



TOWN OF GROVELAND

2022 MAY -9 AM 9:09

TOWN CLERK
RECEIVED/POSTED

TOWN OF GROVELAND

2022 TOWN MEETING WARRANT

COMMONWEALTH OF MASSACHUSETTS

Town Meeting: Monday, May 23, 2022

Essex, ss:

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

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, May 23, 2022 @ 6:30 P.M.** to act upon or take any other action relative thereto on the following Articles.

This page left intentionally blank

2022
ANNUAL TOWN MEETING
TABLE OF CONTENTS

Summary of Revenues

FY22 TRANSFER ARTICLES

Article 1 Authorize FY22 Budgetary Transfer

GENERAL ARTICLES

Article 2 Authorize Petition for Chapter 90 Funds
Article 3 Authorize Transfer Chapter 90 Funds
Article 4 Vote to Accept M.G.L. c.98, § 56
Article 5 Vote to Authorize the Veasey Memorial Park Revolving Fund
Article 6 Vote to Authorize the Pines Maintenance Revolving Fund
Article 7 Vote to Remove the Zoning Board of Appeals Revolving Fund

GENERAL BYLAW ARTICLES

Article 8 Amend General Bylaws Section 6-1, Building Numbering
Article 9 Amend General Bylaws Section 4-3, Hours of Construction
Article 10 Add General Bylaws Section 8-23, Fences
Article 11 Amend General Bylaws Section 2-41, Senior Citizen Property Tax Work-Off Program
Article 12 Amend General Bylaws Section 2-41a of the General By-Laws, the Valor Act Property Tax Work-Off Program
Article 13 Amend General Bylaws Section 2-143a, Council on Aging

ZONING BYLAW ARTICLES

Article 14 Amend the Zoning Bylaw Section 50-2.1 Terms Defined to include Caretaker's Unit
Article 15 Amend the Zoning Bylaw Section 50-4.5 Table of Uses to include Caretaker's Unit

COMMUNITY PRESERVATION ARTICLES

Article 16 Appropriate from Recreation to establish a walking trail entrance to the Pines Recreation Area
Article 17 Appropriate from Historic Preservation to add an accessible lift at Veasey Park
Article 18 Appropriate from Historic Preservation to develop design and usage plans for Lucile's Cottage
Article 19 Appropriation of the Community Preservation Fund Fiscal Year 2023

FINANCIAL ARTICLES

Article 20 Transfer Funds from FY22 Free Cash to make capital upgrades at Bagnall School
Article 21 Transfer Funds from FY22 Free Cash to make capital upgrades at Town Hall Complex
Article 22 Accept Funds from Municipal Electric Department
Article 23 Transfer Funds from Conservation Fees Acct to Part-Time Salary Acct

FINANCIAL ARTICLES, continued

- Article 24 Transfer Funds from Conservation Fees Acct to Expense Acct
- Article 25 Authorize Spending Limits for Revolving Accounts
- Article 26 Transfer Funds from Overlay Surplus
- Article 27 Transfer Funds from FY22 Free Cash to Operating Budget
- Article 28 Transfer Funds from FY22 Free Cash to Stabilization Fund
- Article 29 Transfer Funds from FY22 Free Cash to Fire SCBA Grant Account
- Article 30 Transfer Funds from FY22 Free Cash to fund Aerial Photography Flight
- Article 31 Transfer Funds from FY22 Free Cash to fund MS4 Permit requirements
- Article 32 Transfer Funds from FY22 Free Cash to fund the Personnel Buy Back Account
- Article 33 Appropriate funds for PEG Access Fund
- Article 34 Authorize bond premium for the Bagnall School Addition
- Article 35 Authorize bond premium for the Center Street Land purchase
- Article 36 Transfer Funds from FY22 Water Retained Earnings for the purchase and installation of water main
- Article 37 Transfer Funds from FY22 Sewer Retained Earnings for the continuation of sewer inflow and infiltration reduction
- Article 38 Appropriation for Water Department Budget
- Article 39 Appropriation for Sewer Department Budget
- Article 40 Omnibus Appropriation
- Article 41 Vote to fix the Salary and Comp of Elected and Appointed Officers

- APPENDIX A Fiscal Year 2023 Capital Improvement Plan
- APPENDIX B Revolving Fund Reports to Town Meeting
- APPENDIX C M.G.L. Chapters referenced within warrant
- APPENDIX D Definitions of Commonly Uses Terms at Town Meeting
- APPENDIX E Table of Motions

Revenue Category	Description	Actuals FY20	Actuals FY21	Adopted FY22	Budgeted FY23
PROPERTY TAXES					
	Prior Years Levy Limit/Taxes	13,679,474	14,213,120	14,971,380	15,549,999
	Plus 2.5%	347,937	361,262	374,285	388,750
	New Growth	185,065	159,621	204,334	183,007
	Debt Exclusion-Town	333,087	325,499	317,912	316,563
	Debt Exclusion-PRSD	309,321	1,230,936	2,006,098	1,962,733
	Override	-	-	-	-
	TOTAL	14,854,884	16,290,438	17,874,009	18,401,051
LOCAL RECEIPTS					
	Motor Vehicle Excise	967,069	1,110,202	1,113,149	1,110,000
	Penalties & Interest	77,581	227,235	100,000	100,000
	PILOT	41,792	26,337	26,864	89,801
	Other Charges for Services	-	-	-	-
	Rentals (Cell Tower)	38,278	39,426	38,000	39,669
	Other Dept Revenue:				
	Police	3,059	5,452	3,812	3,800
	Fire	6,437	6,945	6,981	6,000
	Selectmen	12,900	11,800	12,583	11,000
	Cemetery	15,665	19,475	17,563	18,000
	Health	16,315	17,705	17,783	17,000
	Library	518	109	467	300
	Clerk	7,587	8,390	8,217	8,000
	Planning Board	10,150	11,517	12,998	4,000
	ZBA	-	400	133	400
	Collector	7,550	7,525	7,098	5,000
	Other	27,140	606	500	1,250
	Licenses and Permits	121,092	138,637	120,000	140,000
	Fines	40,988	35,385	36,000	35,000
	Investment Income	16,210	10,197	11,000	11,000
	Misc Recurring				
	Misc Non-Recurring		(11,792)	6,851	-
TOTALS		1,410,331	1,665,550	1,540,000	1,600,220
STATE AID					
	Chapter 70	60,542	65,200	65,470	65,470
	Unrestricted Aid	772,960	772,960	800,014	821,614
	Additional Assistance			-	-
	Surviving Spouse	-	-	-	-
	Elderly	4,016	4,016	29,044	25,992
	State Owned Land	119,276	122,379	142,118	142,040
	Public Libraries	9,130	11,115	12,071	11,360
	Other State Aid	20,729	14,457	15,636	12,994
	TOTAL STATE AID	986,653	990,127	1,064,353	1,079,470
OTHER FINANCE SOURCES					
	Intergovernmental - Light	35,000	40,000	40,000	40,000
	Overlay Surplus	50,000	50,000	50,000	15,000
	Free Cash	85,000	85,000	-	85,000
	Stabilization			208,167	-
	Transfers from Other Funds			44,000	22,420
	Sale of Lots				
	TOTAL Other Finance Sources	170,000	175,000	342,167	162,420
TOTAL RECEIPTS		17,421,868	19,121,116	20,820,528	21,243,161

This page left intentionally blank

ARTICLE 1: To see if the Town will vote for a Fiscal Year 2022 budgetary transfer of TWENTY-SEVEN THOUSAND DOLLARS, \$27,000, from Essex Technical, 1001-301-58830-058, to Computer Hardware Maintenance & License Fees, 1001-155-52000-052; or take any other action relative thereto.

Article submitted by the Board of Selectmen

Note: This transfer would be for the current Fiscal Year.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 2: 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 RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 3: To see if the Town will vote to transfer from the General Fund TWO HUNDRED TWENTY-SEVEN THOUSAND, FOUR HUNDRED NINE DOLLARS (\$227,409) 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 RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 4: To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 98, Section 56, in its present form and as subsequently amended, which statute provides the Town the ability to impose upon the owner of any establishment wherein devices subject to the provisions of Chapter 98 of the General Laws are used, the fees for the sealing and inspecting of weighing or measuring devices; or take any other action relative thereto.

