4.5%
2022	1,052,282	(87,390)	\$ 964,892	310.1	79.9%	\$ 770,807	\$ 16,616,061	4.6%

State Aid Receipts Detail

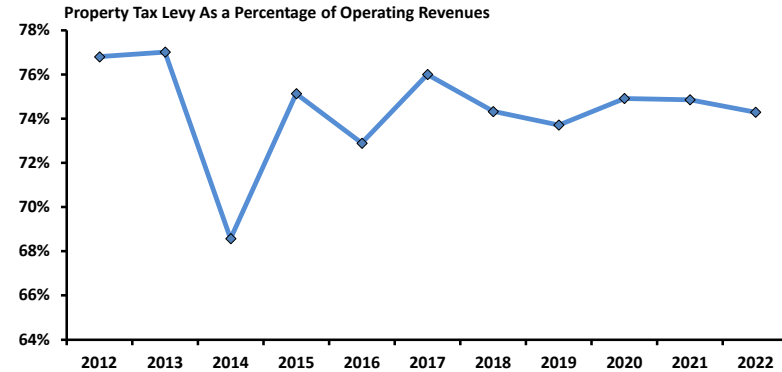
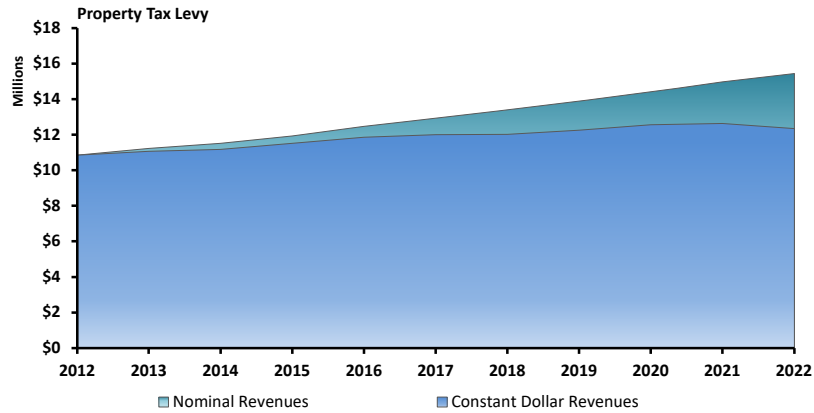
Fiscal Year	Chapter 70 Aid	Charter Tuition Reimbursement	School Lunch (Offset)	School Choice Receiving Tuition (Offset)	Unrestricted General Government Aid	Veterans' Benefits	Exemptions: VBS and Elderly	State Owned Land	Public Libraries (Offset)	Total State Aid Revenues
2012	-	-	-	-	571,169	23,303	20,448	155,542	7,082	\$ 777,544
2013	-	-	-	-	615,686	21,008	21,548	155,592	6,246	\$ 820,080
2014	-	-	-	-	630,240	26,682	23,413	158,669	6,213	\$ 845,217
2015	42,110	-	-	-	647,718	32,647	23,350	97,444	8,707	\$ 851,976
2016	42,110	-	-	-	671,036	40,105	24,459	97,444	9,365	\$ 884,519
2017	42,110	-	-	-	699,891	38,013	25,059	103,271	9,368	\$ 917,712
2018	43,420	-	-	-	727,187	18,686	23,113	103,172	7,842	\$ 923,400
2019	65,200	-	-	-	752,639	22,026	24,626	105,433	8,370	\$ 978,294
2020	65,200	-	-	-	772,960	30,597	28,953	119,276	9,000	\$ 1,025,986
2021	65,200	-	-	-	772,960	17,612	30,203	122,379	10,975	\$ 1,019,329
2022	65,470	-	-	-	800,014	15,636	29,044	142,118	12,071	\$ 1,064,353

State Assessments Detail

Fiscal Year	County Tax	Mosquito Control	Air Pollution	RMV Non-Renewal Surcharge	MBTA/Regional Transit	Special Education	School Choice/Charter Sending Tuition	Other School Sending Tuition	Total State Assessments
2012	-	26,396	1,978	4,720	46,408	-	-	73,631	\$ 153,133
2013	-	27,720	11,881	4,920	41,954	-	-	74,850	\$ 161,325
2014	-	27,856	1,938	4,500	42,285	-	-	62,766	\$ 139,345
2015	-	27,945	1,975	4,800	44,313	-	-	-	\$ 79,033
2016	-	27,881	1,993	4,800	46,018	-	-	-	\$ 80,692
2017	-	30,760	2,043	4,800	46,300	-	-	-	\$ 83,903
2018	-	28,854	2,013	4,120	44,046	-	-	-	\$ 79,033
2019	-	30,872	2,068	4,120	45,080	-	-	-	\$ 82,140
2020	-	31,268	2,091	4,440	55,651	-	-	-	\$ 93,450
2021	-	33,173	2,142	4,100	63,795	-	-	-	\$ 103,210
2022	-	34,167	2,202	4,100	46,921	-	-	-	\$ 87,390

Indicator 4: Property Tax Revenue

Strongly favorable Favorable **Neutral** Unfavorable Strongly Unfavorable



Tax levy growth is attributed both to the 2.5% annual increase in the levy limit allowed by Proposition 2.5, as well as any new growth. See indicators 4a - Levy Limit, and 4b - Assessed Values, for more detailed information.

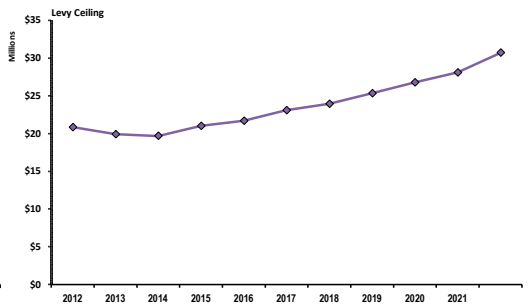
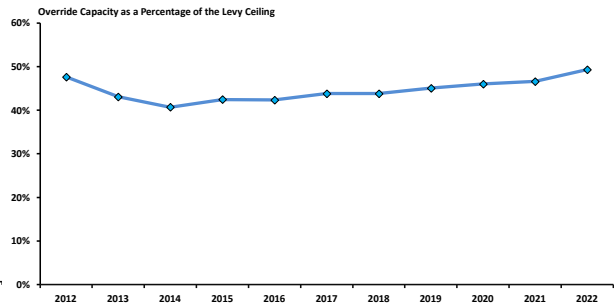
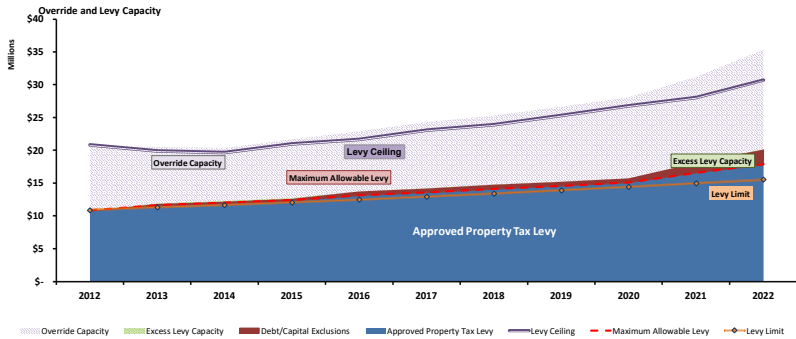
The increase in property tax revenues, adjusted for inflation, indicates a city or town may be able to fund a consistent level of service into the future.

Rating: After accounting for inflation, the town's property tax revenue has decreased between FY 2021 and FY2022, but property tax as a percentage of operating revenues has remaining in the 73% to 74% of operating revenues since FY 2018 - rating neutral.

Fiscal Year	Property Tax Levy	Less Debt/Capital Exclusions	Net Property Tax Levy	CPI-U, prior calendar year	CPI-U adjustment	Net Tax Levy (constant dollars)	% Change from prior year	Prop Tax as a % Operating Revenue
2012	\$ 10,810,088	33,295	\$ 10,843,383	247.7	100.0%	\$ 10,843,383	0.00%	76.80%
2013	\$ 11,522,901	(298,448)	\$ 11,224,453	251.1	98.6%	\$ 11,072,225	2.11%	77.02%
2014	\$ 11,847,746	(332,161)	\$ 11,515,585	255.2	97.1%	\$ 11,179,347	0.97%	68.57%
2015	\$ 12,271,969	(341,711)	\$ 11,930,258	256.7	96.5%	\$ 11,512,840	2.98%	75.13%
2016	\$ 13,087,996	(612,458)	\$ 12,475,538	260.5	95.1%	\$ 11,864,299	3.05%	72.89%
2017	\$ 13,545,981	(612,516)	\$ 12,933,465	267.0	92.8%	\$ 11,998,690	1.13%	76.00%
2018	\$ 14,055,000	(667,537)	\$ 13,387,463	275.8	89.8%	\$ 12,024,424	0.21%	74.33%
2019	\$ 14,543,327	(650,125)	\$ 13,893,202	281.1	88.1%	\$ 12,244,842	1.83%	73.72%
2020	\$ 15,052,352	(642,408)	\$ 14,409,944	284.3	87.1%	\$ 12,558,022	2.56%	74.92%
2021	\$ 16,526,481	(1,556,435)	\$ 14,970,046	293.5	84.4%	\$ 12,634,784	0.61%	74.86%
2022	\$ 17,776,351	(2,324,010)	\$ 15,452,341	310.1	79.9%	\$ 12,344,144	-2.30%	74.29%

Indicator 4a: Levy Limit Analysis

Strongly favorable **Favorable** Neutral Unfavorable Strongly Unfavorable



The levy ceiling (an amount equal to 2.5% of the community's total assessed value) is a cap on the size of a city or town's maximum allowable levy. Although a community can pass an override or a debt exclusion to exceed its levy limit, it cannot exceed the levy ceiling. If the levy limit calculation produces a number greater than the levy ceiling, the ceiling must be used in its place. If a community cannot increase its levy limit normally, it is said to have reached the "levy cap."

When a community hits the levy cap and its levy ceiling is in decline, it becomes progressively more difficult to raise funds from the property tax. This environment also severely hampers a town's ability to expand services or finance large capital projects through an override or exclusions, since the levy ceiling is directly tied to a town's override capacity (the difference between the levy limit and the levy ceiling).

Rating: The town has a high level of override capacity - favorable.

