

TOWN REPORT

Groveland, Massachusetts



2018

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Local Municipal Information and Statistics

- Groveland was settled in 1630, and was part of Rowley until 1675, then part of Bradford from 1675 until 1850
- Incorporated on September 9th, 1850 as “The Town of Groveland” (known as Groveland Day)
- Located in Essex County, Massachusetts (zip code 01834) (area code 978)
- Surrounding cities and towns include: West Newbury, Haverhill, Georgetown and Boxford, as well as the banks of the Merrimack River
- Total area is 9.4 square miles, land area is 8.9 square mi and water area is 0.5 square mi.
- Total miles of roadways: 44 miles
- The town consists of two precincts: Groveland and South Groveland
- The form of government consists of a 5-member Board of Selectmen and Open Town Meeting. The Annual Town Meeting is held on the last Monday in April, and the Annual Town Election is held on the first Monday in May.
- Schools include Dr. Elmer S. Bagnall Elementary School and Pentucket Regional Middle and High Schools
- Website: www.grovelandma.com

APPOINTED POSITIONS, BOARDS, AND COMMITTEES

Annually Appointed Town Officers

Fiscal 2018

<u>Position</u>	<u>Name</u>
ADA Coordinator.....	Sam Joslin
Animal Control Officer.....	Daniel R. Richmond Jr.
Assistant Animal Control Officer.....	Stephen M. Sargent
Building Inspector.....	Sam Joslin
Burial Agent.....	Anne Brodie
Dock Master.....	Robert Raimondi
Dock Master.....	Nick Toleos
Earth Removal Enforcement Officer/ Site Inspector.....	Robert Arakelian
Emergency Management Director.....	Stephen Sargent
Assistant Emergency Management Director.....	Robert Arakelian
Assistant Emergency Management Director.....	Jeffrey T. Gillen
Assistant Emergency Management Director.....	Edwin L. Fournier
Finance Director (3 Year Appointment July 1, 2017 – June 30, 2020).....	Denise Dembkoski
Forest Fire Warden.....	Robert Lay
Election Constable.....	Dave Tuttle
Harbormaster.....	Michael Vets
Health Agent.....	Deb Ketchen
Health Nurse.....	Anita Wright
Merrimack Valley Planning Commissioner.....	Robert Arakelian

Plumbing/ Gas Inspector..... Gerald Viens

Assistant Plumbing/ Gas Inspector.....Richard K. Danforth

Right to Know Officer.....Robert Lay

Superintendent Insect Pest Control.....Mark Parenteau

Town AccountantEllen Petrillo

Town Counsel.....KP Law, P.C.

Veteran’s Agent..... Michael Ingham

Wire Inspector (through January 31, 2018)..... Albert Seavey

Wire Inspector (as of March 20, 2018).....Zaven Gostanian

Zoning Enforcement Officer.....Sam Joslin



Jeffrey T. Gillen
Deputy Chief

Town of Groveland
Police Department
181 Main Street
Groveland, Massachusetts 01834
(978) 521-1212

To: Honorable Board of Selectmen

From: Deputy Chief Jeffrey T. Gillen

Date: June 15, 2017

Subject: Appointments

I respectfully request that you accept my recommendation to appoint the following individuals to the indicated position effective July 1, 2017 thru June 30, 2018.

Lieutenant

Dwight P. McDonald

Sergeant

Eric C. Ryan
Eric B. Gorski
Heather A. Riley

Full-time Patrol Officers

Steven C. Petrone
Joshua A. Sindoni
Christopher A. Ertos
**Adam R. Sanborn
**Christopher B. L'Italien

Reserve Patrol Officers

Edwin L. Fournier
Paul A. Pierce
Matthew W. Leeman
Robert A. Richards Jr.
Michael Fornesi

Jacob R. Wallace
Daniel R. Richmond Jr.
Stephen M. Sargent
Joel Henriquez
Joseph H. McMains
Emily G. Staton
*Stephen M. Dehullu

Full-time Dispatcher/Lockup Keeper

Cynthia L. Batista
Edwin L. Fournier
Stephen M. Sargent
**Emily G. Staton

Reserve Dispatcher/Lockup Keeper

Katelyn F. Trudell
Debra A. Munoz
Jacob R. Wallace
Daniel R. Richmond Jr.
Joseph H. McMains
*Amanda C. Muir

Animal Control Officer

Daniel R. Richmond Jr.
Stephen M. Sargent (Assistant)

Harbormaster:

Michael J. Vets

Dock Keeper

Robert J. Raimondi
Nicholas RC. Toleos

Constable

Edward W. Reed
Carlos Husak

Note: * signifies new employees.

**signifies employee appointed full-time

Appointed Town Boards and Committees at the start of Fiscal 2018 (July 1, 2017)

Affordable Housing Committee (5 members, 1 year terms)

- Melissa Covey, vacant, vacant, vacant, vacant

Board of Registrars (3 members, 1 year terms)

-Susan D'Angelo (Republican), Ronda Carducci (Unenrolled), vacant

Cable TV Advisory Board (5 members, 1 year terms)

- Tracy Gilford, Ed Watson, John McComiskie, vacant, vacant

Capital Improvement Committee (5 members and ex-officio, 3 year terms)

- Stephen Crowder, Kevin Cunniff, Jeff Pappas, John Osborne, James Scanlon and Denise Dembkoski (ex-officio)

Conservation Commission (7 members, 3 year terms)

-Frederick O'Connor, John Gebauer, Michael Dempsey, Heather Meninger, Bill Formosi, Terry Grim, Thomas Schaefer

Council on Aging (5 members, 3 year terms)

-Dorothy DiChiarra, Ronald Mertens, Frank Sadowski, Laurel Puchalski, Kathryn Alesse

Cultural Council (5 members, 6 year terms)

-Gail Dennig, Susan D'Angelo, Larry Elardo, Leeah Crane, Jane Jennings

Finance Board (7 members, 3 year terms)

-James Scanlon, Kathleen Kastrinelis, Theresa Dunn, Ruth Rivard, Joe D'Amore, vacant, vacant

Historical Commission (5 members, 3 year terms)

-Carroll Gustafson, Claire Walsh, Linda Friel, Patricia Denn, vacant

Open Space and Trails Committee (5 members, 1 year terms)

- Jennifer Cadigan, Michael Cordaro, Michael Davis, vacant, vacant

Recreation Committee (7 members, 1 year terms/ 3 alternate members)

-Alese Hunt, Bethany Silva, Daniel Stewart, Michael Houghton, Pamela Blaquiere, Ché Condon, vacant

Stormwater Management Committee (3 members, 1 year terms)

-William Carter, vacant, vacant

Zoning Board of Appeals (5 members, 3 year terms/ 3 alternates, 1 year terms)

-Kacy Bailey, Kathleen Franson, Jason Normand, John Stokes, Chris Goodwin, vacant

ACCOUNTANT'S REPORT

TOWN OF GROVELAND
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
AS OF JUNE 30, 2018
(Unaudited)

ASSETS

	Governmental Fund Types		Proprietary Fund Types	Fiduciary Fund Types	Account Groups	All Fund Types
	General	Special Revenue	Capital Projects	Enterprise	Long-term Debt	Total
Cash and cash equivalents	1,138,834	4,665,489	(149,448)	4,108,114		12,028,551
Receivables:						-
Personal property taxes	6,720					6,720
Real estate taxes	39,076					39,076
Allowance for abatements and exemptions	(257,471)					(257,471)
Tax liens/Tax Title	550,467					550,467
Motor vehicle excise	82,280					82,280
Utility Charges				433,245		433,245
Amounts to be provided - payment of bonds				3,800,000	3,930,000	7,730,000
Amounts to be provided - payment of easements			34,959			34,959
Amounts to be provided - deposit refunds				157,240		157,240
Total Assets	1,559,905	4,666,472	(114,489)	8,698,258	3,930,000	21,005,708

LIABILITIES AND FUND EQUITY

Liabilities:

Deferred revenue						-
Real and personal property taxes	(211,676)					(211,676)
Tax liens	550,467					550,467
Motor vehicle excise	82,280					82,280
Utility Charges				433,245		433,245
Other receivables		984		199,658		200,642
Accrued payroll and withholdings	3,989			157,240		3,989
Other liabilities			34,959	3,800,000	3,930,000	192,199
Bonds payable						7,730,000
Total Liabilities	425,061	984	34,959	4,590,143	3,930,000	8,981,146

Fund Equity:

Reserved for encumbrances	10,062			135,422		145,484
Reserved for expenditures	308,698			249,500		558,198
Reserved for petty cash	400			650		1,050
Reserved for debt Service				65,067		65,067
Reserved for premiums						44,957
Reserved for Overlay Release	125,000			202,327		125,000
Reserved fund balance			34,959			1,150,298
Undesignated fund balance	690,685		(184,407)		2,265,563	6,479,360
Unreserved retained earnings				3,455,149		3,455,149
Total Fund Equity	1,134,845	4,665,489	(149,448)	4,108,114	-	12,024,562
Total Liabilities and Fund Equity	1,559,905	4,666,472	(114,489)	8,698,258	3,930,000	21,005,708

FINANCE DIRECTOR/ TREASURER/ COLLECTOR'S REPORTS



Denise M. Dembkoski
Finance Director & Personnel Director
ddembkoski@grovelandma.com

Town of Groveland *Office of the* *Finance Director*

183 Main Street
Groveland, MA 01834
Tel: 978-556-7204
Fax: 978-469-5000

Fiscal 2018 Annual Report of the Finance Director

Fiscal Year 2018 was a good year for the Town finances. We were able to increase budgets slightly more than the previous fiscal years and departments did a great job sticking to needs and not wants. We had \$53,653 in excess levy capacity in fiscal 2018 and finished the year with \$407,463 certified in free cash. We have continued to add to our reserves, ending the fiscal year with more than \$1.2M in Stabilization Funds and \$180k in our OBEP Trust Fund.

Only July 1, 2017, we welcomed Ellen Petrillo, our new Town Accountant, who dedicated her first year to addressing the deficiencies of the accounting system, general ledger, reconciliations, and chart of accounts. As a result of her hard work and dedication, the fiscal year 2018 books were closed, free cash was certified, and the Schedule A report was submitted before November 2018. Cash between the Treasurer and Accountant is reconciled on a monthly basis, as are all the tax receivables.

Over the last several years, I have spent time cleaning up the outstanding receivables. At the end of Fiscal Year 2018, I am proud to say I have a 99.6% collection rate with regards to real estate and personal property taxes. During Fiscal Year 2019, any remaining outstanding balance for Fiscal Year 2018, will be placed into tax title. With regards to motor vehicle taxes, I hold a 94.5% collection rate. With all past due bills going into demand, then warrant, then marked at the Registry until payment is received in full.

On the following pages, you will find the budget documents presented to the Board of Selectmen and Finance Board to assist them in voting on the FY18 Budget, as well as the trust fund balances, and town salaries. I hope you will find these documents provide a snapshot as to our financial health.

Finally, I would like to thank my staff for their endless help in managing the town's finances. I would like to thank the Board of Selectmen and Finance Board, for their overwhelming support of my financial goals for the town. It has been a blessing to work with such dedicated volunteers. And to the residents of Groveland, thank you for your continued support and your passion to make Groveland a better place to live and work.

Very truly yours,

Denise M. Dembkoski
Finance & Personnel Director
Treasurer/Collector

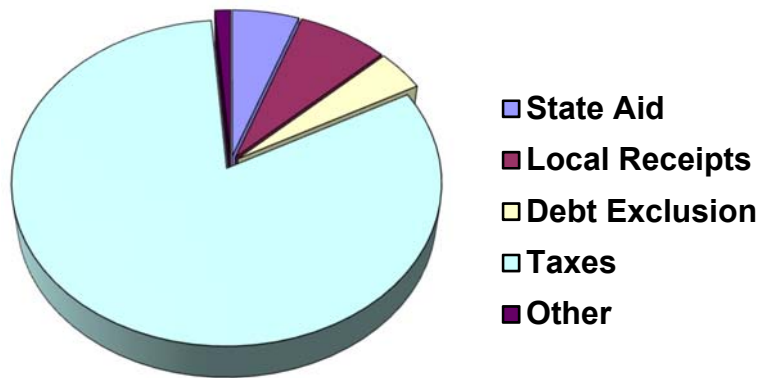
FY18 Overall Summary of the Town Budget

The FY18 Budget requests for General Fund services totals \$16.26 million to support traditional municipal services such as Police, Public Works, Fire, Library, School estimates and Non-Appropriated Expenses (i.e. Cherry Sheet Assessments and Assessor's Overlay Provisions).

****Please note, there are no salary increases represented in the FY18 Budget, with the exception of a handful of contractual step increases.****

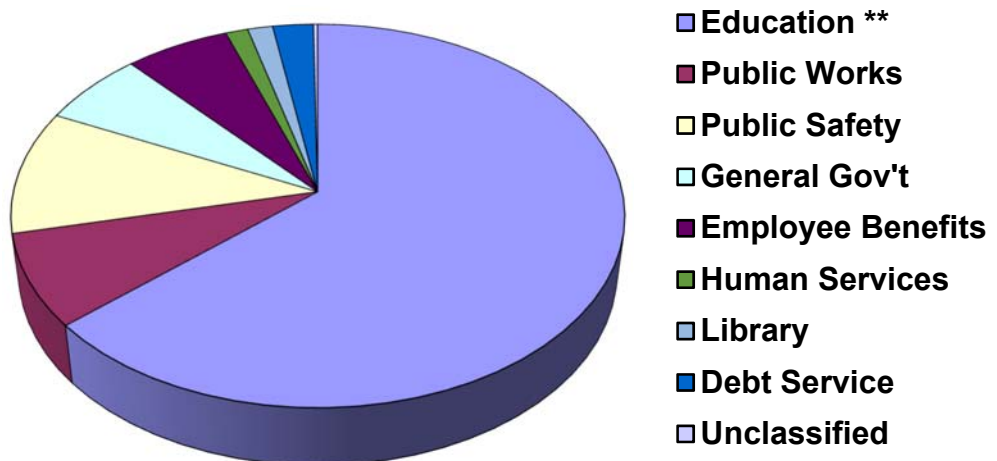
FY 18 Town-wide General Fund Revenues

\$16,407,751



FY 18 Town-wide General Fund Requested Expenditures

\$16,263,166



** Estimated

General Fund

The General Fund is the basic operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund (i.e. the Water and Sewer Enterprise Funds). The net available for the General Fund budget is \$16,185,317 which is the Town appropriation of \$16,403,553 less \$218,236 for Assessor's Overlay, Overlay Deficits and Cherry Sheet Assessments and Offsets. The Education budgets are estimated for planning purposes at a total of the three schools at \$10,365,814, which represents a 2.5% increase over last year. The town should receive the actual school assessments by March 1st.

General Fund Budget. The General Fund requested budgets in FY18 totals \$16.23 million, which is a 3.41% increase over FY17 actual budget. This is net of the debt exclusion costs. And again, there are no salary increases represented in the FY18 Budget, with the exception of a handful of contractual step increases.

Capital Budget and Debt Service. The FY18 Budget includes \$358,010 in debt exclusion as a result of the vote to purchase the land on Center Street and the Fire Truck purchase. In addition, there have been \$412,813 in non-override capital articles approved by the Capital Improvement Committee, not yet included in the budget.

Stabilization Funds

Town Stabilization Fund

This fund is a statutory reserve account, which may be used for any municipal purpose. This fund requires a two-thirds affirmative vote by the Town Meeting to appropriate. As of now, the FY18 Budget does NOT make a contribution to this fund.

Fund balance as of June 30, 2016	\$ 742,466.42
FY17 revenues and other financing sources	\$ 300,000.00
=====	
Projected Fund Balance as of June 30, 2017	\$ 1,045,000.00
Projected FY18 Contribution & Interest	\$ 7,500.00
Projected FY18 Use of Fund	\$
=====	
Projected Fund Balance as of June 30, 2018	\$ 1,052,500.00

Town Capital Stabilization Fund

This fund is a statutory reserve account, which may be used for municipal capital purposes. This fund requires a two-thirds affirmative vote by the Town Meeting to appropriate. As of now, the FY18 Budget does NOT make a contribution to this fund.

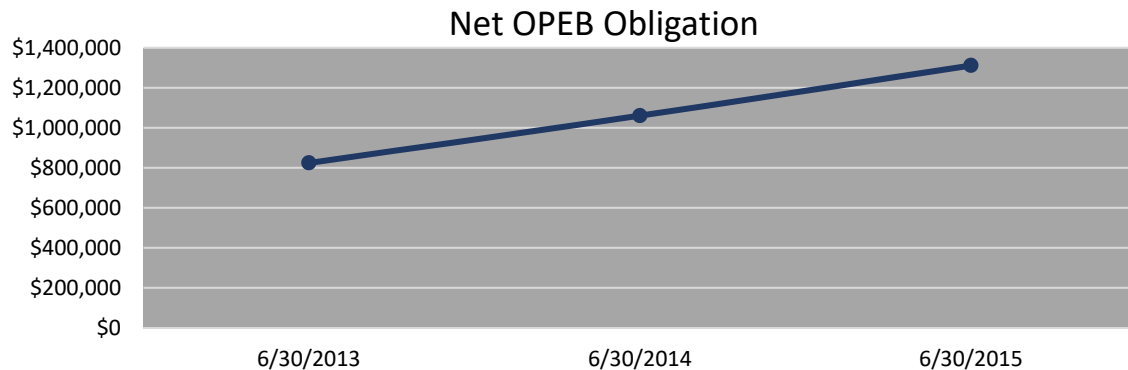
Fund balance as of June 30, 2016	\$ 0.00
FY17 revenues and other financing sources	\$ 75,000.00
=====	
Projected Fund Balance as of June 30, 2017	\$ 75,300.00
Projected FY18 Contribution & Interest	\$ 750.00
Projected FY18 Use of Fund	\$
=====	
Projected Fund Balance as of June 30, 2018	\$ 76,050.00

Other Post-Employment Benefits (OPEB)

Town OPEB Trust Fund

This fund is a trust fund, which is dedicated to paying OPEB benefits. As of June 30, 2015, the net OPEB Obligation for the Town of Groveland was \$1,311,619. The FY18 Budget has a request for an \$85,000 appropriation to this fund.

Fund balance as of June 30, 2016	\$	0.00
FY17 revenues and other financing sources	\$	85,000.00
=====		
Projected Fund Balance as of June 30, 2017	\$	85,600.00
Projected FY18 Contribution & Interest	\$	85,950.00
Projected FY18 Use of Fund	\$	
=====		
Projected Fund Balance as of June 30, 2018	\$	171,550.00



TAXES

Real and Personal Property Tax

Although the significance as a percentage of all revenues can greatly differ from community to community, a primary source of revenue for municipalities in the Commonwealth is real and personal property taxes. For purposes of taxation, real property includes land, buildings and improvements erected or affixed to land and personal property consists of stock, inventory, furniture, fixtures and machinery. The Town's Board of Assessors determines the value of all taxable land, which is revalued at fair market value every three years and updated every year. The Town's Board of Assessors is also responsible for determining the value of personal property through an annual review process.

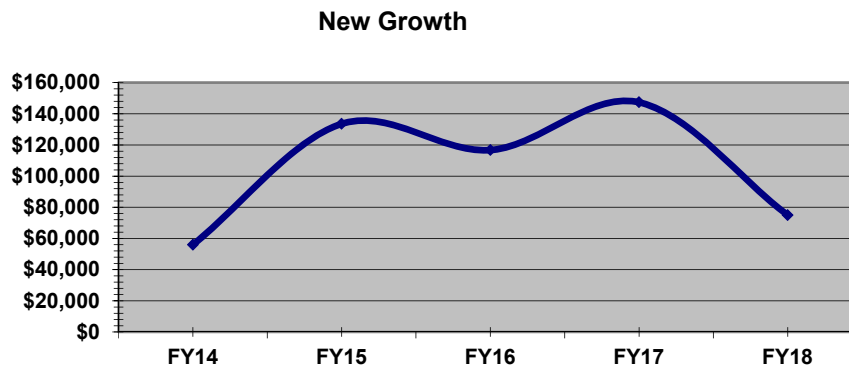
Major Changes:

There are three major factors that influence the amount of revenue generated by real and personal property taxes:

1. Automatic 2.5% Increase – The levy limit is the maximum amount that can be collected through real and personal property taxes by the municipality. Each year, a community's levy limit automatically increases by 2.5% over the previous year's levy limit. This increase, which does not require any action on the part of local officials, is estimated to be \$324,724 for FY 18.
2. New Growth – A community is able to increase its tax levy limit each year to reflect new growth in the tax base. Assessors are required to submit information on growth in the tax base for approval by the MA Department of Revenue as part of the tax rate setting process. In FY17, based on trends, we estimated the new growth at \$75,000, but took in \$147,401. We have again assumed a conservative \$75,000 new growth increase for FY18.

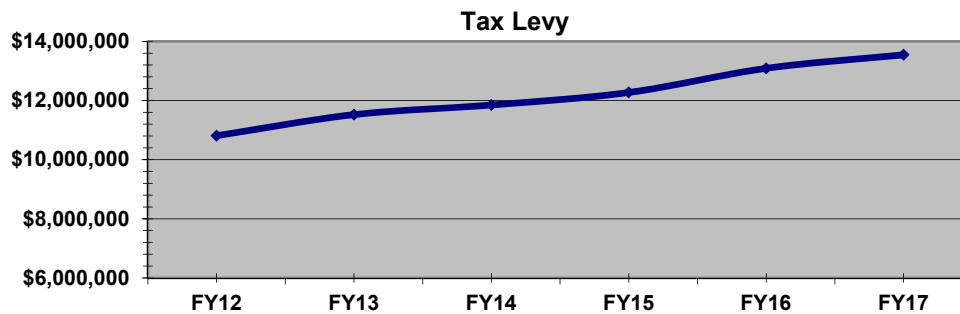
Year to Year Comparison	FY 14	FY 15	FY 16	FY 17	FY 18
New Growth	\$55,947	\$133,549	\$116,714	\$147,401	\$75,000 *

* Estimated



3. Overrides/Exclusions – A community can permanently increase its levy limit by successfully voting an override. Debt and Capital exclusions, on the other hand, are temporary increases in a community's levy limit for the life of the project or debt service. Only a Debt or Capital exclusion can cause the tax levy (the maximum amount a community can levy in a given year) to exceed the levy ceiling. The levy ceiling is 2.5% of the full and fair cash valuation of the community. The levy ceiling for the Town in FY17 was \$23,068,769. As the following shows, the Town's Tax Levy is substantially under its levy ceiling. However, we were almost at the Maximum Allowable Levy Limit. For FY17, we only had \$24,437 additional levy capacity.

Year to Year Comparison	FY 12	FY 13	FY 14	FY 15	FY 16	FY17
Tax Levy (per RECAP)	\$10,810,088	\$11,522,901	\$11,847,746	\$12,271,969	\$13,087,996	\$13,545,981



Motor Vehicle Excise Tax Receipts - State law (Proposition 2 ½) sets the motor vehicle excise rate at \$25 per \$1000 valuation. The Town collects these monies based on data provided by the Massachusetts Registry of Motor Vehicles. The Registry, using a statutory formula based on a manufacturer's list price and year of manufacture, determines valuations. The Town or town in which a vehicle is principally garaged at the time of registration collects the motor vehicle excise tax.

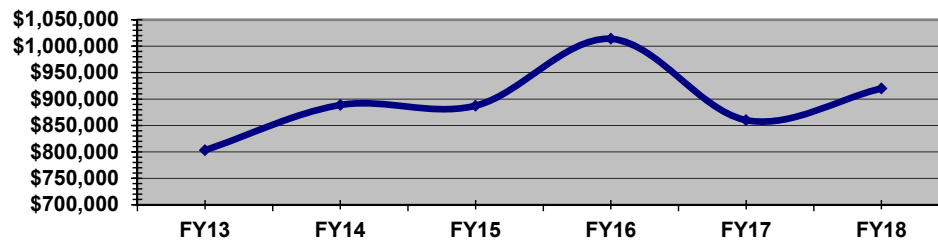
In January 1992, the Registry of Motor Vehicles implemented a new computer tracking system that will force auto owners to pay their excise taxes. Those who do not pay will not be allowed to renew registrations and licenses. Cities and towns must notify the Registry of delinquent taxpayers and the Town's Deputy Tax Collector marks all outstanding excise accounts at the Registry of Motor Vehicles.

Major Changes:

Excise receipts are expected be close to level in FY18. While there appeared to be an increase in new car purchases, recent interest rate changes may offset the boost. Increased financing cost may deter people from purchasing newer model vehicles.

Year to Year Comparison	FY 13	FY 14	FY 15	FY 16	FY 17	FY18
Motor Vehicle Excise	\$803,293	\$888,723	\$887,454	\$1,014,040	\$860,000*	\$920,000*

*Estimated



Delinquent Interest and Penalty Charges - The Town receives interest on overdue taxes and excises. Interest rates for overdue real and personal property taxes are 14%, and for tax title accounts, 16%. The interest rate for delinquent excise tax accounts is 12% from the due date. If real and personal property taxes are not paid by May 1, in the year of the tax, a demand for payment notice (\$15) is sent to all delinquent taxpayers.

In Lieu Of Tax Payments - Many communities, Groveland included, are not able to put all the property within its borders to productive, tax generating uses. Federal, state and municipal facilities, hospitals, churches and colleges are examples of uses that are typically exempt from local property tax payments. The Town currently has one PILOT payment of approximately \$18,500 per year. It is with the Groveland Housing Authority and increases minimally each year.

INTERGOVERNMENTAL REVENUE

Cherry Sheet - State Cherry Sheet revenue funds are the primary intergovernmental revenue and in the case of many cities, Groveland included, the single largest source of annual revenue. Cherry Sheet revenue consists of local aid and specific reimbursements and distributions such as aid to public libraries, veteran's benefits, state owned land, and a number of other items. For the FY 18 budget process, the figures were level funded, as there have not been any indications from the State as to the FY18 outlook.