Article submitted by the Building Inspector

NOTE: *The full text of Massachusetts General Laws, Chapter 39, Section 23D Section 56 can be found in Appendix C.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 5: To see if the Town will vote to amend the Town of Groveland General Bylaws section 2-42, by adding a new Revolving Fund, to be known as the Veasey Memorial Park Revolving Fund, as authorized by Chapter 44, Section 53E-½ of Massachusetts General Laws as set forth below and further to allow the Conservation Commission to expend funds not to exceed \$140,000 during Fiscal year 2023 from said account for expenses related to the operating costs, including salaries/wages, of Veasey Memorial Park; or take any other action relative thereto.

Article submitted by Conservation Commission

NOTE: As currently authorized the revolving fund does not account for expenditures related to salaries/wages. This article further clarifies the use of the revolving fund.

A. Revolving Fund	B. Department, Board, or Committee Authorized to Spend from Fund	C. Fees, Charges, or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable from Fund	E. Restrictions or Conditions on Expenses Payable from Fund	F. Other Requirements/ Reports	G. Fiscal Years
Veasey Memorial Park	Conservation Commission	Rental Fees Collected	Salaries and expenses for the operating costs of Veasey Park	None	Annual Report to Town Meeting	Fiscal Year 2023 and subsequent years

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 6: To see if the Town will vote to amend the Town of Groveland General Bylaws section 2-42, by adding a new Revolving Fund, to be known as the Pines Maintenance Revolving Fund, as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws as set forth below and further to allow the Town Administrator to expend funds not to exceed \$70,000 during Fiscal year 2023 from said account for expenses related to the operating costs, including salaries/wages, of Pines Recreation Area; or take any other action relative thereto.

Article submitted by Town Administrator

NOTE: As currently authorized the revolving fund does not account for expenditures related to salaries/wages. This article further clarifies the use of the revolving fund.

A. Revolving Fund	B. Department, Board, or Committee Authorized to Spend from Fund	C. Fees, Charges, or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable from Fund	E. Restrictions or Conditions on Expenses Payable from Fund	F. Other Requirements/ Reports	G. Fiscal Years
Pines Maintenance Revolving Fund	Town Administrator	Fees collected for rentals, events, advertisements, permits	Salaries and expenses for the maintenance of the Pines	None	Annual Report to Town Meeting	Fiscal Year 2023 and subsequent years

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 7: To see if the Town will vote to amend the Town of Groveland General Bylaws section 2-42, striking the Zoning Board of Appeals Revolving Fund as follows; or take any other action relative thereto.

Article submitted by Town Planner

NOTE: Since the creation of the Economic Development Planning and Conservation Department, ZBA administrative tasks have been assigned to the Town Planner and therefore the revolving account is no longer needed.

A. Revolving Fund	B. Department, Board, or Committee Authorized to Spend from Fund	C. Fees, Charges, or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable from Fund	E. Restrictions or Conditions on Expenses Payable from Fund	F. Other Requirements/ Reports	G. Fiscal Years
Zoning Board of Appeals	Zoning Board of Appeals	Fees paid by ZBA applicants	Payment of advertising and associated clerical work	None	Annual Report to Town Meeting	Fiscal Year 2019 and subsequent years

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 8: To see if the Town will vote to amend its General Bylaw to delete Section 6-1 Building Numbering in its entirety and replace with a new Section 6-1 Building Numbering/Street Naming, or take any action relative thereto.

Article submitted by the Building Inspector
(Requires a Simple Majority)

NOTE: The current bylaw regulating building numbering and street naming is overly simple or not existent. The purpose of the change is to reiterate the requirements of MGL relative to building numbering and provide guidance for where to locate numbering so an address can be easily found. This will also provide guidance for developers and town boards to implement a consistent methodology to our numbering and to prevent confusing or redundant street names.

Section 1 Statutory Authorization

1.1 Pursuant to the statutory authorization granted under MGL C. 40, Section 21 and Chapter 148, Section 59, the Town of Groveland hereby enacts this bylaw requiring and regulating the numbering of buildings within the municipal boundaries of the Town of Groveland.

Section 2 Purpose

2.1 The standards and regulations set forth within the provisions of this bylaw shall have the purpose and effect of promoting the general health, safety, welfare and convenience of the inhabitants of the Town of Groveland by reducing the difficulty in responding to individual residences and other occupied structures in cases of police, fire, medical or other emergency situations requiring immediate location and response; by facilitating delivery efforts through the creation of a numbering system for all delivery locations; by decreasing the potential for traffic accidents caused by motorists searching for address locations; by improving local census data-gathering capabilities; by improving the accuracy of important legal documents requiring address location; and by assisting the planning efforts of the community.

Section 3 Administration

3.1 This bylaw shall be administered by the Building Inspector acting as the designated Addressing Officer who is authorized to oversee the administration of assigning and/or approving street names and numbers to all properties in accordance with the criteria this bylaw and Section 4.1.7 of the Town of Groveland Rules & Regulations Governing the Subdivision of Land. The Addressing Officer shall be responsible for reporting the street name(s), number(s) and location(s) to the Town Assessor.

Section 5 Street Naming

4.1 All streets that serve three or more buildings shall be named regardless of whether the ownership is public or private. A street name assigned by the municipality shall not constitute or imply acceptance of the street as a public way. The following criteria shall govern the naming system:

- a)** No two streets shall be given the same name (ex. Pine Street and Pine Lane).
- b)** No two streets shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- c)** Each street shall have the same name throughout its entire length located within the boundaries of Groveland. Streets that continue through into an adjacent town may change names at the town border.

4.2 The Board of Selectmen shall have final authority to designate the name of the subdivision and streets, which shall be determine at Definitive Plan Approval.

Section 6 Building Numbering

5.1 Numbers shall be assigned to buildings only. This includes but is not limited to: dwellings, apartment buildings, condominiums and business establishments. This process shall be initiated when a building permit application is issued, so that numbers are assigned to buildings being constructed, and not at the end of the construction period.

- a)** Building numbers shall be affixed on the front of buildings so as to be seen from the street.
- b)** All reasonably sized numeric figures for building numbers shall be at least 3" in height, unobstructed by vegetation or other materials, in contrasting color to the background and in a conspicuously placed location facing the street.

- c) If the building is more than one hundred feet (100') from the street, numbers shall be placed on a free-standing post or mailbox that is least four and six feet above ground level. Said free-standing post or mailbox shall be at the entrance to the driveway and no more than 10' from the street. If the driveway has more than one building on it, numbers shall be placed at each turnoff and at forks in the street indicating which direction to take.

5.2 Numbers shall be assigned along both sides of the street regardless of zone or location in town, with even numbers appearing on the right side of the street and odd numbers appearing on the left side of the street.

5.3 All numerical numbers shall begin from Main Street starting at the Groveland/West Newbury line or that end of a street closest to the designated origin. For dead end streets, numbering shall originate at the intersection of the adjacent street and terminate at the dead end.

5.4 The number assigned to each building shall be that of the numbered interval falling closest to the driveway of said building.

5.5 Every building shall have a separate number provided that some apartment buildings, condominiums and business establishments will have one street number with an apartment letter, such as 183 Main Street, Apt A.

5.6 Parcels with more than one building shall be assigned unique addresses that make the most logical sense to each situation. Each building shall be identified by a unique number. For example, 183 Main Street, Unit A.

5.8 In the event a missing or incorrect building number is identified, it shall be the owner's responsibility to request the Addressing Officer to assign a new or correct number. Requests for a change of address shall be requested by submitting a Change of Request Form to the Addressing Officer. If approved the Addressing Officer will report the change(s) as if they were new number(s).

Section 6 Compliance

All buildings shall be identified by their properly assigned street number in accordance with Section 6 of this bylaw. It is the responsibility of each property owner to obtain the correct number from the Addressing Officer. It shall be the responsibility of the owner to maintain and display the assigned building number(s). Under no circumstances should a building number, other than that which is properly assigned, be displayed. Numbers shall be displayed within 60 days of the enactment of this bylaw or within 60 days of the assignment of a new street number. Buildings under construction shall have the assigned street number displayed at the entrance to the property until such time that compliance with Section 6 can be met. New buildings must have their numbers properly displayed prior to occupancy.

Section 7 Enforcement

Any person who violates any provision of this section of the bylaw shall be subject to the following penalties:

First offense

Written warning

2nd and subsequent offenses

\$25 per month for each month said violation continues to exist.

This section shall be included within the scope of the provisions of Massachusetts General Laws, Chapter 40, Section 21D, adopted at the fourth session of the 1995 Annual Town Meeting held on May 15, 1995, as Section XXVIII, *Enforcement of Town Bylaws*. In addition to police officers, the Building Inspector and officers of the Fire Department shall also be enforcing persons for this section.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 9: To see if the Town will vote to amend its General Bylaws to add section 4-3 "Hours of Construction", or take any action relative thereto.