Levy Limit Calculation

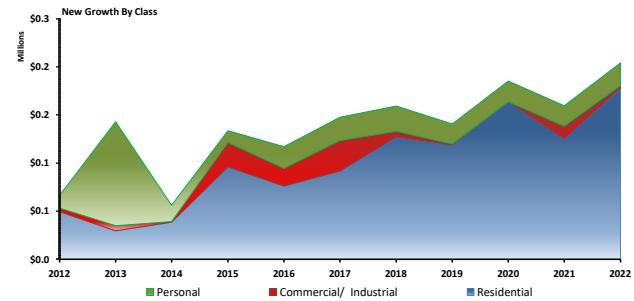
Fiscal Year	Prior Year Tax Levy Limit	Amended Prior Growth	2.5% Increase	Certified New Growth	Override	Levy Limit	Debt/Capital Exclusions	Maximum Allowable Levy	Approved Property Tax Levy	Excess Levy Capacity	Levy Ceiling	Override Capacity	Override Capacity as % Levy Ceiling
2012	\$ 10,569,917	-	264,248	66,161	-	10,900,326	(33,295)	\$ 10,867,031	10,810,088	56,943	\$ 20,820,662	\$ 9,920,336	47.65%
2013	\$ 10,900,326	-	272,508	147,771	-	11,315,605	298,448	\$ 11,614,053	11,522,901	91,152	\$ 19,894,511	\$ 8,578,906	43.12%
2014	\$ 11,315,605	-	282,890	55,947	-	11,654,442	332,161	\$ 11,986,603	11,847,746	138,857	\$ 19,647,573	\$ 8,013,131	40.74%
2015	\$ 11,654,442	-	291,361	133,549	-	12,079,352	341,711	\$ 12,421,063	12,271,969	149,094	\$ 20,999,262	\$ 8,919,910	42.48%
2016	\$ 12,079,352	-	301,984	116,714	-	12,498,050	612,458	\$ 13,110,508	13,087,996	22,512	\$ 21,683,227	\$ 9,185,177	42.36%
2017	\$ 12,498,050	-	312,451	147,401	-	12,957,902	612,516	\$ 13,570,418	13,545,981	24,437	\$ 23,068,769	\$ 10,110,867	43.83%
2018	\$ 12,957,902	-	323,948	159,268	-	13,441,118	667,537	\$ 14,108,655	14,055,000	53,655	\$ 23,919,333	\$ 10,478,215	43.81%
2019	\$ 13,441,118	-	336,028	140,349	-	13,917,498	650,125	\$ 14,567,620	14,543,327	24,293	\$ 25,336,806	\$ 11,419,311	45.07%
2020	\$ 13,917,495	-	347,937	185,065	-	14,450,497	642,408	\$ 15,092,905	15,052,352	40,553	\$ 26,783,544	\$ 12,333,047	46.05%
2021	\$ 14,450,497	-	361,262	159,621	-	14,971,380	1,556,435	\$ 16,527,815	16,526,481	1,334	\$ 28,068,073	\$ 13,096,693	46.66%
2022	\$ 14,971,380	-	374,285	204,334	-	15,549,999	2,324,010	\$ 17,874,009	17,776,351	97,658	\$ 30,712,425	\$ 15,162,426	49.37%

Data Source: DLS Gateway - Levy Limit, DE-1, Tax Recap

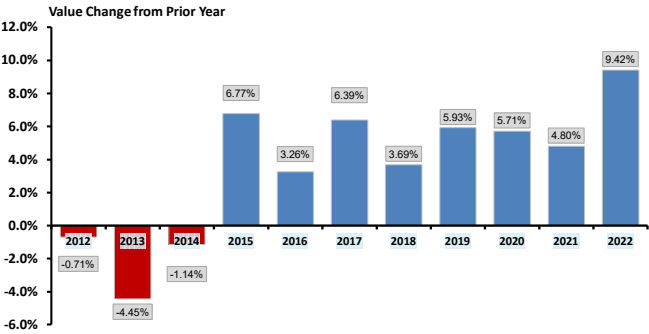
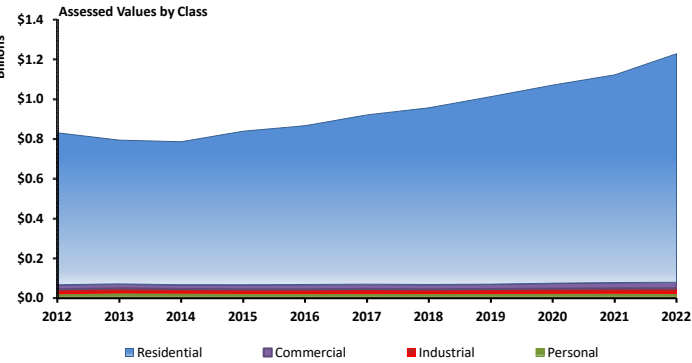
New Growth Analysis

Fiscal Year	Residential	Commercial/ Industrial	Personal	Total New Growth
2012	49,473	3,588	13,100	\$ 66,161
2013	29,446	5,496	107,829	\$ 147,771
2014	38,294	631	17,022	\$ 55,947
2015	95,887	25,481	12,181	\$ 133,549
2016	76,045	18,288	22,381	\$ 116,714
2017	91,568	31,760	24,073	\$ 147,401
2018	127,327	5,398	26,543	\$ 159,268
2019	118,701	687	20,961	\$ 140,349
2020	163,402	-	21,663	\$ 185,065
2021	126,121	12,957	21,543	\$ 159,621
2022	177,670	2,798	23,866	\$ 204,334

Data Source: DLS Gateway - LA-13



Indicator 4a: Assessed Values



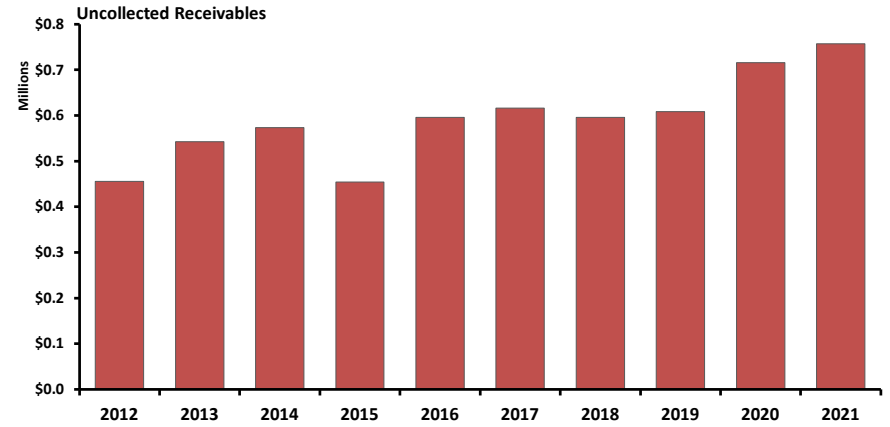
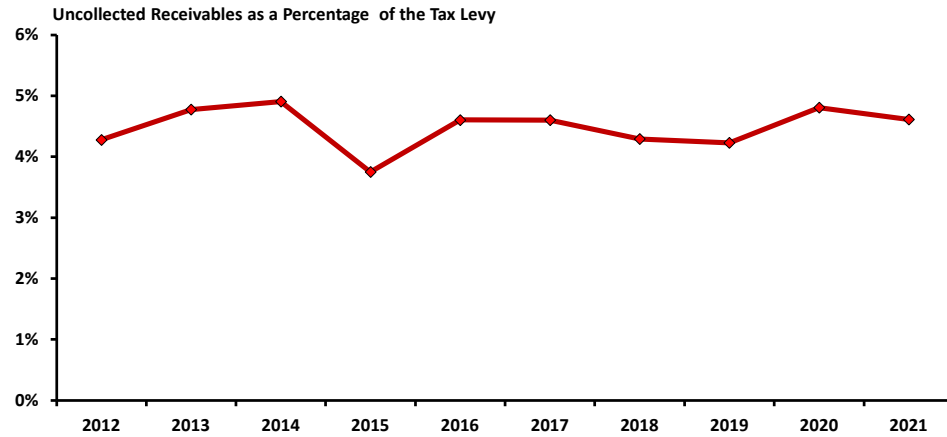
Assessed Values

Fiscal Year	Residential	Commercial	Industrial	Personal	Total Value	Value Change from Prior Year	Levy Ceiling
2012	765,066,060	22,946,730	23,476,000	21,337,700	\$ 832,826,490	-0.71%	\$ 20,820,662
2013	722,665,025	23,054,873	21,860,300	28,200,260	\$ 795,780,458	-4.45%	\$ 19,894,511
2014	718,263,965	22,162,506	20,826,900	25,449,540	\$ 786,702,911	-1.14%	\$ 19,667,573
2015	771,142,585	22,567,532	21,811,500	24,148,880	\$ 839,970,497	6.77%	\$ 20,999,262
2016	798,445,860	24,481,951	20,356,600	24,044,670	\$ 867,329,081	3.26%	\$ 21,683,227
2017	851,897,525	24,623,054	22,106,100	24,124,090	\$ 922,750,769	6.39%	\$ 23,068,769
2018	886,808,965	24,292,362	22,098,200	23,573,800	\$ 956,773,327	3.69%	\$ 23,919,333
2019	942,214,104	24,985,971	22,388,200	23,883,980	\$ 1,013,472,255	5.93%	\$ 25,336,806
2020	996,170,253	27,367,668	24,210,800	23,593,040	\$ 1,071,341,761	5.71%	\$ 26,783,544
2021	1,043,712,067	29,055,754	24,354,200	25,600,890	\$ 1,122,722,911	4.80%	\$ 28,068,073
2022	1,147,095,764	30,924,543	25,506,700	24,969,980	\$ 1,228,496,987	9.42%	\$ 30,712,425
\$ Change Since FY2012	\$ 382,029,704	\$ 7,977,813	\$ 2,030,700	\$ 3,632,280	\$ 395,670,497		\$ 9,891,762
% Change Since FY2012	49.93%	34.77%	8.65%	17.02%	47.51%		47.51%

Data Source: DLS Municipal Databank

Indicator 5: Uncollected Receivables as a Percentage of Tax Levy

Strongly favorable	Favorable	Neutral	Unfavorable	Strongly Unfavorable
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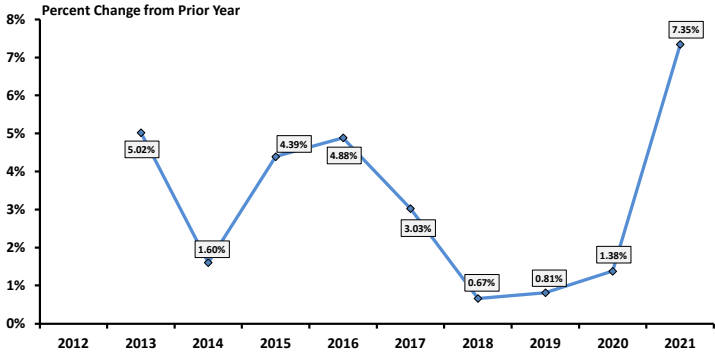
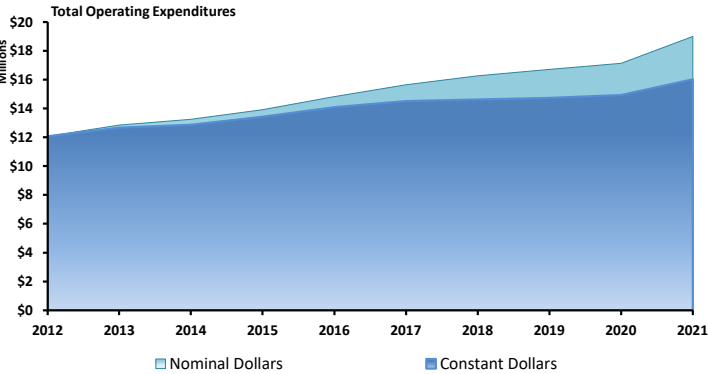


A trend of uncollected property tax receivables greater than 5% of the total annual property tax levy (net of overlay) is a warning indicator. Practically speaking, an increase in uncollected taxes may lead to a decrease in liquidity, introducing some uncertainty as to whether the town will have available revenue to fund its appropriations.