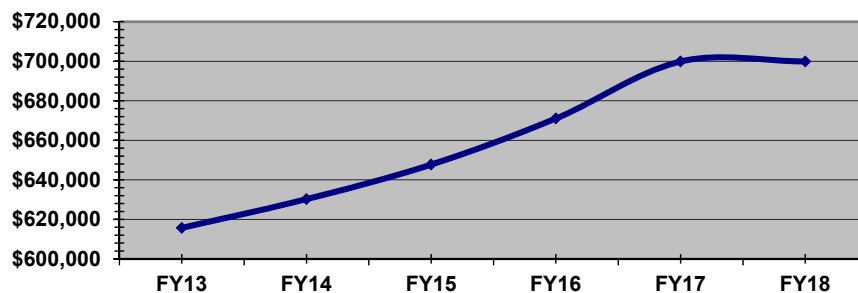
Every year the Commonwealth sends out to each municipality a "Cherry Sheet", named for the pink-colored paper on which it was originally printed. The Cherry sheet comes in two parts, one listing the State assessments to municipalities for MBTA, MAPC, air pollution control districts, and the other State programs; the other section lists the financial aid the Town will receive from the State for funding local programs. Each Cherry Sheet receipt is detailed on the following pages.

Local Aid - The major non-school state aid items are Lottery Aid and Additional Assistance. These funds are unrestricted and can therefore be used by the municipality for any municipal purpose.

Year to Year Comparison	FY 13	FY 14	FY 15	FY 16	FY 17	FY18
Unrestricted General Gvt Aid	\$615,686	\$630,240	\$647,718	\$671,036	\$699,891*	\$699,891**

* Actual pending any 9C cuts

** Estimated



Veterans' Benefits and Aid to Needy Dependents of Veterans - Under Chapter 115, Section 6, municipalities receive a seventy-five percent State reimbursement on the total expenditures made on veterans' benefits. In FY18 Groveland expects to receive \$ 30,000 for Veterans' benefits.

Highway Fund Distribution - Chapter 81, Section 31, of the Mass. General Laws directs funds from the State's highway fund reimbursement municipalities for certain roadway projects.

Real Estate Abatements - The State Cherry Sheet reimburses the Town for loss of taxes due to real estate abatements to veterans, surviving spouses and the legally blind. The abatement categories are authorized by the State. The Town is not empowered to offer abatements in other categories. Under Chapter 59, Section 5, of the General Laws, municipalities are reimbursed for amounts abated in excess of \$175 of taxes of \$2,000 in valuation times the rate, whichever is greater. A qualifying veteran or their surviving spouse receives an abatement of \$175 or \$2,000 in valuation times the tax rate, whichever is the greater. Chapter 59, Section 5, Clause 17c, of the General Laws, as amended by Section 2, Chapter 653 of the Acts of 1982, provides a flat \$175 in tax relief to certain persons over seventy, minors, and widows/widowers. Chapter 59, Section 5, Clause 37a, of the General Laws as amended by Section 258 of the Acts of 1982 provides an abatement of \$500 for the legally blind.

Elderly Exemption - Under Chapter 59, Section 5, Clause 41b, of the General Laws as amended by Section 5, of Chapter 653 of the Acts of 1982, qualifying persons over seventy years of age are eligible to receive a flat tax exemption of \$500.

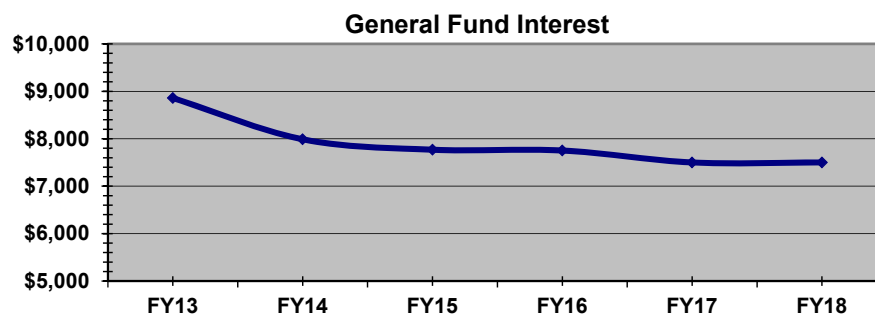
State Owned Land - The State reimburses communities in which certain types of state owned land is located. Payment is for the amount of tax on the land only if the parcel were held privately, not for buildings or any other improvements erected on or affixed to the land. For FY18, Groveland expects to receive \$103,658 in State Owned Land revenue.

INTEREST INCOME

Interest On Investments - Under Chapter 44 Section 55B of the Mass. General Laws, all monies held in the name of the Town which are not required to be kept liquid for purposes of distribution shall be invested in such manner as to require the payment of interest on the money at the highest possible rate reasonably available. The investment decision must take into account safety, liquidity and yield.

Year to Year Comparison	FY 13	FY 14	FY 15	FY 16	FY 17	FY18
Interest on Investments	\$8,858	\$7,989	\$7,769	\$7,752	\$7,500*	\$7,500*

*Estimated



TRUST FUNDS
June 30, 2018

Library Trust Funds

Please refer to the Library Trustees Report for information on the Library Trust Funds

Scholarship Trust Funds

	Non-Expendable	Expendable
<u>AL Wales Scholarship Fund</u>		
Balance on Hand July 1, 2017	\$2,044.68	\$73.75
Plus Interest		\$36.21
Less Award		
Balance on Hand June 30, 2018	\$2,044.68	\$109.96
 <u>George Mitchell Scholarship</u>		
Balance on Hand July 1, 2017	\$5,295.57	\$464.71
Plus Interest		\$95.02
Less Award		
Balance on Hand June 30, 2018	\$5,295.57	\$559.73

Cemetery Trust Funds

	Non-Expendable	Expendable
<u>Woodburn Nichols Fund</u>		
Balance on Hand July 1, 2017	\$5,354.58	\$321.31
Plus Interest		\$111.27
Plus Deposits		
Less Withdrawals		
Balance on Hand June 30, 2018	\$5,354.58	\$432.58
 <u>Perpetual Care</u>		
Balance on Hand July 1, 2017	\$302,217.62	\$8,220.83
Plus Interest		\$6,498.00
Plus Deposits	\$5,200.00	
Less Withdrawals		(\$8,178.52)
Balance on Hand June 30, 2018	\$307,417.62	\$6,540.31

TRUST FUNDS
June 30, 2018

<u>Sale of Lots</u>	Non-Expendable	Expendable
Balance on Hand July 1, 2017		\$8,191.39
Plus Deposits		\$5,200.00
Less Withdrawals		(<u>\$3,619.10</u>)
Balance on Hand June 30, 2018	<hr/>	<hr/>
		\$9,772.29
 <u>Langley Poor and Needy Fund</u>	 Non-Expendable	 Expendable
Balance on Hand July 1, 2017	\$78,675.88	\$122,331.82
Plus Interest		\$756.24
Balance on Hand June 30, 2018	<hr/>	<hr/>
	\$78,675.88	\$123,088.06
 <u>Merrimack Park Fund</u>	 Non-Expendable	 Expendable
Balance on Hand July 1, 2017	\$1,669.80	\$2,679.07
Plus Interest		\$60.02
Balance on Hand June 30, 2018	<hr/>	<hr/>
	\$1,669.80	\$2,739.09
 <u>Post War Rehabilitation Fund</u>	 Non-Expendable	 Expendable
Balance on Hand July 1, 2017	\$14,957.95	\$17,148.82
Plus Interest		\$424.78
Balance on Hand June 30, 2018	<hr/>	<hr/>
	\$14,957.95	\$17,573.60

Respectfully Submitted:
Denise M. Dembkoski
Finance Director/Treasurer/Collector

Town of Groveland			
Fiscal Year 2018 Salaries			
<u>Employee</u>	<u>Location</u>	<u>Position</u>	<u>FY 2018 Gross Wages</u>
Arakelian, Robert	Highway	Road Commissioner	\$82,393.49
Balletto, Taylor	Fire Department	Call Firefighter	\$3,234.55
Bartolo, Steven	Fire Department	Call Firefighter	\$3,813.95
Batista, Cynthia	Police Department	Police Dispatch	\$55,986.64
Belfiore, Brian	Fire Department	Call Firefighter	\$7,673.03
Bentsen, Lori	Health Department	Administrative Assistant	\$27,135.71
Binding, Jeremy	Summer Program	Summer Program Employee	\$3,057.93
Bosch, Alyssa	Fire Department	Call Firefighter	\$5,910.55
Bosch, Christopher	Fire Department	Call Firefighter	\$7,968.20
Briscoe, Daniel	Fire Department	Fire Lieutenant	\$10,080.00
Brodie, Anne	Town Clerk	Town Clerk	\$58,740.96
Brown, Tyler	Fire Department	Call Firefighter	\$128.44
Bryan, Frank	Cemetery	Cemetery Superintendent	\$19,132.65
Burke, Nisha	Council on Aging	Program Coordinator COA	\$33,976.89
Burnell, Betty	Veterans	Clerical Support	\$2,951.04
Castonquay, Matthew	Summer Program	Summer Program Director	\$4,477.92
Chandler, Lisa	Planning	Board Member	\$600.00
Clark Iii, Richard	Electric Light Department	Electric Laborer	\$28,193.27
Collins, Stephen	Highway	Driver/Operator/Laborer	\$66,878.54
Cotton, Ryan	Cemetery	Cemetery Seasonal Employee	\$731.50
Credit, Allen	Fire Department	Fire Lieutenant	\$5,534.94
Cross, Kermit	Electric Light Department	Board Member	\$1,500.00
Croteau, Marilyn	Electric Light Department	Office Manager	\$69,416.07
Cummings, Ashley	Summer Program	Summer Program Employee	\$2,662.50
Cusick Jr., Thomas	Water & Sewer	Water & Sewer Superintendent	\$93,444.41
Dalton, Jeffrey	Fire Department	Call Firefighter	\$7,520.72
Danforth, Peter	Highway	Driver/Operator/Laborer	\$64,102.92
D'Angelo, Susan	Town Clerk	Poll Worker	\$75.00
Daniels, Stephen	Electric Light Department	Board Member	\$1,500.00
Darke, William	Assessor's Office	Board Member	\$300.00
Decie, Rosemary	Conservation	Conservation Agent	\$11,345.04
Dehullu, Stephen	Police Department	Police Reserve	\$6,894.90
Dembkoski, Denise	Finance Department	Finance & Personnel Director	\$108,978.72
Depaolo, Ryan	Summer Program	Summer Program Employee	\$3,015.89
Devlin, Taylor	Library	Library Page	\$7,146.49
Dichiara, Dorothy	Town Clerk	Poll Worker	\$125.00
Donovan, Cassandra	Summer Program	Summer Program Employee	\$3,033.25
Dube, Lisa	Selectmen's Office	Board Member	\$1,500.00
Dunn, William	Selectmen's Office	Board Member	\$1,500.00
Dusombre, Kenneth	Council on Aging	Van Driver COA	\$605.63
Elardo, Nicola	Summer Program	Summer Program Employee	\$2,292.19
Ertos, Christopher	Police Department	Police Officer	\$74,026.17
Evans, David	Fire Department	Call Firefighter	\$2,149.12
Evans, George	Fire Department	Call Firefighter	\$121.32
Evans, Lisa	Fire Department	Call Firefighter	\$1,933.37

<u>Employee</u>	<u>Location</u>	<u>Position</u>	<u>FY 2018 Gross Wages</u>
Favor, Bryanna	Summer Program	Summer Program Employee	\$3,531.75
Fisher, Amanda	Council on Aging	Outreach Worker COA	\$13,821.37
Fitzgerald, Kelsey	Library	Library Assistant	\$1,400.52
Fornesi, Michael	Police Department	Police Reserve	\$13,381.30
Fournier, Edwin	Police Department	Police Dispatch/Reserve Officer	\$73,623.41
Freer, James	Planning	Board Member	\$300.00
Gilbert, Kaitlin	Finance Department	Administrative Assistant	\$1,230.00
Gilford, Tracy	Fire Department	Call Firefighter	\$6,111.30
Gillen, Jeffrey	Police Department	Deputy Police Chief	\$129,050.04
Gilmore, William	Summer Program	Summer Program Employee	\$2,805.00
Gorski, Eric	Police Department	Police Officer	\$88,091.78
Gostanian, Zaven	Building Department	Wiring Inspector	\$1,742.00
Grafton, Caitlyn	Summer Program	Summer Program Employee	\$2,887.50
Gray Iii, Phillip	Fire Department	Call Firefighter	\$2,701.44
Gray, John	Water & Sewer	Board Member	\$300.00
Greaney, Mary	Town Clerk	Poll Worker	\$75.00
Greenberg, James	Facilities	Facilities Coordinator	\$11,862.00
Greene Iv, William	Highway	Foreman/Mechanic/Operator	\$89,211.09
Greene, Jacob	Summer Program	Summer Program Employee	\$3,360.00
Haley, Kiernan	Summer Program	Summer Program Employee	\$2,648.25
Hendry, Connor	Fire Department	Call Firefighter	\$2,835.56
Hendry, Kevin	Fire Department	Call Firefighter	\$444.00
Hendry, Stephen	Fire Department	Call Firefighter	\$622.44
Henriquez, Joel	Police Department	Police Reserve	\$35,132.26
Hicks, Jennifer	Fire Department	Call Firefighter	\$5,916.59
Hill, Gerald	Electric Light Department	Board Member	\$500.00
Hodges, Marion	Town Clerk	Poll Worker	\$125.00
Hohenstein, Mary	Library	Library Page	\$3,504.00
Ingham, Michael	Veterans	Veterans Agent	\$4,832.88
Issa, Fadi	Fire Department	Call Firefighter	\$2,023.98
Jones, Owen	Fire Department	Call Firefighter	\$5,882.76
Joslin, Samuel	Building Department	Building Inspector	\$48,046.29
Kadar-Hull, Deborah	Health Department	Board Member	\$300.00
Kalashian, Anne	Summer Program	Summer Program Employee	\$6,285.00
Kelley, James	Electric Light Department	Electric Laborer	\$109,907.83
Ketchen, Deborah	Health Department	Health Agent	\$21,951.48
Kirmelewicz, Robert	Police Department	Police Chief	\$35,970.25
Klosowski Iii, William	Electric Light Department	Electric Laborer	\$170,059.74
Kotuli, Jamie	Water & Sewer	Water & Sewer Laborer	\$64,436.70
Labelle, Sean	Electric Light Department	Board Member	\$1,500.00
Lacey, Myron	Library	Library Page	\$3,639.40
Lahiff, Allison	Summer Program	Summer Program Employee	\$3,178.37
Lawless, Michael	Fire Department	Fire Lieutenant	\$7,221.21
Lay, Robert	Fire Department	Fire Chief	\$22,173.60
Leeman, Matthew	Police Department	Police Reserve	\$6,349.92
Lenzie, Jacqueline	Electric Light Department	Clerical Support	\$3,895.20
Lepore, Darcy	Library	Library Director	\$59,199.04
Lesiczka, Madison	Summer Program	Summer Program Employee	\$2,886.52

<u>Employee</u>	<u>Location</u>	<u>Position</u>	<u>FY 2018 Gross Wages</u>
Ligois, Alexandra	Summer Program	Summer Program Employee	\$3,510.00
Liquori, Chris	Cable	Cable Administrator	\$27,692.42
L'Italien, Christopher	Police Department	Police Officer	\$82,032.31
Losee, Walter	Council on Aging	Van Driver COA	\$3,330.48
Lucier, William	Fire Department	Call Firefighter	\$4,562.86
Mccabe, Meghan	Library	Child & Youth Librarian	\$4,545.00
Mcdonald, Dwight	Police Department	Police Sergeant	\$107,093.30
Mcmains, Joseph	Police Department	Police Reserve	\$41,503.16
Mcneil Jr., Richard	Council on Aging	Van Driver COA	\$13,854.15
Mendez, Charles	Cable	Cable Technician	\$11,439.90
Merrill Jr., Stephen	Fire Department	Fire Lieutenant	\$8,954.71
Mills, Brandon	Summer Program	Summer Program Employee	\$2,915.00
Modlish, Carolyn	Summer Program	Summer Program Employee	\$2,975.64
Modlish, Jeffrey	Summer Program	Summer Program Employee	\$2,697.20
Moody Sr., Neil	Assessor's Office	Board Member	\$500.00
Muir, Amanda	Police Department	Reserve Dispatcher	\$1,134.88
Munoz, Debra	Police Department	Reserve Dispatcher	\$21,801.46
Murphy, Cassandra	Selectmen's Office	Administrative Assistant	\$28,119.89
Nakanishi, Susan	Library	Adult Services Librarian	\$35,378.68
O'Brien, Amelia	Summer Program	Summer Program Employee	\$3,005.75
O'Neil, William	Selectmen's Office	Board Member	\$1,500.00
Panaro, Courtney	Fire Department	Call Firefighter	\$3,090.49
Panaro, Ryan	Summer Program	Summer Program Employee	\$4,215.00
Parenteau, Mark	Highway	Driver/Operator/Laborer	\$64,345.37
Pennie, Patrick	Fire Department	Call Firefighter	\$1,669.85
Petrillo, Ellen	Finance Department	Town Accountant	\$59,506.75
Petrone, Steven	Police Department	Police Officer	\$105,485.62
Pierce, Paul	Police Department	Police Reserve	\$13,285.26
Polizzotti, Robert	Cemetery	Cemetery Seasonal Employee	\$14,775.00
Pound, Andrea	Summer Program	Summer Program Employee	\$4,394.50
Powell, Anne	Library	Library Assistant	\$11,157.21
Puopolo, Joseph	Fire Department	Call Firefighter	\$141.47
Quintiliani, Lynn	Electric Light Department	Clerical Support	\$63,515.02
Reed, Edward	Highway	Gate Keepers	\$2,246.00
Rhudick, Kenneth	Electric Light Department	Driver/Operator/Laborer	\$145,927.82
Richards, Robert	Police Department	Police Reserve	\$17,290.58
Richmond Jr., Daniel	Police Department	Police Dispatch/Reserve Officer	\$51,999.98
Riley, Heather	Police Department	Police Sergeant	\$94,532.87
Rogers, Patricia	Water & Sewer	Water & Sewer Manager	\$61,084.22
Rogers, Patricia	Finance Department	Assistant Treasurer/Collector	\$51,989.13
Ross, Brian	Fire Department	Call Firefighter	\$308.21
Ruchala, Kurt	Fire Department	Assistant Fire Chief	\$12,840.16
Ryan, Eric	Police Department	Police Sergeant	\$133,579.44
Sanborn, Adam	Police Department	Police Officer	\$74,567.00
Santapaola, Joseph	Fire Department	Fire Lieutenant	\$9,772.69
Santos, Cameron	Library	Library Page	\$2,843.50
Sargent, Stephen	Police Department	Police Dispatch/Reserve Officer	\$80,643.33
Saunders, Ronald	Electric Light Department	Electric Laborer	\$153,994.90

<u>Employee</u>	<u>Location</u>	<u>Position</u>	<u>FY 2018 Gross Wages</u>
Scott, Erik	Summer Program	Summer Program Employee	\$855.00
Searl, Joan	Health Department	Board Member	\$300.00
Seavey, Albert	Building Department	Wiring Inspector	\$5,250.00
Shea, Megan	Fire Department	Call Firefighter	\$935.60
Sheehan, James	Water & Sewer	Board Member	\$300.00
Silva, Matthew	Water & Sewer	Water & Sewer Laborer	\$53,973.13
Sindoni, Joshua	Police Department	Police Officer	\$89,009.31
Slattery, Frances	Town Clerk	Poll Worker	\$160.00
Snow, Kevin	Electric Light Department	General Manager	\$166,471.95
Sorenson, Walter	Planning	Board Member	\$300.00
Stanton, Lynne	Council on Aging	Council on Aging Director	\$53,471.34
Staton, Emily	Police Department	Police Dispatch/Reserve Officer	\$64,293.94
Stephenson, David	Council on Aging	Van Driver COA	\$349.13
Stokes, Colin	Water & Sewer	Water & Sewer Laborer	\$60,538.59
Tibbetts, Gerard	Highway	Gate Keepers	\$2,135.00
Tine, Russell	Fire Department	Call Firefighter	\$1,849.59
Towler, Lauren	Library	Library Assistant	\$16,099.05
Trudell, Katelyn	Police Department	Police Dispatch	\$10,675.06
Tuttle, David	Town Clerk	Poll Worker	\$125.00
Tuttle, Evelyn	Town Clerk	Poll Worker	\$160.00
Vallone, Kristopher	Fire Department	Call Firefighter	\$5,541.03
Viens, Gerald	Building Department	Plumbing Inspector	\$9,166.63
Voogd, Jan	Library	Library Director	\$9,303.01
Wallace, Jacob	Police Department	Police Dispatch/Reserve Officer	\$21,017.62
Webster, Debra	Assessor's Office	Assessing Manager	\$51,300.26
Wolbach, Cameron	Summer Program	Summer Program Employee	\$2,975.64
Wood, Michael	Selectmen's Office	Board Member	\$1,500.00
Wozny, Elaine	Health Department	Board Member	\$300.00
Wright, Anita	Health Department	Public Health Nurse	\$11,724.65
York, Richard	Fire Department	Fire Chief	\$13,147.79
Zudeck, Connor	Cemetery	Cemetery Seasonal Employee	\$822.00

Compiled and Respectfully Submitted by:

Denise M. Dembkoski
Finance Director/Treasurer/Collector

TOWN CLERK'S REPORT

OFFICE OF THE TOWN CLERK

183 MAIN STREET

Tel: 978-556-7221 Fax: 978- 469-5006

abrodie@grovelandma.com

BIRTHS – 42

DEATHS – 52

MARRIAGES – 27

DOG LICENSES – 642

PRECINCT 1 – VOTERS – 2532 – NON VOTER – 697 – TOTAL 3235

PRECINCT 2 – VOTERS – 2606 – NON VOTER – 764 – TOTAL 3374

GRAND TOTAL RESIDENTS 6609

FINANCE BOARD REPORT

Town of Groveland Finance Board



Report to the Annual Town Meeting On the Fiscal 2019 Budget Requests

Town of Groveland
Finance Board Report to Annual Town Meeting
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Finance Board Membership Form

Town of Groveland

Finance Board Report to the Annual Town Meeting

For the Fiscal 2019 Budget

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

"We must consult our means rather than our wishes."
--George Washington

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

We strove to accomplish 3 goals:

- 1) **To recommend a "balanced budget"** to the town meeting.
- 2) **To strengthen the town's fiscal position by increasing reserves** in the town's Stabilization Funds--moving towards maintaining reserves of at least 10% of its operating budget to ensure our ability to maintain town services in the event of unforeseen financial costs.
- 3) **To continue to make payments to offset the significant deficit in the town's retirement fund** identified by town auditors. Projections show the town's OPEB obligation is between 1.2 and 1.4 million dollars, so **the town must continue to fund this important aspect of its budget.**

We are pleased to report that our recommendations to this year's town meeting accomplish all three goals while maintaining town services as well as including a 2% salary increases to all town employees.

To be transparent in our recommendations and to fully inform you, we compiled a list of noteworthy changes and tied these to the departments' budget requests (Article 40). We note overall percentage changes to departments and reference the list of notes where necessary. It is our hope that you will find the information in our booklet useful and easy to understand.

We would like to take this opportunity to thank all town employees, town leaders, department heads, school committee members and members of all town committees and boards for supporting us in our endeavors and especially, for their commitment to our town.

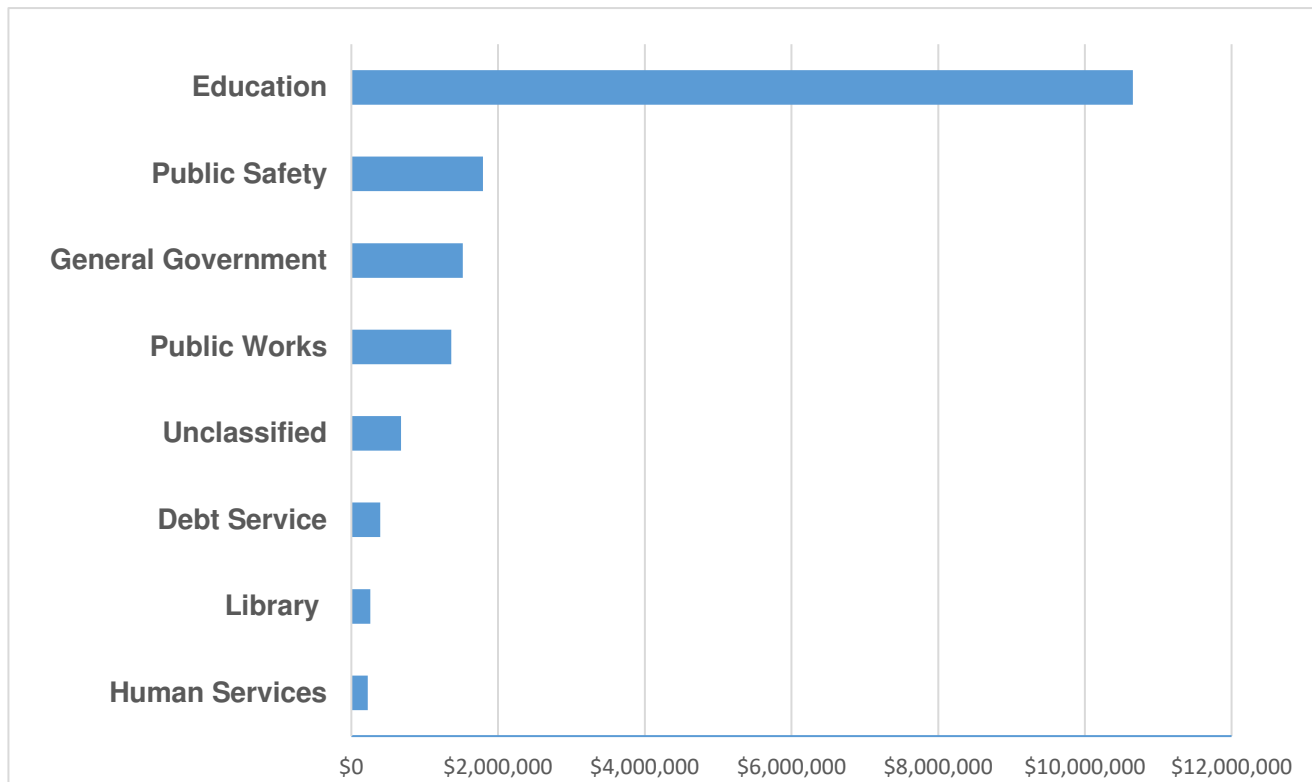
Representing you as Members of the Finance Committee are:

Kathleen Kastrinelis, Chairman
Ruth Rivard, Secretary
Joe D'Amore

James Scanlon, Vice Chairman
Theresa Dunn
Susan Yaskell, alternate member

How Tax Dollars Are Spent

Budget Category	Recommended Fiscal 2019	Percentage of Operating Budget
General Government	\$1,519,048	9.00%
Public Safety	\$1,794,697	10.63%
Education	\$10,654,932	63.13%
Public Works	\$1,360,482	8.06%
Human Services	\$221,854	1.31%
Library	\$256,292	1.52%
Debt Service	\$392,000	2.32%
Unclassified	\$678,813	4.02%
Total Recommended Budget	\$16,878,118	100.00%



Finance Board Recommendation to make elected Road Commissioner an appointed Highway Superintendent

On February 14, 2018, the Finance Board recommended placing an article for the FY 2019 Annual Town Meeting Warrant to change the **elected** Road Commissioner position to an **appointed** Highway Superintendent position, to be filled by appointment of the Board of Selectmen. The Board of Selectmen were in agreement. We have three primary reasons for this recommendation:

1. **Sound Financial Management:** At \$715,572 appropriated for FY2018, the Highway Department budget is the second highest department budget in town. Additionally, last year's Snow and Ice expense reached \$109,976 over this budget. Changing the head of the Highway Department to appointed would ensure that this department can be held to the financial management policies already in place for similarly sized department budgets.
2. **Accountability:** Currently, the Road Commissioner is an elected official and as such, he/she does not report to the Board of Selectmen and, further, does not have to hold public hours to meet with members of public, address concerns and/or respond to complaints. It is completely at the discretion of the Road Commissioner to decide whether he/she wishes to meet with the Board of Selectmen and/or publicly respond to our citizens. Thus, the managers of our town, the Board of Selectmen, have no oversight over this very important position.
3. **Expertise:** The job of the Road Commissioner continues to grow in responsibility and complexity. The Highway Superintendent must have the necessary training and background to understand municipal finance, state funds such as chapter 90 as well as state grants, interface with state officials on work that is done within our town on state highways, and other important topics. The election process provides very limited opportunities for the voters of the town to gain access to the training, education and background knowledge of individuals who decide to run for this crucial position. Changing this position to appointed would ensure that the town could choose the most qualified individual for this job from the pool of applicants.