Article submitted by the Building Inspector
(Requires a Simple Majority)

NOTE: *This provision would limit the hours of construction associated with a building permit, with the exception of emergencies, to customary hours of operation.*

Sec. 4-3 Hours of Construction

- a) No work associated with a building permit shall be performed except as allowed in compliance with this bylaw.
- b) Allowed hours of work:
 - Monday through Friday from 7am to 6pm
 - Saturday from 8am to 4pm
 - Sundays and Federal holidays work is prohibited
- c) Work may be performed outside of the allowed hours due to emergencies with approval from the Building Inspector
- d) Work may be performed outside of the allowed hours if approved as part of a Site Plan Review Approval process if there are special circumstances as determined by the Building Inspector that would warrant the deviation from the allowed hours due to practical difficulties.
- e) Interior work may be allowed with approval from the Building Inspector provided no exterior equipment such as a generator or compressor are used and noise and light levels are kept such that they are not a nuisance to neighboring properties. Any complaint from a neighboring property regarding interior work outside of the allowed hours listed in b) above will be considered a nuisance and will be required to stop unless approved by either Section c) or d) above.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 10: To see if the Town will vote to amend its General Bylaws to add section 8-23 "Fences", or take any action relative thereto.

Article submitted by the Building Inspector
(Requires a Simple Majority)

NOTE: Rules regulating the placement of fences are a constant concern of individual installers and abutters. This bylaw will help give guidance as to what the requirements for installation are, when a permit is required, and who is responsible for the correct placement and installation of the fence.

Sec. 8-23 Fences

- a) A building permit shall be obtained for all fences as required by the Massachusetts State Building Code.
- b) Fences greater than four (4) feet in height and/or having less than 50% open surface shall not extend into the required front yard setback or beyond the existing principal building, whichever is closer to the street.
- c) All fences requiring a building permit shall be accompanied by a plot plan showing the location of the proposed fencing.
- d) Fences may be installed up to but not on the property line, provided that partition fences may be erected and maintained in accordance with G.L. c.49.
- e) Fences shall be installed with the finished or "good" side facing the adjoining property.
- f) If the location of the fence is in dispute, it is the responsibility of the owner of the fence to certify its location and relocate the fence to a compliant location.
- g) No fence, regardless of height or location, shall be placed as to obstruct sightlines from public ways, private ways or driveways. If a location is in question compliance shall be determined by the Building Inspector.
- h) Fences shall comply with all applicable legal requirements, including but not limited to, 310 CMR 10.00, et seq., and Groveland's Wetland Bylaw, and if enclosing a swimming pool, spa, or hot tub, with the barrier requirements of the Massachusetts State Building Code.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 11: To see if the Town will vote to amend Section 2-41 of the General Bylaws, the Senior Citizen Property Tax Work-Off Program by deleting the strikethrough language as follows, or take any other action relative thereto.

~~Single residents may receive no more than \$40,000.00 annual household income and married residents may receive no more than \$55,000.00 annual household income.~~

Article submitted by the Board of Selectmen

NOTE: Eliminates the income requirements allowing more to participate.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 12: To see if the Town will vote to amend Section 2-41a of the General Bylaws, the Valor Act Property Tax Work-Off Program by deleting the strikethrough language as follows, or take any other action relative thereto.

~~Single veterans may receive no more than \$40,000 annual household income and married veterans may receive no more than \$55,000 household income.~~

Article submitted by the Board of Selectmen

NOTE: *Eliminates the income requirements allowing more to participate.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 13: To see if the Town will vote to amend Section 2-143 Membership (a) of the General Bylaws by striking the word 'five' and replacing it with the word 'seven', or take any other action relative thereto.

"The Council shall consist of ~~five~~ **seven** members of which at least 51% shall be elders over 60 years of age"

Article submitted by the Council on Aging

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 14: To see if the Town will vote to amend its Zoning Bylaw to add the definition of "Caretaker's Unit" to Section 50-2.1 Terms Defined, or take any action relative thereto.

Article submitted by the Building Inspector
(Requires a Simple Majority)

NOTE: *Currently the bylaw prohibits an owner to live on site at their business or have a caretaker on site to monitor the property after hours. This change would allow a dwelling unit to be added as an accessory use to a business or industrial use. This change could provide living quarters for the business owner or provide security and income if occupied by a caretaker.*

Sec. 50-2.1 Terms Defined

Caretaker's Unit – An accessory dwelling unit constructed in or attached to a principal Business or Industrial use structure, which unit has a separate kitchen, separate bathroom, two separate entrances, a floor area of less than one-half (1/2) the floor area of the principal occupancy's square feet up to a maximum of 900 square feet of habitable area, has two or fewer bedrooms and which is occupied primarily by a person or persons, and their family, who are employed in part to either to care for, monitor, or repair and maintain the principal use structure.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION with an amendment to delete the strikethrough language and replace as follows, *Caretaker's Unit – An accessory dwelling unit constructed in or attached to a principal Business or Industrial use structure, which unit has a separate kitchen, separate bathroom, two separate entrances, a floor area of less than one-half (1/2) the floor area of the principal*

occupancy's square feet up to a maximum of 900 square feet of habitable area, has ~~two or fewer bedrooms~~ **one bedroom** and which is occupied primarily by a person or persons, and their family, who are employed in part to either to care for, monitor, or repair and maintain the principal use structure.

PLANNING BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 15: To see if the Town will vote to amend its Zoning Bylaw Section 50-4.5 Table of Uses to include the accessory use of Caretaker's Unit in the form, or take any action relative thereto.

**Article submitted by the Building Inspector
(Requires a Simple Majority)**

NOTE: *Currently the bylaw prohibits an owner to live on site at their business or have a caretaker on site to monitor the property after hours. This change would allow a dwelling unit to be added as an accessory use to a business or industrial use. This change could provide living quarters for the business owner or provide security and income if occupied by a caretaker.*

Sec. 50-4.5 Table of Uses

Insert the following into the table

Uses	R-1	R-2	R-3	LB	B	I
------	-----	-----	-----	----	---	---

Accessory Uses

Caretaker's Unit	NP	NP	NP	SP-P	SP-P	SP-P
------------------	----	----	----	------	------	------

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

PLANNING BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 16: To see if the Town will vote to appropriate a sum of EIGHTY-EIGHT THOUSAND DOLLARS (\$88,000) from the Community Preservation General Reserve Fiscal Year 2022 to be made available for establishing a Walking Trail Entrance at the Pines Recreation Area, or take any action relative thereto. The project is to be managed by the Town Planner and Town Administrator under the CPA category of Recreation.

Article submitted by the Community Preservation Committee

NOTE: *The project would provide funds to establish a new entrance to the Pines Recreational Area that would connect the Main Street sidewalk and the Pines for pedestrians. This trail would encourage more recreational use and safe entry to the property for all residents entering the Pines on foot, by bicycle, or baby carriage. The concrete trail will extend approximately 500 feet into the Pines.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 17: To see if the Town will vote to appropriate a sum of TWO HUNDRED FOURTEEN THOUSAND DOLLARS (\$214,000) from the Community Preservation Historic Preservation Reserve Fiscal Year 2022 to be made available for completion of an accessible lift in the main building at Veasey Memorial Park connecting the three levels and making the building completely accessible, or take any action relative thereto. The project is to be managed by the Groveland Conservation Commission and the Town Administrator under the CPA category of Historic Preservation.

Article submitted by the Community Preservation Committee

NOTE: *The project would provide funds for the completion of an accessible lift in the Main Building at Veasey Park. The lift would enable all visitors of any ability to access the three levels in the building. This third phase project will aim to complete the process to make the park accessible. ADA compliance improvements will provide safer access to the facility for the public and all people with disabilities.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 18: To see if the Town will vote to appropriate a sum of SEVENTEEN THOUSAND FIVE HUNDRED DOLLARS (\$17,500) from the Community Preservation Historic Preservation Reserve Fiscal Year 2022 to be made available for a feasibility study to develop design and usage plans for the historic Lucile's Cottage at Veasey Park, or take any action relative thereto. The project is to be managed by the Groveland Conservation Commission, the Director of Veasey Park and the Town Administrator under the CPA category of Historic Preservation.