Rating: Uncollected receivables have hovered just below 5% of the tax levy in recent years, a balance that should be monitored since the overall trend in uncollected receivables is growing - neutral.

Fiscal Year	Property Tax Levy	Less Overlay	Property Tax Levy (Net of Overlay)	Cumulative Uncollected Receivables as of June 30th	Cumulative Uncollected Receivables as % Tax Levy
2012	\$ 10,810,088	(167,380)	10,642,708	\$ 455,397	4.3%
2013	\$ 11,522,901	(165,881)	11,357,020	\$ 542,496	4.8%
2014	\$ 11,847,746	(171,424)	11,676,322	\$ 573,069	4.9%
2015	\$ 12,271,969	(167,241)	12,104,728	\$ 454,106	3.8%
2016	\$ 13,087,996	(154,137)	12,933,859	\$ 595,722	4.6%
2017	\$ 13,545,981	(160,352)	13,385,629	\$ 616,046	4.6%
2018	\$ 14,055,000	(163,057)	13,891,943	\$ 596,131	4.3%
2019	\$ 14,543,327	(151,407)	14,391,920	\$ 608,767	4.2%
2020	\$ 15,052,352	(159,691)	14,892,661	\$ 715,837	4.8%
2021	\$ 16,526,481	(113,056)	16,413,425	\$ 756,950	4.6%

Indicator 6: Operating Expenditures



A steep increase in annual operating costs, after accounting for inflation, may indicate that a community's expenses are unsustainable without accompanying revenue increases or budget adjustments

Rating: The town's operating expenditures declined between FY 2016 to FY 2018. Since then, expenses have grown in a stable and manageable manner - neutral. (Note, the spike in FY 2021 appears to be due to a new debt exclusion for a new PRSD middle/high school)

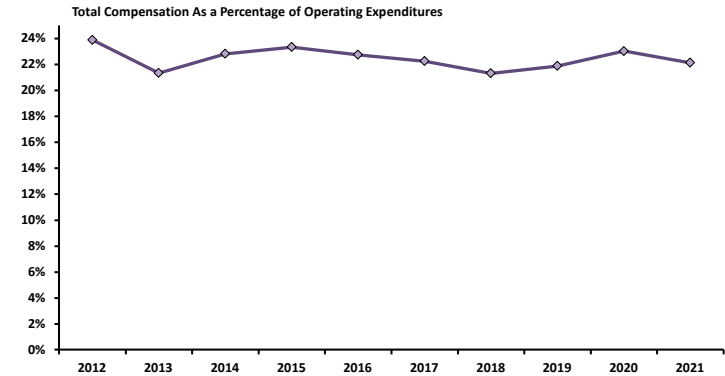
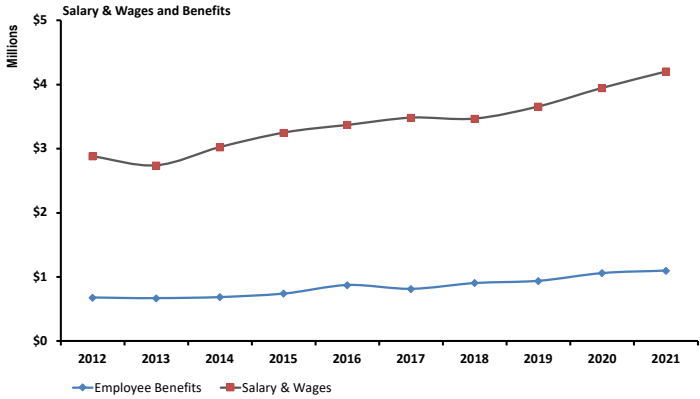
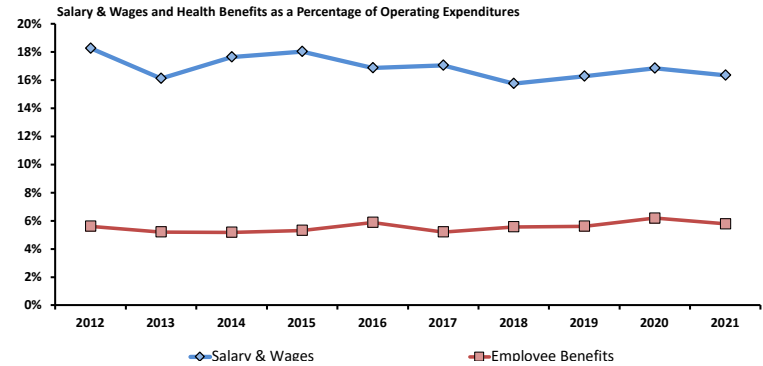
Total Operating Expenditures

Fiscal Year	Operating: Nominal Dollars	CPI-U adjustment	Operating: Constant Dollars	% Change
2012	\$ 12,056,419	100.00%	\$ 12,056,419	
2013	\$ 12,835,940	98.64%	\$ 12,661,856	5.02%
2014	\$ 13,251,565	97.08%	\$ 12,864,639	1.60%
2015	\$ 13,916,873	96.50%	\$ 13,429,946	4.39%
2016	\$ 14,811,564	95.10%	\$ 14,085,872	4.88%
2017	\$ 15,642,691	92.77%	\$ 14,512,104	3.03%
2018	\$ 16,264,786	89.82%	\$ 14,608,793	0.67%
2019	\$ 16,709,731	88.14%	\$ 14,727,203	0.81%
2020	\$ 17,132,053	87.15%	\$ 14,930,294	1.38%
2021	\$ 18,989,603	84.40%	\$ 16,027,307	7.35%

Schedule A Expenditure Categories

Fiscal Year	General Government	Public Safety	Education	Public Works	Human Services	Culture and Recreation	Debt Service	Fixed Costs/ Intergovernmental
2012	835,042	1,433,609	7,548,684	1,157,150	184,818	202,442	14,636	680,038
2013	854,140	1,502,952	8,157,058	1,185,425	198,037	223,322	-	715,006
2014	488,634	1,562,403	8,550,823	1,533,198	213,580	214,883	-	688,044
2015	497,968	1,570,245	8,966,647	1,347,582	552,994	192,647	-	788,790
2016	781,687	1,622,509	9,606,390	1,211,767	213,187	197,083	304,215	874,726
2017	758,321	1,673,684	10,089,025	1,345,098	198,384	233,196	311,683	1,033,300
2018	790,039	1,640,365	10,443,812	1,393,356	209,917	227,417	405,531	1,154,349
2019	873,309	1,721,307	10,595,581	1,471,682	201,898	255,810	391,763	1,198,381
2020	905,592	1,880,668	10,731,723	1,418,752	212,858	265,540	387,032	1,329,888
2021	1,000,111	2,052,622	12,026,714	1,613,977	218,164	268,502	376,379	1,433,134

Indicator 7: Personnel Costs



2008	\$	12,056,419	\$	28,775,911
2012	\$	12,056,419	2,202,548	677,778
2013	\$	12,835,940	2,070,549	668,508
2014	\$	13,251,565	2,337,493	685,997
2015	\$	13,916,873	2,508,640	740,039
2016	\$	14,811,564	2,497,628	873,200
2017	\$	15,642,691	2,666,739	814,542
2018	\$	16,264,786	2,562,741	904,955
2019	\$	16,709,731	2,719,313	938,873
2020	\$	17,132,053	2,885,564	1,060,992
2021	\$	18,989,603	3,104,551	1,098,528

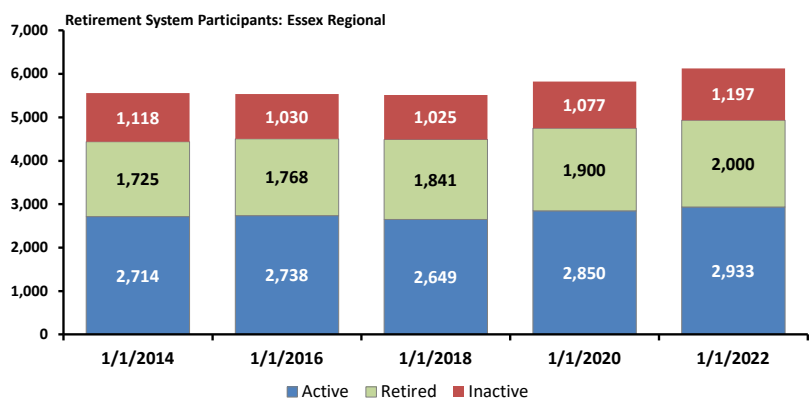
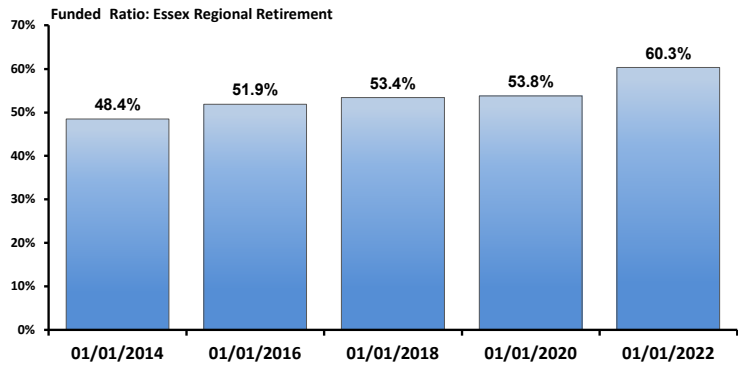
As a % of Operating Expenditures		
18.27%	5.62%	23.89%
16.13%	5.21%	21.34%
17.64%	5.18%	22.82%
18.03%	5.32%	23.34%
16.86%	5.90%	22.76%
17.05%	5.21%	22.26%
15.76%	5.56%	21.32%
16.27%	5.62%	21.89%
16.84%	6.19%	23.04%
16.35%	5.78%	22.13%

Rating: The town has managed to keep salaries, wages, and benefits at stable and manageable levels. With that said, the town should consider what we view as necessary staffing solutions recommended by FMRB and the Collins Center - favorable.

Schedule A Personnel Categories				
Fiscal Year	Salary & Wages	Health Insurance	Retirement	Other EE Benefits
2012	2,202,548	329,028	305,750	43,000
2013	2,070,549	324,868	343,640	-
2014	2,337,493	284,890	354,231	46,876
2015	2,508,640	327,381	410,660	1,998
2016	2,497,628	393,032	429,177	50,991
2017	2,666,739	336,797	420,908	56,837
2018	2,562,741	386,702	458,278	59,975
2019	2,719,313	404,740	492,313	41,820
2020	2,885,564	482,829	533,480	44,683
2021	3,104,551	515,125	580,962	2,441

Indicator 8: Pension Liability

Strongly favorable	Favorable	Neutral	Unfavorable	Strongly Unfavorable
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Actuarial Accrued Liability (AAL) is the portion of the single sum amount at the valuation date that is required to provide for anticipated future events based upon the terms of the plan that is not provided for by future employer Normal Costs or employee contributions.