For these reasons, we feel it is imperative that Groveland's Board of Selectmen have the responsibility to appoint the most qualified person possible for this position. Our Board did interview our long time current Road Commissioner, Robert Arakelian, and he is fully in support of this change.

Finance Board Recommendations for Contributions to Town Reserve Accounts

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

This table also shows our continued progress to make payments to offset the significant deficit in the town's retirement fund identified by town auditors. Projections show our town's OPEB (Other Post-Employment Benefits) obligation is between 1.2 and 1.4 million dollars.

Town Reserve Accounts	Amount Contributed FY2018	Amount Recommended FY2019	New Balance (if recommendations are approved)	Percent of Operating Budget
OPEB	\$85,000	\$85,000	\$255,000	
Stabilization	\$175,000	\$75,000	\$1,300,000	
Capital Stabilization	\$75,000	\$50,000	\$200,000	
Total Reserves			\$1,500,000	8.9%

Finance Board recommendations on Articles submitted by the CPA Committee

As part of the budget review, the Finance Board carefully reviewed all proposals being submitted to the Annual Town Meeting warrant which are funded by the **Community Preservation Act (CPA)**. CPA funds are collected as a surcharge to the tax rate on an annual basis and may only be spent for specific purposes. The table below summarizes the Finance Board's recommendations on these articles.

Article Number	Description	Amount (\$)	Finance Board Recommendation	Explanation
16	Update Open Space and Recreation Plan	\$30,000	Favorable	Current plan expires in 2019. Grants may be awarded to the town as long as this plan is updated.
17	Roadway improvements at Veasey Park	\$106,000	Favorable	To ensure safe access to Veasey Park for passive recreation.
18	Window solar control and parking improvements at Washington Hall	\$24,140	Favorable	To provide protective shielding for historic items & to enlarge parking and improve safety.
19	Purchase property at 299-301 Main Street	\$250,000	Unfavorable	Cost to develop the property not included in proposal. Other uses for this property should be reviewed prior to purchase (ie commercial uses). Proposal can be brought back to the town at a future date when more is known.

Finance Board recommendations on Capital Improvements

As part of the budget review, the Finance Board carefully reviewed all proposals being submitted to the Annual Town Meeting by the Capital Improvement Committee (CIC). Historically, the town has struggled to keep pace with much needed capital improvements due to financial constraints. During its review of capital improvement articles, the Finance Board recommended to the Board of Selectmen that the town should borrow a reasonable sum of money to fund these capital requests without increasing the tax rate. The Board of Selectmen agreed and the table below summarizes the Finance Board's recommendations on capital improvements.

ARTICLE 22

Item	Description	Requested Amount (\$)	Finance Board Recommendation	Explanation
1	Highway Department Radios (Quantity = 11)	\$19,966	Favorable for \$19,966	Purchase of these radios would increase safety as it would improve communication within the Highway Department during severe weather.
2	Police Department Radios (Quantity = 27)	\$20,203	Favorable for \$20,203	Planned capital improvement to replace police radios.
3	Police Department – Replacement of Line Cruiser (Quantity = 1)	\$43,516	Favorable for \$43,516	Planned annual capital expense to replace 1 cruiser.
4	Fire Department – EMS Vehicle to replace Squad 1.	\$85,000	Favorable for \$65,000	Recommendation for \$65,000 based on last meeting. Recently, Fire Dept submitted a revised bid for \$65,000 for EMS Vehicle.
5	Fire Department – Replace/Repair Radio System	\$100,000	Favorable for \$33,000	Recommendation for \$33,000 based on information provided which showed that the Board of Selectmen in conjunction with Fire and Police personnel tested the radio system and determined that \$33,000 is needed for the most immediate repair/replacement to the radio system.

Finance Board Recommendations to the Omnibus

Article 40: Town Operating Budget	Appropriated FY'18	Department Requested FY'19	Finance Board Recommends	Notes / % Change
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GENERAL GOVERNMENT

MODERATOR

Stipend	100	100	100	
Total Moderator Budget	\$100	\$100	\$100	

SELECTMEN

Selectmen's Stipend	7,500	7,500	7,500	
Admin. Asst. Salary	<u>9,380</u>	<u>9,568</u>	<u>9,568</u>	
Total Salaries	16,880	17,068	17,068	
Town Audit	25,000	25,000	25,000	
Consulting Services	0	0	10,000	(1)
Reserve Fund	20,000	25,000	25,000	
Association Fees	1,750	1,750	1,750	
Town Reports	1,700	1,700	1,700	
Minutes Clerk	4,000	4,000	4,000	
Expenses	<u>750</u>	<u>850</u>	<u>850</u>	
Total Expenses	53,200	58,300	68,300	
Total Selectmen Budget	70,080	75,368	85,368	21.8%

FINANCE DEPARTMENT

Finance Director's Salary (inc. T/C)	109,242	111,427	111,427	
Asst. Treasurer/Collector's Salary	52,072	53,114	53,114	
Treasury/Collection Clerk	<u>21,886</u>	<u>22,324</u>	<u>22,324</u>	
Total Salaries	183,200	186,865	186,865	
Tax Title Treasury/Collection	750	750	750	
Education and Association Fees	3,000	3,000	3,000	
Postage	12,500	13,000	13,000	
Payroll Fees	4,800	4,800	4,800	
Office Expense	2,200	2,500	2,500	
Personnel Expenses	<u>0</u>	<u>350</u>	<u>350</u>	
Total Expenses	23,250	24,400	24,400	
Total Finance Department Budget	206,450	211,265	211,265	2.3%

TOWN ACCOUNTANT

Accountant's Salary	68,000	62,973	62,973	
Office Expenses	1,000	1,500	1,500	
Education and Association Fees	0	2,000	2,000	(2)
Total Town Accountant Budget	69,000	66,473	66,473	-3.7%

Finance Board Notes

- (1) To pay for advisory services for Fire Dept needs
 (2) Training expense to gain municipal certification

Article 40: Town Operating Budget		Department	Finance Board	Notes /
	Appropriated	Requested	Recommends	%
	FY'18	FY'19		Change
<u>BOARD OF ASSESSORS</u>				
Assessor's Stipends	1,500	1,500	1,500	
Assessors' Manager's Salary	<u>51,426</u>	<u>53,985</u>	<u>52,455</u>	** Finance Board will propose this amendment
Total Salaries	52,926	55,485	53,955	
Expenses	3,000	3,000	3,000	
Revaluation Maintenance	39,240	39,240	39,240	
Software & Licenses	6,370	6,570	6,570	
Maps - Updating	<u>7,290</u>	<u>7,500</u>	<u>7,500</u>	
Total Expenses	55,900	56,310	56,310	
Total Board of Assessors Budget	108,826	111,795	110,265	1.3%
<u>TOWN COUNSEL</u>				
Legal Expense	65,000	65,000	65,000	
Total Town Counsel Budget	65,000	65,000	65,000	0.0%
<u>TECHNOLOGY</u>				
Computer Hardware Maint & Lic Fees	20,000	27,000	27,000	
Hardware & Software Expense	5,400	6,500	6,500	
Total Technology Department	25,400	33,500	33,500	31.9%
<u>TOWN CLERK</u>				
Town Clerk's Salary	58,883	60,060	60,060	
Poll Workers	1,125	3,800	5,300	(3)
Assistant Town Clerk	<u>0</u>	<u>5,720</u>	<u>0</u>	
Total Salaries	60,008	69,580	65,360	
Election Expenses	3,360	7,631	10,131	(4)
Office Expenses & Supplies	<u>3,000</u>	<u>3,062</u>	<u>3,062</u>	
Total Expenses	6,360	10,693	13,193	
Total Town Clerk Budget	66,368	80,273	78,553	18.4%
<u>CONSERVATION COMMISSION</u>				
Conservation Agent-Part time (TM Transfer)	13,000	0	0	(5)
Stipends	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>	
Total Salaries	1,400	1,400	1,400	
Expenses	1,495	1,275	1,275	
Total Conservation Commission Budget	2,895	2,675	2,675	-7.6%

Finance Board Notes

- (3) To pay poll workers for 4 elections
- (4) To pay expenses for 4 elections
- (5) Conservation Agent funded from transfer at town meeting

Article 40: Town Operating Budget	Appropriated FY'18	Department Requested FY'19	Finance Board Recommends	Notes / % Change
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PLANNING AND ENGINEERING

Planning Members' Stipends	1,800	1,800	1,800	
Town Planner	35,000	45,000	45,000	(6)
Total Salaries	36,800	46,800	46,800	
Expenses	6,000	6,000	6,000	
Contracted Services	0	0	0	
Merrimack Valley Planning Assessment	2,400	2,500	2,500	
Total Expenses	8,400	8,500	8,500	
Total Planning and Engineering Budget	45,200	55,300	55,300	22.3%

ZONING BOARD OF APPEALS

Zoning Members' Stipends	0	0	0	
Contracted Services & Expenses	4,000	4,500	2,500	
Total ZBA Budget	4,000	4,500	2,500	-37.5%

MUNICIPAL BUILDINGS

Custodian/Facilities Salaries	18,564	17,300	39,600	(7)
Total Salaries	18,564	17,300	39,600	
Lawn & Grounds	17,000	17,000	17,000	
Public Relations - Town-wide	0	0	7,200	(8)
Utilities	106,000	106,000	106,000	
Copier Lease & Supplies	8,000	8,750	8,750	
Town Decor (Winter & Spring)	6,500	6,500	6,500	
Repairs & Maintenance	32,000	35,000	40,000	
Supplies	9,000	10,000	10,000	
Total Expenses	178,500	183,250	195,450	
Total Municipal Buildings Budget	197,064	200,550	235,050	19.3%

INSURANCE

Property & Casualty Insurance	145,000	160,000	170,000	(9)
Employee Group Life Insurance	2,700	3,000	3,000	
Employee Group Health Insurance	385,000	400,000	400,000	
Total Insurance Budget	532,700	563,000	573,000	7.6%

TOTAL GENERAL GOVERNMENT	1,393,083	1,469,799	1,519,049	9.0%
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Finance Board Notes

- (6) Town Planner is being increased by \$10,000 and will be supplemented by \$20,000 from CPA to hire a full-time Planner
- (7) This was increased to support the recommendation for a full time Custodian/Facilities person
- (8) This will centralize the public relations for the town, instead of funding it through multiple departments (police/fire)
- (9) Increased insurance cost mainly due to increased insurance cost for Veasey Park buildings

Article 40: Town Operating Budget	Appropriated FY'18	Department Requested FY'19	Finance Board Recommends	Notes / % Change
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PUBLIC SAFETY

POLICE DEPARTMENT

Chief's Salary	123,055	125,516	125,516	
Deputy Chief's/Lieutenant's Salary	85,965	87,684	87,684	
Sergeants' Salaries	164,158	228,312	228,312	(10)
Patrolmen's Salary	397,561	349,599	349,599	
Communication Salary	260,100	267,670	267,670	
Training	13,770	17,237	17,237	
Reserves	102,594	107,812	107,812	
Overtime	30,878	31,496	31,496	
Education Incentives	101,280	91,811	91,811	
Total Salaries	1,279,361	1,307,137	1,307,137	
Harbormaster Expenses	1,000	1,000	1,000	
Expenses	6,000	6,150	3,762	
Supplies	7,700	8,900	8,900	
Vehicle Maintenance	12,000	12,000	12,000	
Equipment Maintenance	15,300	17,700	17,700	
Firearms	3,060	3,500	3,500	
Clothing Allowance	11,775	15,250	15,250	(11)
Association Fees	2,450	2,500	2,500	
Communication Expenses	3,200	3,200	3,200	
Training	10,170	10,170	10,170	
Fuel	25,150	25,150	25,150	
Total Expenses	97,805	105,520	103,132	
Total Police Budget	1,377,166	1,412,657	1,410,269	2.4%

PARKING CLERK

Expense	100	100	100	
Total Parking Clerk Budget	100	100	100	0.0%

Finance Board Notes

(10) Increased to add a Sergeant position

(11) Increased to provide uniform expense for reserve officers

Article 40: Town Operating Budget	Appropriated FY'18	Department Requested FY'19	Finance Board Recommends	Notes / % Change
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FIRE DEPARTMENT

Chief's Salary	28,758	29,333	29,333	
Firefighter Call Wages	100,855	102,872	108,983	(12)
Inspector's Salary	4,000	5,000	5,000	
Company Reporting Wages	0	0	7,000	(13)
Drill Wages	49,470	49,459	49,459	
Total Salaries	183,083	186,664	199,775	
Communications	9,772	9,967	7,579	
Training Expense	2,500	3,000	3,000	
Fire Equipment & Supplies	29,500	29,660	35,000	
Fuel	6,000	6,120	6,120	
Association Dues	2,800	3,200	3,200	
Annual Testing & Inspecting	16,805	17,141	20,000	(14)
Medical Supplies	5,500	5,610	8,000	
Vehicle & Equipment Maintenance	0	0	15,000	(15)
Total Expenses	72,877	74,698	97,899	
Total Fire Budget	255,960	261,362	297,674	16.3%

INSPECTORS

Wiring Inspector	9,000	9,180	9,180	
Plumbing & Gas Inspector	10,000	10,200	10,200	
Building Inspector	47,978	48,938	48,938	
Total Salaries	66,978	68,318	68,318	
Continuing Education	1,000	1,000	1,000	
Materials	2,200	2,200	2,200	
Reimburesements (Mileage & Cell Phone)	1,000	1,000	1,000	
Sealer of Weights & Measures	750	750	750	
Permit Software Expense	7,000	7,000	7,000	
Building Inspector Expenses	2,300	2,300	2,300	
Total Expenses	14,250	14,250	14,250	
Total Inspectors Budget	81,228	82,568	82,568	1.6%

EMERGENCY MANAGEMENT

Director's Stipend	3,000	3,060	3,060	
Expenses	1,000	1,025	1,025	
Total Emergency Management Budget	4,000	4,085	4,085	2.1%
TOTAL PUBLIC SAFETY	1,718,454	1,760,772	1,794,696	4.4%

Finance Board Notes

- (12) Increased due to additonal calls as trending
- (13) Firefighter pay for non-call duties
- (14) New line item for required testing & inspections
- (15) Separate expense line for vehicle & equipment maintenance

Article 40: Town Operating Budget	Appropriated FY'18	Department Requested FY'19	Finance Board Recommends	Notes / % Change
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EDUCATION

Pentucket Base Assessment	8,707,958	8,991,562	8,991,562	
Pentucket Capital Assessment	559,928	548,110	548,110	
Essex Tech	210,000	250,000	250,000	
Whittier Vocational/Technical Assessment	953,645	865,260	865,260	
Total Education Budget	10,431,531	10,654,932	10,654,932	

TOTAL EDUCATION	10,431,531	10,654,932	10,654,932	2.1%
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PUBLIC WORKS

TREE WARDEN

Tree Warden Stipend	0	0	0	
Expenses	1,500	2,000	5,000	
Total Tree Warden Budget	1,500	2,000	5,000	233.3%

HIGHWAYS

Road Commissioner's Salary	82,593	84,245	84,245	
Highway Salaries	229,779	274,359	234,375	(16)
Sick day buy back (Contractual)	2,200	2,200	2,200	
Highway Salary - Part Time	7,000	7,000	7,000	
Overtime	12,000	14,000	14,000	
Total Salaries	333,572	381,804	341,820	
Highway Expense	8,000	8,500	8,500	
Front End Loader (Lease)	37,000	37,000	37,000	
Snow & Ice Removal	165,000	165,000	200,000	(17)
Road Machinery Expense	52,000	53,000	53,000	
Road Maintenance Expense	120,000	122,000	122,000	
Total Expense	382,000	385,500	420,500	
Total Highway Budget	715,572	767,304	762,320	6.5%

RUBBISH COLLECTION

Contract Administrator	11,008	11,228	11,228	
Contract Expense	491,790	507,750	507,750	
Total Rubbish Collection Budget	502,798	518,978	518,978	3.2%

Finance Board Notes

(16) Additional hours for maintenance of grounds included in Custodian/Facilities position

(17) Snow and ice removal increased to keep pace with current trend

Article 40: Town Operating Budget	Appropriated FY'18	Department Requested FY'19	Finance Board Recommends	Notes / % Change
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CEMETERY

Commissioner's Stipend	450	450	450	
Full Time Wages	38,535	50,000	38,535	(18)
Part Time Wages	<u>9,000</u>	<u>9,000</u>	<u>21,000</u>	
Total Salaries	<u>47,985</u>	<u>59,450</u>	<u>59,985</u>	
Supplies	4,500	4,500	4,500	
Vehicle Fuel	1,500	1,500	1,500	
Landscaping	800	800	800	
Utilities	3,400	3,400	3,400	
Parts	1,500	1,500	1,500	
Expenses	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	
Total Expenses	<u>14,200</u>	<u>14,200</u>	<u>14,200</u>	
Total Cemetery Budget	<u>62,185</u>	<u>73,650</u>	<u>74,185</u>	19.3%

TOTAL PUBLIC WORKS	1,282,055	1,361,932	1,360,483	6.1%
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HUMAN SERVICES

BOARD OF HEALTH

Health Members' Stipends	900	900	900	
Health Nurse Wages	11,775	12,011	12,011	
Health/Sanitation Agent Wages	22,045	22,486	22,486	
Part-time Clerk Wages	<u>16,140</u>	<u>16,463</u>	<u>16,463</u>	
Total Salaries	<u>50,860</u>	<u>51,860</u>	<u>51,860</u>	
Expenses	2,550	2,614	2,614	
Total Board of Health Budget	<u>53,410</u>	<u>54,474</u>	<u>54,474</u>	2.0%

COUNCIL ON AGING

Director's Salary	53,601	54,673	54,673	
Program Coordinator	34,068	34,749	34,749	
Outreach Worker	8,435	8,603	8,603	
Part Time Van Driver	<u>19,300</u>	<u>19,686</u>	<u>19,686</u>	
Total Salaries	<u>115,404</u>	<u>117,711</u>	<u>117,711</u>	
Elder Services of Merrimack Valley	0	0	0	
Expenses	<u>7,600</u>	<u>8,000</u>	<u>8,000</u>	
Total Expenses	<u>7,600</u>	<u>8,000</u>	<u>8,000</u>	
Total Council on Aging Budget	<u>123,004</u>	<u>125,711</u>	<u>125,711</u>	2.2%

Finance Board Notes

(18) A portion of full time wages allocated for a part time position

Article 40: Town Operating Budget	Appropriated FY'18	Department Requested FY'19	Finance Board Recommends	Notes / % Change
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VETERANS

Veterans' Agent Salary	8,500	8,670	8,670	
Veterans' Benefits	32,000	35,000	33,000	
Total Veterans Budget	40,500	43,670	41,670	2.9%

TOTAL HUMAN SERVICES	216,914	223,855	221,855	2.3%
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LIBRARY

Library Director's Salary	62,220	63,464	63,464	
Library Staff Wages	107,200	110,932	110,932	
Part Time Wages	8,800	8,976	8,976	
Total Salaries	178,220	183,372	183,372	
Library Materials	45,681	46,829	46,829	
Technology	1,020	1,020	1,020	
Programs	1,020	1,020	1,020	
Dues	17,939	18,389	18,389	
Training	1,463	1,500	1,500	
Supplies	4,080	4,162	4,162	
Total Expenses	71,203	72,920	72,920	
Total Library Budget	249,423	256,292	256,292	

TOTAL LIBRARY	249,423	256,292	256,292	2.8%
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DEBT SERVICE

Principal	245,000	265,000	265,000	
Interest	148,713	127,000	127,000	
Total Debt Budget	393,713	392,000	392,000	

TOTAL DEBT SERVICE	393,713	392,000	392,000	-0.4%
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UNCLASSIFIED

Essex County Retirement Contribution Assessment	461,915	492,313	492,313	
Unemployment Compensation	3,000	3,000	3,000	
Medicare Tax	53,500	70,000	65,000	
OPEB Trust Fund (Other Post Employment Benefits)	85,000	85,000	85,000	
Memorial Day Services	500	500	500	
Street Lighting	40,000	33,000	33,000	
Total Unclassified Budget	643,915	683,813	678,813	

TOTAL UNCLASSIFIED	643,915	683,813	678,813	5.4%
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GRAND TOTAL	16,329,088	16,803,395	** 16,878,118	3.4%
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** This total is different from the total on Article 40 in the warrant book. The Finance Board will be proposing an amendment on Town Meeting floor to recommend the \$16,878,118.

FINANCE BOARD MEMBERSHIP FORM

We currently have vacancies on the Finance Board and would love to welcome new members!

For further information on how to join the Finance Board, you may visit www.grovelandma.com, you may complete the below form and leave it with any member of the Finance Board tonight, or you may drop it off to the mailbox at Town Hall and a member of the board will contact you.

Name : _____

Phone Number : _____

E-Mail Address: _____

**SPECIAL AND
ANNUAL TOWN
MEETING
WARRANTS AND
MINUTES**



TOWN OF GROVELAND

2018 SPECIAL TOWN MEETING WARRANT

COMMONWEALTH OF MASSACHUSETTS

Special Town Meeting: Monday, April 30, 2018

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 on Monday, April 30, 2018 @ 7:00 P.M.** to vote on the following Articles:

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ARTICLE 1: To see if the Town will vote to amend the text of Section 7-51 and 7-52 of the General Bylaws by inserting the bold text and deleting the strikethrough text, pursuant to the provisions of G.L. c.40, §57, as follows:

Sec. 7-51. Notice to licensing authorities The tax collector or other town official responsible for records of all town taxes, assessments, betterments and other town charges, hereinafter referred to as the tax collector, shall annually, **and may periodically**, furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any town taxes, fees, assessments, betterments or other town charges ~~for not less than a twelve period~~, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board, or take any other action relative thereto.