Article submitted by the Community Preservation Committee

NOTE: *The project would provide funds for hiring an architect and art consultant to determine the feasibility of rehabbing the historic cottage into artist space and develop design plans. The building is a structure that strongly figures into the history of Groveland and the role of the Veasey family which will be lost without a plan for its use and preservation.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 19: To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2023 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

PURPOSE	RECOMMENDED AMOUNT
Appropriations:	
Committee Administrative Expenses	\$ 30,000
Reserves:	
Open Space	\$ 71,000
Historic Resources	\$ 71,000
Community Housing	\$ 71,000

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 20: To see if the Town will vote to transfer SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) from Fiscal Year 2022 Town Free Cash to make capital upgrades at Bagnall School, including all costs incidental and related thereto; or take any other action relative thereto.

Article submitted by the Town Administrator

NOTE: Each year the Pentucket Regional School District provides a list of requested capital upgrades at Bagnall School. The town plans to begin a multi-year program to address these requests.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 21: To see if the Town will vote to transfer FIFTY THOUSAND DOLLARS (\$50,000) from Fiscal Year 2022 Town Free Cash to make municipal building improvements, including all costs incidental and related thereto; or take any other action relative thereto.

Article submitted by the Town Administrator

NOTE: To make necessary upgrades to the town facilities.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 22: To see if the Town will vote to accept the sum of FORTY THOUSAND DOLLARS (\$40,000) from the Groveland Municipal Electric Department Operation Account to Town Estimated Receipts to reduce the FY23 Tax Rate for the twelve months ending June 30, 2023; or take any other action relative thereto.

Article submitted by Town Administrator

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 23: To see if the Town will vote to transfer the sum of TWENTY-ONE THOUSAND FOUR HUNDRED TWENTY DOLLARS (\$21,420.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Salary Account for Fiscal Year 2023 (1001-171-51100-051) for the purposes of funding for the Conservation Agent; or to take any other action relative thereto.

Article submitted by the Conservation Commission

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 24: To see if the Town will vote to transfer the sum of ONE THOUSAND DOLLARS (\$1,000.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Expense Account for Fiscal Year 2023 (1001-171-52000-052) for the Conservation Commission's operating costs; or to take any other action relative thereto.

Article submitted by the Conservation Commission

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 25: To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½, to set the annual spending limits for the following five (5) revolving accounts established in the General Bylaws for Fiscal Year 2023; or take any action relative thereto.

Submitted by the Town Administrator

A. REVOLVING FUND	C. SPENDING LIMIT FOR FISCAL YEAR 2023
BAGNALL SUMMER PROGRAM	\$250,000
COUNCIL ON AGING	\$15,000
FIRE DEPARTMENT CPR CLASS	\$6,000
GROVELLAND DAY	\$30,000
PINES BOAT RAMP	\$25,000

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 26: To see if the Town will vote to transfer the sum of FIFTEEN THOUSAND DOLLARS (\$15,000) from the Overlay Surplus Account to reduce the Fiscal Year 2023 tax rate; or take any other action relative thereto.

Article submitted by Board of Selectmen

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 27: To see if the Town will vote to transfer EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from Fiscal Year 2022 Town Free Cash to reduce the Fiscal Year 2023 tax rate; or take any other action relative thereto.

Article submitted by Board of Selectmen

NOTE: *This would cover the cost of the Other Post Employment Benefits (OPEB) Fiscal Year 2023 trust fund appropriation.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 28: To see if the Town will vote to transfer ONE HUNDRED THOUSAND DOLLARS (\$100,000) from Fiscal Year 2022 Town Free Cash to the Stabilization Fund Account #8500-040-35992-000; or take any other action relative thereto.

Article submitted by Board of Selectmen

NOTE: *This article would add to our "rainy day" fund and replace a portion of funds that were used at the 2021 Special Town Meeting (\$208,167).*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 29: To see if the Town will vote to transfer TWENTY-TWO THOUSAND SEVEN HUNDRED FIFTY-EIGHT DOLLARS AND SIXTY-TWO CENTS (\$22,758.62) from Fiscal Year 2022 Town Free Cash to the FEMA Fiscal Year 2021 Assistance to Firefighters Grant (AFG) Account; or take any other action relative thereto.

Article submitted by the Fire Chief

NOTE: *This article would appropriate funds toward a regional grant for portable radios. If the grant is not awarded to Groveland by June 30, 2022, the funds would revert back to free cash.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 30: To see if the Town will vote to transfer TWO THOUSAND FOUR HUNDRED FOUR DOLLARS AND THIRTY-NINE CENTS (\$2,404.39) from Fiscal Year 2022 Town Free Cash to fund the flight for oblique angle aerial photography through the Merrimack Valley Planning Commission; or take any other action relative thereto.

Article submitted by the Building Inspector and Town Planner

NOTE: This article would appropriate funds toward the 2023 flight to obtain the latest aerial imagery.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 31: To see if the Town will vote to transfer the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000) from Fiscal Year 2022 Town Free Cash to the MS4 Stormwater Permit Account #2452-421-45810-000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Permit and for implementing the MS4 Permit requirements, including all costs incidental and related thereto; or take any other action relative thereto.

Article submitted by the Town Administrator.

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 32: To see if the Town will vote to transfer TWENTY-FIVE THOUSAND DOLLARS (\$25,000) from Fiscal Year 2022 Town Free Cash to the Personnel Buy back Account # 2410-040-49700-000; or take any other action relative thereto.

Article submitted by the Town Administrator

NOTE: This article would appropriate funds into the accrued time personnel buy back account. Existing collective bargaining agreements and personnel policy provide a percentage of sick time as a cash buy back upon retirement.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN

ARTICLE 33: To see if the Town will vote to appropriate by transfer from the PEG Access and Cable Related Fund the sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) to be expended under the direction of the Board of Selectmen to fund cable access services, supplies and equipment for Fiscal Year 2023; or take any other action related thereto.

Article submitted by Town Administrator

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 34: To see if the Town of Groveland will vote to appropriate ONE THOUSAND THIRTY-SEVEN DOLLARS AND SIXTY-THREE CENTS (\$1,037.63) from the premium received upon the sale of bonds or notes issued for the Bagnall School Addition, which are the subject of a Proposition 2½ debt exclusion by the Town, to pay costs of the project being financed by the bonds or notes and to reduce the amount authorized to be borrowed for the project by the same amount; or take any other action relative thereto.

Article submitted by the Town Administrator

NOTE: *The treatment of premiums and surplus proceeds were changed by the Municipal Modernization Act (MMA), Act Relative to Immediate COVID-19 Recovery Needs (COVID-19 Recovery Act), excluded debt must treat the premium as general fund revenue and the legislative body must vote the amount of the premium.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 35: That the Town of Groveland appropriate SIX THOUSAND TWO HUNDRED THIRTY-SEVEN DOLLARS AND SIXTY-SEVEN CENTS (\$6,237.67) from the premium received upon the sale of bonds or notes issued for the Center Street Land Purchase, which are the subject of a Proposition 2½ debt exclusion by the Town, to pay costs of the project being financed by the bonds or notes and to reduce the amount authorized to be borrowed for the project by the same amount; or take any other action relative thereto.

Article submitted by the Town Administrator

NOTE: *The treatment of premiums and surplus proceeds were changed by the Municipal Modernization Act (MMA), Act Relative to Immediate COVID-19 Recovery Needs (COVID-19 Recovery Act), excluded debt must treat the premium as general fund revenue and the legislative body must vote the amount of the premium.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 36: To see if the Town will vote to transfer the sum of FORTY THOUSAND DOLLARS (\$40,000.00) from the Water Enterprise Department Retained Earnings for the purchase and installation of Water Mains, including all costs incidental and related thereto; or take other action relative thereto.

Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 37: To see if the Town will vote to transfer the sum of THIRTY THOUSAND DOLLARS (\$30,000.00) from the Sewer Enterprise Department Retained Earnings for the continuation of Sewer Inflow and Infiltration reduction program; or take other action relative thereto.

Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 38: To see if the Town will vote to raise and appropriate the sum of ONE MILLION ONE HUNDRED SEVENTY-FOUR THOUSAND, TWO HUNDRED THIRTEEN DOLLARS AND SIX CENTS (\$1,174,213.06) for the use of the Water Department, said sum to be offset by Fiscal Year 2023 Water Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

SALARIES

	FY22 APPROVED BUDGET	FY23 REQUESTED
COMMISSIONERS	\$ 1,323.76	\$ 1,350.24
SUPERINTENDENT	\$ 61,546.80	\$ 62,777.74
OFFICE MANAGER	\$ 45,485.96	\$ 46,395.68
LABORERS' WAGES (3)	\$ 145,333.26	\$ 148,239.93
ADMIN. ASSISTANT	\$ 12,852.00	\$ 32,886.00
OVERTIME	\$ 40,575.00	\$ 41,386.50
RETIREMENT PAY-OUT	\$ -	\$ -
TOTAL SALARIES	\$ 307,116.78	\$ 333,036.08

EXPENSES

	FY22 APPROVED BUDGET	FY23 REQUESTED
EXPENSES	\$ 354,499.68	\$ 357,499.68
NEW WATER SOURCE WORK		\$ 7,500.00
HEALTH	\$ 53,500.00	\$ 58,850.00
RETIREMENT	\$ 75,218.32	\$ 82,910.72
EMERGENCY FUNDS	\$ 50,000.00	\$ 50,000.00
BOND DEBT & INTEREST	\$ 279,525.00	\$ 254,895.00
MEDICARE	\$ 4,772.28	\$ 4,891.59
EQUIPMENT	\$ 40,215.00	\$ 24,630.00
TOTAL EXPENSES	\$ 857,730.28	\$ 841,176.99
TOTAL BUDGET	\$ 1,164,847.06	\$ 1,174,213.06

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 39: To see if the Town will vote to raise and appropriate the sum of SIX HUNDRED SIXTY-SIX THOUSAND, FIVE HUNDRED SIXTY-ONE DOLLARS AND NINETY-SEVEN CENTS (\$666,561.97) for the use of the Sewer Department, said sum to be offset by Fiscal Year 2023 Sewer Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

SALARIES		
	FY22 APPROVED BUDGET	FY23 REQUESTED
COMMISSIONERS	\$ 567.32	\$ 578.67
SUPERINTENDENT	\$ 26,377.20	\$ 26,904.74
OFFICE MANAGER	\$ 19,684.84	\$ 20,078.54
LABORERS' WAGES(3)	\$ 62,285.63	\$ 63,531.34
OVERTIME	\$ 10,236.08	\$ 16,900.00
ADMIN. ASSISTANT	\$ 5,508.00	\$ 14,094.00
RETIREMENT PAY OUT		\$ -
TOTAL SALARIES	\$ 124,659.07	\$ 142,087.29
EXPENSES		
	FY22 APPROVED BUDGET	FY23 REQUESTED
EXPENSES	\$ 104,865.46	\$ 104,865.46
HEALTH	\$ 23,462.10	\$ 25,808.31
MEDICARE	\$ 1,918.72	\$ 1,966.69
RETIREMENT	\$ 37,609.16	\$ 41,455.36
BOND DEBT & INTEREST	\$ 62,206.26	\$ 60,756.26
EMERGENCY FUNDS	\$ 25,000.00	\$ 25,000.00
HAVERHILL WASTEWATER	\$ 186,155.69	\$ 189,878.80
HAVERHILL CAPITAL BOND	\$ 69,984.40	\$ 74,743.80
EQUIPMENT	\$ 17,235.00	\$ -
TOTAL EXPENSES	\$ 528,436.79	\$ 524,474.68
TOTAL BUDGET	\$ 653,095.86	\$ 666,561.97

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 40: To see if the Town will vote to raise the following sums to defray Town charges for the ensuing year ending June 30, 2023 and make appropriations therefor; or take any other action relative thereto:

Line Item	Department		Finance Board & Board of Selectmen Approved FY2023	
	Appropriated FY2022	Requested FY2023		
GENERAL GOVERNMENT				
<u>MODERATOR</u>				
	Stipend	100	100	-
1	Total Moderator Budget	\$ 100	\$ 100	\$ -
<u>SELECTMEN</u>				
	Selectmen's Stipend	7,500	7,500	-
2	Total Salaries	\$ 7,500	\$ 7,500	\$ -
	Town Audit	25,000	25,000	25,000
	Consulting Services	-	3,400	3,400
	Reserve Fund	30,000	20,000	20,000
	Association Fees	1,500	1,500	1,500
	Town Reports	1,850	1,850	1,850
	Minutes Clerk	3,000	2,000	2,000
	Expenses	1,000	1,000	1,000
3	Total Expenses	\$ 62,350	\$ 54,750	\$ 54,750
	Total Selectmen Budget	\$ 69,850	\$ 62,250	\$ 54,750
<u>TOWN ADMINISTRATOR</u>				
	Town Administrator Salary	120,000	113,000	113,000
	Admin. Coordinator	24,700	-	-
4	Total Salaries	\$ 144,700	\$ 113,000	\$ 113,000
	Education and Association Fees	-	2,000	2,000
	Office Expense	-	3,000	2,500
5	Total Expenses	\$ -	\$ 5,000	\$ 4,500
	Total Town Administrator Department Budget	\$ 144,700	\$ 118,000	\$ 117,500
<u>TREASURER DEPARTMENT</u>				
	Finance Director's Salary		-	-
	Treasurer/Collector	75,000	76,500	75,000
	Asst. Treasurer/Collector's Salary	43,042	48,000	44,745
	Treasurer/Collection Clerk	15,000	20,000	-
	Car Allowance	-	-	-
6	Total Salaries	\$ 133,042	\$ 144,500	\$ 119,745
	Tax Title Treasury/Collection	1,500	3,000	2,000
	Education and Association Fees	3,000	3,000	2,000
	Postage	16,000	18,000	16,000
	Payroll Fees	4,500	4,500	4,500

	Office Expense	3,200	3,200	2,000
	Online Payment Fees	600	750	750
	Contract Work		2,700	-
	Personnel Expenses	<u>500</u>	<u>-</u>	<u>-</u>
7	Total Expenses	\$ 29,300	\$ 35,150	\$ 27,250
	Total Treasurer Department Budget	\$ 162,342	\$ 179,650	\$ 146,995
<u>TOWN ACCOUNTANT</u>				
8	Accountant's Salary	88,950	90,729	90,729
	Office Expenses	1,500	1,500	1,000
	Education and Association Fees	2,000	2,000	2,000
9	Total Town Accountant Budget	\$ 92,450	\$ 94,229	\$ 93,729
<u>BOARD OF ASSESSORS</u>				
	Assessor's Stipends	1,500	1,500	-
	Assessing Manager's Salary	57,730	69,888	58,885
	Assessing Manager Crossover	<u>-</u>	<u>-</u>	<u>-</u>
10	Total Salaries	\$ 59,230	\$ 71,388	\$ 58,885
	Expenses	2,000	2,000	1,500
	Revaluation Maintenance	40,000	40,000	40,000
	Personal Property Appraisals	7,500	7,500	7,500
	Software & Licenses	7,250	7,250	7,250
	Maps - Updating	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
11	Total Expenses	\$ 64,250	\$ 64,250	\$ 63,750
	Total Board of Assessors Budget	\$ 123,480	\$ 135,638	\$ 122,635
<u>TOWN COUNSEL</u>				
	Legal Expense	72,000	65,000	65,000
12	Total Town Counsel Budget	\$ 72,000	\$ 65,000	\$ 65,000
<u>TECHNOLOGY</u>				
	Computer Hardware Maint & Lic Fees	58,000	100,000	95,000
	Hardware & Software Expense	5,000	-	-
13	Total Technology Department	\$ 63,000	\$ 100,000	\$ 95,000
<u>TOWN CLERK</u>				
	Town Clerk's Salary	62,486	63,736	63,736
	Assistant Town Clerk	10,920	23,712	11,138
	Poll Workers	<u>8,500</u>	<u>19,675</u>	<u>8,500</u>
14	Total Salaries	\$ 81,906	\$ 107,123	\$ 83,374
	Election Expenses	8,058	17,681	17,681
	Education Expenses	1,200	1,200	1,200
	Office Expenses & Supplies	<u>7,441</u>	<u>7,832</u>	<u>7,400</u>
15	Total Expenses	\$ 16,699	\$ 26,713	\$ 26,281