The actuarial valuation, performed every two years, makes various assumptions regarding factors including mortality, retirement, disability, and withdrawal rates as well as both payroll, salary increases, and investment returns.

The actuarial value of assets is determined by projecting the market value of assets as of the beginning of the prior plan year with the assumed rate of return during that year, accounting for deposits and disbursements with interest at the assumed rate of return. The actuarial value of the fund's assets as of the end of the prior year are subtracted from the AAL to determine the Unfunded Actuarial Accrued Liability (UAAL) as of the valuation date. Over time, annual pension contributions will accumulate Plan assets equal to the AAL, and the UAAL will be eliminated.

A trend showing the funded ratio decreasing over time indicates a diminishing ability for the community to cover its accrued liability, which may put pressure on the budget as other items are cut to make pension payments.

Rating: Despite a positive trend in the system's funded ration in recent years, a significant long-term obligation remains for the town - neutral.

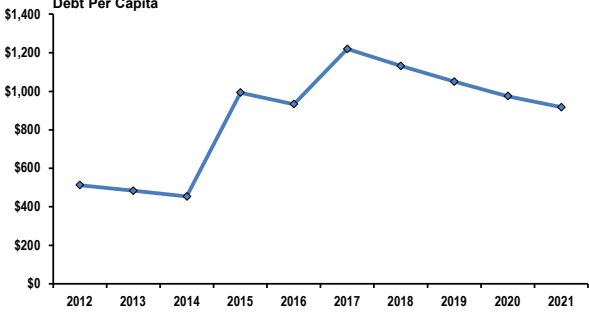
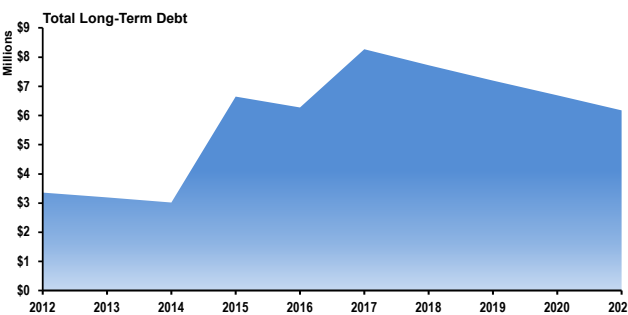
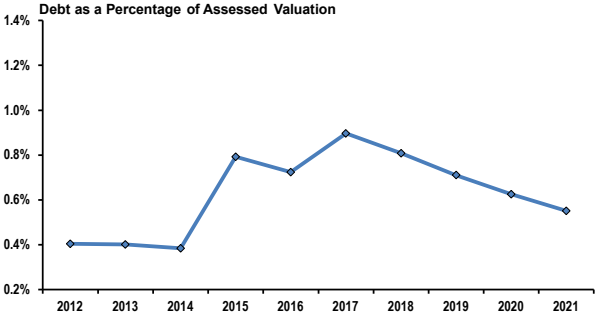
Report Date	Actuarial Accrued Liabilities	Unfunded Liability	% Funded	Assumed Rate of Return	Market Value of Plan Assets	Year Fully Funded
1/1/2014	\$ 676,474,202	\$ 348,746,229	48.4%	8.00%	\$ 344,991,750	2036
1/1/2016	\$ 745,583,658	\$ 358,844,560	51.9%	7.75%	\$ 374,182,007	2036
1/1/2018	\$ 843,829,627	\$ 393,498,781	53.4%	7.50%	\$ 467,474,289	2036
1/1/2020	\$ 945,878,852	\$ 437,119,495	53.8%	7.30%	\$ 524,562,922	2036
1/1/2022	\$ 1,052,734,165	\$ 417,796,715	60.3%	7.00%	\$ 705,486,056	2036

Report Date	Participants			Total Participants	Ratio of Active to Retired
	Active	Retired	Inactive		
1/1/2014	2,714	1,725	1,118	5,557	1.57
1/1/2016	2,738	1,768	1,030	5,536	1.55
1/1/2018	2,649	1,841	1,025	5,515	1.44
1/1/2020	2,850	1,900	1,077	5,827	1.50
1/1/2022	2,933	2,000	1,197	6,130	1.47

	Actual Rate of Return	5 years	10 years	Inception to Date
12/31/2017	17.31%	10.10%	5.69%	8.92%
12/31/2018	-1.79%	6.69%	9.82%	8.59%
12/31/2019	16.49%	8.05%	9.29%	8.81%
12/31/2020	12.17%	10.00%	9.01%	8.90%
12/31/2021	20.24%	12.50%	10.97%	9.20%

Indicator 9: Long-Term Debt

Strongly favorable Favorable Neutral Unfavorable Strongly Unfavorable



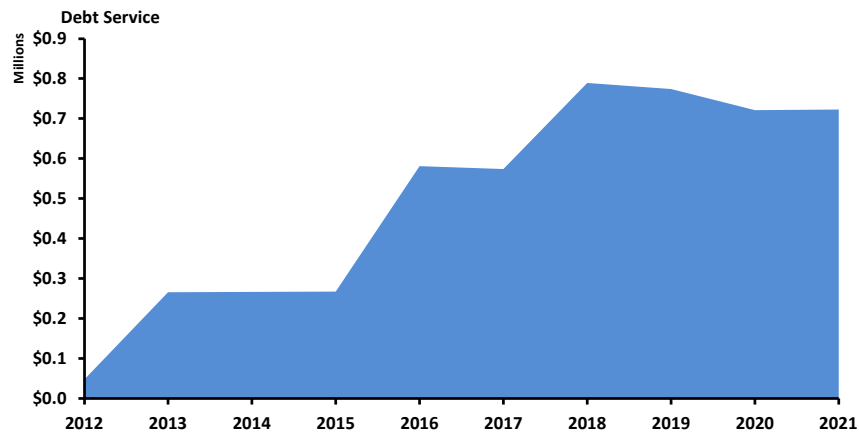
Total long-term debt in excess of 5 percent of a community's assessed valuation is generally prohibited under MGL Chapter 44 §10, and approaching this limit is often considered a warning sign by bond rating agencies. Evaluating a community's debt in this way is an indicator of both a community's overall debt burden as well as its effort in consistently investing in its capital assets. While a high debt load may be an indication of fiscal strain, low and decreasing debt may indicate underinvestment in capital assets and infrastructure.

Rating: The town's debt burden has decreased steadily since FY 2017 and remains manageable - favorable.

Fiscal Year	Assessed Valuation	Bonds Outstanding	Population	Debt as % Assessed Valuation	Debt Per Capita
2012	\$ 832,826,490	3,361,000	6,558	0.40%	\$ 513
2013	\$ 795,780,458	3,190,000	6,606	0.40%	\$ 483
2014	\$ 786,702,911	3,015,000	6,648	0.38%	\$ 454
2015	\$ 839,970,497	6,650,000	6,698	0.79%	\$ 993
2016	\$ 867,329,081	6,275,000	6,727	0.72%	\$ 933
2017	\$ 922,750,769	8,265,000	6,781	0.90%	\$ 1,219
2018	\$ 956,773,327	7,730,000	6,830	0.81%	\$ 1,132
2019	\$ 1,013,472,255	7,195,000	6,853	0.71%	\$ 1,050
2020	\$ 1,071,341,761	6,695,000	6,868	0.62%	\$ 975
2021	\$ 1,122,722,911	6,180,000	6,737	0.55%	\$ 917

Indicator 10: Debt Service

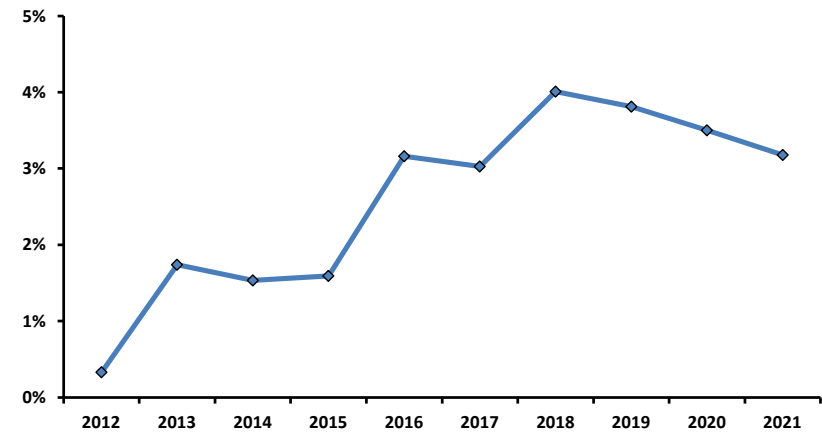
Strongly favorable	Favorable	Neutral	Unfavorable	Strongly Unfavorable
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Annual debt service in excess of 10 percent of net operating revenues may indicate that the town's debt load is too high. A trend of increasing debt load may negatively affect a community's ability to maintain spending on essential services as more revenues must be set aside to service debt. Conversely, a declining trend may indicate that the town is not maintaining investment in its capital assets and is losing the capacity to do so as operating expenses take on a greater proportion of the budget. The town should find a favorable balance between these two extremes, ideally set by policy.

Rating: Debt service levels are low, and have decreased as a percentage of net operating revenue since FY2018. While a good sign for the town's current fiscal standing, we encourage local officials to keep in mind that utilizing debt issuance may need to be part of a long-term strategy to maintaining capital assets - favorable.

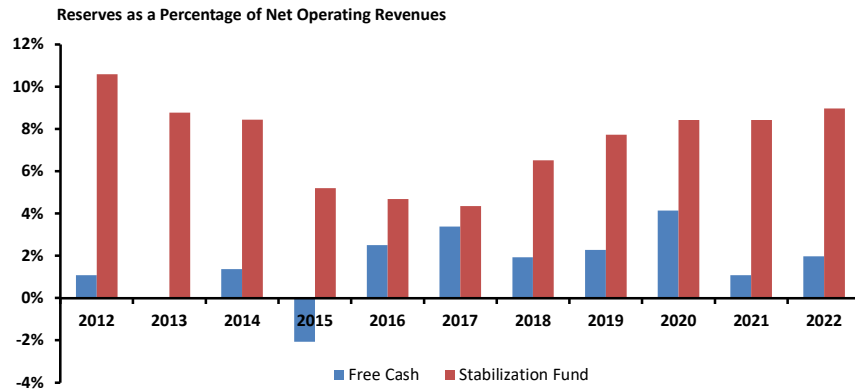
Debt Service As a Percentage of Net Operating Revenue



Fiscal Year	Total Long-Term Debt Service	Gross Operating Budget	As % of Net Operating Revenue
2012	\$ 47,338	\$ 14,334,420	0.33%
2013	\$ 265,669	\$ 15,257,200	1.74%
2014	\$ 266,248	\$ 17,374,503	1.53%
2015	\$ 266,803	\$ 16,762,367	1.59%
2016	\$ 580,590	\$ 18,365,168	3.16%
2017	\$ 573,180	\$ 18,932,711	3.03%
2018	\$ 789,512	\$ 19,699,148	4.01%
2019	\$ 773,966	\$ 20,319,101	3.81%
2020	\$ 721,143	\$ 20,592,076	3.50%
2021	\$ 722,344	\$ 22,733,773	3.18%

Indicator 11: Reserves

Strongly favorable	Favorable	Neutral	Unfavorable	Strongly Unfavorable
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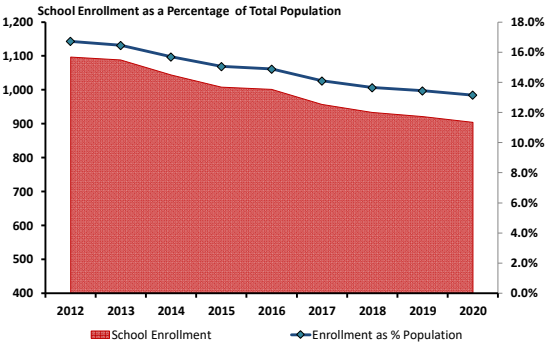
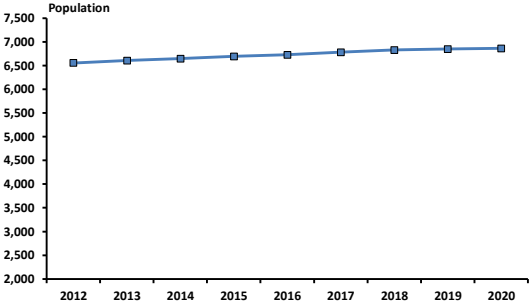
Maintaining a healthy level of reserves allows a town to finance emergencies and other unforeseen needs, hold money for specific future purposes, or in limited instances, to serve as revenue sources for the annual budget. Reserve balances and policies can also positively impact the Town's credit rating and consequently its long-term cost to fund major projects.