Sec. 7-52. Denial, revocation or suspension of license or permit; notice to party and tax collector. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector **or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector**; provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen (14) days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the licensing authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all town taxes, fees, assessments, betterments or other town charges, payable to the town as the date of issuance of said certificate

Article Submitted by the Finance Director

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 2: To see if the Town will vote to reaccept the provisions of G.L. c.32B, §20, as amended by the Municipal Modernization Act, Chapter 218 of the Acts of 2016 (the “Act”), under which the Town has established an Other Post-Employment Benefits Liability Trust Fund (the “OPEB Fund”), for which the Treasurer serves as custodian of the Fund; designate the Treasurer/Custodian as the Trustee of the OPEB Fund, with all the powers and responsibilities identified under the Act and this vote; authorize the Treasurer/Custodian, as Trustee, to employ investment consultant(s), as well as outside custodial service(s) to hold the monies in the Fund, and to pay for those services from the OPEB Fund; authorize the investment of the OPEB Fund under the prudent investor rule established under G.L. c.203C; authorize the Treasurer/Custodian, as Trustee, to execute any and all documents necessary to utilize outside custodial service(s) and/or investment consultant(s), including but not limited to trust agreements, participation agreements, investment agreements, and administrative services agreements; and designate the Treasurer/Custodian as the “Plan Administrator”, as may be necessary to utilize outside custodial service(s) and authorize the Treasurer/Custodian acting as Plan Administrator to take any other action as may be necessary to carry out the purposes of the vote taken hereunder; or take any other action in relation thereto
Article Submitted by the Finance Director

Note: *The fund was originally established at the 2015 Annual Town Meeting; however Section 238 of the Municipal Modernization Act specifically provides that OPEB funds established before the effective date of the Act, November 7, 2016, will continue as originally established, unless the community "reaccepts said section 20 of said chapter 32B after the effective date of this act." Therefore, to operate an OPEB fund under the amended section 20, the city or town's legislative body would have to vote to reaccept MGL c. 32B, sec. 20 after November 7, 2016.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 3: To see if the Town will vote to amend the vote taken pursuant to Article 17 at the Annual Town meeting on April 27, 2015 under which the Town appropriated a sum of up to ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000) from the Community Preservation Fund General Reserve FY-2016 to be made available for the purpose of the development of Phase 2 of a plan for the **Groveland Community Trail** to be managed by the town Finance Director and the Groveland Open Space and Trails Committee under the CPA categories of Open Space and Recreation which was to be completed no later than June 30, 2018 to extend the time for completion and for which funds may be available to June 30, 2021, or take any action relative thereto.
Article Submitted by the Community Preservation Committee

Note: *This article will extend the original deadline of the 2015 article for three more years for the second phase of planning for the Community Trail and is being conducted to put a required plan in place to receive a MassDOT Transportation Improvement Plan grant for \$4-5 million.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – MAJORITY PASSES

ARTICLE 4: To see if the Town will vote to amend the vote taken pursuant to Article 28 at the Annual Town meeting on April 29, 2013 under which the Town appropriated a sum of up to TWENTY-FOUR THOUSAND DOLLARS (\$24,000) from the Community Preservation Fund's Open Space set aside FY-2014 to (a) be made available for the purpose of the Conservation Restrictions on Existing Open Space Properties Project to be managed by the town Finance Director and the Groveland Conservation Commission under the CPA category of Open Space and (b) authorized the Board of Selectmen or their designee to enter into all agreements and execute any and all instruments, including the conveyance of a perpetual conservation restriction in said property, Lot 5-001 and portion of Lot 5-002D Wood St, Lot 52-031 and Lot 53-002A Uptack Rd and Lot 47-053A Stephenson Way, meeting the requirements of G.L. c.184, §§31-33, which actions were to be completed no later than June 30, 2015 to extend the time for completion and for which funds may be available to June 30, 2021, as may be necessary on behalf of the Town or take any action relative thereto..

Article Submitted by the Community Preservation Committee

***Note:** This article will extend the original deadline of June 30, 2015 and extended to June 30, 2018 by three additional years for placing required Conservation Restrictions on three land parcels previously purchased or owned by the town.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – UNANIMOUS

ARTICLE 5: To see if the Town will vote to make the following transfers; or take any other action relative thereto:

TRANSFER FROM:

Selectmen

Selectmen Stipend
1001-122-51900-051 (\$1,500)

Minutes Clerk
1001-122-52002-052 (\$700)

Accounting

Accountants Salary
1001-135-51100-051 (\$6,500)

Planning

Town Planner
1001-175-51100-051 (\$35,000)

Municipal Buildings

Utilities
1001-192-53000-053 (\$8,000)

Police

Patrolmen's Salary
1001-210-51111-051 (\$69,500)

Fire

Fire Salary Drills
1001-220-51401-051 (\$5,000)

Highway

Front End Loader
1001-421-52120-052 (\$30,000)

Cemetery

Full Time Wages
1001-491-51100-051 (\$17,000)

Library

Staff Wages
1001-610-51200-051 (\$20,000) *

Unclassified

Street Lighting
1001-910-58833-058 (\$3,900)

Essex County Retirement
1001-910-58000-058 (\$3,600)

TRANSFER TO:

Finance

Education Expense
1001-133-52004-052 \$600

Accounting

Office Expense
1001-135-52000-052 \$1,400

Insurance

Property & Casualty
1001-193-57400-057 \$15,000

School

Essex Tech
1001-301-58830-058 \$12,280

Police

Sergeants Salary
1001-210-51120-051 \$69,500

Fire

Testing & Maintenance
1001-220-57001-057 \$5,000

Highway

Road Maintenance Exp
1001-421-52418-052 \$5,300

Road Machinery Exp
1001-421-52400-054 \$6,500

Snow & Ice
1001-421-52300-053 \$65,120

Cemetery

Part-time wages
1001-491-51112-051 \$5,000

Debt

Principal
1001-710-59100-057 \$12,000

Unclassified

Medicare Tax
1001-910-58831-058 \$3,000

TOTAL

(\$200,700)

*** TOTAL**

\$200,700*

Article submitted by Various Departments by Request.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - MOTION TO AMEND LIBRARY STAFF WAGES UP TO \$20,000 AND CHANGE THE TOTAL IN BOTH COLUMNS TO \$200,700

MOVE FAVORABLE ACTION ON AMENDED ARTICLE - UNANIMOUS

ABSOLVED STM 7:24PM

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And you are directed to serve this Special Town Meeting Warrant by posting attested copies thereof in said Town, one copy in each of 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 2nd day of April in the year of our Lord two thousand eighteen.


Michael N. Wood, Chairman


William G. O'Neil, Selectman


Lisa Dube Carpenter, Vice-Chair


Edward H. Watson, Selectman


William F. Dunn, Selectman

A true copy, attest:


Anne Brodie, 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 Special Town Meeting Warrant at the Town Hall, Savaryville and South Groveland. Said copies not having been posted less than **fourteen days** before the time of said meeting.


Anne Brodie, Town Clerk


Jeffrey T. Gillen, Police Chief



TOWN OF GROVELAND

2018 TOWN MEETING WARRANT AND 2018 ANNUAL TOWN ELECTION WARRANT

COMMONWEALTH OF MASSACHUSETTS

Town Meeting: Monday, April 30, 2018

Town Election: Monday, May 7, 2018

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, April 30, 2018 @ 7:30 P.M.** to act upon or take any other action relative thereto on the following Articles.

Also for those qualified to vote in the **Annual Town Election** to meet in their voting precinct **Town Hall, 183 Main Street Groveland, MA on Monday, May 7, 2018 between the hours of 7:00 A.M. and 8:00 P.M.** which calls for the election of Town Officials.

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2018
ANNUAL TOWN MEETING
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- Article 1 Authorize Petition for Chapter 90 Funds
- Article 2 Authorize Transfer Chapter 90 Funds
- Article 3 Appropriation for Veterans of Foreign Wars
- Article 4 Vote to Rescind M.G.L. Ch. 48, §§42, 43, and 44
- Article 5 Authorize Acceptance of a Public Way
- Article 6 Authorization to make Tree Warden position appointed
- Article 7 An Act Establishing An Appointed Highway Superintendent
- Article 8 Increase Property Tax Exemption under M.G.L. Ch.59 §5 c.41C

GENERAL BYLAW ARTICLES

- Article 9 Amend Criteria for Senior Tax Work-Off Program
- Article 10 Add new Section for the Valor Act Work-Off Program

ZONING ARTICLES

- Article 11 Authorize Temporary Moratorium on Recreational Marijuana
- Article 12 Amend Zoning Bylaws – Definitions
- Article 13 Amend Zoning Bylaws – Accessory Apartments
- Article 14 Amend Zoning Bylaws – Home Occupation
- Article 15 Amend Zoning Bylaws – Density and Dimensional Requirements

COMMUNITY PRESERVATION ARTICLES

- Article 16 Appropriate from Open Space for Open Space and Recreation Plan
- Article 17 Appropriate from Recreation for Roadway Improvements at Veasey Park
- Article 18 Appropriate from Historic Preservation for updates to Washington Hall
- Article 19 Appropriate from Open Space for the purchase of 299-301 Main St.
- Article 20 Appropriation of the Community Preservation Fund Fiscal Year 2019

CAPITAL ARTICLES

- Article 21 Authorize Funding of a new Senior Center
- Article 22 Appropriation for Recommended Capital Projects

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- Article 23 Accept Funds from Municipal Electric Department
- Article 24 Appropriate Funds for Engineering Study at Riverview Cemetery
- Article 25 Transfer Funds from Conservation Fees Acct to Part-Time Salary Acct
- Article 26 Transfer Funds from Conservation Fees Acct to Expense Acct
- Article 27 Authorize Spending Limits for Revolving Accounts
- Article 28 Transfer Funds from Overlay Surplus
- Article 29 Transfer Funds from FY17 Free Cash to Operating Budget
- Article 30 Transfer Funds from FY17 Free Cash to Stabilization Fund

FINANCIAL ARTICLES, continued

- Article 31 Transfer Funds from FY17 Free Cash to Capital Stabilization Fund
- Article 32 Transfer Funds from FY17 Free Cash to Fire SCBA Grant Account
- Article 33 Transfer Funds from FY17 Free Cash to Sidewalk Plow Lease
- Article 34 Transfer Funds from FY17 Water Retained Earnings for 23 School St.
- Article 35 Transfer Funds from FY17 Sewer Retained Earnings for 23 School St.
- Article 36 Transfer Funds from FY17 Water Retained Earnings for a Truck
- Article 37 Transfer Funds from FY17 Sewer Retained Earnings for a Truck
- 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

ELECTION ARTICLE

- Article 42 Election and Ballot Questions

- APPENDIX A Fiscal Year 2019 Capital Improvement Plan
- APPENDIX B Revolving Fund Reports to Town Meeting
- APPENDIX C M.G.L. Ch. 48, §§42, 43, and 44 and 42A
- APPENDIX D Definitions of Commonly Uses Terms at Town Meeting
- APPENDIX E Table of Motions

Town of Groveland			
Summary of Revenues and Expenditures			
Fiscal Year 2019			
			FIN COMM
	ADOPTED	REQUESTED	RECOMMENDED
	FY18	FY19	FY19
I. REVENUES			
TAX LEVY	13,313,698	13,809,791	13,809,791
DEBT EXCLUSION	672,517	660,036	660,036
NEW GROWTH	75,000	100,000	100,000
SUBTOTAL	14,061,215	14,569,827	14,569,827
LOCAL RECEIPTS	1,259,000	1,323,500	1,323,500
EST CHERRY SHEET	923,420	977,837	977,837
INTERGOVERNMENTAL (LIGHT DEPT)	35,000	35,000	35,000
SUBTOTAL	2,217,420	2,336,337	2,336,337
TOTAL REVENUE	16,278,635	16,906,164	16,906,164
II. EXPENSES			
TOWN BUDGETS	4,849,442	5,043,676	5,084,536
PRSD BUDGET	9,267,886	9,539,672	9,539,672
WHITTIER BUDGET	953,645	865,260	865,260
ESSEX TECH ESTIMATE	210,000	250,000	260,000
GENERAL FUND PORTION OF SHARED EXPENSES			
HEALTH & LIFE INSURANCE	387,700	403,000	403,000
RETIREMENT	461,915	492,313	492,313
MEDICARE	53,500	70,000	65,000
PROPERTY & CASUALTY/WORKER'S COMP	145,000	160,000	170,000
OTHER EXPENSES			
RESERVE FOR ABATEMENTS	135,000	135,000	135,000
CHERRY SHEET CHARGES	86,879	90,341	90,341
SNOW & ICE DEFICIT (Non Budget)	-	-	-
TOTAL EXPENSES	16,550,967	17,049,262	17,105,122
BALANCE AVAILABLE	(272,332)	(143,098)	(198,958)
ONE TIME REVENUES			
ASSESSORS OVERLAY	190,000	125,000	125,000
FREE CASH	85,000	85,000	85,000
STABILIZATION	-		
SALE OF LOTS FUND	-		
EXCESS/(DEFICIT)	2,668	66,902	11,042

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 2: To see if the Town will vote to transfer from available funds the amount of TWO HUNDRED TWELVE THOUSAND, FIVE HUNDRED EIGHTY-ONE DOLLARS (\$212,581) 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 Road Commissioner; 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: 04/30/2018 - UNANIMOUS

ARTICLE 3: To see if the Town will vote to raise and appropriate the sum of NINE HUNDRED DOLLARS (\$900) for the purpose of providing this amount to the William R. Dewhirst, Jr. Post 7366, Veterans of Foreign Wars of the United States, Groveland, MA to pay for heat, electricity, and maintaining its meeting place and any expenses to support this request in Fiscal 2019; or take any other action relative thereto. Article submitted by Board of Selectmen

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 4: To see if the Town will vote to rescind its acceptance of the provisions of Massachusetts General Laws, Chapter 48, Sections 42, 43, and 44, the so-called “strong fire chief” statute, pursuant to which, amongst other things, the Fire Chief appoints fire fighters and otherwise has control over the Fire Department; and further to accept the provisions of Massachusetts General Laws, Chapter 48, Section 42A, the so-called “weak fire chief” statute, pursuant to which the Board of Selectmen appoints fire fighters and may establish regulations for the operation of the Fire Department; or take any other action relative thereto. Article submitted by the Board of Selectmen

Note: Accepting this statute would give the Selectmen appointing authority over all positions within the fire department, and further gives them authority to set wages and establish regulations within the fire department. A copy of Chapter 48, Sections 42, 43, and 44 and Section 42A can be found in Appendix C.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 -

MOTION TO TABLE – 2ND – HAND COUNT TAKEN – REQUIRES 2/3 TO PASS – FAILED

DISCUSSION ON THE ARTICLE TOOK PLACE

MAJORITY FAILED ARTICLE

ARTICLE 5: To see if the Town will vote to accept as a public way Fairway Drive, as laid out by the Board of Selectmen and shown on the plan entitled “Groveland Fairways Definitive Subdivision in Groveland, MA”, as prepared for Seven Star Realty Trust, George Haseltine, trustee, by Millennium Engineering, Inc., dated January 15, 2013, with a revision date of April 1, 2013, which plan is on record at the Essex South Registry of Deeds Plan Book 439 Plan 20 and is on file in the office of the town clerk, and to authorize the Board of Selectmen to acquire by gift, purchase, and/or eminent domain such interests in land as are necessary to provide for the use and maintenance of said way for all purposes for which public ways are used in the Town of Groveland; or take any other action relative thereto. Article submitted by the Planning Board
2/3

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – 2/3 MAJORITY PASSED

ARTICLE 6: To see if the Town will vote, in accordance with the provisions of G.L. c.41, §1B, to change the position of Tree Warden from elected to appointed; provided, however, that for such change to take effect, it must also be approved by the voters at the 2019 Annual Town Election; or take any other action relative thereto.
Submitted by the Finance Director

Note: If approved by town meeting, this will appear as a ballot question on the May 6, 2019 Annual Town Election Ballot

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - MAJORITY PASSED

ARTICLE 7: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation changing the elected position of Road Commissioner to the appointed position of Highway Superintendent as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition; or take any other action relative thereto.

An Act Establishing an Appointed Highway Superintendent in the Town of Groveland

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

SECTION 1. Notwithstanding sections 1, 1B, 21 and 66 of chapter 41 of the General Laws or any other general or special law to the contrary, there shall be in the town of Groveland an appointed highway superintendent, who shall be appointed, and may, after a hearing, be removed by the Groveland board of selectmen. The highway superintendent appointed under this act shall have all the duties and responsibilities of road commissioners, surveyors of highways, and superintendents of streets as set forth in the General Laws.

SECTION 2. As of the effective date of this act, the elected office of road commissioner shall be abolished and the term of the elected incumbent terminated, provided, however, that the elected incumbent road commissioner holding office as of the effective date of this act, shall become the first appointed highway superintendent, and shall serve in such capacity for a period of time equivalent to the remainder of the incumbent's elected term or sooner vacating of office. Thereafter, appointments to the position of highway superintendent shall be made in accordance with section 1 of this act.

SECTION 3. No contracts or liabilities in force on the effective date of this act shall be affected by the abolition of the elected office of road commissioner of the town of Groveland and the newly created appointed office of highway superintendent shall, in all respects, be the lawful successor of the office so abolished. All records, property and equipment whatsoever of the office of road commissioner shall be assigned to the office of the highway superintendent.

SECTION 4. This act shall take effect upon its passage.

Submitted by the Board of Selectmen

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – UNANIMOUS

ARTICLE 8: To see if the Town will vote to increase the exemption up to 100 percent for taxpayers qualifying for real estate exemptions under M.G.L. Ch.59 §5 cl.41C from FIVE HUNDRED DOLLARS (\$500) to ONE-THOUSAND DOLLARS (\$1,000.00) effective July 1, 2018; or take any other action relative thereto.

Article submitted by Board of Assessors

Note: This increase permits an additional \$500 per household for low-income elderly who are too frail to take advantage of the work-off programs.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 9: To see if the Town will vote to amend Chapter 2—Article III—Sec.2-41 of the General By-Laws, the Senior Citizen Property Tax Work-Off Program by deleting the strikethrough language and adding the bolded language as follows :

Work exchange: Hourly rate shall be based on State of Massachusetts minimum hourly wage rate to a maximum ~~\$500~~ **\$1,000** annual tax abatement. ...

~~Work-off applicants must have been Groveland residents for ten (10) years.~~

Article submitted by the Council on Aging and the Assessor's Office

Note: *This increase permits an additional \$500 per household and removes the ten (10) year residency requirement.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 10: To see if the Town will vote to amend the Town of Groveland General By-laws by adding a new section 2-41a, the Valor Act Property Tax Work-Off Program, which was accepted by Town Meeting in 2013, pursuant to General Laws Chapter 59, Section 5N, allowing veterans, as defined in clause Forty-third of Section 7 of Chapter 4, to volunteer to provide services in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, which reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled as set forth below:

Honorably discharged veterans, of any age, will be eligible to participate in the Veterans Work-Off Program. Single veterans may receive no more than \$40,000 annual household income and married veterans may receive no more than \$55,000 household income.

Five positions will be made available (\$1,000 per household abatement in exchange for work-off hours at the state's minimum wage);

or take any other action relative thereto.

Article submitted by the Council on Aging and the Assessor's Office

Note: *This formalizes the acceptance of this statute as a by-law and increases the exemption by an additional \$500 per household.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 11: To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 7.5, **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section 7.5, "Temporary Moratorium on Recreational Marijuana Establishments."

Section 7.5.1 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016 by Chapter 351 of the Acts of 2016 and thereafter, on July 28, 2017 by Chapter 55 of the Acts of 2017) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses no later than April 1, 2018. Currently under the Zoning By-law, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G. L. c. 94G §1, is not specifically addressed.

Regulations promulgated by the Cannabis Control Commission provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-law regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section 7.5.2 Definition

"Marijuana Establishment" shall mean a "marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

Section 7.5.3 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning By-law to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new zoning bylaws in response to these new issues.

Or take any action relative thereto.

Submitted by the Planning Board

Requires 2/3's affirmative vote

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION
PLANNING BOARD RECOMMENDED FAVORABLE ACTION
DATE AND ACTION TAKEN: 04/30/2018 – 2/3 MAJORITY PASSED

ARTICLE 12: To see if the Town will vote to amend the Town's Zoning Bylaw by making the following changes to Section 2, "Definitions" as set forth below:

SECTION 2. DEFINITIONS

~~AREA, BUILDING: The total of areas taken on a horizontal plane at the main grade level of the principal building and all accessory buildings exclusive of uncovered porches, terraces and steps.~~

AREA, BUILDING: The total of areas taken on a horizontal plane at the main grade level of the principal building and all accessory buildings.

~~BASEMENT: A story partly underground but having at least one-half (1/2) of its height above the average level of the adjoining ground. A basement shall be counted as a story for the purpose of floor area measurement if the vertical distance between the ceiling and the average level of the adjoining ground is more than five (5) feet and used for dwelling purposes.~~

BASEMENT: That portion of a building that is partly or completely below grade (see "Story above grade").

~~BOARDING HOUSE: Any dwelling in which more than two (2) persons either individually or in family units are housed or lodged for hire with or without meals. A rooming house or a furnished rooming house shall be deemed a boarding house.~~

~~BUILDING HEIGHT: The vertical distance measured from the mean finished grade of the ground adjoining the building to the highest point of the roof for flat roofs, to the deck line of mansard roofs, and to the mean height between eaves and ridge, for gable, hip and gambrel roofs.~~

BUILDING HEIGHT: The vertical distance measured from grade plane to the highest point of the roof for flat roofs, to the top of the lower pitched section of mansard roofs, and to the mean height between eaves and ridge, for gable, hip and gambrel roofs.

~~CELLAR: A story partly underground and having more than one half (50%) of its clear height below the average level of the adjoining ground. A cellar shall not be considered in determining the permissible livable floor area.~~

~~CONTIGUOUS BUILDABLE AREA: That area of a lot that is contiguous and buildable land as required by Section 8.1 Table of Dimensional Requirements. Wetlands described by G.L. c. 131, including any no disturbance and no build setback areas in accordance with G.L. c. 131, and the Town of Groveland Wetlands By-Law and accompanying Regulations, and slopes in excess of 20% shall not be considered as buildable for the purpose of calculating square footage.~~

CONTIGUOUS BUILDABLE AREA: That area of a lot that is contiguous and buildable land as required by Section 8.1 Table of Dimensional Requirements, together with that area within required setbacks to the extent such area complies with the further requirements of this definition. Wetlands described by G.L. c. 131, including any no disturbance and no

build setback areas in accordance with G.L. c. 131, and the Town of Groveland Wetlands By-Law and accompanying Regulations, and slopes in excess of twenty (20) percent shall not be considered as buildable for the purpose of calculating square footage.

~~CONTRACTOR'S YARD: Premises used by a building contractor, excavator, septic or road installer or subcontractor for storage of equipment, materials and supplies, fabrication of subassemblies, and parking of wheeled and tracked equipment.~~

CONTRACTOR'S YARD: Premises used by a contractor, subcontractor or other person doing business in construction, landscaping and related trades for the storage, either indoors or out, of vehicles, equipment, tools, supplies, materials and for fabrication of sub-assemblies.

~~DWELLING: A building designed or used exclusively as the living quarters for one (1) or more families.~~

DWELLING: Any building that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.

~~DWELLING UNIT: A structure, whether attached or detached, designed or converted to use exclusively as a residence for a single family, and which contains complete and independent kitchen, cooking and sanitary facilities.~~

DWELLING UNIT: A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

~~DWELLING, SINGLE FAMILY: A detached structure consisting of one (1) dwelling unit.~~

DWELLING, SINGLE-FAMILY: A detached structure consisting of one (1) dwelling unit. Approved accessory apartments shall be considered as part of a single family dwelling for the purposes of this zoning bylaw.

EXTERIOR WALL: An above-grade wall that defines the exterior boundaries of a building.

~~FLOOR AREA: The aggregate horizontal area in square feet of all floors of a building or several buildings on the same lot measured from the exterior faces of walls enclosing each building, exclusive of garages. The cellar, basement and other areas used only for storage or for services incidental to the operation or maintenance of such building or buildings shall not be used for determining floor area. In the absence of information as to what portion of a building will be used for such storage and services, eight (8) percent of the aggregate floor area shall be deemed to be used only for storage or for services incidental to the operation or maintenance of such building or buildings for the purpose of making any required calculations.~~

FLOOR AREA: The aggregate horizontal area in square feet of all floors of a building or several buildings on the same lot measured from the exterior faces of walls enclosing each building, exclusive of garages. The basement and other areas used only for storage or for

services incidental to the operation or maintenance of such building or buildings shall not be used for determining floor area. In the absence of information as to what portion of a building will be used for such storage and services, eight (8) percent of the aggregate floor area shall be deemed to be used only for storage or for services incidental to the operation or maintenance of such building or buildings for the purpose of making any required calculations.

~~FLOOR AREA, LIVABLE: The sum of the gross horizontal area of the floors of a dwelling unit used or intended to be used for living, sleeping and cooking purposes, excluding cellar and excluding basement floor areas with less than ten (10) percent of its wall area devoted to window space, bathrooms, toilets, laundries, pantries, foyers, communicating corridors, stairways, closets, storage spaces, garages, breezeways, carports, porches and any area with less than a five foot clear headroom under sloping ceilings.~~

FLOOR AREA, LIVABLE: The sum of the gross horizontal area of the floors of a dwelling unit used or intended to be used for living, sleeping and cooking purposes, excluding basement floor areas with less than ten (10) percent of its wall area devoted to window space, bathrooms, toilets, laundries, pantries, foyers, communicating corridors, stairways, closets, storage spaces, garages, breezeways, carports, porches and any area with less than a five- foot clear headroom under sloping ceilings.

GRADE: The finished ground level adjoining the building at all exterior walls.

GRADE PLANE: A reference plane representing the average of the finished ground level adjoining the building at all exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than six (6) feet from the building between the structure and a point 6 feet from the building.

HABITABLE AREA: An area in a building used for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable area.

~~MIXED USE: A single structure featuring non-residential on the first floor and one or more residential units on any other floor. In the case of mixed occupancy, the regulation for each use shall apply to the portion of the building or land so used. In case of conflict, the zone use regulations with the stricter regulations shall apply.~~

MIXED USE: Those buildings in which more than one (1) use or occupancy, as defined by 780 CMR the Massachusetts State Building Code, is contained.

~~OCCUPANCY PERMIT: A permit issued by the building inspector authorizing the occupancy and the use of land/or buildings.~~

OCCUPANCY PERMIT: A permit issued by the building inspector/zoning enforcement officer authorizing the occupancy and the use of land/or buildings.

SELF OR MINI-STORAGE FACILITY: A building composed of individual storage units that are rented to consumers for the periodic storage of items that are not picked up and dropped off on a regular basis as part of an ongoing business. A storage facility may

include exterior parking for oversized personal property (such as recreational vehicles and vessels) provided the personal property is registered with the Town and the parking area is screened from the view of any adjacent residence and any public way.

~~SETBACK: The required unoccupied open space on a lot measured from the street line, side lot line, or rear lot line, as the case may be, to the nearest point of any structure or projection thereof, except as specified in Section 8.4, measured in a line perpendicular or normal to such lot or street line; provided however that fences, gates or security stations, yard accessories, ornaments and furniture, and customary summer awnings are permitted in any setback, subject to height limitations. In the case of a corner lot, setback shall refer to the distance from each street line, considered separately, to the nearest point of any structure.~~

SETBACK: The required unoccupied open space on a lot measured from the street line, side lot line, or rear lot line, as the case may be, to the nearest point of any structure or projection thereof, measured in a line perpendicular to such lot or street line; provided however a landscaping or boundary wall that does not retain unbalanced fill, fences less than seven (7) feet in height, play structures or decorative yard items and summer awnings are permitted in any setback, subject to height limitations. In the case of a corner lot, setback shall refer to the distance from each street line, considered separately, to the nearest point of any structure.