	Total Town Clerk Budget	\$ 98,605	\$ 133,836	\$ 109,655
	<u>ECONOMIC DEV., PLANNING, & CONSERVATION</u>			
	Director of Economic Development, Planning & Conservation Dept.	55,221		
	Town Planner	-	43,801	43,801
	Zoning Administrator Stipend	-	-	-
	Conservation Agent	42,000	-	-
	Conservation Agent - Part-Time (TM Transfer)	-	21,420	21,420
	Administrative Assistant		11,420	-
	Conservation Stipends	1,400	1,400	-
	Planning Members' Stipends	1,800	1,800	-
16	Total Salaries	\$ 100,421	\$ 79,841	\$ 65,221
	Conservation Expenses	3,300	3,366	3,000
	Planning Expenses	7,000	7,000	6,500
	Planning Contracted Services			-
	Merrimack Valley Planning Assessment	2,600	2,665	2,665
	ZBA Contracted Services & Expenses	500	500	-
17	Total Expenses	\$ 13,400	\$ 13,531	\$ 12,165
	Total Economic Dev., Planning & Conservation	\$ 113,821	\$ 93,372	\$ 77,386
	<u>MUNICIPAL BUILDINGS</u>			
	Custodian/Facilities Salaries	43,615	45,360	44,487
18	Total Salaries	43,615	45,360	44,487
	Lawn & Grounds	17,000	17,000	17,000
	Public Relations - Town Wide	7,200	7,200	7,200
	Utilities	110,000	110,000	110,000
	Copier Lease & Supplies	9,400	7,000	7,000
	Town Decor (Winter & Spring)	6,500	6,500	6,000
	Repairs & Maintenance	35,000	35,000	35,000
	Supplies	13,500	10,000	10,000
19	Total Expenses	198,600	192,700	192,200
	Total Municipal Buildings Budget	\$ 242,215	\$ 238,060	\$ 236,687
	<u>INSURANCE</u>			
	Property & Casualty Insurance	214,000	233,260	233,260
	Employee Group Life Insurance	3,000	3,000	2,800
	Employee Group Health Insurance	535,500	567,630	567,630
20	Total Insurance Budget	\$ 752,500	\$ 803,890	\$ 803,690

TOTAL GENERAL GOVERNMENT		\$ 1,935,063	\$ 2,024,024	\$ 1,923,027
PUBLIC SAFETY				
<u>POLICE DEPARTMENT</u>				
	Chief's Salary	140,824	143,640	143,640
	Lieutenant's Salary	93,051	94,912	94,912
	Sergeant's Salary	242,289	247,135	247,135
	Patrolmen's Salary	463,642	581,627	581,627
	Communication Salary	287,616	293,368	293,368
	Training	20,000	20,400	20,400
	Reserves	67,400	58,548	58,548
	Overtime	52,947	61,425	61,425
	Education Incentives	99,660	57,036	57,036
21	Total Salaries	\$ 1,467,429	\$ 1,558,092	\$ 1,558,092
	Harbormaster Expenses	500	-	-
	Expenses	3,762	3,837	3,500
	Supplies	9,182	9,366	9,000
	Vehicle Maintenance	11,000	12,000	12,000
	Equipment Maintenance	21,257	21,682	21,682
	Firearms	3,500	4,000	4,000
	Clothing Allowance	16,450	18,200	18,200
	Association Fees	2,500	2,000	2,000
	Communication Expenses	3,200	3,200	3,200
	Training	10,500	10,710	10,710
	Fuel	26,500	31,500	31,500
22	Total Expenses	\$ 108,351	\$ 116,495	\$ 115,792
	Total Police Budget	\$ 1,575,780	\$ 1,674,587	\$ 1,673,884
<u>PARKING CLERK</u>				
	Expense			
23	Total Parking Clerk Budget	\$ -	\$ -	\$ -
<u>FIRE DEPARTMENT</u>				
	Chief's Salary	78,540	100,000	84,467
	Firefighter Call Wages	122,000	125,000	122,000
	Inspector's Salary	10,000		
	Company Reporting	-	-	-
	EMS Recertification	5,000	5,000	5,000
	Mass Fire Academy Training	7,200		
	Per-Diem Vacation Coverage		20,000	15,000
	Drill Wages	43,500	43,500	43,500
24	Total Salaries	\$ 266,240	\$ 293,500	\$ 269,967
	Communications	8,000	8,000	8,000
	Training Expense	3,000	3,000	3,000
	Fire Equipment & Supplies	35,000	35,000	34,500

	Fuel	8,500	8,500	8,500
	Association Dues	3,400	3,000	3,000
	Annual Testing & Inspecting	20,000	20,000	20,000
	Medical Supplies	3,000	3,000	2,500
	Vehicle & Equipment Maintenance	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
25	Total Expenses	\$ 100,900	\$ 100,500	\$ 99,500
	Total Fire Budget	\$ 367,140	\$ 394,000	\$ 369,467

BUILDING DEPARTMENT

	Electrical Inspector	9,742	14,000	9,937
	Plumbing & Gas Inspector	10,824	14,000	11,149
	Building Inspector	<u>60,720</u>	<u>61,934</u>	<u>61,934</u>
26	Total Salaries	\$ 81,286	\$ 89,934	\$ 83,020
	Continuing Education	-	-	-
	Materials	-	-	-
	Reimbursements (Mileage & Cell Phone)	-	-	-
	Building Inspector Expenses	-	-	-
	Building Department Expenses	4,000	5,000	4,500
	Permit Software Expense	<u>8,100</u>	<u>8,100</u>	<u>8,100</u>
27	Total Expenses	\$ 12,100	\$ 13,100	\$ 12,600
	Total Inspectors Budget	\$ 93,386	\$ 103,034	\$ 95,620

EMERGENCY MANAGEMENT

	Director's Stipend	3,247	3,312	3,312
	Expenses	1,064	1,085	1,000
28	Total Emergency Management Budget	\$ 4,311	\$ 4,397	\$ 4,312

TOTAL PUBLIC SAFETY	\$ 2,040,617	\$ 2,176,018	\$ 2,143,282
----------------------------	---------------------	---------------------	---------------------

EDUCATION

	Pentucket Base Assessment	10,079,119	10,708,539	10,381,493
	Pentucket Capital Assessment	2,245,566	2,198,912	2,198,912
	Essex Tech	200,000	190,000	190,000
	Whittier Vocational/Technical Assessment	648,157	782,000	782,000
	Bagnall Capital Upgrades			
29	Total Education Budget	\$ 13,172,842	\$ 13,879,451	\$ 13,552,405

TOTAL EDUCATION	\$ 13,172,842	\$ 13,879,451	\$ 13,552,405
------------------------	----------------------	----------------------	----------------------

PUBLIC WORKS

TREE WARDEN

	Tree Warden Stipend	-	5,000	-
--	---------------------	---	-------	---

Expenses	27,500	27,500	-
30 Total Tree Warden Budget	\$ 27,500	\$ 32,500	\$ -

HIGHWAYS

Highway Superintendent's Salary	93,636	97,381	95,509
Highway Salaries	248,721	253,695	253,695
Sick day buy back (Contractual)	4,400	6,486	6,486
Highway Salary - Part Time	8,500	9,010	9,010
On-Call Stipends		13,050	13,050
Overtime	16,500	17,160	17,160
31 Total Salaries	\$ 371,757	\$ 396,783	\$ 394,910
Highway Expense	9,250	9,435	9,000
Front End Loader (Lease)	37,100	37,100	37,100
Snow & Ice Removal	225,000	225,000	225,000
Road Machinery Expense	66,000	66,000	66,000
Road Maintenance Expense	135,000	140,000	140,000
Fuel	15,000	15,525	15,525
32 Total Expense	\$ 487,350	\$ 493,060	\$ 492,625
Total Highway Budget	\$ 859,107	\$ 889,843	\$ 887,535

RUBBISH COLLECTION

Contract Administrator	11,916	16,076	12,154
Contract Expense	575,000	660,637	643,637
33 Total Rubbish Collection Budget	\$ 586,916	\$ 676,713	\$ 655,791

CEMETERY

Commissioner's Stipend	450	450	-
Full Time Wages	53,060	63,672	54,121
Overtime	1,500	2,000	1,500
Part Time Wages	12,850	13,550	13,107
34 Total Salaries	\$ 67,860	\$ 79,672	\$ 68,728
Supplies	3,000	3,000	2,500
Vehicle Fuel	1,500	3,000	2,500
Landscaping	800	800	800
Utilities	4,400	4,400	4,000
Equipment & Maintenance Expenses	4,000	4,000	3,500
	3,500	3,500	2,500
35 Total Expenses	\$ 17,200	\$ 18,700	\$ 15,800
Total Cemetery Budget	\$ 85,060	\$ 98,372	\$ 84,528

TOTAL PUBLIC WORKS	\$ 1,558,583	\$ 1,697,428	\$ 1,627,855
---------------------------	---------------------	---------------------	---------------------

HUMAN SERVICES

BOARD OF HEALTH

	Health Members' Stipends	900	900	-
	Health Nurse Wages	19,256	19,641	19,641
	Health/Sanitation Agent Wages	36,206	38,016	36,930
	Part-time Clerk Wages	19,800	21,023	20,196
36	Total Salaries	\$ 76,162	\$ 79,580	\$ 76,767
37	Expenses	2,805	2,861	2,000
	Total Board of Health Budget	\$ 78,967	\$ 82,441	\$ 78,767