Declining reserves as a percentage of a town's net operating revenue is considered a warning indicator by credit rating agencies, and may indicate a declining ability to finance town obligations in the face of an emergency. Reserves below 5-7% of revenues may be considered unfavorable. Ideally, town reserve levels should be set by policy.

Rating: While reserves as a percentage of general fund revenues have remained above 9.5% since FY 2019, free cash levels have also decreased since FY 2020, which the town should address - neutral.

Fiscal Year					As a Percentage of General Fund Revenues		
	Free Cash	General Stabilization Fund Previous Year-End	Combined Reserves	General Fund Revenue	Free Cash	Stabilization Fund	Combined
2012	137,230	1,350,843	\$ 1,488,073	\$ 12,770,002	1.07%	10.58%	11.65%
2013	-	1,197,118	\$ 1,197,118	\$ 13,657,968	0.00%	8.76%	8.76%
2014	190,083	1,176,800	\$ 1,366,883	\$ 13,944,330	1.36%	8.44%	9.80%
2015	(307,311)	770,657	\$ 463,346	\$ 14,831,175	-2.07%	5.20%	3.12%
2016	395,270	739,528	\$ 1,134,798	\$ 15,782,677	2.50%	4.69%	7.19%
2017	576,589	742,466	\$ 1,319,055	\$ 17,053,708	3.38%	4.35%	7.73%
2018	334,471	1,125,707	\$ 1,460,178	\$ 17,290,196	1.93%	6.51%	8.45%
2019	407,463	1,380,486	\$ 1,787,949	\$ 17,883,670	2.28%	7.72%	10.00%
2020	760,265	1,545,068	\$ 2,305,333	\$ 18,365,714	4.14%	8.41%	12.55%
2021	217,320	1,704,735	\$ 1,922,055	\$ 20,238,207	1.07%	8.42%	9.50%
2022	418,107	1,905,869	\$ 2,323,976	\$ 21,244,068	1.97%	8.97%	10.94%

Indicator 12: Population and Enrollment



A trend in population growth over time could result in the need for increased government services. As the number of residents increase, there could be a greater need for government spending. Additionally, a population increase may lead to more school-age children, which greatly impacts education costs.

Rating: While the population remains relatively stable, there has been a moderate decline in school enrollment, a trend the town should monitor - neutral.

Year	Population	School Enrollment	Enrollment as % Population	Annual % Change	
				Population	School Enrollment
2012	6,558	1,097	16.73%	0.74%	-4.19%
2013	6,606	1,088	16.47%	0.73%	-0.82%
2014	6,648	1,044	15.70%	0.64%	-4.04%
2015	6,698	1,008	15.05%	0.75%	-3.45%
2016	6,727	1,001	14.88%	0.43%	-0.69%
2017	6,781	957	14.11%	0.80%	-4.40%
2018	6,830	933	13.66%	0.72%	-2.51%
2019	6,853	921	13.44%	0.34%	-1.29%
2020	6,868	904	13.16%	0.22%	-1.85%



Elizabeth Cunniff
Town Clerk
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Town of Groveland

Office of the Town Clerk

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Groveland, MA 01834
Tel: 978-556-7221
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December 12, 2022

To the Honorable Board of Selectmen,

The Votes Act of 2022 made permanent changes to elections. All elections are required to offer registered voters the vote by mail option.

- If the Board of Selectmen choose to **Opt Out** of the vote by mail option they must hold a public hearing posted with 14 days' notice and with a roll call vote they may vote to **Opt Out** of the vote by mail option.
- If the Board of Selectmen choose, for a local election only, they may vote to **Opt In** for early-in-person voting. (That vote requires the Board of Registrars to vote to recommend and present an in-person voting schedule prior to the Board of Selectmen vote to **Opt In**).

In an effort to prepare for the 2023 local elections, The Clerk's Office requests that the Board of Selectmen review the changes made by the legislature in 2022. The Clerk's Office recommends no change to the vote by mail option which will offer consistency and convenience for the voters. For local elections the town must make the choice to offer in-person early voting; the Board of Selectmen may take no action and therefore not Opt In for early-in-person voting.

Please see the Secretary of the Commonwealth voting requirements:

Vote by Mail:

- Vote by Mail *is required* for all elections, including special elections and primaries unless the select board, board of selectmen, town council or city council votes to opt out at least 45 days prior to the election. A separate vote must be taken for each election they want to opt out of.

In-Person Early Voting:

- In-person Early Voting *is not required* for local elections unless the select board, board of selectmen, town council or city council vote to opt in at least 5 days prior to the start of early voting upon recommendation from at least 50% of the registrars/election commissioners.

The "Votes Act", Chapter 92 of the Acts of 2022 may answer some of your specific questions <https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter92>.

The Clerk's Office estimates the vote by mail option will come at an approximate cost of \$1,500 - \$2,500; this will include the cost to mail ballots and for staff to process applications and ballots. I will seek reimbursement through the Secretary of the Commonwealth if available.

The following are year to date details:

- The Town of Groveland mailed 829 ballots for the State Primary with 646 returned. 60 voters participated in the early-in-person option.
- The Town of Groveland mailed 1,306 ballots for the State Election with 1,107 returned. 306 voters participated in the early-in-person option.
- Mailing Costs for both elections: \$1,729.35
- Poll Worker Costs for both elections; early-in-person, \$2,535.50.
- Poll Worker Costs for both elections; election day, \$5,728.50.

Total Election Worker cost year to date: \$8,264.00

Approved Poll Worker Budget for FY22: \$8,500.00 (level funded from FY21 which did not take into consideration early-in-person voting for elections as requested)

The available remaining funds for this year's Town Meeting and Local Election: \$236.00.

The estimated cost for Poll Workers for the remainder of FY22; one Town Meeting and one Local Election (with mail in voting but not early-in-person voting) will be approximately: \$3,200.00. The Clerk's Office is requesting a transfer to cover that cost.

Town Meeting 2022 Warrant:

The Clerk's Office would also request that the Board of Selectmen vote to include the acceptance of **M.G.L. Chapter 41, Section 110A** and include it on the April 2022 town meeting warrant.

M.G.L. Chapter 41, Section 110A: Office hours on Saturday. Acceptance to treat and accept any Saturday to the same extent as if such Saturday were a legal holiday.

Elizabeth Cunniff
Town Clerk
Town of Groveland

Groveland Town Administrator By-Law

Preamble

Massachusetts General laws Chapter 41, Section 23A allows the Board of Selectmen to appoint a Town Administrator for a term of one or three years. Under the statutory provisions, the Town Administrator acts by and for the Board of Selectmen.

Collectively, the Board of Selectmen is the chief executive officer of the Town of Groveland. It is charged by state statute, regulation, and the town by-laws with the responsibility for the orderly and efficient operation of town government, and the safety and wellbeing of its citizens. The Board of Selectmen is the policy maker for the town. It sets policies and goals for successful future government administration.

The Town Administrator acts as the agent of the Board of Selectmen. He or she has the daily responsibility for the operation of town government, and oversight of its employees, special employees, boards, committees, commissions and departments unless otherwise excepted by statute.

The Town Administrator duties and responsibilities are set out in the statutes and regulations of the Commonwealth of Massachusetts, the terms of this by-law, and the provisions of the other town by-laws where applicable.

LEGAL REFERENCES

This by-law reflects a consolidation of powers and duties of the Town Administrator in the capacity as Chief Financial Officer or Personnel Officer. These powers and duties emanate from other town by-laws and documents which may be cited throughout this document. These by-laws and documents are as follows:

- 1. Town of Groveland General By-law Section 2-36A- Department of Finance and Budget**
- 2. Town of Groveland Personnel By-law. Sections 2-50, 2-56, et seq.**
- 3. Town of Groveland Personnel Procedures Manual. G.L.c.41§§108A,108C**
- 4. Future planned Produced Financial Procedures Manual.**

The Town Administrator acts at the direction of a majority of the Board of Selectmen. No member of the Board of Selectmen unless authorized by a majority vote of the Board may direct the Town Administrator in the performance of any of his or her lawfully assigned duties

Section 1 – Appointment

1. The Board of Selectmen by an affirmative vote of at least four members may initially appoint a Town Administrator for a term of one year and three-year recurring terms thereafter.
2. The Board of Selectmen may appoint a search committee of at least five people not to include any member of the Board of Selectmen for the purpose of recommending candidates for the position of Town Administrator.
3. The Town Administrator shall be appointed on the basis of education, executive and administrative qualifications, and experience. He or she shall not have held any elected or appointed positions in town for a period of three years prior to appointment.
4. Upon appointment, the Town Administrator shall post a bond at an amount fixed by the Board of Selectmen, or provide professional liability insurance in an amount satisfactory to the Board of Selectmen naming the town as the loss payee.

Section 2 – Powers and Duties

1. The Administrator shall be the chief administrative officer of the town and shall be responsible for daily administration, management, and coordination of all departments, employees, boards and commissions under the delegable statutory and regulatory authority of the Board of Selectmen. The Administrator as agent of the Board of Selectmen as a matter of law owes the Board of Selectmen collectively and individually the utmost loyalty and fidelity in performance of his or her assigned duties requiring therefore complete impartiality and transparency in the dissemination of information and communications to each board member.
2. The Administrator shall devote full working time to the duties of the office, and shall not become a candidate for or hold any elective office during the term of appointment. The Administrator shall not engage in any business activity during the appointed term without the written consent of Board of Selectmen. The list of duties and responsibilities are set out in the Appendix.