~~STORY: That portion of a building contained between any floor and the floor or roof next above it, but not including either the lowest portion so contained if more than one-half (1/2) of such portion vertically is below the mean finished grade of the ground adjoining such building, or the uppermost portion so contained if under a sloping roof and not designed to be used for human occupancy.~~

STORY: That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above.

STORY ABOVE GRADE PLANE: Any story having its finished floor surface entirely above grade plane, except that a basement shall be considered a story above grade plane where the finished surface of the floor above the basement meets any one of the following:

1. Is more than six (6) feet above grade plane.
2. Is more than six (6) feet above finished ground level for more than fifty (50) percent of the total building perimeter.
3. Is more than twelve (12) feet above the finished ground level at any point.

~~STRUCTURE: Anything constructed or erected, the use of which requires a fixed location on the ground, or attachment to something located on the ground, including buildings, mobile homes, billboards, tanks, or the like, or the parts thereof, and swimming pools capable of having a depth of two (2) feet or more at any point and a surface area of more than one hundred (100) square feet. However, this definition does not include a boundary wall or fence less than six (6) feet in height above the mean finished grade of the adjoining ground.~~

STRUCTURE: That which is built or constructed. However, this definition does not include landscaping or boundary walls that do not retain unbalanced fill, fences less than seven (7) feet in height, play structures or decorative yard items.

~~WAREHOUSE AND OPEN STORAGE: Storage of bulk goods either indoors or out for distribution but not for sale.~~

WAREHOUSE AND OPEN STORAGE: The storage of goods, either indoors or out, for distribution but not for sale, where the goods being stored are picked up and dropped off on a regular basis as part of an ongoing business.

Or take any action relative thereto.
Submitted by the Planning Board

Requires 2/3's affirmative vote

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

PLANNING BOARD RECOMMENDED FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – 2/3 MAJORITY PASSED

ARTICLE 13: To see if the town will vote to amend the Groveland Zoning By-Laws by deleting Section 7.1. Accessory Apartments, and the use line "Accessory Apartments" under 4.5. Table of Uses, in their entirety, and replacing them as set forth below:

7.1. ACCESSORY APARTMENTS

7.1.1 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 while maintaining the single-family character of the neighborhood.

7.1.2 Applicability

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

7.1.3 General Requirements

- 7.1.3.1 A permit may be granted by the Building Inspector/Zoning Enforcement Officer to accommodate an accessory apartment by the installation of a common wall or the partitioning of or extension of existing habitable area. There shall be no more than one (1) accessory apartment for a total of two (2) dwelling units within a single-family dwelling per lot.
- 7.1.3.2 Use Limitation. The principal dwelling unit or accessory apartment must be occupied by the owner. For the purposes of this section "owner" shall mean one (1) or more of those individuals who hold record title to the lot on which the principal dwelling unit and the accessory apartment are located.

Occupancy of the unit not occupied by the owner is limited to a family member related by blood, marriage or adoption to the owner(s).

- 7.1.3.3 Floor Area Limitations. The habitable area of the principal dwelling unit shall not be less than sixteen hundred (1600) square feet. The habitable area of the accessory apartment shall be limited to a maximum of nine hundred (900) square feet. The Groveland Zoning Board of Appeals may by special permit allow an increase of up to ten (10) percent in the accessory apartment habitable area square footage limitation if the configuration of the structure makes strict compliance with this requirement difficult. The Groveland Zoning Board of Appeals, by special permit, may also allow reasonable deviation from the stated conditions and requirements where necessary to install features that facilitate access and mobility for disabled persons, provided that the Board of Appeals finds that such deviation is not contrary to the public interest and is consistent with purpose and intent of this bylaw.
- 7.1.3.4 There shall be no borders or lodgers within either the principal dwelling unit or the accessory apartment , or on the same lot with an accessory apartment.
- 7.1.3.5 The total number of bedrooms of the principal dwelling unit and accessory apartment combined may not exceed the capacity of the permitted and compliant septic system serving the units per Title V requirements. This section shall not apply to properties that are connected to the public sewer system.
- 7.1.3.6 Utilities such as water, electric and gas as necessary for the accessory apartment shall be extensions of the existing utilities serving the principal single family dwelling and shall not be separately metered, unless required by the utility provider.
- 7.1.3.7 Parking shall be provided for as determined by the parking Table 9.1.2.
- 7.1.3.8 To the extent possible, exterior passage ways and access ways shall not detract from the single-family appearance of the dwelling. All stairways to additional stories shall be enclosed within the exterior walls of the structure and will be located on the side or rear of the structure.
- 7.1.3.9 Floor plans of the proposed accessory apartment and principal dwelling unit and a site plan showing the structure(s) on the lot shall be filed with the application for a permit with the Building Inspector/Zoning Enforcement Officer. Plans shall demonstrate that exterior changes to the structure will not significantly alter the appearance of the single family dwelling.

7.1.4 Occupancy Requirements

- 7.1.4.1 Prior to issuance of a Building Permit and Occupancy Certificate, the owner shall send a notarized letter to the Building Inspector/Zoning Enforcement Officer affirming that the owner will occupy either of the principal dwelling unit or the accessory apartment as the owner's primary residence, except for temporary absences of no more than six months in any calendar year.

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

4.5. Table of Uses

							Site Plan Review (3)
USES	R-1	R-2	R-3	LB	B	C	

Accessory Uses

Accessory Apartments (8)	P	P	P	P	P	NP	No
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(8) Only as permitted in accordance with Section 7.1 of this Bylaw (Accessory Apartments).

Or take any action relative thereto.

Submitted by the Planning Board

Requires 2/3's affirmative vote

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

PLANNING BOARD RECOMMENDED FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 14: To see if the Town will vote to amend the Groveland Zoning By-Laws by deleting the definition of “Home Occupation” in Section 2. Definitions, and the use line “Home Occupation” under 4.5 Table of Uses, and adding a definition of “Customary Home Occupation” to Section 2. Definitions, adding a use line for “Customary Home Occupation” under 4.5. Table of Uses, and adding a new Section 7.3 Customary Home Occupation, as set forth below:

ADD NEW DEFINITION to Section 2:

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

ADD NEW USE LINE to Section 4.5:

							Site Plan Review (3)
USES	R-1	R-2	R-3	LB	B	C	

Accessory Uses

Customary Home Occupation (9)	P	P	P	P	P	NP	No
----------------------------------	---	---	---	---	---	----	----

(9) Only as permitted in accordance with Section 7.3 of this Bylaw (Customary Home Occupations).

ADD NEW SECTION 7.3.

7.3. Customary Home Occupation

7.3.1. Purpose and Intent.

It is the specific intent of this section to allow customary home occupations for the purpose of allowing small businesses to operate within a residential dwelling or accessory structure on the same premises as a dwelling, to be carried out by the person or persons who reside there. The purpose of these standards is to strictly limit the size, type, and intensity of a proposed home occupation so that the residential character of the properties is not negatively impacted or altered.

7.3.2. Permitting.

Residents wishing to operate a customary home occupation must obtain a customary home occupation permit from the Building Inspector/Zoning Enforcement Officer. The Building Inspector/Zoning Enforcement Officer shall issue a customary

home occupation permit to those applicants that meet all the requirements of this section.

7.3.3. Standards and Requirements.

7.3.3.1. The customary home occupation shall be subordinate to the principal use of the dwelling and shall not appreciably change the residential character of the structure or the lot on which it sits.

7.3.3.2. No person other than the legal resident(s) of the dwelling may be employed to work on the premises.

7.3.3.3. Activities associated with the customary home occupation shall be limited to the interior of the dwelling or accessory structure.

7.3.3.4. No exterior storage of goods, materials tools or equipment shall be allowed. Storage of junk, scrap, waste or hazardous materials related to the customary home occupation is strictly prohibited.

7.3.3.5. No more than one commercial vehicle owned by the business is allowed to be parked on the premises excluding vehicles which are the primary vehicles of the legal residents of the property.

7.3.3.6. No offensive noise, smoke, vibration, dust, odors, heat, light, or glare shall be produced by the home occupation.

7.3.3.7. Signs shall comply with Section 11 of this bylaw.

7.3.3.8. Customer/client visits are permitted by appointment only.

7.3.3.9. Deliveries/pick-ups related to the business shall be limited to one per day except as allowed by Section 7.3.3.8.

7.3.3.10. Off street parking must be provided for customers/clients if customers/clients are anticipated as part of the business. Resident vehicles shall not be parked on street to accommodate customer/client parking needs or requirements.

7.3.3.11. The owner of a customary home occupation will register the home occupation business with the Town Clerk. Said registration shall not constitute authorization to conduct the business.

Or take any action relative thereto.

Submitted by the Planning Board

Requires 2/3's affirmative vote

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION
PLANNING BOARD RECOMMENDED FAVORABLE ACTION**

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 15: To see if the Town will vote to amend the Groveland Zoning By-Laws by deleting Section 8. Density and Dimensional Regulations in its entirety and replacing it as follows:

SECTION 8. DENSITY AND DIMENSIONAL REGULATIONS

8.1. Table of Dimensional Requirements.

District	Min. Area SF	Min. Frontage Feet	Min. Setbacks			Max. Height Feet	Max. % Lot Coverage	Max. % Impervious Area	Percent of Minimum Required Lot Area as Contiguous Buildable Area ⁽⁶⁾
			Front	Side	Rear				
R-1	43,560 ⁽¹⁾	150 ⁽¹⁾	30 ⁽⁵⁾	15	15	35	20	50	60 ⁽⁷⁾
R-2	30,000 ⁽²⁾	150 ⁽²⁾	30 ⁽⁵⁾	15 ⁽⁴⁾	15	35	25	50	60 ⁽⁷⁾
R-3	20,000 ⁽³⁾	100 ⁽³⁾	30 ⁽⁵⁾	10	10	35	30	50	75
B	20,000	100	30	10	30	35	40	70	60 ⁽⁷⁾
LB	20,000	100	20	10	30	35	40	70	60 ⁽⁷⁾
I	43,560	150	50	25	25	35	25	50	60 ⁽⁷⁾

Notes:

1. Two-family or Duplex structures require a min. of two hundred (200) feet of frontage and 60,000 SF Area in the R-1 District.
2. Two-family or Duplex structures require a min. of two hundred (200) feet of frontage and 40,000 SF Area in the R-2 District.
3. Two-family or Duplex structures require a min. of one hundred thirty (130) feet of frontage and 27,000 SF Area in the R-3 District.
4. On a lot with less than one hundred fifty (150) feet of frontage and in existence at the time this By-law is passed, no building shall be erected within ten (10) feet of a side lot line.
5. See Section 8.2.3.
6. Contiguous Buildable Area as defined in Section 2, Definitions. All structures shall be located within the Contiguous Buildable Area and within all setback requirements of the lot.
7. Fifty (50) percent if parcel is serviced by Town water and sewer.

8.2. Additional Dimensional Requirements.

8.2.1. Lot Regularity.

A circle with a diameter equal to eighty (80) percent of the applicable required frontage must be able to be located within the lot lines of any lot. Structures may be constructed outside of this circle, provided that all other requirements of this by-law are met.

8.2.2. Frontage.

Frontage shall be measured at the street line from side lot line to side lot line except on a curve where the frontage shall be measured from side lot line to side lot line along the curve. Frontage must provide access to the lot from the right-of-way counted for frontage unless otherwise approved by the Planning Board on a Definitive Plan submitted in accord with G.L. c. 41 or approved by the Planning Board in the same manner as a Definitive Plan.

8.2.3. Street Line.

In any residential district no building or roadside stand shall be erected or placed within thirty (30) feet of a street line unless it is determined that the line of houses existing at the time this by-law is adopted is less than thirty (30) feet from the street line, and no building or accessory use or farm or poultry farm building other than a dwelling, or roadside stand, or private garage, shall be built within sixty (60) feet of a street line.

8.3. Appurtenant Open Space.

No minimum setback or other open space required for a building by this by-law shall, during the existence of such a building, be occupied by or counted as open space for another building.

8.4. Public Water Supply.

No structure shall be erected within a four-hundred (400) foot radius of the centerline of the drill hole of any town owned well used for public water supply.

8.5. Lot Size Reduction.

8.5.1. No lot shall be reduced in size so as to not conform to this By-law unless authorized by a variance from the zoning board of appeals.

8.5.2. No legally nonconforming lot shall be further reduced in size unless authorized by a variance from the zoning board of appeals.

8.6 Dwellings Per Lot.

Not more than one (1) building designed or available for use for dwelling purposes shall be erected or placed or converted to use on any lot in a subdivision, or elsewhere in the town, without the consent of the Planning Board, and such consent shall be conditional upon the providing of adequate ways furnishing access to each site for such building, in the same manner as otherwise required for lots within a subdivision.

Or take any action relative thereto.

Submitted by the Planning Board *Requires 2/3's affirmative vote*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION
PLANNING BOARD RECOMMENDED FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – UNANIMOUS

ARTICLE 16: To see if the Town will vote to appropriate a sum of THIRTY THOUSAND DOLLARS (\$30,000) from the Community Preservation Open Space Reserve FY-2019 to be made available for the purpose of **updating the Open Space and Recreation Plan for the Town Of Groveland** to be managed by the Groveland Open Space and Trails Committee and the Town Finance Director under the CPA category of Open Space and be completed no later than June 30, 2021, or take any action relative thereto.

Article submitted by the Community Preservation Committee

***Note:** This project is for updating the town's OSRP required by the State for eligibility on any State grants or funding of open space or recreation projects. The current plan expires in 2019. We have received over \$450,000 in State grants by having an OSRP in place.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – MAJORITY PASSED

ARTICLE 17: To see if the Town will vote to appropriate a sum of ONE HUNDRED SIX THOUSAND DOLLARS (\$106,000) from the Community Preservation General Reserve FY-2019 to be made available for the purposes of **Roadway Improvements at Veasey Park**. The project is to be managed by the Conservation Commission and the Town Finance Director under the CPA category of Recreation and be completed no later than June 30, 2021 or take any action relative thereto.

Article submitted by the Community Preservation Committee

***Note:** The project would provide labor and material towards replacement of the roadway, parking lots and access roads at Veasey Memorial Park located at 201 Washington Street. This historic town-owned property serves as a community event facility and a conservation park for Groveland and the surrounding area. It is a major passive recreation facility for hiking, fishing, sledding and biking. The improvements will provide safer access to the facility for the public. The existing roadway and lots are over 40 years old and are in dangerous and deteriorating condition.*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – MAJORITY PASSED

ARTICLE 18: To see if the Town will vote to appropriate a sum of TWENTY-FOUR THOUSAND ONE HUNDRED FORTY DOLLARS (\$24,140) from the Community Preservation Fund's Historic Reserve FY-2019 to be made available for the purpose of **window solar control and parking lot improvements at Washington Hall**. The project is to be managed by the Town Finance Director and the Groveland Historical Society under the CPA category of Historic Preservation and be completed no later than June 30, 2021 or take any action relative thereto. Article submitted by the Community Preservation Committee

Note: The project would provide protective shielding from UV light on the large windows at Washington Hall to preserve the historic items on display in the building. Also improvements to the existing parking lot would include enlarging the paving and adding a safer access to the lot.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – MAJORITY PASSED

ARTICLE 19: To see if the Town will vote to appropriate a sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) from the Community Preservation Fund's General Reserve FY-2019 to be made available for the purpose of **purchasing the property at 299-301 Main St by the Town**. The project is to be managed by the Town Finance Director and the Groveland Square Committee under the CPA category of Open Space and be completed no later than June 30, 2021 or take any action relative thereto. Article submitted by the Community Preservation Committee

Note: Groveland Square is a historic area of Groveland that has had recent renewal with the refurbishment of the common and the new bridge to Haverhill. A final piece of property that must be improved is located at 299-301 Main St. Before the Town can move forward with a proposal to improve and develop the parcel, we must purchase the parcel that is currently on the market. Under this project we will purchase the property for the Town Of Groveland using 50 percent of local funds from the Open Space-designated Community Preservation Act fund and 50 percent from matching grants. The site will be developed as a park using CPA and other grants once the property is purchased.

BOARD OF SELECTMEN RECOMMENDS: UNFAVORABLE ACTION

FINANCE BOARD RECOMMENDS: UNFAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 MOTION BY CPC TO WITHDRAW THE ARTICLE – GROVELAND SQUARE COMMITTEE HAS BEEN DILLIGENT BUT NEEDS TO COME UP WITH A BETTER STRATEGY AND NOT QUITE READY FOR THE ARTICLE TO GO THROUGH

MOTION TO WITHDRAW ARTICLE WAS VOTED UNANIMOUS

ARTICLE 20: To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2019 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

PURPOSE	RECOMMENDED AMOUNT
Appropriations:	
Committee Administrative Expenses	\$ 20,000
Reserves:	
Open Space	\$ 50,000
Historic Resources	\$ 50,000
Community Housing	\$ 50,000

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 – MAJORITY PASSED

ARTICLE 21: To see if the Town will vote to raise and appropriate, or borrow the sum of THREE MILLION, SIX HUNDRED FORTY-NINE THOUSAND, FIVE HUNDRED AND EIGHTY DOLLARS (\$3,649,580), more or less, for the purpose of (i) designing, (ii) constructing, and (iii) equipping a new Senior Center, including the payment of all costs incidental and related thereto; that to meet said appropriation, authorize the Treasurer, with approval of the Board of Selectmen, to borrow said sum under G.L. Chapter 44, Section 7 or any other enabling authority and to issue bond or notes of the Town therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; provided, however, that the appropriation authorized hereunder shall be contingent upon approval by the voters of a ballot question to exclude the amount required to pay for the bond or notes issued for said project from the limitation on total property taxes set forth in Chapter 59, Section 21C of the General Laws (Proposition 2 ½), so called; or take any other action relative thereto.

Submitted by the Council on Aging *Requires 2/3's affirmative vote*

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: The Finance Board made a motion that the Town authorize the Town Treasurer with the approval of the Board of Selectmen to borrow \$3,649,580 more or less under M.G.L. c.44, Section 7, or any other applicable statute, and to issue bonds and notes therefor, for the purpose of (i) designing, (ii) constructing, and (iii) equipping a new Senior Center, including the payment of all costs incidental and related thereto; that the amount required to pay principal and interest on \$3,649,580 of such borrowing be excluded from the limits of Proposition 2 ½ if approved by the voters at the May 7, 2018 election, and further that the amount of the borrowing authorized hereunder shall be reduced by any federal, state or other aid duly received by the Town for the project prior to the issuance of bonds or notes under this vote and that the Board of Selectmen is authorized to take any other action necessary to carry out this vote.

MOTION MADE AND SECONDED, 2/3 REQUIRED – HAND COUNT DONE

141 IN FAVOR

42 OPPOSED

MOTION FOR FAVORABLE ACTION CARRIED

ARTICLE 22: To see if the Town will vote to appropriate a sum of money to pay costs of the capital projects set forth below, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or take any action relative thereto.

<u>Item</u>	<u>Purpose</u>	<u>Quantity</u>	<u>Capital Improvement</u>	<u>Board of Selectmen Recommend</u>	<u>Finance Board Recommends</u>
	Highway Department				
1	Radios	11	19,966		19,966
	Police Department				
2	Radios	27	20,203		20,203
3	Replacement of a Line Cruiser	1	43,516		43,516
	Fire Department				
4	EMS Vehicle to replace Squad 1	1	85,000		65,000
5	Replace Radio System		100,000		33,000
		Total	\$ 268,685	\$	\$181,685

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

Submitted by the Capital Improvement Committee

Article 22 requires 2/3's affirmative vote for borrowing

Note: The above projects were recommended for funding in FY2019 by the Capital Improvement Committee (CIC). Refer to Appendix A for the complete 5 Year CIC report.

BOARD OF SELECTMEN RECOMMENDS:

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION ON THE \$181,685 RECOMMENDATION

DATE AND ACTION TAKEN: 04/30/2018 – The Finance Board made a motion that the Town appropriate \$181,685 for the projects identified in Article 22 of the Annual Town Meeting Warrant in the amounts listed under the column heading “Finance Board Recommends” in said Article 22, and to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$181,685 under Chapter 44 of the General Laws or any other enabling authority towards the purpose of capital projects on the schedule and further that the amount of the borrowing authorized hereunder shall be reduced by any federal, state or other aid duly received by the Town for the project prior to the issuance of bonds or notes under this vote and that the Board of Selectmen is authorized to take any other action necessary to carry out this vote.

MOTION PASSED BY 2/3 MAJORITY

ARTICLE 23: To see if the Town will vote to accept the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000) from the Groveland Municipal Electric Department Operation Account to Town Estimated Receipts to reduce the Tax Rate for the twelve months ending June 30, 2019; or take any other action relative thereto.

Article submitted by Finance Director

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - UNANIMOUS

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$4,000.00 to fund an engineering study to develop additional lots at the Riverview Cemetery; or take any other action relative thereto.

Article submitted by the Cemetery Commissioners

***Note:** The total cost of the Engineering study is \$8,000, with the additional \$4,000 coming from the Cemetery Sale of Lots fund.*

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - UNANIMOUS

ARTICLE 25: To see if the Town will vote to transfer the sum of THIRTEEN THOUSAND SEVEN HUNDRED AND SEVENTY DOLLARS (\$13,770.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Salary Part Time Account for Fiscal Year 2019 (1001-171-51100-051) for the purposes of funding 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 - 4/30/2018 - UNANIMOUS

ARTICLE 26: To see if the Town will vote to transfer the sum of FOUR THOUSAND FIVE HUNDRED AND SIXTY DOLLARS (\$4,560.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Expense Account for Fiscal Year 2019 (1001-171-52000-052) for the purposes of costs related to Commission operating costs; or to take any other action relative thereto.

Article submitted by the Conservation Commission

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN – MOTION TO AMEND ARTICLE 26 TO TRANSFER THE SUM OF TWO THOUSAND DOLLARS (\$2,000) - MOVE FAVORABLE ACTION ON THE ARTICLE AS AMENDED

4/30/2018 - UNANIMOUS

ARTICLE 27: 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 six (6) revolving accounts established in the General By-Laws for Fiscal Year 2019; or take any action relative thereto.

A. Revolving Fund	B. Department, Board, or Committee Authorized to Spend from Fund	C. Spending Limit for Fiscal Year 2019
Veasey Memorial Park	Conservation Commission	\$95,000
Pines Boat Ramp	Finance Director	\$15,000
Zoning Board of Appeals	Zoning Board of Appeals	\$15,000
Bagnall Summer Program	Bagnall Summer Program Director	\$200,000
Council on Aging	COA Director	\$10,000
Fire Department CPR Class	Fire Chief	\$6,000

Submitted by the Finance Director

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: 4/30/2018 - UNANIMOUS

ARTICLE 28: To see if the Town will vote to transfer the sum of ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000) from the Overlay Surplus Account for the purpose of funding the Town's operating budget for Fiscal Year 2019; or take any other action relative thereto.

Article submitted by Finance Director

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - UNANIMOUS

ARTICLE 29: To see if the Town will vote to transfer EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from Fiscal Year 2017 Town Free Cash for the purpose of funding the Town's operating budget for Fiscal Year 2019; 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) FY19 trust fund appropriation.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - UNANIMOUS

ARTICLE 30: To see if the Town will vote to transfer TWENTY-FIVE THOUSAND DOLLARS (\$25,000) from Fiscal Year 2017 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 continue to build up our reserves.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN – The Finance Board recommended amending Article 30 to read the following:

To see if the Town will vote to transfer SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) from Fiscal Year 2017 Town Free Cash to the Stabilization Fund Account #8500-040-35992-000; or take any other action relative thereto.

**MOTION TO TRANSFER \$75,000
4/30/2018 - MAJORITY PASSED**

ARTICLE 31: To see if the Town will vote to transfer TWENTY-FIVE THOUSAND DOLLARS (\$25,000) from Fiscal Year 2017 Town Free Cash to the Capital Stabilization Fund Account #8500-040-35925-000; or take any other action relative thereto.

Article submitted by Board of Selectmen

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

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: The Finance Board recommended amending Article 31 to read the following:

To see if the Town will vote to transfer FIFTY THOUSAND DOLLARS (\$50,000) from Fiscal Year 2017 Town Free Cash to the Capital Stabilization Fund Account #8500-040-35925-000; or take any other action relative thereto.

MOTION TO TRANSFER \$50,000
4/30/2018 – UNANIMOUS

ARTICLE 32: To see if the Town will vote to transfer THIRTY ONE THOUSAND THREE HUNDRED AND TWENTY-FIVE DOLLARS (\$31,325) from Fiscal Year 2017 Town Free Cash to the Fire SCBA Grant Account; or take any other action relative thereto.

Article submitted by Board of Selectmen.

Note: This article would appropriate funds toward a regional grant for SCBA fire department breathing apparatus. If the grant is not awarded to Groveland by June 30, 2019, the funds would revert back to free cash.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN - 4/30/2018 - UNANIMOUS

ARTICLE 33: To see if the Town will vote to transfer SIXTY SEVEN THOUSAND THREE HUNDRED SEVENTY-TWO DOLLARS AND SEVENTY-ONE CENTS (\$67,372.71) from Fiscal Year 2017 Town Free Cash to fund the final payment for the leased Sidewalk Plow; or take any other action relative thereto.

Article submitted by Board of Selectmen.

Note: This article would make the final payment on the sidewalk lease instead of taking the funds from the Snow & Ice budget.