COUNCIL ON AGING

	Director's Salary	62,000	65,000	65,000
	Program Coordinator	36,876	46,876	37,614
	Outreach Worker	13,037	13,298	13,298
	Part Time Van Driver	20,892	21,310	21,310
38	Total Salaries	\$ 132,805	\$ 146,484	\$ 137,222
	Expenses	6,000	3,000	3,000
	Vehicle Maintenance	5,000	1,500	1,500
39	Total Expenses	\$ 11,000	\$ 4,500	\$ 4,500
	Total Council on Aging Budget	\$ 143,805	\$ 150,984	\$ 141,722

VETERANS

	Veterans' Agent Salary	9,000	9,180	9,180
	Veterans' Benefits	30,000	30,000	30,000
40	Total Veterans Budget	\$ 39,000	\$ 39,180	\$ 39,180

TOTAL HUMAN SERVICES

\$ 261,772	\$ 272,605	\$ 259,669
-------------------	-------------------	-------------------

LIBRARY

	Library Director's Salary	67,349	70,380	68,696
	Library Staff Wages	121,675	138,479	124,109
	Part Time Wages	10,532	11,162	11,627
41	Total Salaries	\$ 199,556	\$ 220,021	\$ 204,432
	Library Materials	51,920	53,006	53,006
	Technology	1,066	1,086	1,086
	Programs	1,066	1,066	1,066
	Dues	18,901	20,150	20,150
	Training	2,132	2,132	2,132
	Supplies	4,335	4,425	4,300
42	Total Expenses	\$ 79,420	\$ 81,865	\$ 81,740
	Total Library Budget	\$ 278,975	\$ 301,886	\$ 286,172

TOTAL LIBRARY

\$ 278,975	\$ 301,886	\$ 286,172
-------------------	-------------------	-------------------

DEBT SERVICE

	Long Term Principal	285,800	225,000	225,000
	Short Term Principal		60,800	60,800
	Long Term Interest	99,763	91,563	91,563

	Short Term Interest	2,700	3,011	3,011
	Administrative Fees	1,000	2,000	2,000
43	Total Debt Budget	\$ 389,263	\$ 382,374	\$ 382,374

	TOTAL DEBT SERVICE	\$ 389,263	\$ 382,374	\$ 382,374
--	---------------------------	-------------------	-------------------	-------------------

UNCLASSIFIED

	Essex County Retirement Contribution	620,551	684,013	684,013
	Unemployment Compensation	2,000	2,000	1,800
	Medicare Tax	55,000	55,000	55,000
	OPEB Trust Fund (Other Post Employment Benefits)	85,000	85,000	85,000
	Sealer of Weights & Measures	-	-	750
	Memorial Day Services	500	500	500
	Street Lighting	20,000	17,000	17,000
44	Total Unclassified Budget	\$ 783,051	\$ 843,513	\$ 844,063

	TOTAL UNCLASSIFIED	\$ 783,051	\$ 843,513	\$ 844,063
--	---------------------------	-------------------	-------------------	-------------------

	TOTAL APPROPRIATED OPERATING EXPENSES	\$ 20,420,166	\$ 21,577,299	\$ 21,018,847
--	--	----------------------	----------------------	----------------------

OTHER RAISE & APPROPRIATE ARTICLES

Vets of Foreign Wars -
Maintenance for Meeting Space
Cemetery Engineering Study to
Develop Add'l Lots
Town Code Consultant

4,990

	TOTAL OTHER NON-APPROPRIATED EXPENSES	\$ 4,990	\$ -	\$ -
--	--	-----------------	-------------	-------------

OTHER NON-APPROPRIATED EXPENSES

	Allowance for Abatements & Exemptions	123,256	125,000	125,000
	Cherry Sheet Charges	87,389	87,940	87,940
	Direct to Library	12,071	11,306	11,306

	TOTAL OTHER NON-APPROPRIATED EXPENSES	\$ 222,716	\$ 224,246	\$ 224,246
--	--	-------------------	-------------------	-------------------

	GRAND TOTAL EXPENSES	\$ 20,647,872	\$ 21,801,545	\$ 21,243,093
--	-----------------------------	----------------------	----------------------	----------------------

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

ARTICLE 41: To see if the Town will vote to fix the salary and compensation of all elective and appointive officers of the Town for the twelve months ending June 30, 2023; or take any other action relative thereto. Fixing of salaries according to Articles #38, #39, #40 above.

Article submitted by Finance Board

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN:

APPENDIX A

CAPITAL IMPROVEMENT PLAN

Fiscal Y2023 Capital Improvement Plan & 5 Year Capital Submissions

<u>Department</u>	<u>Project</u>	<u>FY2023 Requested</u>	<u>FY2023 Recommended</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>Totals</u>
Bagnall Improvements	Replace Unit Ventilators	\$200,000						\$200,000
	Install Generator Café, Kitchen, Gym	\$100,000						\$100,000
	Fire Alarm System Upgrade	\$50,000						\$50,000
	R&R Restroom Fixtures	\$200,000						\$200,000
	Grind/Topcoat Drive/Front Parking Lot	\$75,000						\$75,000
	Library & Lab Carpet			\$20,000				\$20,000
	Replace PA System/VOIP System			\$100,000				\$100,000
	Subtotal - Bagnall	\$625,000		\$0	\$0	\$0	\$0	\$745,000
	Cemetery Department	John Deere 2025R Compact Tractor	\$30,000					
Subtotal- Cemetery Department		\$30,000		\$0	\$0	\$0	\$0	\$30,000
Facilities	Police/Fire Building Fascia Bd./EMS Shed Roof	\$100,000						\$100,000
	Small Pickup Truck			\$35,000				\$35,000
	Central Fire Station Renovations			\$300,000				\$300,000
	Subtotal - Facilities	\$100,000		\$35,000	\$0	\$0	\$0	\$35,000
Fire Department	Jaws of Life	\$45,000						\$45,000
	Replace Car 1	\$75,000						\$75,000
	Subtotal - Fire Department	\$45,000		\$0	\$0	\$0	\$0	\$120,000
Highway Department	8-Ton Truck (Replacing 2006 Peterbilt)	\$302,394						\$302,394
	Backhoe (split between Highway/Water/Sewer)	\$61,500						\$61,500
	Subtotal - Highway Department	\$363,894		\$0	\$0	\$0	\$0	\$363,894
Police Department	Replacement of Line Cruiser	\$51,700		\$52,500	\$53,000	\$53,500	\$54,000	\$264,700
	Subtotal - Police Department	\$51,700		\$52,500	\$53,000	\$53,500	\$54,000	\$264,700
Library	Carpeting			9,100				\$9,100
	Sub-total - Library							\$9,100
Totals		\$1,215,594		\$87,500	\$53,000	\$53,500	\$54,000	\$1,567,694

APPENDIX B

REVOLVING FUNDS ACTIVITY THROUGH MARCH 31, 2022

Bagnall Summer Program Revolving Fund - Fund 2406

Beginning Balance as of July 1, 2021	\$	67,320.48
Add: Revenues		66,057.55
Less: Payroll Expenses		66,788.08
Less: Operating Expenses		22,576.24
Ending Balance as of March 31, 2022	\$	44,013.71

Council on Aging Revolving Fund - Fund 2407

Beginning Balance as of July 1, 2021	\$	16,015.85
Add: Revenues		3,214.19
Less: Operating Expenses		2,179.05
Ending Balance as of March 31, 2022	\$	17,050.99

Pines Boat Ramp Revolving Fund - Fund 2409

Beginning Balance as of July 1, 2021	\$	17,618.46
Add: Revenues		1,000.00
Less: Operating Expenses		1,773.12
Ending Balance as of March 31, 2022	\$	16,845.34

Veasey Memorial Park Revolving Fund - Fund 2411

Beginning Balance as of July 1, 2021	\$	21,404.61
Add: Revenues		68,557.64
Less: Operating Expenses		110,605.38
Ending Balance as of March 31, 2022	\$	(20,643.13)

Zoning Board of Appeals Revolving Fund - Fund 2440

Beginning Balance as of July 1, 2021	\$	730.24
Add: Revenues		264.76
Less: Operating Expenses		995.00
Ending Balance as of March 31, 2022	\$	-

Fire Department CPR Class Revolving Fund - Fund 2451

Beginning Balance as of July 1, 2021	\$	56.56
Add: Revenues		150.00
Less: Operating Expenses		15.00
Ending Balance as of March 31, 2022	\$	191.56