SECTION 3: Financial Responsibilities

1. The Town Administrator shall be the Acting Financial Director¹ (Town Administrator/Financial Director) until such time that special legislation is enacted through the annual town meeting repealing or amending General By-law 2-36A- Department of Finance and Budget.^{2 3 4}
2. Upon appointment, the Administrator, shall within two months, consult with the Town Accountant⁵ and the town's independent auditors to draft a **Financial Procedures Manual**. The manual shall contain a system of controls directed at preventing fraud and/or embezzlement by either a town employee or a

¹ A review of the Commonwealth's statutes pertaining to municipal governance as well as the regulations of the Massachusetts Department of Revenue indicate that there is no legal impediment to a town administrator jointly holding the position of acting finance director. See generally, G.L. c. 39 §1 et seq.; G.L. c. 40 §1 et seq.; G.L. c. 41 §1 et seq.; G.L. c. 44 § 1 et seq. (Municipal Finance). 830 CMR c. 14.00 et seq.

² The Department of Finance and Budget was created by special acts legislation in 1998. Acts of 1998, Ch. 60. In passing that legislation, the Groveland Board of Selectmen and the town meeting sought permission from the legislature for the Board of Selectmen to assign as they deemed fit administrative and personnel duties to the Finance Director. Gen By-laws 2-36A, Sec. Seven. This power to assign administrative and personnel duties to the Finance Director in addition to the expressed financial responsibilities demonstrated a local government intent sanctioned by the state legislature that one person fulfill the role as finance director as well as facilitator of administrative and personnel responsibilities. A legislative grant of power to a municipality carries with it all implied powers necessary to implement the legislative grant. *Fafard v. Conservation Commission of Barnstable*, 432 Mass. 194, 206 (2000). Here, the legislature has approved a finance department by-law wherein the selectmen can assign the department director unrelated administrative and personnel duties. That grant to the selectmen carries with it all implied powers necessary to carry out its purpose. In this case, appointing a town administrator as acting finance director is in furtherance of that purpose.

³ The Town of Groveland By-laws imbue the Board of Selectmen with the power to act for the wellbeing of the town and formulate personnel policies through the Personnel By-law and Personnel Procedures Manual to hire, transfer and appoint emergency employees. Pers. By-2-94, 2-96 (a-d). Personnel Procedures Manual pp. 2,13 law §§ 2-92. This broad grant of flexibility in personnel matters supports a decision by the Board of Selectmen to approve through this by-law the transfer financial of responsibilities to a Town Administrator by designating the Administrator as "Acting Finance Director."

⁴ In 1994, the Town of Georgetown created a municipal financial department with the position of finance director. Shortly thereafter the Board of Selectmen hired a town administrator. In 2013, the Massachusetts Department of Revenue through its Division of Local Services undertook a review of Georgetown's financial and governmental structure. After that review, they published a report entitled "Financial Management Review". On page 4 of that report the Department of Revenue noted without criticism that the Georgetown Town Administrator also is the "Acting Finance Director". That duality of office continues in Georgetown to this day. Similarly, in Topsfield Massachusetts, the Town Administrator also functions as its Finance Director. A 2008 Department of Revenue Financial Management Review found no criticism with that dual role. Topsfield today still relies on its town Administrator to act as finance director.

⁵ Massachusetts General Laws Chapter 41, Section 56 provides in relevant part that the town accountant sign warrants after examining bills, orders, and payrolls. The accountant is further charged with the responsibility not to authorize payment of bills, orders, or payrolls that are fraudulent, illegal or excessive. This responsibility demonstrates the important role the town accountant will have in drafting a financial procedures manual.

town contractor. The **Financial Procedures Manual** may be amended by the administrator with the consent of the Board of Selectmen.

3. To the extent permitted by state law and by the town's Department of Finance and Budget By-law, warrants for payment of town funds authorized by the town accountant shall be submitted to the Administrator for approval. The Administrator's approval shall be sufficient authorization for payment from the town treasury. In the absence of the Administrator or a vacancy in the position, one selectman designated by the Board shall approve all warrants.
4. The Administrator shall be the chief procurement officer of the town with the responsibility for purchasing all town supplies and services for all departments except those of the school department, police department, and fire department. He or she shall be responsible for all town department budgets, and coordinating the town budget with the school department budget.
5. The Administrator shall assemble, prepare, and present to the Board of Selectmen all annual operating and capital budgets of the Town and be responsible for the development and annual revision of the capital improvements program.
6. The Administrator shall be responsible for seeing that the budget is administered and expended as adopted by the Town Meeting and in accordance with the General Laws, the town's **Department of Finance and Budget By-law** and this By-law.
7. The Administrator shall distribute, or cause to be distributed copies of the warrant and Finance Committee report for all Town Meetings.

Section 4 – Responsibilities for Personnel Administration

1. The Administrator shall be designated by the Board of Selectmen to serve as personnel officer for the town, with responsibility for the administration of the town's personnel system in accordance with the provisions of the town's **Personnel By-law and the Personnel Procedures Manual**. The Administrator shall conduct annual evaluations of all department heads who are subject to the provisions of the Personnel Procedures Manual and not otherwise excepted from evaluation by statute.
2. The Administrator shall administer and enforce collective bargaining contracts, personnel rules, regulations, and by-laws adopted by the town.
3. The Administrator may inquire at any time into the conduct of any officer, employee, special employee, independent contractor, department, board commission or agency with regard to any matters affecting town administration and have open and free access to all documents, and records from any source, electronic or otherwise, that are relevant to said inquiry and not otherwise privileged.
4. After consultation with the Board of Selectmen, the Administrator shall from time to time propose, and the Administrator may adopt, where appropriate by amendment, personnel rules and regulations relating to all town positions, except those covered by collective bargaining contracts and those under the jurisdiction of the school, police, fire and light departments. Such rules and regulations shall provide

for methods of determining the merit and fitness of candidates for appointment and promotion; policies and procedures regulating reduction in force and removal of employees; hours of work and wages, attendance regulations, and provisions for sick, vacation, military and other leave.

The Administrator may implement policies and procedures relating to provisional appointments, in service training programs, grievance procedure rules, rules relating to employee organizations, and other practices and procedures necessary to the efficient operation of a personnel system. Unless otherwise agreed, the Administrator's personnel responsibilities do not extend to the police, fire, and light departments or the school department.

Section 5 – Responsibilities for Appointments, Discipline, and Grievances

1. Subject to the approval of the Board of Selectmen and within the limitations outlined by state statutes, the Administrator shall have the power to appoint any employee, department head or supervisor on the basis of merit and fitness alone. The Board of Selectmen may at its option designate the Administrator to advise on union and contractual employee's grievance procedures. Additionally, the Board of Selectmen as level three grievance hearing officers in the **Personnel Procedures Manual** may at their option and within their sole discretion designate the Administrator to act as the hearing officer to adjudicate "step three" grievances under the town's **Personnel Procedures Manual** with regard to any grievance brought by a town employee unless that appointment constitutes a conflict of interest for the Administrator. In such instances, the Board of Selectmen will remain as the step three grievance hearing tribunal as required in the manual. The Administrator as designated hearing officer shall within the timelines outlined in the Manual investigate the allegations in the complaint; meet with the employee; attempt to satisfactorily resolve the complaint; and in the absence of a satisfactory resolution of the complaint render within seven days of the meeting a written decision with a statement of reasons for disposing of the complaint.

Any employee dissatisfied with the Administrator's decision may within seven (7) days after receipt of the decision appeal to the Board of Selectmen who within seven (7) days of receipt of the appeal may with or without a hearing affirm, modify or reverse the decision of the Administrator.

2. Temporary Suspensions: The Administrator, where allowed by state statutes, may when circumstances warrant such action, immediately suspend any employee, supervisor, or department head with or without pay for a period not to exceed seven (7) days for any reason outlined in the "Disciplinary" section of the **Personnel Procedures Manual**. The employee is entitled to grieve the temporary suspension as outlined in the Manual.

3. Dismissals: The Administrator with the advice and consent of the Board of Selectmen may dismiss any employee, supervisor, or department head in conformance with the procedures outlined in the **Personnel Procedures Manual** section "Dismissal."

4. Dismissals of Board, Committee and Commission Members: Members of boards, committees and commissions appointed by the Administrator after consulting with the Board of Selectmen may be dismissed by the Administrator for cause. The Administrator shall have no power to dismiss any board, committee or commission member who attains that position by virtue of a town election.

Any board member aggrieved by the decision of the Administrator may pursue secondary procedures and appeals as enumerated in the existing **Personnel By- Law and Personnel Procedures Manual** or within seven (7) days of dismissal request the Board of Selectmen. review the dismissal. The Board of Selectmen within seven (7) days of receipt of said request for review may affirm, modify or reverse the decision of the Administrator. This review shall not give the dismissed person any rights under the town's **Personnel Procedures Manual** unless already stated in the manual.

If after this by-law is enacted and approved by the Attorney General, any subsequent amendment of the **Personnel Procedures Manual** dealing with "discipline" and "grievances" of employee's conflicts with the terms of this by-law Section then the terms of the **Personnel Procedures Manual** shall thereafter control the rights of the parties in such matters.

Section 6 – Responsibilities for Administration Reorganization

1. The Administrator may with the approval of the Board of Selectmen and unless prohibited by statute, establish, reorganize, consolidate or abolish any department or position.
2. The creation of any new full-time compensated position shall require the approval of the affirmative vote of four members of the Board of Selectmen.

Section 7 – Evaluation

1. The Board of Selectmen shall annually evaluate the performance of the Administrator. The Board shall adopt a written set of procedures and criteria which shall form the basis for the evaluation.
2. A copy of the evaluation shall be provided to the Administrator.

Section 8 – Removal

1. The Board of Selectmen by the affirmative vote of at least four members may initiate the removal of the Town Administrator by adopting a resolution to that effect stating the reasons for the removal. The vote initiating removal shall be taken at a regular scheduled public meeting and in open session, or other session all in conformance with the Commonwealth of Massachusetts' Open Meeting Law.
2. The adoption of said resolution shall serve to suspend the Administrator for a period of not more than forty-five (45) days, during which time his or her salary shall continue to be paid. A copy of such resolution shall be delivered forthwith to the Town Administrator in person, or sent by certified mail return receipt requested to his or her place of residence.
3. Within five days following the receipt of such resolution, the Administrator may file a written request for a public hearing. If such a hearing is requested, the Board shall schedule it within two weeks and it shall be held in a public place. At least seven days prior to the public hearing, the Board shall advertise the hearing in a newspaper of local circulation and shall cause identical notices citing the purpose, location, time, and date to be posted in the Town Hall and in three other places of public access within the town. The Administrator shall have a public hearing subject to the provisions of the Commonwealth

of Massachusetts' Open Meeting Law. At the hearing, the Administrator may be represented by counsel, subpoena documents from the town, call witnesses, and confront witnesses.

4. The town counsel shall preside at such hearing.

5. At any such hearing, the reasons for the removal shall first be read aloud.

6. Final removal of any Administrator shall be affected by the affirmative vote of at least four members of the Board of Selectmen at a public meeting of the Board held within seven days of such public hearing if requested by the Administrator. If no hearing has been requested, final removal may be affirmed by an vote of at least four members, at a meeting of the Board held not earlier than 14 days after the vote initiating the removal. The salary of the Town Manager shall continue to be paid for a period of forty-five (45) days after the vote effecting removal from office.