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: - 4/30/2018 - UNANIMOUS

ARTICLE 34: To see if the Town will vote to transfer the sum of ONE HUNDRED FORTY THOUSAND DOLLARS (\$140,000.00) from Fiscal Year 2017 Water Enterprise Department Retained Earnings to put towards the renovations of the 23 School St for new operational facility for the department, or take any other action relative thereto.
Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - MAJORITY PASSED

ARTICLE 35: To see if the Town will vote to transfer the sum of SIXTY THOUSAND DOLLARS (\$60,000.00) from Fiscal Year 2017 Sewer Enterprise Department Retained Earnings to put towards the renovations of the 23 School St for new operational facility for the department, or take any other action relative thereto.
Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - MAJORITY PASSED

ARTICLE 36: To see if the Town will vote to transfer the sum of THIRTY-FOUR THOUSAND SIX HUNDRED AND FIFTY DOLLARS (\$34,650.00) from Fiscal Year 2017 Water Enterprise Department Retained Earnings for the purchase and equipping and maintaining of a 2018 F350 4X4 with a tow and plow; or take any other action relative thereto.
Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - MAJORITY PASSED

ARTICLE 37: To see if the Town will vote to transfer the sum of FORTEEN THOUSAND EIGHT HUNDRED AND FIFTY DOLLARS (\$14,850.00) from Fiscal Year 2017 Sewer Enterprise Department Retained Earnings for the purchase and equipping and maintaining of a 2018 F350 4X4 with a tow and plow; or take any other action relative thereto.
Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - MAJORITY PASSED

ARTICLE 38: To see if the Town will vote to raise and appropriate the sum of ONE MILLION FIFTY-EIGHT THOUSAND, ONE HUNDRED AND EIGHTY-ONE DOLLARS AND NINETY-ONE CENTS (\$1,058,181.91) for the use of the Water Department, said sum to be offset by FY 2019 Water Department Revenue; or take any other action relative thereto:

	<u>FY '18</u>	<u>FY '19 REQUESTED</u>	<u>FINANCE BOARD RECOMMENDS</u>
Commissioners	\$ 1,260.00	\$ 1,260.00	\$ 1260.00
Superintendent	\$ 65,613.54	\$ 66,925.81	\$ 66,925.81
Office Manager	\$ 42,862.44	\$ 43,719.69	\$ 43,719.69
Laborers' Wages (3)	\$123,778.00	\$126,957.59	\$126,957.59
Part-Time Help	\$ 5,780.00	\$ 9,280.00	\$ 9,280.00
Overtime	\$ 28,923.00	\$ 33,385.00	\$ 33,385.00
Expenses	\$298,000.00	\$324,900.00	\$324,900.00
Health	\$ 59,290.00	\$ 62,254.50	\$ 62,254.50
Retirement	\$ 56,351.00	\$ 59,674.32	\$ 59,674.32
Emergency Funds	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Bond Debt & Interest	\$304,700.00	\$279,825.00	\$279,825.00
TOTAL	\$1,036,557.98	\$1,058,181.91	\$1,058,181.91
Article submitted by Water & Sewer Commissioners			

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - UNANIMOUS

ARTICLE 39: To see if the Town will vote to raise and appropriate the sum of SIX HUNDRED TWENTY-THREE THOUSAND, SIX HUNDRED AND EIGHT DOLLARS AND SEVENTY FOUR CENTS (\$623,608.74) for the use of the Sewer Department, said sum to be offset by FY 2019 Sewer Department Revenue; or take any other action relative thereto:

	<u>FY '18</u>	<u>FY'19 REQUESTED</u>	<u>FINANCE BOARD RECOMMENDS</u>
Commissioners	\$ 540.00	\$ 540.00	\$ 540.00
Superintendent	\$ 28,056.12	\$ 28,617.24	\$ 28,617.24
Office Manager	\$ 18,369.18	\$ 18,736.75	\$ 18,736.75
Laborers' Wages (3)	\$ 53,048.00	\$ 54,411.09	\$ 54,411.09
Overtime	\$ 7,824.00	\$ 8,968.00	\$ 8,968.00
Part-Time Help	\$ 1,734.00	\$ 2,791.74	\$ 2,791.74
Expenses	\$ 81,549.00	\$ 99,700.00	\$ 99,700.00
Health	\$ 25,993.00	\$ 27,293.00	\$ 27,293.00
Retirement	\$ 28,176.00	\$ 29,837.16	\$ 29,837.16
Bond Debt & Interest	\$100,024.00	\$102,378.76	\$102,378.76
Emergency Funds	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Haverhill Wastewater	\$166,780.00	\$172,500.00	\$172,500.00
Haverhill Capital Bond	\$ 39,351.00	\$ 52,835.00	\$ 52,835.00
TOTAL	\$576,444.30	\$623,608.74	\$623,608.74
Article submitted by Water & Sewer Commissioners			

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 4/30/2018 - UNANIMOUS

ARTICLE 41: To see if the Town will vote to raise the following sums to defray Town charges for the ensuing year ending June 30, 2019 and make appropriations therefor, or take any other action relative thereto:

Appropriated FY2017	Spent FY2017	Appropriated FY'18	Line Item	Department Requested FY'19	Board of Selectmen Recommends	Finance Board Recommends
GENERAL GOVERNMENT						
MODERATOR						
100	-	100	Stipend	100	100	100
\$ 100	\$ -	\$ 100	1 Total Moderator Budget	\$ 100	\$ 100	\$ 100
SELECTMEN						
7,500	6,000	7,500	Selectmen's Stipend	7,500	7,500	7,500
9,196	9,196	9,380	Admin. Asst. Salary	9,568	9,568	9,568
\$ 16,696	\$ 15,196	\$ 16,880	2 Total Salaries	\$ 17,068	\$ 17,068	\$ 17,068
25,000	25,000	25,000	Town Audit	25,000	25,000	25,000
-	-	-	Consulting Services	-	10,000	10,000
6,554	13,446	20,000	Reserve Fund	25,000	25,000	25,000
1,500	1,453	1,750	Association Fees	1,750	1,750	1,750
2,000	1,613	1,700	Town Reports	1,700	1,700	1,700
3,500	3,352	4,000	Minutes Clerk	4,000	4,000	4,000
500	473	750	Expenses	850	850	850
\$ 39,054	\$ 45,337	\$ 53,200	3 Total Expenses	\$ 58,300	\$ 68,300	\$ 68,300
\$ 55,750	\$ 60,533	\$ 70,080	Total Selectmen Budget	\$ 75,368	\$ 85,368	\$ 85,368
FINANCE DEPARTMENT						
107,100	107,100	109,242	Finance Director's Salary (inc. T/C)	111,427	111,427	111,427
51,051	51,051	52,072	Asst. Treasurer/Collector's Salary	53,114	53,114	53,114
21,457	22,928	21,886	Treasury/Collection Clerk	22,324	22,324	22,324
\$ 179,608	\$ 181,079	\$ 183,200	4 Total Salaries	\$ 186,864	\$ 186,864	\$ 186,864
750	2,115	750	Tax Title Treasury/Collection	750	750	750
3,000	3,534	3,000	Education and Association Fees	3,000	3,000	3,000
11,500	14,693	12,500	Postage	13,000	13,000	13,000
5,000	4,311	4,800	Payroll Fees	4,800	4,800	4,800
1,500	1,431	2,200	Office Expense	2,500	2,500	2,500
-	-	-	Personnel Expenses	350	350	350
\$ 21,750	\$ 26,085	\$ 23,250	5 Total Expenses	\$ 24,400	\$ 24,400	\$ 24,400
\$ 201,358	\$ 207,163	\$ 206,450	Total Finance Department Budget	\$ 211,264	\$ 211,264	\$ 211,264
TOWN ACCOUNTANT						
69,481	69,481	68,000	6 Accountant's Salary	62,973	62,973	62,973
350	328	1,000	Office Expenses	1,500	1,500	1,500
-	-	-	Education and Association Fees	2,000	2,000	2,000
\$ 69,831	\$ 69,809	\$ 69,000	7 Total Town Accountant Budget	\$ 66,473	\$ 66,473	\$ 66,473
BOARD OF ASSESSORS						
900	900	1,500	Assessor's Stipends	1,500	1,500	1,500
50,418	50,418	51,426	Assessors' Manager's Salary	53,985	53,985	52,455
\$ 51,318	\$ 51,318	\$ 52,926	8 Total Salaries	\$ 55,485	\$ 55,485	\$ 53,955
3,000	2,225	3,000	Expenses	3,000	3,000	3,000
35,575	19,033	39,240	Revaluation Maintenance	39,240	39,240	39,240
6,100	6,100	6,370	Software & Licenses	6,570	6,570	6,570
4,250	4,750	7,290	Maps - Updating	7,500	7,500	7,500
\$ 48,925	\$ 32,108	\$ 55,900	9 Total Expenses	\$ 56,310	\$ 56,310	\$ 56,310
\$ 100,243	\$ 83,426	\$ 108,826	Total Board of Assessors Budget	\$ 111,795	\$ 111,795	\$ 110,265
TOWN COUNSEL						
40,000	79,860	65,000	Legal Expense	65,000	65,000	65,000
\$ 40,000	\$ 79,860	\$ 65,000	10 Total Town Counsel Budget	\$ 65,000	\$ 65,000	\$ 65,000
TECHNOLOGY						
15,000	15,000	20,000	Computer Hardware Maint & Lic Fees	27,000	27,000	27,000
5,400	5,844	5,400	Hardware & Software Expense	6,500	6,500	6,500
\$ 21,400	\$ 20,844	\$ 25,400	11 Total Technology Department	\$ 33,500	\$ 33,500	\$ 33,500
TOWN CLERK						
57,728	57,728	58,883	Town Clerk's Salary	60,060	60,060	60,060
3,400	3,145	1,125	Poll Workers	3,800	5,300	5,300
-	-	-	Assistant Town Clerk	5,720	-	-
\$ 61,128	\$ 60,873	\$ 60,008	12 Total Salaries	\$ 69,580	\$ 65,360	\$ 65,360
3,375	3,968	3,360	Election Expenses	7,631	10,131	10,131
3,000	2,841	3,000	Office Expenses & Supplies	3,062	3,062	3,062
\$ 6,375	\$ 6,809	\$ 6,360	13 Total Expenses	\$ 10,693	\$ 13,193	\$ 13,193
\$ 67,503	\$ 67,682	\$ 66,368	Total Town Clerk Budget	\$ 80,273	\$ 78,553	\$ 78,553
CONSERVATION COMMISSION						
8,450	8,243	13,000	Conservation Agent - Part-Time (TM Transfer)	-	-	-
-	-	1,400	Stipends	1,400	1,400	1,400
\$ 8,450	\$ 8,243	\$ 1,400	14 Total Salaries	\$ 1,400	\$ 1,400	\$ 1,400
-	-	1,495	Expenses	1,275	1,275	1,275
\$ -	\$ 16,485	\$ 2,895	15 Total Conservation Commission Budget	\$ 2,675	\$ 2,675	\$ 2,675

* As Amended

Appropriated FY2017	Spent FY2017	Appropriated FY'18	Line Item	Department Requested FY'19	Board of Selectmen Recommends	Finance Board Recommends
PLANNING						
1,500	300	1,800	Planning Members' Stipends	1,800	1,800	1,800
-	-	35,000	Town Planner	45,000	45,000	45,000
1,500	300	36,800	16 Total Salaries	46,800	46,800	46,800
1,000	563	6,000	Expenses	6,000	6,000	6,000
4,000	4,000	-	Contracted Services	-	-	-
2,300	2,299	2,400	Merrimack Valley Planning Assessment	2,500	2,500	2,500
7,300	6,862	8,400	17 Total Expenses	8,500	8,500	8,500
\$ 8,800	\$ 7,162	\$ 45,200	Total Planning and Engineering Budget	\$ 55,300	\$ 55,300	\$ 55,300
ZONING BOARD OF APPEALS						
4,060	761	4,000	Zoning Members' Stipends			
			Contracted Services & Expenses	4,500	2,500	2,500
\$ 4,060	\$ 761	\$ 4,000	18 Total ZBA Budget	\$ 4,500	\$ 2,500	\$ 2,500
MUNICIPAL BUILDINGS						
18,200	15,872	18,564	Custodian/Facilities Salaries	17,300	39,600	39,600
18,200	15,872	18,564	19 Total Salaries	17,300	39,600	39,600
17,000	7,035	17,000	Lawn & Grounds	17,000	17,000	17,000
-	-	-	Public Relations - Town Wide	-	7,200	7,200
104,000	90,799	106,000	Utilities	106,000	106,000	106,000
7,500	5,556	8,000	Copier Lease & Supplies	8,750	8,750	8,750
6,000	1,243	6,500	Town Decor (Winter & Spring)	6,500	6,500	6,500
28,000	31,862	32,000	Repairs & Maintenance	35,000	40,000	40,000
7,500	6,934	9,000	Supplies	10,000	10,000	10,000
170,000	143,428	178,500	20 Total Expenses	183,250	195,450	195,450
\$ 188,200	\$ 159,299	\$ 197,064	Total Municipal Buildings Budget	\$ 200,550	\$ 235,050	\$ 235,050
INSURANCE						
125,000	132,193	145,000	Property & Casualty Insurance	160,000	170,000	170,000
2,500	2,472	2,700	Employee Group Life Insurance	3,000	3,000	3,000
383,250	359,235	385,000	Employee Group Health Insurance	400,000	400,000	400,000
\$ 510,750	\$ 493,900	\$ 532,700	21 Total Insurance Budget	\$ 563,000	\$ 573,000	\$ 573,000
\$ 1,267,995	\$ 1,266,925	\$ 1,393,083	TOTAL GENERAL GOVERNMENT	\$ 1,469,798	\$ 1,520,578	\$ 1,519,048
PUBLIC SAFETY						
POLICE DEPARTMENT						
120,643	120,528	123,055	Chief's Salary	125,516	125,516	125,516
90,483	90,483	85,965	Deputy Chief's/Lieutenant's Salary	87,684	87,684	87,684
157,697	157,085	164,158	Sargeant's Salary	228,312	228,312	228,312
391,602	373,226	397,561	Patrolmen's Salary	349,599	349,599	349,599
251,576	257,283	260,100	Communication Salary	267,670	267,670	267,670
12,000	12,358	13,770	Training	17,237	17,237	17,237
95,870	121,696	102,594	Reserves	107,812	107,812	107,812
30,273	22,329	30,878	Overtime	31,496	31,496	31,496
99,777	100,056	101,280	Education Incentives	91,811	91,811	91,811
\$ 1,249,920	\$ 1,255,045	\$ 1,279,361	22 Total Salaries	\$ 1,307,138	\$ 1,307,138	\$ 1,307,138
1,000	-	1,000	Harbormaster Expenses	1,000	1,000	1,000
4,600	4,505	6,000	Expenses	6,150	3,762	3,762
6,600	5,632	7,700	Supplies	8,900	8,900	8,900
9,000	10,359	12,000	Vehicle Maintenance	12,000	12,000	12,000
15,000	13,863	15,300	Equipment Maintenance	17,700	17,700	17,700
3,000	2,124	3,060	Firearms	3,500	3,500	3,500
11,750	12,339	11,775	Clothing Allowance	15,250	15,250	15,250
2,450	2,445	2,450	Association Fees	2,500	2,500	2,500
3,200	3,200	3,200	Communication Expenses	3,200	3,200	3,200
9,970	6,040	10,170	Training	10,170	10,170	10,170
25,150	19,612	25,150	Fuel	25,150	25,150	25,150
\$ 91,720	\$ 80,119	\$ 97,805	23 Total Expenses	\$ 105,520	\$ 103,132	\$ 103,132
\$ 1,341,640	\$ 1,335,164	\$ 1,377,166	Total Police Budget	\$ 1,412,658	\$ 1,410,270	\$ 1,410,270
PARKING CLERK						
100	-	100	Expense	100	100	100
\$ 100	\$ -	\$ 100	24 Total Parking Clerk Budget	\$ 100	\$ 100	\$ 100
FIRE DEPARTMENT						
28,194	28,194	28,758	Chief's Salary	29,333	29,333	29,333
98,878	103,332	100,855	Firefighter Call Wages	102,872	108,983	108,983
3,650	3,840	4,000	Inspector's Salary	5,000	5,000	5,000
7,500	7,500	-	Mass. Fire Academy Training	-	-	-
-	-	-	Company Reporting	-	7,000	7,000
41,000	40,062	49,470	Drill Wages	49,459	49,459	49,459
\$ 179,222	\$ 182,928	\$ 183,083	25 Total Salaries	\$ 186,664	\$ 199,775	\$ 199,775
9,580	10,155	9,772	Communications	9,967	7,579	7,579
3,500	3,500	2,500	Training Expense	3,000	3,000	3,000
29,500	27,852	29,500	Fire Equipment & Supplies	29,660	35,000	35,000

Appropriated FY2017	Spent FY2017	Appropriated FY'18	Line Item	Department Requested FY'19	Board of Selectmen Recommends	Finance Board Recommends
6,500	4,721	6,000	Fuel	6,120	6,120	6,120
2,500	2,414	2,800	Association Dues	3,200	3,200	3,200
3,000	2,911	16,805	Annual Testing & Inspecting	17,141	20,000	20,000
3,500	2,996	5,500	Medical Supplies	5,610	8,000	8,000
13,475	26,892	-	Vehicle & Equipment Maintenance	-	15,000	15,000
\$ 85,001	\$ 81,440	\$ 72,877	26 Total Expenses	\$ 74,698	\$ 97,899	\$ 97,899
\$ 264,223	\$ 264,368	\$ 255,960	Total Fire Budget	\$ 261,362	\$ 297,674	\$ 297,674
BUILDING DEPARTMENT						
9,000	9,000	9,000	Wiring Inspector	9,180	9,180	9,180
10,000	10,000	10,000	Plumbing & Gas Inspector	10,200	10,200	10,200
47,037	47,037	47,978	Building Inspector	48,938	48,938	48,938
\$ 66,037	\$ 66,037	\$ 66,978	27 Total Salaries	\$ 68,318	\$ 68,318	\$ 68,318
1,800	1,221	1,000	Continuing Education	1,000	1,000	1,000
1,400	1,644	2,200	Materials	2,200	2,200	2,200
1,800	992	1,000	Reimburesements (Mileage & Cell Phone)	1,000	1,000	1,000
750	750	750	Sealer of Weights & Measures	750	750	750
-	-	7,000	Permit Software Expense	7,000	7,000	7,000
1,500	1,505	2,300	Building Inspector Expenses	2,300	2,300	2,300
\$ 7,250	\$ 6,112	\$ 14,250	28 Total Expenses	\$ 14,250	\$ 14,250	\$ 14,250
\$ 73,287	\$ 72,149	\$ 81,228	Total Inspectors Budget	\$ 82,568	\$ 82,568	\$ 82,568
EMERGENCY MANAGEMENT						
3,000	3,000	3,000	Director's Stipend	3,060	3,060	3,060
1,000	919	1,000	Expenses	1,025	1,025	1,025
\$ 4,000	\$ 3,919	\$ 4,000	29 Total Emergency Management Budget	\$ 4,085	\$ 4,085	\$ 4,085
\$ 1,683,250	\$ 1,675,600	\$ 1,718,454	TOTAL PUBLIC SAFETY	\$ 1,760,773	\$ 1,794,697	\$ 1,794,697
EDUCATION						
8,357,742	8,357,742	8,707,958	Pentucket Base Assessment	8,991,562	8,991,562	8,991,562
559,388	559,388	559,928	Pentucket Capital Assessment	548,110	548,110	548,110
200,000	180,914	210,000	Essex Tech	250,000	250,000	250,000
990,981	990,981	953,645	Whittier Vocational/Technical Assessment	865,260	865,260	865,260
\$ 10,108,111	\$ 10,089,025	\$ 10,431,531	30 Total Education Budget	\$ 10,654,932	\$ 10,654,932	\$ 10,654,932
\$ 10,108,111	\$ 10,089,025	\$ 10,431,531	TOTAL EDUCATION	\$ 10,654,932	\$ 10,654,932	\$ 10,654,932
PUBLIC WORKS						
TREE WARDEN						
-	-	-	Tree Warden Stipend	-	-	-
1,500	-	1,500	Expenses	2,000	5,000	5,000
\$ 1,500	\$ -	\$ 1,500	31 Total Tree Warden Budget	\$ 2,000	\$ 5,000	\$ 5,000
HIGHWAYS						
80,974	80,974	82,593	Road Commissioner's Salary	84,245	84,245	84,245
225,275	223,141	229,779	Highway Salaries	274,359	234,375	234,375
2,200	1,932	2,200	Sick day buy back (Contractual)	2,200	2,200	2,200
13,000	5,246	7,000	Highway Salary - Part Time	7,000	7,000	7,000
9,000	17,004	12,000	Overtime	14,000	14,000	14,000
\$ 330,449	\$ 328,296	\$ 333,572	32 Total Salaries	\$ 381,803	\$ 341,819	\$ 341,819
7,000	6,097	8,000	Highway Expense	8,500	8,500	8,500
37,000	36,306	37,000	Front End Loader (Lease)	37,000	37,000	37,000
165,000	273,300	165,000	Snow & Ice Removal	165,000	200,000	200,000
45,000	44,938	52,000	Road Machinery Expense	53,000	53,000	53,000
118,000	122,376	120,000	Road Maintenance Expense	122,000	122,000	122,000
\$ 372,000	\$ 483,017	\$ 382,000	33 Total Expense	\$ 385,500	\$ 420,500	\$ 420,500
\$ 702,449	\$ 811,313	\$ 715,572	Total Highway Budget	\$ 767,303	\$ 762,319	\$ 762,319
RUBBISH COLLECTION						
10,792	10,792	11,008	Contract Administrator	11,228	11,228	11,228
482,345	432,850	491,790	Contract Expense	507,750	507,750	507,750
\$ 493,137	\$ 443,642	\$ 502,798	34 Total Rubbish Collection Budget	\$ 518,978	\$ 518,978	\$ 518,978
CEMETERY						
450	-	450	Commissioner's Stipend	450	450	450
37,779	37,779	38,535	Full Time Wages	50,000	38,535	38,535
8,500	6,259	9,000	Part Time Wages	9,000	21,000	21,000
\$ 46,729	\$ 44,038	\$ 47,985	35 Total Salaries	\$ 59,450	\$ 59,985	\$ 59,985
4,000	4,488	4,500	Supplies	4,500	4,500	4,500
2,800	1,122	1,500	Vehicle Fuel	1,500	1,500	1,500
500	300	800	Landscaping	800	800	800
2,400	4,279	3,400	Utilities	3,400	3,400	3,400
3,000	1,690	1,500	Parts	1,500	1,500	1,500
1,500	805	2,500	Expenses	2,500	2,500	2,500
\$ 14,200	\$ 12,686	\$ 14,200	36 Total Expenses	\$ 14,200	\$ 14,200	\$ 14,200
\$ 60,929	\$ 56,724	\$ 62,185	Total Cemetery Budget	\$ 73,650	\$ 74,185	\$ 74,185
\$ 1,258,015	\$ 1,311,680	\$ 1,282,055	TOTAL PUBLIC WORKS	\$ 1,361,932	\$ 1,360,482	\$ 1,360,482

Appropriated FY2017	Spent FY2017	Appropriated FY'18	Line Item	Department Requested FY'19	Board of Selectmen Recommends	Finance Board Recommends
HUMAN SERVICES						
BOARD OF HEALTH						
900	300	900	Health Members' Stipends	900	900	900
11,544	11,544	11,775	Health Nurse Wages	12,011	12,011	12,011
21,613	21,613	22,045	Health/Sanitation Agent Wages	22,486	22,486	22,486
15,823	15,823	16,140	Part-time Clerk Wages	16,463	16,463	16,463
\$ 49,880	\$ 49,280	\$ 50,860	37 Total Salaries	\$ 51,859	\$ 51,859	\$ 51,859
2,500	1,900	2,550	38 Expenses	2,614	2,614	2,614
\$ 52,380	\$ 51,180	\$ 53,410	Total Board of Health Budget	\$ 54,473	\$ 54,473	\$ 54,473
COUNCIL ON AGING						
52,550	52,550	53,601	Director's Salary	54,673	54,673	54,673
33,400	33,323	34,068	Program Coordinator	34,749	34,749	34,749
8,270	3,841	8,435	Outreach Worker	8,603	8,603	8,603
18,922	18,763	19,300	Part Time Van Driver	19,686	19,686	19,686
\$ 113,142	\$ 108,477	\$ 115,404	39 Total Salaries	\$ 117,711	\$ 117,711	\$ 117,711
-	-	-	Elder Services of Merrimack Valley Assessment	-	-	-
6,600	6,580	7,600	Expenses	8,000	8,000	8,000
\$ 6,600	\$ 6,580	\$ 7,600	40 Total Expenses	\$ 8,000	\$ 8,000	\$ 8,000
\$ 119,742	\$ 115,058	\$ 123,004	Total Council on Aging Budget	\$ 125,711	\$ 125,711	\$ 125,711
VETERANS						
8,500	7,923	8,500	Veterans' Agent Salary	8,670	8,670	8,670
75,000	24,223	32,000	Veterans' Benefits	35,000	33,000	33,000
\$ 83,500	\$ 32,146	\$ 40,500	41 Total Veterans Budget	\$ 43,670	\$ 41,670	\$ 41,670
\$ 255,622	\$ 198,384	\$ 216,914	TOTAL HUMAN SERVICES	\$ 223,854	\$ 221,854	\$ 221,854
LIBRARY						
61,000	61,000	62,220	Library Director's Salary	63,464	63,464	63,464
103,433	97,762	107,200	Library Staff Wages	110,932	110,932	110,932
6,842	6,665	8,800	Part Time Wages	8,976	8,976	8,976
\$ 171,275	\$ 165,427	\$ 178,220	42 Total Salaries	\$ 183,372	\$ 183,372	\$ 183,372
42,461	42,876	45,681	Library Materials	46,829	46,829	46,829
1,000	400	1,020	Technology	1,020	1,020	1,020
1,000	889	1,020	Programs	1,020	1,020	1,020
17,587	17,366	17,939	Dues	18,389	18,389	18,389
1,434	1,098	1,463	Training	1,500	1,500	1,500
4,000	3,946	4,080	Supplies	4,162	4,162	4,162
\$ 67,482	\$ 66,575	\$ 71,203	43 Total Expenses	\$ 72,920	\$ 72,920	\$ 72,920
\$ 238,757	\$ 232,002	\$ 249,423	Total Library Budget	\$ 256,292	\$ 256,292	\$ 256,292
\$ 238,757	\$ 232,002	\$ 249,423	TOTAL LIBRARY	\$ 256,292	\$ 256,292	\$ 256,292
DEBT SERVICE						
185,000	200,325	245,000	Principal	265,000	265,000	265,000
126,013	126,783	148,713	Interest	127,000	127,000	127,000
\$ 311,013	\$ 327,108	\$ 393,713	44 Total Debt Budget	\$ 392,000	\$ 392,000	\$ 392,000
311,013	327,108	\$ 393,713	TOTAL DEBT SERVICE	\$ 392,000	\$ 392,000	\$ 392,000
UNCLASSIFIED						
426,907	420,908	461,915	Essex County Retirement Contribution	492,313	492,313	492,313
3,000	1,465	3,000	Unemployment Compensation	3,000	3,000	3,000
50,000	54,382	53,500	Medicare Tax	70,000	65,000	65,000
85,000	85,000	85,000	OPEB Trust Fund (Other Post Employment Benefits)	85,000	85,000	85,000
500	484	500	Memorial Day Services	500	500	500
38,500	38,490	40,000	Street Lighting	33,000	33,000	33,000
\$ 603,907	\$ 600,729	\$ 643,915	45 Total Unclassified Budget	\$ 683,813	\$ 678,813	\$ 678,813
603,907	600,729	\$ 643,915	TOTAL UNCLASSIFIED	\$ 683,813	\$ 678,813	\$ 678,813
15,726,670	15,701,453	\$ 16,329,088	GRAND TOTAL	\$ 16,803,394	\$ 16,879,649	\$ 16,878,119

* As Amended

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018

HOLD ON CONSULTING SERVICES UNDER SELECTMENS OFFICE; HOLD ON BOARD OF ASSESSORS - DISCUSSION TOOK PLACE
MOTION TO AMEND THE ASSESSOR'S MANAGER SALARY TO \$52,454.52 - MOTION FOR FAVORABLE ACTION ON THE BUDGET AS AMENDED
WITH A TOTAL BUDGET OF \$16,878,118 - UNANIMOUS

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, 2019. Fixing of salaries according to Articles #38-#40 above; or take any other action relative thereto.