Pines Maintenance Revolving Fund - Fund 2660

Beginning Balance as of July 1, 2021	\$	2,332.51
Add: Revenues		400.00
Less: Operating Expenses		2,218.86
Ending Balance as of March 31, 2022	\$	513.65

Groveland Day Revolving Fund - Fund 2661

Beginning Balance as of July 1, 2021	\$	9,938.14
Add: Revenues		5,513.75
Less: Operating Expenses		9,869.41
Ending Balance as of March 31, 2022	\$	5,582.48

Veasey Memorial Park Fiscal Year 2022 Revolving Fund Financial Report
As of April 19, 2022

<u>Expenditures</u>		<u>Budget</u> <u>FY 22</u>	<u>Actual</u> <u>Spent</u>	<u>Percent</u> <u>of Budget</u>
Utilities				
	Main Building			
	Heat (gas)	\$ 4,000	\$ 3,605.48	90.14%
	Electricity	\$ 6,500	\$ 6,045.44	93.01%
	Internet /Phone /TV	\$ 3,600	\$ 2,376.84	66.02%
	Water	\$ 1,800	\$ 990.06	55.00%
	Alarm Telephone	\$ 600	\$ 396.00	66.00%
	Alarm	\$ 450	\$ 690.30	153.40%
	Outbuildings and grounds			
	Electricity	\$ 350	\$ 306.08	87.45%
	Water	\$ 400	\$ 498.46	124.62%
Maintenance				
	Heating Systems			
	Main Building	\$ 250	\$ 340.00	136.00%
	199 Washington	\$ 150	\$ 340.00	226.67%
	Good Shepherds Cottage	\$ 250		
	Other Systems			
	Septic Systems			
	Main Building	\$ 250	\$ 280.00	112.00%
	199 Washington	\$ 250	\$ 240.00	96.00%
	Good Shepherds Cottage	\$ 250	\$ 240.00	96.00%
Professional Services				
	Director			
	Salary	\$ 17,000	\$ 14,150.00	83.24%
	Commissions	\$ 31,000	\$ 28,397.92	91.61%
	Program Coordinator	\$ 21,000		
	Marketing	\$ 7,500	\$ 2,086.00	27.81%
	Facilities and Grounds Manager	\$ 20,800	\$ 17,560.00	84.42%
	Housekeeping	\$ 10,100		
	Carpet Cleaning	\$ 1,100	\$ 700.00	63.64%
	Special Cleaning			
	Projects	\$ 200		
	Web Services	\$ 600		
Supplies				
	Administrative	\$ 1,200	\$ 584.73	48.73%
	Housekeeping	\$ 500	\$ 399.01	79.80%

Hospitality	\$	600	\$	2,127.98	354.66%
Facilities	\$	1,200	\$	1,657.00	138.08%
Miscellaneous					
Misc repairs	\$	2,000	\$	2,986.17	149.31%
Licenses	\$	-			
Refunds	\$	-	\$	1,225.00	
Repairs					
Apartment repairs fund	\$	5,000			
Insurance					
General insurance contribution to town	\$	-			
Liquor liability	\$	6,000			
Total Expenses			\$	88,222.47	

<u>Revenue</u>		<u>Projected income</u>		<u>Actual Rec'd</u>	<u>Percent Rec'd</u>
Tenants					
199 Washington St	\$	22,200	\$	18,500	83.33%
Good Sheppherd Cottage	\$	14,400	\$	12,000	83.33%
Main Bldg Apartment	\$	15,360	\$	12,800	83.33%
Lucile's Cottage	\$	5,700	\$	5,234	91.82%
West Wing Office	\$	3,840	\$	3,200	83.33%
Storage Room	\$	1,200	\$	1,400	116.67%
VFW Room					
Long Term Partners					
Girl Scouts	\$	100			
Visions	\$	700	\$	750	107.14%
Single Use /Events	\$	62,000	\$	31,340.33	50.55%
Fundraising					
Donations	\$	1,000			
Total Income			\$	85,224.09	

Cash Position

On-hand at end of FY Year 21	\$	21,404.61
Revenue Year to Date FY 2022	\$	85,224.09
Expenditures Year to Date FY 2022	\$	88,222.47
On hand April 20, 2022 FY 2022	\$	18,406.23

APPENDIX C

Massachusetts General Laws, Chapter 39, Section 23D Section 56.

Except as otherwise established in a town-by-town meeting action and in a city-by-city council action, by adoptions of the appropriate by-laws and ordinances to set such fees, sealers shall receive and inspectors may demand the following fees for sealing and inspecting the following weighing or measuring devices:

- (a) Each scale with a weighing capacity of more than ten thousand pounds, twenty-five dollars.
- (b) Each scale with a weighing capacity of five thousand to ten thousand pounds, fifteen dollars.
- (c) Each scale with a weighing capacity of one thousand to five thousand pounds, ten dollars.
- (d) Each scale with a weighing capacity of one hundred to one thousand pounds, five dollars.
- (e) Scales and balances with a weighing capacity of more than ten pounds and less than one hundred pounds, three dollars.
- (f) Scales and balances with a weighing capacity of ten pounds or less, two dollars.
- (g) Each liquid capacity measure, except vehicle tanks, of the capacity of more than one gallon and measures on pumps, fifty cents.
- (h) Each liquid measuring meter, except water meters, the diameter of the inlet pipe of which is one half inch or less, two dollars, more than one half inch but not more than one inch, four dollars; for each such type of liquid measuring meter, the diameter of the inlet pipe of which is more than one inch, the following shall apply, vehicle-tank pump eight dollars, vehicle-tank gravity ten dollars, bulk storage twenty dollars, bulk storage user furnishes certified prover ten dollars.
- (i) Each taximeter or measuring device used upon vehicles to determine the cost of transportation, four dollars.
- (j) Each machine or other mechanical device used for determining linear or area measurement, two dollars.
- (k) Milk bottle or jars, four dollars per gross.
- (l) Vehicle tanks used in the sale of commodities by liquid measures shall be charged for each hundred gallons or fraction thereof, one dollar. An additional fee of two dollars per sealed indicator shall be received.
- (m) All weights and other measures, twenty cents each.
- (n) Each automated electronic retail checkout system with fewer than four cash registers or computer terminals, not more than \$75.
- (o) Each automated electronic retail checkout system with no less than four and no more than 11 cash registers or computer terminals, not more than \$150.
- (p) Each automated electronic retail checkout system with greater than 11 cash registers or computer terminals, not more than \$250.

They shall also receive reasonable compensation for the use of special facilities, necessary repairs, alterations and adjustments made by them.

APPENDIX D

DEFINITION OF FINANCIAL TERMS COMMONLY USED AT TOWN MEETINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX E

TABLE OF MOTIONS

Reprinted from **Town Meeting Time**, by Johnson, Trustman and Wadsworth.

Copyright © 1962, by Little, Brown and Company (Inc.)

Table of Basic Points of Motion

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

* Same rank as motion out of which they arise.

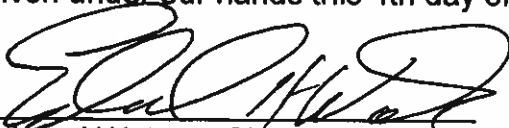
** Same rank and debatable to same extent as motion being reconsidered.

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

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

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

Given under our hands this 4th day of May in the year of our Lord two thousand twenty-two.


Edward Watson, Chairman


Daniel MacDonald, Selectman

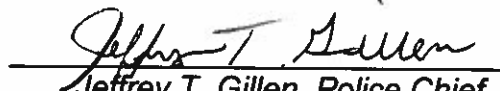

Kathleen Kastunelis, Vice-Chair


Jason Naves, Selectman


Mark Parenteau, Selectman

A true copy, attest:


Elizabeth Cunniff, Town Clerk


Jeffrey T. Gillen, Police Chief

OFFICER'S RETURN

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


Elizabeth Cunniff, Town Clerk


Jeffrey T. Gillen, Police Chief

**TOWN OF GROVELAND
MASSACHUSETTS
2021-2022**

BOARD OF SELECTMEN

Edward Watson, Chairman
Kathleen Kastrinelis, Vice Chair
Daniel MacDonald
Jason Naves
Mark Parenteau

TOWN ADMINISTRATOR/FINANCE DIRECTOR

Rebecca Oldham

FINANCE BOARD

TERM EXPIRES

Ruth Rivard, Chair	2023
James Scanlon	2023
Theresa Dunn	2023
Vacant	2023
Melissa Baker, Secretary	2022
Sarah McGrath	2022
Vacant	2022
Susan Yaskell, Alternate Member	2022