7. The Administrator shall provide the Board of Selectmen with at least 45 days' notice of an intended resignation; provided, however, that the Board may, at its discretion, shorten or waive such requirement.

Section 9 – Filling Vacancy

1. When a vacancy arises in the office of the Town Administrator, the Board of Selectmen shall advertise the vacancy as soon as possible. The Board shall fill the vacancy as soon as possible

Section 10 – Acting Town Administrator

1. The Board of Selectmen shall designate, within ten (10) days, a Town employee or other person to exercise the rights and perform the duties of Town Administrator during any vacancy caused by the temporary absence or suspension, or removal, resignation, or death of the Town Administrator. The appointment shall be for a period not to exceed ninety (90) days, and it may be renewed, in the case of suspension, removal, resignation, or death only once for an additional period not to exceed 90 days. Any appointee who is a current town employee shall be ineligible for immediate subsequent appointment as permanent Town Administrator.

Section 11--- Conflict with Other By-laws

If any other town by-law not established by special acts legislation conflicts with the provisions of this by-law then the terms and provisions of this by-law shall control.

Section 12--- Severability

If any provision of this by-law is deemed unconstitutional or unlawful by a court of competent jurisdiction then all other sections of the by-law shall remain in full force and effect.

Appendix to The Town Administrator By-Law

The duties and responsibilities of the Administrator are as outlined below and may be amended, revoked, or expanded from time to time by a majority vote of the Board of Selectmen as the Board deems necessary for the efficient operation of town government.

1. Attend all meetings of the Board of Selectmen except when excused, and he or she shall have the right to speak but not to vote.
2. Keep the Board of Selectmen informed regarding all departmental operations, fiscal affairs, general problems, and other matters, and to that end shall submit an annual report to the Board.
3. Work with other financial personnel to produce a Financial Procedures Manual.
4. Inform the Board regarding the availability of state and federal funds and how such funds might relate to unmet short-range and long-range needs of the town.
5. Make recommendations to the Board of Selectmen regarding vacancies in town offices and boards to be filled by the Board of Selectmen.
6. Facilitate the activities of all boards, committees, and commissions for which the Board of Selectmen In the end
7. Supervise receipt of all monies coming into the town from various sources.
8. Manage all financial information from the Board of Board of Assessors to forecast future growth and revenues.
9. Oversee annually the town trusts and ensure that the funds are prudently invested. When the trust fund fails, due to the termination of its purpose, then to seek relief from the duties of administration of the trust.
10. Submit to the Board of Selectmen a capital improvement budget and a five-year financial plan. The financial plan shall be updated annually and included on the warrant of the annual town meeting.
11. Develop, keep, and annually update a full and complete inventory of all real property including rental property of the town and ensure that those properties are maintained and repaired in a timely manner; and develop protocols for the rental and use of those properties.
12. Negotiate collective bargaining contracts on behalf of the Board of Selectmen unless the Board shall have designated another negotiator.
13. Act as the designated hearing officer as outlined in this by-law and any subsequent amendment of the Personnel Procedures Manual or as otherwise permitted by law regarding any inter-departmental appeals unless such appeals are the direct responsibility of an applicable department such as police and fire. The Administrator shall when permitted by law coordinate legal matters for boards, committees, departments, and commissions.

14. Perform such other duties as may be required by state statutes, regulations and town by-laws, or by vote of the Board of Selectmen.
15. Supervise the enforcement of all labor contracts and collective bargaining agreements.
16. The Administrator with the advice and consent of the Board of Selectmen shall prosecute, defend, settle and employ special counsel when necessary in all litigation wherein the town is a party. The Administrator shall coordinate litigation and obtain legal representation involving the planning board, conservation commission, police, fire, light and the zoning board of appeals.
17. The Administrator with or without the request of any town officer, department, board, committee, or commission shall be responsible for review of state, regional and federal grants which may be financially beneficial to the town. He or she shall be responsible for the oversight, review and completion of all grant applications except as otherwise authorized by statute, and seek the advice and consent of the Board of Selectmen whenever any grant requires a financial commitment from the town. He or she shall assist any town department in the application for grants. Those grants that are secured by qualified personnel from town departments, commissions and boards can be pursued independently with the Town Administrator's role limited to an advisory capacity.
18. Encourage the updating the towns current master plan and in the event the Planning Board is reluctant to pursue this project the town may take legal action in the nature of mandamus to force the elected officials to perform their statutory duties.
19. Coordinate with public safety officials to regularly update and inform the Board of Selectmen of the town's emergency management, planning and preparedness.
20. Ensure receipt of education materials to all town employees and appointed board, committee, and commission members involving the provisions of the Commonwealth of Massachusetts Open Meeting Law and Ethics Law, and develop procedures certifying that each recipient acknowledge receipt and understanding of the materials prior to employment or appointment.



Town of Groveland

2021 Special Town Meeting Warrant

COMMONWEALTH OF MASSACHUSETTS

Special Town Meeting: Monday, May 24, 2021

Essex, ss:

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

Greetings:

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

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

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

2021
ANNUAL TOWN MEETING TABLE OF CONTENTS

Summary of Revenue and Expenditures GENERAL ARTICLES

- Article 1 Authorize Petition for Chapter 90 Funds
Article 2 Authorize Transfer Chapter 90 Funds
Article 3 Authorize supplemental appropriations

GENERAL BYLAW ARTICLES

- Article 4 Authorize the General Court to repeal Groveland General By-law Article III, Finance and Taxation, Sec.2-36A Department of Finance and Budget.
Article 5 Adopt MGL Ch. 41 sec. 23A authorizing the Board of Selectmen to hire a Town Administrator
Article 6 Authorize Non-Substantive Changes to Wetlands By-law and Regulations

ZONING ARTICLES

- Article 7 Amend the Zoning Bylaw Section 50.7.1 Accessory Apartments
Article 8 Amend the Zoning Bylaw by adding Common Driveways to Definitions.
Article 9 Amend the Zoning Bylaw by adding a new Section 50-10.4 to allow for Common Driveways
Article 10 Amend the Zoning Bylaw Section 50-6.1 Floodplain Overlay District
Article 11 Amend the Zoning Bylaw Section 50-4.5 Site Plan Approval
Article 12 Amend the Zoning Bylaw Section 50-13.2. Applicability, Section 50-13.3 Application and Review Procedures and Section 50-13.6. Waiver: minor site plans

COMMUNITY PRESERVATION ARTICLES

- Article 13 Appropriate from General Reserve for Mill Pond Phase I Clean-up
Article 14 Appropriate from Community Housing Reserve for the Groveland Housing Authority Buy Down program
Article 15 Appropriate from General Reserve for a Crosstown Recreational Trail
Article 16 Appropriate from General Reserve for Groveland Community Trail Supplemental Funds to Complete the Current 100% design
Article 17 Appropriate from General Reserve for Completion of an Accessible Bathroom and Ramp at Veasey park
Article 18 Appropriate from Historic Reserve for fencing at Riverview Cemetery
Article 19 Appropriation from General Reserve for Preservation of Johnsons Pond
Article 20 Appropriation of CPA Set-Aside Funds

CAPITAL ARTICLES

- Article 21 Appropriate surplus bond premiums.
Article 22 Appropriation for Police Cruiser Replacement

FINANCIAL ARTICLES

- Article 23 Authorize Spending Limits for Revolving Accounts
Article 24 Appropriate funds for PEG Access Fund
Article 25 Water Department Budget
Article 26 Sewer Department Budget
Article 27 Establish a SAFER Grant Stabilization Fund
Article 28 Appropriate funds for Codification of General By-laws
Article 29 Appropriate funds for Employee Sick Leave Buy-back
Article 30 Appropriate funds for replacement COA van
Article 31 Appropriate funds from Water Enterprise for a 1-ton truck

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

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

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

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

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

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

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

BOARD OF SELECTMEN RECOMMEND: PENDING

FINANCE BOARD RECOMMENDS: PENDING

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

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

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

GOVERNMENT STUDY COMMITTEE RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMEND: FAVORABLE ACTION

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

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

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

Article submitted by Board of Selectmen

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

GOVERNMENT STUDY COMMITTEE RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMEND: FAVORABLE ACTION

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

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

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

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

Article submitted by the Conservation Commission.

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

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

CONSERVATION COMM. RECOMMENDS: FAVORABLE ACTION

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

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

Section 50-7.1. Accessory Apartments.

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

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

**Town of Groveland
Capital Revenue Sources**

			Scenario 1	Scenario 2	Scenario 3
Certified Free Cash as of 07/01/2022:	\$	691,453.00	\$ 130,521.44	\$ 130,521.44	\$ 130,521.44
Stabilization Fund as of 7/1/2022	\$	1,316,875.16	\$ 1,316,875.16	\$ 1,316,875.16	\$ 1,316,875.16
Capital Stabilization Fund as of 7/1/2022	\$	340,724.09	\$ 340,724.09	\$ 340,724.09	\$ 340,724.09
American Resuce Funds as of 10/1/2022	\$	415,000.00	\$ 124,445.48	\$ 169,402.10	\$ 224,402.10
Unused Bond Premiums (5 yr useful life)	\$	3,041.46 *	\$ 3,041.46	\$ -	\$ -
Unused Bond Premiums (20 yr useful life)	\$	41,915.16 *	\$ 41,915.16	\$ -	\$ -
Proceeds from Sale of Town Building	\$	84,642.60 **	\$ 84,642.00	\$ 84,642.00	\$ 29,642.60
TOTAL FUND:	\$	<u><u>2,893,651.47</u></u>			

* Per Chap 44 Sec 20 Unused bond premiums under \$50k can be voted to be used at annual town meeting for a capital item with an equal or greater useful life.

** Per Chap 44 Sec 63 proceeds from the sale of a town building can be voted to be used at annual town meeting for a capital item with a useful life of 5 years or greater.

Letter of Resignation

December 13, 2022

Dears Sirs

This is to inform you, the Town of Groveland, that I am hereby resigning my position as a Van Driver (Part Time) for the Counsel On Aging. Effective this week ending on Thursday December 15, 2022. Due to ongoing health concerns.

Sincerely

Richard Fitzgerald

A handwritten signature in black ink, appearing to read "Richard Fitzgerald", written in a cursive style.



BOARD OF SELECTMEN

Meeting Minutes

Monday, December 5, 2022

Groveland Town Hall

183 Main Street, Groveland, MA 01834

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

Present: Chair Ed Watson, Selectmen Kathleen Kastrinelis, Jason Naves, Mark Parenteau, Daniel MacDonald.
Rebecca Oldham, Town Administrator

CALL MEETING TO ORDER – Chair Watson called the meeting to order at 6:30 pm.

PUBLIC HEARING – 6:30 PM – Board of Assessors – Tax Rate

- Julie Yebba, Assessing Manager was present and addressed the Board. This is an annual hearing. It is preferred to maintain a single tax rate. Values have increased significantly; the market is driving the values. Selectman MacDonald did not want to add a burden to the business owners. Chair Watson spoke in favor of keeping the single tax rate.

Public Input: Brad Ligols, a resident who is also a local business owner asked the Board to consider offering a tax break to attract more businesses to come to Groveland.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the factor of 1.00 single tax rate for FY24. Voted: 5-0.