Article submitted by Finance Board

BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION

FINANCE BOARD RECOMMENDS: FAVORABLE ACTION

DATE AND ACTION TAKEN: 04/30/2018 - UNANIMOUS

ARTICLE 42: To adjourn Town Meeting, and direct those qualified to vote in Annual Town Election to meet in their respective voting precinct **Town Hall, 183 Main Street Groveland, MA** on **Monday, May 7, 2018, between the hours of 7:00 A.M. and 8:00 P.M.** to elect the following Town Officers and vote on the following two Ballot Questions:

To Elect:

- One (1) Assessor for three years
- One (1) member of the Cemetery Commission for three years
- One (1) member of the Board of Health for three years
- One (1) member of the Housing Authority for five years
- Three (3) Trustees of the Langley-Adams Library for three years
- One (1) member of the Municipal Light Commission for three years
- One (1) Moderator for one year
- Three (3) members of the Planning Board for five years
- One (1) member of the School Committee for three years
- Two (2) Selectmen for three years
- One (1) Tree Warden for one year
- One (1) member of the Water/Sewer Commission for three years
- One (1) member of the Water/Sewer Commission for two years

To vote upon the following two Questions fill in the Oval to the right of the “YES” or “NO”.

(Questions on the following page)

QUESTION 1: Shall the Town of Groveland be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of (i) designing, (ii) constructing, and (iii) equipping a new Senior Center, including the payment of all costs incidental and related thereto?

YES () NO ()

QUESTION 2: THIS QUESTION IS NOT BINDING

Does this Town favor changing the elected position of Road Commissioner to the appointed position of Highway Superintendent, as proposed under Article 7 in the warrant for the April 30, 2018 Town Meeting?

YES () NO ()

4/30/18 MOTION TO ADJOURN AT 9:47PM

APPENDIX A

CAPITAL IMPROVEMENT PLAN

FY2019 Capital Budget and 5YR Capital Plan - Adopted by vote of the Capital Improvement Committee on 01/09/18								
Department	Project	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	6 Yr Totals
Council on Aging	Handicap Access Van		58,000					58,000
	Senior Center**							
	Subtotal - Council on Aging		58,000					\$ 58,000
Fire Department	Air Packs		140,000					\$ 140,000
	Pumper Engine			538,000				\$ 538,000
	Jaws of Life				100,000			\$ 100,000
	Forestry Truck					140,000		\$ 140,000
	EMS Vehicle to replace Squad 1	85,000						\$ 85,000
	EMS Vehicle to replace Squad 2						225,000	\$ 225,000
	Replace Radio System	100,000						\$ 100,000
	Subtotal - Fire Department	185,000	140,000	538,000	100,000	140,000	225,000	\$ 1,328,000
Highway Department	1-Ton Truck				65,000			\$ 65,000
	5-Ton Truck (Replacing 2006 Peterbilt)		168,951					\$ 168,951
	6-Ton Truck (Replacing 2007 Peterbilt)			203,000				\$ 203,000
	Radios	19,966						\$ 19,966
	Vacuum Truck					263,000		\$ 263,000
	Subtotal - Highway Department	19,966	168,951	203,000	65,000	263,000		\$ 719,917
Cemetery Department	Walker Mower		18,000					\$ 18,000
	1/2 -Ton 4x4 Pickup Truck				30,000			\$ 30,000
	Subtotal- Cemetery Department		18,000		30,000			\$ 48,000
Police Department	Radios	20,203						\$ 20,203
	Radio Repeater			15,000				\$ 15,000
	Tasers (12)					16,500		\$ 16,500
	Body Armor				20,000			\$ 20,000
	Mobil Data Terminals (2)			10,000	10,000			\$ 20,000
	Radar Guns		10,000					\$ 10,000
	Dispatch Control Stations						20,000	\$ 20,000
	Dispatch Computers/Operating					8,000		\$ 8,000
	Replacement of Line Cruiser	43,516	44,408	45,298	46,270	47,242	48,242	\$ 274,976
	Subtotal - Police Department	63,719	54,408	70,298	76,270	71,742	68,242	\$ 404,679
Totals		268,685	439,359	841,298	271,270	474,742	293,242	\$ 2,588,596
** Supported in concept. Cost estimate not available at time of Capital Plan approval.								

APPENDIX B

REVOLVING FUND REPORTS TO TOWN MEETING

Pines Recreation Boat Ramp Revolving Fund

FY18 Beginning Balance: \$ 6,797.80

Revenue through March 31, 2018: \$ 925.00

Expenses through March 31, 2018: (\$ 220.00)

Balance as of March 31, 2018: \$ 7,502.80

Zoning Board of Appeals Revolving Fund

FY18 Beginning Balance: \$1,463.50

Revenue through March 31, 2018: \$1,600.00

Expenditures through March 31, 2018: (\$2,203.45)

Balance as of March 31, 2018: \$860.05

Bagnall Summer Program Revolving Fund

FY18 Beginning Balance: \$155,687.91

Revenue through March 31, 2018: \$11,206.73

Payroll: (\$73,665.80)

Expenses: (\$48,900.70)

Balance as of March 31, 2018: \$44,328.14

Council on Aging Revolving Fund

FY18 Beginning Balance: \$13,828.84

Revenue through March 31, 2018: \$3,811.14

Expenditures through March 31, 2018: (\$10,033.70)

Balance as of March 31, 2018: \$7,606.28

Fire CPR Class Revolving Fund

FY18 Beginning Balance: \$249.64

Revenue through March 31, 2018: \$0.00

Expenditures through March 31, 2018: (\$0.00)

Balance as of March 31, 2018: \$249.64

Veasey Memorial Park Revolving Fund – as of March 31, 2018

<u>Expenditures</u>	<u>Budget</u> <u>FY 18</u>	<u>Actual</u> <u>Spent</u>	<u>Percent</u> <u>of Budget</u>
Utilities			
Main Building			
	\$2,700	\$ 1,942.00	71.93%
	\$5,800	\$ 4,135.71	71.31%
	\$2,000	\$ 1,338.13	66.91%
	\$800	\$ 593.68	74.21%
	\$700		0.00%
	\$450	\$ 420.00	93.33%
Outbuildings and grounds			
	\$800	\$ 662.28	82.79%
	\$500	\$ 305.20	61.04%
Maintenance			
Heating Systems			
	\$300		0.00%
	\$300		0.00%
	\$300		0.00%
Other Systems	\$600		0.00%
Septic Systems			
	\$210	\$ 210.00	100.00%
	\$210	\$ 210.00	100.00%
	\$210	\$ 210.00	100.00%
Professional Services			
Events Coordinator	\$16,000	\$ 11,051.87	69.07%
Marketing	\$1,200	\$ 920.00	76.67%
Facilities and Grounds Manager	\$20,800	\$ 15,200.00	73.08%
Housekeeping	\$5,500	\$ 4,132.00	75.13%
Carpet Cleaning	\$520	\$ 260.00	50.00%
Special Cleaning Projects	\$200		0.00%
Field Cutting	\$1,200		0.00%
Supplies			
Administrative	\$400	\$ 64.80	16.20%
Housekeeping	\$400	\$ 157.85	39.46%
Hospitality	\$600	\$ 488.76	81.46%
Facilities	\$2,000	\$ 1,445.48	72.27%
Wine and Art	\$4,000	\$ 3,688.07	92.20%
Miscellaneous			
misc (apt repair & prep)	\$300		0.00%

Capital Projects

Heating System Extension	\$10,000	\$ 9,829.00	98.29%
199 Washington Bathroom	\$1,500	\$ 1,278.22	85.21%
Office computer	\$1,000		0.00%
Great Hall Stage	\$7,500	\$ 7,429.97	99.07%
Windows	\$1,000		0.00%

Total		\$90,000	\$ 65,973.02	73.30%
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	<i>Goal</i>	<i>Actual</i>	<i>Percent</i>
<u>Revenue</u>	<u>FY 18</u>	<u>Rec'd</u>	<u>of Budget</u>

Tenants

199 Washington St	\$ 20,100	\$ 13,600.00	67.66%
Good Sheppherd Cottage	\$ 13,800	\$ 10,000.00	72.46%
Main Bldg Apartment	\$ 14,460	\$ 11,070.00	76.56%
Lucile's Cottage	\$ 5,400	\$ 4,050.00	75.00%
West Wing Office	\$ 3,600	\$ 2,700.00	75.00%
Storage Room	\$ 1,200	\$ 600.00	50.00%
Commercial Kitchen	\$ -		

\$58,560

Long Term Partners

Girl Scouts	\$ 100	\$ 50.00	50.00%
Chesterton	\$ 1,200	\$ 500.00	41.67%
VFW/Legion	\$ 700	\$ 700.00	100.00%
Visions	\$ 700	\$ 700.00	100.00%

\$
2,700

Single Use /Events	\$ 20,000	\$ 17,450.00	87.25%
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\$
20,000

Fundraising

Cultural Council	\$ -		
Wine and Art	\$ 7,000	\$ 4,024.29	57.49%
Friends of Veasey	\$ 1,000		0.00%
Donations	\$ 740		0.00%

\$
8,740

Total Income		\$90,000	\$ 65,444.29	72.72%
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Cash Position

On-hand at end of FY Year 17	\$ 700.08
Revenue Year to Date FY 2018	\$ 65,444.29
Expenditures Year to Date FY 2018	\$ 65,973.02
On hand March 30, 2018 FY 2018	\$ 171.35

APPENDIX C

“STRONG CHIEF AND WEAK CHIEF LAWS”

Massachusetts General Laws, Chapter 48, Sections 42, 43, and 44 (so called “Strong Chief Law”)

Section 42 “Towns accepting the provisions of this section and sections forty-three and forty-four, or which have accepted corresponding provisions of earlier laws may establish a fire department to be under the control of an officer to be known as the chief of the fire department. The chief shall be appointed by the selectmen, and shall receive such salary as the selectmen may from time to time determine, not exceeding in the aggregate the amount annually appropriated therefor. He may be removed for cause by the selectmen at any time after a hearing. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase subject to the approval of the selectmen and keep in repair all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the selectmen from time to time as they may require, and shall annually report to the town the condition of the department with his recommendations thereon; he shall fix the compensation of the permanent and call members of the fire department subject to the approval of the selectmen. In the expenditure of money the chief shall be subject to such further limitations as the town may from time to time prescribe. The appointment of the chief of the fire department in any town or district having a population of five thousand or less may be for a period of three years.”

Section 43. The chief of a fire department shall act as forest warden in all such towns which accept the provisions of either of the two preceding sections, and shall have authority to appoint deputy wardens and fix their compensation subject to the approval of the selectmen.

Section 44. The three preceding sections shall not affect the tenure of office nor apply to the removal of permanent and call members of fire departments in towns which have accepted chapter thirty-one or corresponding provisions of earlier laws. Said sections shall not apply to cities.

Massachusetts General Laws, Chapter 48, Section 42A (so called “Weak Chief Law”)

“In towns which accept this section or have accepted corresponding provisions of earlier laws there shall be a fire department established under the direction of the selectmen, who shall appoint a chief of the fire department and such other officers and firemen as they deem necessary, and fix their compensation in an amount not in the aggregate exceeding the annual appropriation therefor. The selectmen may make suitable regulations governing the fire department and the officers and firemen thereof, and in towns which are not subject to chapter thirty-one may remove the chief and other officers and firemen at pleasure. The chief of the fire department shall be in immediate control of all town property used by the department, and of the officers and firemen, who shall obey his orders.”

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

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Table of Basic Points of Motion

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

* Same rank as motion out of which they arise.

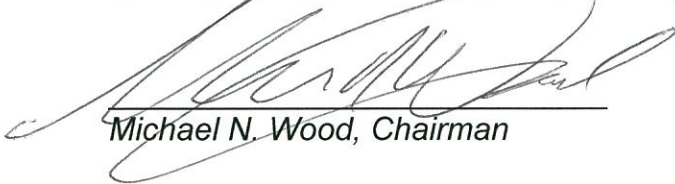
** Same rank and debatable to same extent as motion being reconsidered.

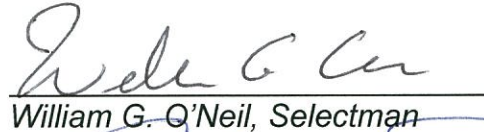
*** Unanimous if rule protects minorities; out of order if rule protects absentees.

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

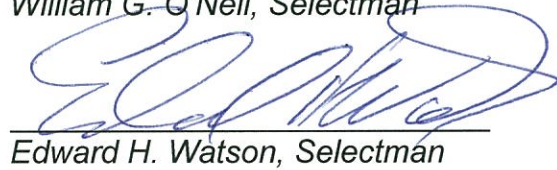
Hereof fail not and make due return of this Warrant, with your doings thereon to the Precinct Clerk, at the time and place of said meeting.

Given under our hands this 2nd day of April in the year of our Lord two thousand eighteen.


Michael N. Wood, Chairman


William G. O'Neil, Selectman


Lisa Dube Carpenter, Vice-Chair


Edward H. Watson, Selectman


William F. Dunn, Selectman

A true copy, attest:


Anne Brodie, 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.


Anne Brodie, Town Clerk


Jeffrey T. Gillen, Police Chief

**TOWN OF GROVELAND
MASSACHUSETTS
2017-2018**

BOARD OF SELECTMEN

Michael N. Wood, Chairman
Lisa Dube Carpenter, Vice Chair
William F. Dunn
William G. O'Neil
Edward H. Watson

FINANCE DIRECTOR

Denise M. Dembkoski

FINANCE BOARD

TERM EXPIRES

Kathleen Kastrinelis, Chair	2019
James Scanlon, Vice Chair	2020
Ruth Rivard, Secretary	2020
Theresa Dunn	2020
Joseph D'Amore	2018
Vacant	2018
Vacant	2019
Susan Yaskell, Alternate Member	2018

ANNUAL TOWN ELECTION RESULTS

TOWN CLERK
GROVELAND ANNUAL TOWN ELECTION RESULTS
MAY 7, 2018

PRECINCT 1

ASSESSOR

BLANKS – 550 WRITE-INS – 42

CEMETERY COMMISSION

DEBRA STEWART – 437

BLANKS – 148 WRITE-INS – 7

BOARD OF HEALTH

DEBORAH KADAR-HULL – 434

BLANKS – 157 WRITE-INS – 1

HOUSING AUTHORITY

LINDA ANDERSON – 278

INGER BURKE – 181

BLANKS – 133 WRITE-INS – 0

LIBRARY TRUSTEE

MARY LOU COSTELLO – 413

CHRISTOPHER SHRAMKO – 369

LEONARD THOMAS – 372

BLANKS – 617 WRITE-INS – 5

LIGHT COMMISSIONER

STEVEN DANIELS – 451

BLANKS – 139 WRITE-INS – 2

MODERATOR

BLANKS – 511 WRITE-INS – 81

PLANNING BOARD

ROBERT ARAKELIAN – 368

ROBERT DANFORTH – 392

WALTER SORENSON JR – 353

BLANKS – 657 WRITE-INS – 6

SCHOOL COMMITTEE

DANIEL MACDONALD – 183

LISA O'CONNOR – 336

BLANKS – 71 WRITE-INS – 2

SELECTMEN

JAMES LOGAN – 261

EDWARD WATSON – 352

MICHAEL WOOD – 328

BLANKS – 236 WRITE-INS – 7

TREE WARDEN

BLANKS – 559 WRITE-INS – 33

WATER / SEWER COMMISSION 3 YR

JAMES SHEEHAN – 418

BLANKS – 172 WRITE-INS – 2

WATER / SEWER COMMISSION 2 YR

JAKE GREANEY – 426

BLANKS – 165 WRITE-INS – 1

QUESTION 1

YES – 188

NO – 395

BLANKS – 9

QUESTION 2

YES – 319

NO – 230

BLANKS – 43

TOTAL - 592

PRECINCT 2

ASSESSOR

BLANKS – 644 WRITE-INS – 36

CEMETERY COMMISSION

DEBRA STEWART – 499

BLANKS – 173 WRITE-INS – 8

BOARD OF HEALTH

DEBORAH KADAR-HULL – 485

BLANKS – 190 WRITE-INS – 5

HOUSING AUTHORITY

LINDA ANDERSON – 345

INGER BURKE – 184

BLANKS – 149 WRITE-INS – 2

LIBRARY TRUSTEE

MARY LOU COSTELLO – 447

CHRISOPHER SHRAMKO – 418

LEONARD THOMAS – 424

BLANKS – 747 WRITE-INS – 4

LIGHT COMMISSIONER

STEVEN DANIELS – 530

BLANKS – 148 WRITE-INS – 2

MODERATOR

BLANKS – 594 WRITE-INS – 86

PLANNING BOARD

ROBERT ARAKELIAN – 420

ROBERT DANFORTH – 460

WALTER SORENSON JR – 409

BLANKS – 737 WRITE-INS – 14

SCHOOL COMMITTEE

DANIEL MACDONALD – 185

LISA O’CONNOR – 404

BLANKS – 88 WRITE-INS- 3

SELECTMEN

JAMES LOGAN – 264

EDWARD WATSON – 378

MICHAEL WOOD – 394

BLANKS – 306 WRITE-INS – 18

TREE WARDEN

BLANKS – 650 WRITE-INS – 30

WATER / SEWER 3 YR

JAMES SHEEHAN – 469

BLANKS – 202 WRITE-INS – 9

WATER / SEWER COMMISSION 2 YR

JAKE GREANEY – 472

BLANKS – 204 WRITE-INS – 4

QUESTION 1

YES – 229

NO – 446

BLANKS – 5

QUESTION 2

YES – 372

NO – 270

BLANKS – 38

TOTAL - 680

TOWN DEPARTMENT REPORTS



ASSESSORS OFFICE
TOWN OF GROVELAND

183 Main Street
Groveland, MA 01834

Tel: (978) 556-7218

Fax: (978) 469-5000

REPORT OF THE BOARD OF ASSESSORS FISCAL 2018

The Assessor's primary responsibility is to find the "full and fair cash value" of all properties in the Town. The Assessors use a mass appraisal technique, along with data collection, new sales and building permits to establish annually assessed values. The assessment date is January 1, 2017 for fiscal year 2018. The town's fiscal year is July 1, 2017 to June 30, 2018. Property values are based on calendar year 2016 sales.

The importance of the assessor's office is reflected by the Town's dependence on property taxes and the new growth component of the tax levy. The Board would like to thank those citizens who have cooperated with our cyclical and permit inspections. Cyclical inspections are required for each improved property once every nine years. Inspections for building permits are done every year for the prior year's permits. Assuring all property record cards are complete and accurate allows this office to assess each taxpayer fairly.

Below is a table of the fiscal year 2018 parcel counts, valuations, and taxes for the property classes in Town. The increase in value of the town is an indication of a strong real estate market:

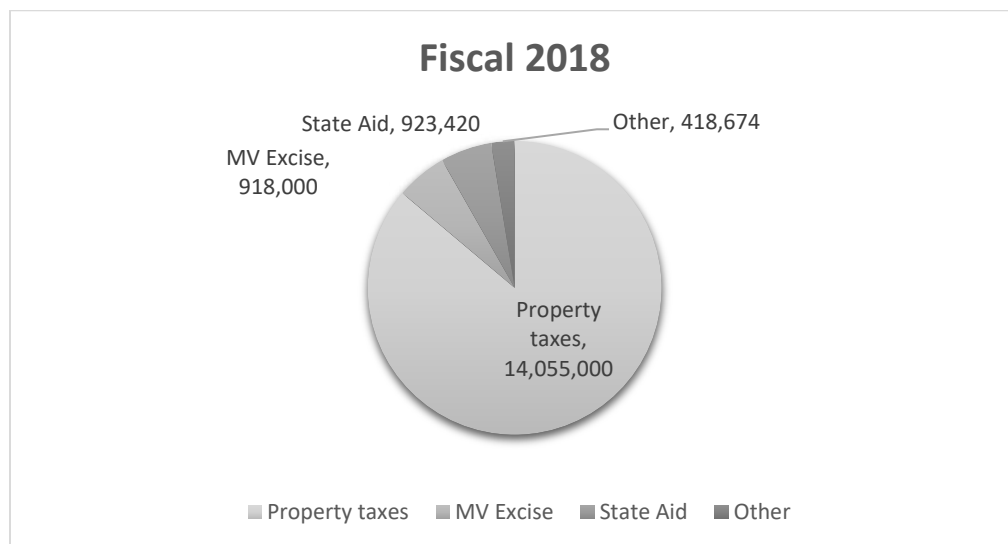
Tax Classification	Parcel Count	Assessed Value by Class	Tax Rate	Tax by Class	% of Total Value
Residential	2376	\$ 886,808,965	\$14.69	\$13,027,224	92.69%
Open Space	0	0		0	0%
Commercial	82	\$ 24,292,362	\$14.69	\$ 356,855	2.54%
Industrial	45	\$ 22,098,200	\$14.69	\$ 324,622	2.31%
Pers Property	127	\$ 23,573,800	\$14.69	\$ 346,299	2.46%
Exempt	124	\$ 81,269,500		0	0%
TOTAL	2754	\$1,038,042,827		\$14,055,000	100.00%

As always, the Board feels it is important for all taxpayers to remember that the Board of Assessors do not raise or lower your taxes, the tax bills are determined by the amount appropriated at each town meeting. The assessors determine your share of the amount voted by calculating your property's value. Real estate values are compiled from actual sales that have occurred in town, so the buyers and sellers are setting the future values for properties within the town.

The following chart shows the average single-family tax bill for the past five fiscal years.

Fiscal Year	Tax Rate	Avg. Single Family Value	Avg. Tax Bill
2018	\$14.69	\$402,000	\$5,905
2017	\$14.68	\$387,400	\$5,687
2016	\$15.09	\$361,000	\$5,455
2015	\$14.61	\$352,900	\$5,160
2014	\$15.06	\$329,500	\$4,960

The assessor's office generates 90% of the revenue for the Town, as it is responsible for property taxes and motor vehicle excise bills. The following is a breakdown of where the money the town uses for its budgeting comes from:



The assessor's office is open to the public for abutter's lists, property record cards and mapping. This office also processes and issues abatements and exemptions for both real estate and motor vehicle excise bills. The assessors' database can be accessed on the town's website along with downloadable forms and maps.

Respectfully Submitted,

N. Dana Moody, Chairman
William Darke
Debra Webster, MAA, Office Manager

2018 ANNUAL REPORT

HEALTH DEPARTMENT

BOARD OF HEALTH: Elaine Wozny, RS, Chairwoman

Joan Searl, RN, Member

Deborah Kadar-Hull, RN, Member

HEALTH AGENT: Deborah Ketchen

PUBLIC HEALTH NURSE: Anita Wright, RN / Claire Walsh, RN

ADMINISTRATIVE ASSISTANT/TRASH CONTRACT ADMINISTRATOR: Lori Bentsen

PROVIDING A SAFE AND HEALTHY ENVIRONMENT

As the town's population grows, we are confronted with more complex challenges to ensure the health of all residents. The Board of Health addressed a wide range of issues in 2018. Through our attentive efforts, the residents of Groveland benefited from lower communicable disease rates, safer food sources, increased safety at recreational facilities, reduced accessibility to tobacco products to minors and a comprehensive influenza vaccination program. In addition, the Northeast Massachusetts Mosquito Control Program continues to provide Groveland with adequate mosquito spraying at appropriate intervals. The construction and operation of septic systems continues to be a major emphasis of the Board of Health.

The Groveland Board of Health has responsibilities in three (3) main areas:

1. Community Sanitation;
2. Public Health Protection;
3. Environmental Health Protection

In the area of community sanitation, the Trash Contract Administrator oversees weekly trash and recycle collection. Trash and recycle are collected Monday through Friday and the administrator handles daily phone calls and residents coming into the office regarding missed pick-ups, trash bag limits, items allowed to be placed in the trash and recycle, hazardous waste, recycle bins and stickers, bulk items and cost, disposal of paint, electronics, appliances, tires, construction debris and yard waste.

Anita Wright, RN retired in June after 27 years of service. We thank Anita for those many years of hard work and dedication to the Board of Health and to the residents of Groveland. The Board of Health voted to hire Claire Walsh, RN in August for the public health nurse position.