PUBLIC COMMENT: *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017. None.*

APPROVE WARRANTS:

PW # 23 \$209,864.42

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve warrant PW #23 in the amount of \$209,864.42. Voted: 5-0.

BW# 23 \$1,578,995.26

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve warrant BW #23 in the amount of \$1,578,995.26. Voted: 5-0.

APPROVAL OF THE MINUTES: None.

APPOINTMENTS OF THE BOARD: None

VOTES OF THE BOARD:

DISCUSSION & POSSIBLE VOTE:

1) Town Administrator Bylaw – Joe D'Amore and John Osbourne

- Disband Town Government Study Committee -Selectman MacDonald:
Neither Joe D'Amore nor John Osbourne were present. Selectman MacDonald asked for this to be on the agenda and noted that the draft bylaw was not approved at Town Meeting; we have a Town Administrator now, their job is done. Anything further is beyond the scope of the

committee. Selectman Naves noted that the bylaw is intended to define the role of the Town Administrator. Selectman Kastrinelis clarified that Town Meeting never voted on the Bylaw. Selectman MacDonald felt it was a waste of time and premature to bring this bylaw to Town Meeting. Selectman Naves did not feel it was not premature to plan ahead for this. Chair Watson asked for a copy of the original charge; TA Oldham provided a copy in the BOS packet. Chair Watson read the essential charge and agreed with Selectman MacDonald and supported disbanding the Committee. Selectman Kastrinelis did not support disbanding the Committee. Selectman MacDonald thanked the Committee for a job well done. Selectman Parenteau stated that this all started before he was on the Board, and he would like one more week to do some research.

A motion was moved by Selectman MacDonald and seconded by Chair Watson to terminate the Town Government Study Committee. No vote taken.

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to table this until the next meeting. Voted: 5-0.

- 2) Nelson Street Storage Conservation Restriction – Brad Ligols & Conservation Commission: Mike Dempsey was present and addressed the Board. The Conservation Commission will be in charge of enforcing the terms of the Conservation Restriction. The State requires a vote of the BOS. Selectman Naves read a letter from the Town Planner/Environmental Coordinator. There are endangered turtles on a portion of the land and that is where the CR will be (1.7 acres). The area will not be accessible to the public. Brad Ligols addressed the Board and stated this is priority habitat and understands that this vote is a formality, and he supports this measure.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to accept the Conservation Restriction at 833 Salem Street as presented tonight by the Conservation Commission. Voted: 5-0.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to allow the Chair to sign on behalf of the Board. Voted: 5-0.

- 3) Fiscal Year 2024 Capital Improvement Plan: TA Oldham reviewed the progress that has been made since the last time the BOS discussed this. There are three different scenarios in the packet for the Board's consideration tonight. Borrowing and/or bonding is not recommended at this time. Selectman MacDonald asked for a summary of each scenario and also a recommendation. TA Oldham provided an overview of the scenarios and recommended either scenario two or three. Selectman Kastrinelis would like to hear from the Financial Board on this plan.

A motion was moved by Selectman MacDonald and seconded by Selectman Parenteau to table this until the next meeting. Voted: 5-0.

- 4) Financial Policies: TA Oldham updated the Board – this was reviewed at the last meeting. Upon further review it does not appear that the town would be bound to anything in this document but rather it is a guide and is a great tool for internal use. TA Oldham recommends having these Financial Policies in place, the Auditors usually make comments about the fact that the Town does not have these policies in place.

A motion was move by Selectman Kastrinelis and seconded by Selectman Naves to accept the Financial Policies as presented by the Town Administrator. Voted: 5-0.

- 5) Implement Fee for the Dog Park -Selectman MacDonald
Selectman MacDonald spoke to this and noted that he is not in favor of fees but wondered if there was anything put in place regarding who would be maintaining the dog park. If there is not a maintenance fee built in this should be discussed. Selectman Naves responded and noted that initially he had looked

into charging a fee; he is in favor; however, the Town Clerk would be responsible for this and when he spoke to the Town Clerk about this the response was this would be an impossible task. Chair Watson felt this would be hard to enforce. Currently, volunteers pick up the trash and drop it off at the Pines, according to Selectman Naves. Selectman Naves will follow up with the Town Clerk.

TOWN ADMINISTRATOR'S TIME:

TA Oldham reported:

- Free cash was certified.
- The Auditors are in Town Hall.
- Thank you to the Fire Department for hosting Santa.

SELECTMEN'S TIME & REPORTS: *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

- None.

OLD OR UNFINISHED BUSINESS:

- 6) Board of Selectmen Policies and Procedures – Selectman Kastrinelis

Selectman Kastrinelis reported that she has forwarded information to Selectman MacDonald for review.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to table the BOS Policies and Procedures until after budget season. Voted: 5-0.

Selectman Kastrinelis also reported that she drafted a letter to the School Committee and shared the draft letter with the Board – this is not a final document, and this may change.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

- Selectman Naves has been doing a lot of research on the Senior Circuit Breaker Tax break and encouraged seniors to review and send letters to their Representatives.

CORRESPONDENCE:

- November 7, 2022, Board of Selectmen Meeting Minutes
- November 21, 2022, Board of Selectmen Meeting Minutes

Roll call into executive session

EXECUTIVE SESSION:

- In accordance with M.G.L. c. 30A, sec. 21(a)(1) – to hear complaints and/or charges against a public employee/official.

A motion was moved by Selectman Naves and seconded by Selectman MacDonald to enter Executive Session.

Discussion:

Selectman Kastrinelis had concerns about this agenda item. There is no information in the packet – there is only an email from the Principal at Bagnall School; there is no formal complaint. Selectman Kastrinelis asked to postpone this discussion while her questions are answered by the Town Attorney. Selectman MacDonald responded that this is documented on the recording, feels it has merit, it is clear on its face and does not feel that this will require a formal grievance. Selectman Kastrinelis did not see anything that rises to the level of Executive Session and urged caution.

Roll call into Executive Session: MacDonald; yes, Parenteau; yes, Naves; yes, Watson; yes, Kastrinelis; no.

The BOS meeting went off the air and returned:

Bill O'Neil was present and waived his right to Executive Session to discuss a complaint about his behavior during a recent Recreation Meeting.

Selectman MacDonald asked for this to be on the agenda; he watched the meeting and was very concerned with Mr. O'Neil's comments at the November 16th, Recreation Meeting. Selectman MacDonald asked for the Town Administrator to play the recording. TA Oldham played the recording – audio only – without video.

Selectman Kastrinelis asked Selectman MacDonald and Chair Watson to share the allegation. Chair Watson responded that it was the attitude, the comments that weren't called for and it was way over the top, it was an embarrassment, and it shouldn't have happened. Selectman Kastrinelis noted that this has been an ongoing issue with the Bagnall School Principal and the summer program Administrator; it was not a cooperative relationship in January, but she thought this was resolved.

Bill O'Neil explained that he was upset that the agreement was not honored; Bill has been dealing with this since 2015. Bill noted he would not change anything that was said.

Selectman MacDonald stated that if Bill feels that he was slighted, then he has a right to express it. However, the reason we are here tonight is that Bill feels he is justified in using the spit language and Selectman MacDonald does not feel he is justified. Selectman MacDonald stated that this is a limited public forum, and you have to maintain levels of decorum and thinks Bill crossed the line with the level of rhetoric. Bill O'Neil responded this is not a difference of opinion – there was an agreement, and the agreement was broken.

Selectman Kastrinelis felt it was somewhat indigenous of the BOS to talk about decorum at a meeting – the first step of setting a code of conduct should start with the BOS.

Selectman MacDonald responded things are political and Kat K can talk a good game when she brings a pile of procedures in here but there are rules for some people and there are rules for the rest of us. Selectman MacDonald stated that he voted against appointing Bill O'Neil to the Recreation Committee. Selectman MacDonald appreciates Bill's passion and knows he cares but the end doesn't justify the means. Selectman MacDonald is against this and if the rest of the Board wants to do nothing about this because it is Kathy's friend and that's how Kathy works.

Selectman Kastrinelis called a Point of Order and told Chair Watson to either control the meeting and tell Selectman MacDonald to stop taking personal attacks on her, making up in his mind is own little stories, which he does, or she was filing a complaint; the Chair needs to take responsibility for conducting this meeting.

Bill O'Neil noted that getting his attention is easy if you pick on the young or the old. There is bias here; anyone can see this. None of this affects him personally, it is affecting the children.

Chair Watson noted that not every agreement is solid, they are broken for unforeseen reasons; this seems to be the case here – Chair Watson read some of the concerns in the email. Bill O'Neil responded that he did not feel that the things that were brought up were accidental. Bill O'Neil noted that he didn't name one person at the meeting.

Selectman MacDonald state that this Board appointed Bill and they are accountable to the electorate; Selectman MacDonald stated he voted against appointing Bill because he thinks the way that Bill approached this situation is ineffective, it is not productive, and is toxic within that Committee; he does not know if other people are intimidated, but Bill is way too head strong on it. Bill responded that Selectman MacDonald is an absolute genius and for teller because he voted against him before the Recreation Meeting happened.

Selectman Naves noted that when Bill says he just insulted the School, Mr. Day represents the School, and he took that personally. When Bill said they intentionally disrupted the summer camp, Mr. Day took that personally that is why he wrote the letter. Selectman Naves did not think any of it was done in a professional or constructive manner or becoming of any board member. Bill responded by asking how many years Selectman Naves had been involved with this conflict and Selectman Naves responded none.

Selectman Parenteau stated that he voted for Bill O'Neil for the Recreation Committee, but it is more of the delivery. Bills' attitude is concerning and Selectman Parenteau would change his vote if he could. There is a better way to handle this type of conflict.

Selectman Kastrinelis felt a lot of time was spent on this and feels that time would be better served to make sure the Summer Camp has the resources they need; there is a space issue.

Selectman MacDonald stated to Bill; in summary that Bill feels he did nothing wrong, and he is justified in what he said and how he did it and going forward you would do it again under the same circumstances. Bill O'Neil responded that he would call out anyone, anywhere that is seemingly taking advantage of the young or the old, that is in his DNA, he cannot stand by to see them abused or exploited in any way shape or form.

A motion was moved by Selectman MacDonald and seconded by Selectman Parenteau to remove Bill O'Neil from the Recreation Committee for lack of demeanor and just crossing the line in using rhetoric in the meeting for those reasons specifically. Voted: 3-2. Selectmen Naves and Kastrinelis voted against.

ADJOURNMENT:

A motion was moved by Chair Watson and seconded by Selectman Parenteau to adjourn the meeting. Voted: 5-0.

Respectfully submitted,

Katherine T. Ingram

The next regularly scheduled meeting of the Board of Selectmen will be Monday, December 19, 2022, at 6:30PM.

23-23 BILLS WARRANT BREAKDOWN:

Town:	\$ 33,138.03
W/S:	\$ 81,322.58
Payroll Withholding:	\$ 38,878.04
Health Insurance:	\$
Light Bills:	\$ 172,122.33
Grants & Revolving:	\$ 125,307.36
Chapter 90:	\$
Pentucket Assessment:	\$ 1,032,639.92
Essex Tech Assessment:	\$ 95,587.00
Whittier Assessment:	\$
Capital:	\$