The Public Health Nurse works closely with the Massachusetts Department of Public Health to monitor reported communicable diseases. The Public Health Nurse provides state mandated and community services including, but not limited to;

- Communicable disease surveillance, investigation, case management, MAVEN/CDC data entry and outreach.
- Enforcement of quarantine/isolation practices.
- Vaccine management, distribution and administration.
- Special outbreak strategies as they arise.
- Mutual aid to surrounding communities.
- Refugee, immigrant health assessment.
- TB management and testing as indicated.
- Resource to school nurses; public, private, charter.
- Providing pneumonia and flu clinics yearly.
- Home visits to homebound, disabled and assisting residents with homecare/outpatient issues.
- Monthly health maintenance clinics.
- In home care, skilled nursing provision urgent basis.
- Collaborate with LEMS, MEMA, FEMA initiatives.
- Support Board of Health initiatives and public health education.
- Follow trends in insect borne activity, water and food service reports and state wide cancer registry.
- From October of 2018 the public health nurse coordinated one (1) flu clinic and conducted case management of five (5) reportable diseases.

The Health Agent's major responsibility is to witness percolation/soil tests and conduct septic system inspections during the process of installation to ensure systems are compliant with Massachusetts Title 5 Regulations. Other job responsibilities include, but are not limited to;

- Conduct routine inspections of camps, semi-public swimming pools, food service establishments to ensure sanitary and safe conditions.
- Perform environmental inspections as required by statute or as needed e.g., school food service and school bathrooms, indoor air quality and hazardous waste.
- Approve plans for new establishments and authorize the issue of licenses for the establishments listed above.
- Enforce tobacco and smoke-free establishment regulations.
- Investigate nuisance complaints and conduct follow-up inspections to ensure compliance with state and local regulations.
- Conduct investigations in response to health related complaints.
- Witness water well flow rate to ensure compliance with well regulations and examine laboratory water test results to ensure potable water.
- Review and approve preliminary septic system plans and as-built plans and issue certificate of compliance.
- Attend Board of Health meetings to advise/update the Board on issues.
- Participate in Homeland Security, Emergency Preparedness for Region 3A, participate in training programs and maintain current in planning and various certifications.
- In 2018, the health agent inspected 22 food establishments, 4 retail food stores and 2 catering facilities. The health agent witnessed and inspected 29 septic system installations, 8 D-Box repairs and 1 well installation.

The Board of Health's administrative assistant handles the daily functions of the office.

These responsibilities include, but are not limited to;

- Answer or direct all incoming phone calls.
- Assist residents, septic system installers, engineers, attorneys, bank appraisers, Title 5 inspectors, private well installers, food establishment owners, realtors who come into the office with questions, complaints, issues regarding trash and recycle, process of installing a new septic system, Title 5 and related paperwork, septic system and private well design plans, Title 5 inspections and reports, Title 5 as-built septic system plans and certificate of compliance, percolation/soil testing, food establishment inspections and licensing and related paperwork.
- Receive and deposit checks to the finance department for town permit and license fees for septic system installers, septic system and well construction, percolation/soil testing, food establishments, retail stores, tobacco, camps, swimming pools.
- Prepare all accounts payable to the finance department including the town trash and recycle collection monthly invoices.
- Prepare annual departmental budget which includes health department expenses, employee salaries, Board of Health member stipends and the town trash and recycle contract.
- Prepare new fiscal year payroll calculations for three (3) employees submitted to the finance department.
- Purchase office supplies for the office and staff and recycle bins and recycle stickers for the residents.
- Prepare meeting agenda and correspondence for monthly board meetings for three (3) board members and transcribe meeting minutes for board approval.
- Type all correspondence for the board, health agent, public health nurse which includes letters, memorandums, reports, town licenses.

The Groveland Board of Health and its staff will continue to work hard to provide the best health services to the residents of Groveland.



**Town of Groveland
Cemetery Commission
159 Main Street
Groveland, MA 01834**

We, the Cemetery Commissioners, respectfully submit the following report for the operation of the Riverview Cemetery and Small Pox Cemetery for Fiscal 2018.

In FY2018 we recorded a total of 30 interments (13 traditional/17 cremation).

FY2018 was a difficult transitional period for the Riverview Cemetery. We commend and thank Robert Polizotti for taking on additional hours and responsibilities while we opened the search for a full-time Cemetery Foreman. Additionally, Mr. Jim Thornton of ACME vault stepped in to assist with interments during this time. Thanks to the additional efforts of these two individuals, the cemetery was able to keep operating and providing service to the town.

Despite the many operational difficulties this year the Cemetery has moved forward with a number of enhancements and additions. Most notably was the completion of our entrance restoration project, adding a stately path of Elm trees to the driveway entrance area. We also proactively removed some of our older and unstable trees. We initiated the engineering of our undeveloped section of the property, seeking to provide the long overdue addition of over 300 new plot locations by November of 2018. This engineering plan will ultimately provide the added benefit of allowing the electronic digitalization of all plots within the cemetery while securing all of our records electronically.

Looking towards the immediate future it seems clear that our aging fleet of mowers is our highest concern and must be addressed for the next fiscal year. Maintenance issues with this aging mower fleet continues to hamper operations on a daily basis.

Lastly, it has become clear to the Commissioners that the existing bylaws for the Cemetery are dated and must be amended. In particular the newly developed section will require these long overdue changes to stone sizing and restrictions to landscaping at both existing and new plots. We expect to have these new bylaws in place by Spring of next year.

Looking forward to FY2019 we expect to have a new Foreman in place by August 2018. The Commissioners are now poised in an advantageous position to capitalize on all of the efforts put forth over the past year as we look toward the future.

Raymond "Rock" Dower
M.A. Kastrinelis
Debra Stewart



Groveland Council On Aging

Town Hall
183 Main Street
Groveland MA 01834

Phone: (978)-372-1101 Fax: (978)-469-5008 E-Mail: LStanton@GrovelandMA.Com

COA Annual Report FY2018

Mission Statement

Our mission is to advocate for older adults, to identify their needs, to develop and implement services, to meet their health, economic, social and cultural needs, to encourage independence, and to improve their quality of life.

Summary

Following a two year period of site tours, meetings with architects Caolo & Bieniek Assoc., Building Committee members, and COA staff, our \$3.6 million “Senior Center Initiative” was put before residents at the April 30, 2018 Annual Town Meeting. The initiative passed by the required 2/3 majority. Unfortunately, we failed at the ballot box a week later. After nursing wounds, we are regrouping, assessing alternatives and gearing up for a new Initiative. The need for additional space for programs/events continues to grow. Our 60+ population represents 33% of our town. Quiet, confidential space is needed for insurance/tax prep/health benefit application appointments. Use of our non-perishable food pantry has increased. As always, our residents would benefit from the availability of a full kitchen. Nothing reduces elder isolation and loneliness like the ability to “break bread” with others.

Statistics and Service / Activities

(with the Support of Elder Services of the Merrimack Valley and the EOEa)

Seniors Served: Your COA currently provides programs/services/events to 2,409 Groveland residents (251 are 80-85 and 341 are 86 or better)! We also served 118 residents under 60 (general information and family assistance).

Outreach Provided: Our Outreach position is partially funded (8 hrs/wk) by the state Formula Grant. Phone reassurance, Elder Mental Health Outreach (EMHOT) in conjunction with the Amesbury COA, friendly visitors, elder legal advice, fuel assistance, veterans’ services, SNAP (Supplemental Nutrition), MassHealth application assistance, USDA food program, yard and home maintenance assistance was utilized by 178 folks.

Meals on Wheels: 3,187 meals were delivered to 31 homebound elders.

Newsletter: Grant funded by the EOEa, letter is sent to ~1,417 households 10 times each year. Reduction from prior years is due to newsletter being posted on our website!

Transportation: With our MVRTA van, we provide essential transportation to

doctors, hospitals, rehab., and shops. We also have local volunteers who drive for the NEET program (Northern Essex Elder Transport). They provided 1,383 rides to 72 residents. FREE transportation through MVRTA's Ring & Ride Program continues for all adult residents 18+.

Financial Assistance: Community Action, Citizens Energy Heat Program, Rebuilding Together, MV Legal Assistance, Prescription Advantage Program, and Medicare assistance reached 253 elders. The Property Tax Work-Off program (increased to \$1,000 per household in May) and intergenerational activities were also provided.

Health/Wellness/Exercise: Board of Health blood pressure clinics, podiatrist clinics and senior flu clinics (now provided by Rite Aid) reached 183 clients. Classes include Reiki + Meditation, Qi Gong + Gentle Movement, Walking Club at PRHS, and Yoga.

Elder Services of the Merrimack Valley: Groveland clients received access to SHINE (Serving the Health Info Needs of Everyone on Medicare) – 112 residents served, the Brown Bag program, Crisis Intervention Unit, Money Mgmt., Home Care Program (homemaker, companion, personal care, chores, social day care, adult day health, Life Line) and Title III (meals) programs.

On Going Activities: AARP tax assistance, financial/retirement planning, health insurance / social security programs, trips to museums, travel and tours, exhibits, movies and concerts, Men's Breakfasts, monthly birthday celebrations, art classes, weekly game day and social hour.

Annual Events: Volunteer Appreciation Brunch (supported by the *Friends of the COA*), COA Senior Day (supported by local businesses, Groveland Police Assoc. and local Cultural Council Grant), NEET Volunteer Drivers' Luncheon, and Senior Harvest Dinner provided by the Groveland Police Assoc.

Volunteers: Our dedicated volunteers logged 1,745 hours of service.

Community Support (in addition to services above): The *Friends of the Groveland COA*, Board of Selectmen, the Chicken Connection, Atty. Elaine Dalton, Groveland Congregational Church Mission Committee, Groveland Police Dept., Langley-Adams Library, Merrimack Valley Philharmonic Orchestra, "Mr. Fix-It," residents of Nichols Village, Ocasio's Martial Arts, Panera Bread, Wingate of Haverhill, Pentucket Regional High School, art instructors Marcia Nadeau and Frank Sadowski, and our generous neighbors!

Respectfully Submitted,

Lynne Stanton *Director*

Board of COA: Frank Sadowski - *Chairperson*, Dorothy DiChiara - *Treasurer*,

Laurel Puchalski - *Secretary*, Anita Wright, and Kathryn Alesse

Staff: Nisha Burke - *Program / Transportation Coordinator*, Amanda Fisher - *Outreach*, Walt Losee, Richard McNeil, and Ken DuSombre (partial year) - *Van Drivers*

Groveland Conservation Commission
FY-2018 Annual Report

The Groveland Conservation Commission mission statement and goals for FY-2018 were as follows.

The mission of the Groveland Conservation Commission is to protect wetlands and natural resources in the town of Groveland through regulations, management, education, and acquisition. We will:

- Implement the goals of the Massachusetts Wetlands Protection Act (MGL Chapter 131, Section 40) and the Groveland Wetland Protection Bylaw and Regulations (Groveland General Bylaws Sec 8-19) fairly and consistently,
- Regulate activities deemed by the Conservation Commission as likely to have a significant or cumulative effect upon the values of these resource areas, namely, but not limited to, public or private water supply protection; groundwater protection; flood control; erosion and sedimentation control; storm damage prevention; water pollution control; fisheries, shellfish, wildlife and plant species and habitat protection; agriculture; aesthetics; recreation and aquaculture,
- Manage all Town conservation lands in order to protect and sustain these natural ecosystems for current and future generations to use and enjoy,
- Be an environmental and educational resource for local citizens, groups, organizations, as well as local, State and Federal agencies,
- Further the values of a healthy and attractive community by protecting and conserving open space properties in Town through grants, acquisitions, conservation restrictions and land trusts,
- Pursue new opportunities for expanding use of conservation lands, adding to conservation lands and increasing the protection of conservation lands in town.

The Commission held public hearings and meetings on the second Wednesdays of each month. In addition, we were available Monday evenings at town hall for sign-offs and questions. When fully staffed, the Commission has seven full members all of whom are appointed volunteers. The Commissioners in 2018 were Chair Heather Meninger, Mike Dempsey, Tom Schaeffer, Terry Grim, Fred O'Connor, John Gebauer and Bill Formosi.

Our Conservation Agent runs our office 12 hours per week. The position is entirely funded using fees collected from permit applicants. The agent, Rosemary Decie staffs the office Mondays from 2 pm to 8 pm and Thursday from 10 am to 4 pm. She receives applications and guides applicants through the process, writes up permits, performs site visits and monitors our conservation lands and reservations. The office is also staffed by Administrator, Julie Hauss, who is a part-time consultant who continues to schedule meetings, take minutes and publish

them. Both staff positions are the key to the Commission fulfilling its mission by assuring better service to town residents and taxpayers.

In FY 2018, the Commission held public hearings on several Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Determination as well as requests to amend or extend existing Orders. The Commission also inspected and acted on Requests for Certificates of Compliance. The Commission investigated various complaints and calls regarding resource area concerns and issued Enforcement Orders on violations. The Commission advises other Town boards and officials, as well as private individuals and groups, on issues that relate to its areas of jurisdiction. The Commission issued comment letters to the Planning Board and placed high priority on providing input during regular Site Review meetings held by the Building Inspector.

In FY 2018 we continued to convert our paper files to an electronic format. All new applications, permits, and documentation are scanned and stored in a program called Laser Fiche. The program stores electronic copies as pdf formatted files and allows for full text search capability. Eventually we will scan many paper files from past decisions from the past 10 years. The system will help us be more efficient while saving space.

With the Conservation Commission's authority under the Conservation Commission Act of 1957 we planned for natural resource protection and managed our properties for conservation and passive recreation. In FY 2017, the Conservation Commission worked on the following land protection and land management projects:

The Commission completed the work to place a conservation restriction on the former Mattingly and Angelini properties purchased in 2014 -15. The CR was required due to funding of the purchases from Community Preservation funds. The CR will be held by Essex County Greenbelt Association. We also began working on a conservation restriction for the Town Forest with ECGA. In addition, we are pursuing expanding the existing conservation restriction on the Meadow Pond Reservation with Mass Fish and Game to include three parcels that are not protected. Two of these parcels do require CR protection because they were purchased using CPA funds. Conservations restrictions are an important tool to preserve the intent of residents who voted to purchase them and insure that Groveland's open spaces remain open.

The Commission continues to manage Veasey Memorial Park, a Conservation property purchased in 1996. Going into our twenty-third year we work with our volunteer management agents to provide a conservation park with trails, forest and fields while using the main building as an event and meeting facility. An expansion of the high efficiency heating system installed last year completed the system that now covers the entire building. A new hardwood stage area was installed in the Great Hall. We held a successful Wine and Art weekend in November that raised over \$7000 for the park.

The Commission continues to work on preserving the Lower Center Street area that borders Haverhill and Boxford. With the help of Senator Tarr and Representative Mirra's we received State assistance funds to improve the area. One grant for \$20,000 was used to install a new picnic area at the entrance of Veasey Park including an improved parking area, boat launch,

plantings and a canoe rack. A scenic area at Lower Center Street received plantings and a cleanup. Thanks to a donation from Kendall Construction we also began lining the street with boulders to prevent illegal parking in the area.

We applied for and received funding for two CPA projects to remove weeds from Johnson's Pond and develop a management plan for Johnson's Pond and Creek in FY 2017. This year we began the management plan for the pond and creek hiring Cammett Engineering to perform the work. Another State grant for \$50,000 was received toward the weed removal and we planned to begin the first phase of the work in August 2018

We continued to work closely with the Groveland Open Space and Trails Committee to manage trails at Veasey Park, Meadow Pond, Town Forest and Center Street Greenway. The Commission also worked on various projects involving beaver issues, trail construction and maintenance and signage; and other conservation land management concerns.

The Conservation Commission is represented on the Community Preservation Committee and the Groveland Open Space and Trails Committee.

Respectfully Submitted,
Michael Dempsey, Chair
Groveland Conservation Department



TOWN OF GROVELAND FIRE DEPARTMENT

181 Main Street
Groveland, MA
01834

Annual Report FY2018

The Groveland Fire Department is strictly a call Fire Department. We have no full-time staff and rely on a workforce that isn't always available. As the community grows, the request for services continues to increase. The fire department responded to a 737 calls during the fiscal year. The following view is a summary of those calls from 7/1/17 through 6/30/18.

4 Year Trend	FY2018	FY2017	FY2016	FY2015
Fire	32	40	31	35
Rescue & EMS	396	394	354	305
Hazardous Conditions	41	42	28	18
Service Call	71	84	47	52
Good Intent Call	46	33	15	39
False Alarm & False Call	102	94	74	77
Severe Weather & Natural Disaster	49	4		
Totals	737	691	549	526

The total number of calls continues to grow. In FY2015 we responded to 526 calls and last year 737 calls, this represents a 40% increase in four years, as reported in previous reports.

Financial Performance

The Groveland Fire Department continues to operate in a fiscally responsible manner, operating within budget requirements. The Department recently implemented additional oversight of the budget. This allows us to stay abreast of monthly and year- to- date budget expenditures and payroll expenses to ensure compliance within approved budget line items.

Training

Our training plan continues to evolve. Since our decision to adopt a new training standard in 2015, we have improved significantly. In March, we witnessed another 2 firefighters graduate from the Mass Fire Academy as Firefighter I/II. This is a Pro Board certification and is nationally recognized. Out of our 33 firefighters, 24 are Firefighter I/II certified and 20 are EMT certified. Our EMT's all meet the requirements for the National Registry of Emergency Medical Technicians. These certifications require a considerable time commitment, and I commended these members for their effort to improve and deliver high quality care to the residents of the town.

Personnel

Effective July 1st, we experienced a significant shift in our staff composition. We had 2 firefighters that were not reappointed and 2 that chose to retire. Our current team of 33 firefighters (budgeted for 40) are well trained and highly motivated. These firefighters are members of one fire department that operates out of two stations to deliver emergency services to the Town of Groveland.

Emergency Medical Services

Emergency Medical Services (EMS) continues to improve services and patient care. Engine One, Squads One and Two now operate at the pre-hospital care level. Monthly EMS training is provided to all EMT's on staff. Additional medical equipment purchases are currently being reviewed to increase and improve optimal patient care.

HeartSafe Community

Groveland fire Dept. adopted a comprehensive program under the guidelines of the "Heartsafe Community" program. This is to increase the overall community response to incidents of sudden cardiac arrest (SCA). This included a survey of public buildings and businesses to locate AED's and if there were CPR certifications for employees. This program includes ongoing review and revisions for the Groveland Fire dept. dispatch protocols and ongoing QA/QI. We also currently have five CPR/AED instructors on the fire dept. We intend on keeping education a core part of our program. Classes can be requested on the dept. web site. We are currently working with other town departments to update their employee's training.

Fire Prevention

The Fire Prevention division is headed up by Lt. Belfiore and currently has 3 credentialed fire prevention officers. This division reviews plans for new construction and renovations for fire alarm and protection systems as required by the state building code. They inspect structures for code compliance prior to occupancy permits being issued. All fire prevention work is conducted as required by MGL and the CMR 527-1. They permit and inspect all aspects of fire related installations along with fuel storage and dispensing operations. They work closely with home owners and real estate professionals and perform inspections as required by MGL upon sale and transfer of residential structures. In addition to all required code work, this group also conducts fire drills and education sessions at the Bagnall School.

The Fire Prevention division has developed an excellent working relationship with the building inspector as we work together to resolve issues that went undetected in the past. In addition to all of the fire prevention work being performed, we also have two Child Safety Seat Technicians that assist the public in proper seat installations. This work is done by certified technicians and appointments and can be scheduled through our website.

Grants

The department has been actively pursuing grants for equipment and apparatus to help mitigate the cost to the taxpayers. We have recently been awarded a grant for 34 SCBA's (self-contained breathing apparatus) for total savings to the town in excess of 200,000 dollars. We have 2 other active grants for a new Fire Engine and two Lucas CPR devices currently pending decisions.

Apparatus Update

The Department has retired our 1994 Ford F-350 Squad 1 that has outlived its usefulness and replaced it with a 2018 Chevy Tahoe. This changes the apparatus from a dual purpose vehicle (Forestry/EMS) to a dedicated EMS unit.

Summary

The Fire Department continues to provide professional fire and EMS services to the citizens of the Town of Groveland while operating in the most fiscally responsible manner while providing these services. We continue to review our operations and services and make enhancements and adjustments to further improve the delivery of services. Given the expected population growth, new construction, and residential developments over the next 3 to 5 years we are proactively reviewing and assessing our needs so that the Department is ready to meet the increased call volume along with other related services.

I want to take this opportunity to thank the citizens of the Town of Groveland for their continued support of the Department in the past and into the future.

Additional information is posted on our website at [**grovelandfd.com**](http://grovelandfd.com)

Respectfully submitted,

Richard York

Interim Fire Chief

FY2018 – Office of Inspectional Services

The Office of Inspectional Services issues permits and performs inspections for: Building, Gas, Plumbing, Electric, Sheet Metal, Trenches, AAB Compliance, and Zoning Compliance. These permits and inspections are designed to ensure public health, safety and accessibility in the built environment.

From July 1st 2017 to June 30th 2018, permits issued had a combined construction value of \$9,334,770.00 excluding plumbing, gas and electrical permits.

Expenses

Salaries and Wages	\$66,978.00
<u>Department Expenses</u>	<u>\$10,911.00</u>
Total Department Expenses	\$77,889.06
Department Revenue	<u>\$111,307.00</u>
Total Revenue After Expenses	\$33,417.94

Please note: a new fee schedule will be effective as of 1/1/2018

Our Inspectors Are:

Sam Joslin – Building Commissioner/Zoning Enforcement Officer (978)-556-7209
Gerry Viens – Plumbing and Gas Inspector (978)-372-1575
Zaven “Gus” Gostanian – Electrical Inspector (978)-697-1801

Current Building Codes as of 1/1/2018 (partial list)

1. 2015 International Building Code with MA front end amendments.
2. 2015 International Residential Code with MA front end amendments.
3. 2015 International Energy Conservation Code.
4. 2015 International Existing Building Code.
5. MA Fuel Gas Code.
6. MA Plumbing Code.
7. MA Electrical Code / 2017 National Electrical Code.
8. 2015 International Mechanical Code.

Langley-Adams Library
Library Director's Report
Fiscal Year 2018

Library Statistics

Langley-Adams Library has a total of 4,918 registered borrowers. 4,767 of these borrowers live in Groveland.

The Merrimack Valley Library Consortium drastically increased its online holdings for patrons during Fiscal Year 2018. Groveland patrons have access to the electronic items purchased by the Consortium. Because of this, the Library has a total of 70,963 material holdings, including physical and electronic items. This is a 48% increase from the total reported in Fiscal Year 2017.

Our materials, both physical and electronic, were checked out and renewed a total of 46,905 times during Fiscal Year 2018. This is an increase of over 1,100 from Fiscal Year 2017.

Library News and Programs

We held various programs for youth and adults in Fiscal Year 2018. Our Adult Services Librarian contacted several speakers and authors to visit the Library. The attendance for these programs just keeps growing! We also have a new Youth Services Librarian as of May 2018. She was able to jump right into planning for the Summer Reading Program when she started her position. The start of our summer reading program closed out the Fiscal Year with a bang. The National summer reading theme was aptly named "Libraries Rock!"

Throughout Fiscal Year 2018, Library staff continued to read to children at Elmer S. Bagnall Elementary School during their library classes. Staff will read one book to a class as well as answer questions that the students ask.

Early in Fiscal Year 2018, a reading garden was built by Eagle Scout Jeremy Frederick. The debut of this reading garden took place during the summer of 2017. Since then, it has been used by patrons for reading, tutoring, and more!

During Fiscal Year 2018, the Library worked with members of the community to dedicate our children's room to Ryan J. Reardon. Community members fundraised for a new sign above the children's room door and other aesthetic and educational changes for the children and families who use the room. We are slowly working toward making the room more user-friendly and appealing for the public. We hope to combine the community's generous efforts with Long Range Planning in the years to come.

In Fiscal Year 2018, we also made significant progress toward developing our Local History collection. We purchased materials we can use to store these materials, such as new shelving and archival boxes. We have also hired a conservator to restore our unstable materials.

Comments

Thank you to the Board of Library Trustees, Board of Selectmen, Town Offices, community members, our wonderful volunteers, and our dynamic staff for a great Fiscal Year 2018!

Respectfully submitted,

Darcy Lepore
Library Director

Langley-Adams Library
Board of Library Trustees Report
Fiscal Year 2018

Due to the efforts of Library Director Darcy Lepore of the Langley-Adams Library, the members of the Board of Library Trustees are happy with the progress being made on our antiquities collection. The library has a variety of employees full and part time, and is open six days a week. The team has presented a variety of programs for children, adults and seniors. The reading garden has continued to be used by members of the community. The Board is very pleased with the progress with the formation of the Friends of the Library. We continue to encourage community outreach through the library.

Respectfully submitted,

Leonard Lee Thomas

Chair, Board of Library Trustees



Tel. (978) 521-1212
Fax (978) 374-7676

Groveland Police Department

JEFFREY T. GILLEN
Chief of Police

181 MAIN STREET
Groveland, MA 01834



jgillen@grovelandpolice.com

The Groveland Police Department employs professional and well-trained individuals that are committed to protecting and serving the community. Guided by our mission statement we strive:

To provide a permanent, dependable resource to the community for assisting individuals in need of help or services.

To prevent and suppress criminal activity through improved identification, apprehension and prosecution of offenders and by elimination or reduction of opportunities to commit crime.

To assist the community in improving its ability to protect itself through environmental, civic, and educational priorities.

To aid the community and governmental agencies in the planning and managing of ongoing community service functions.

To support the community in planning and managing special events and community activities.

To monitor community needs and provide recommendations for actions and services.

In FY 2018, the police department logged 14,397 calls for service with the total log entries at 16,793. There were 284 alarm responses. Reported larcenies/burglaries totaled 35. The department responded to 419 medical calls and 69 motor vehicle crashes. Total alarm responses were 284, identity theft/credit card calls were 43 and assist citizen/other agencies totaled 3,944. There were 355 animal calls for service.

Officers had 2,236 motor vehicle stops with 1,823 operators given verbal warnings, 108 written warnings, 326 civil citations issued, 58 criminal complaints issued and 5 were arrests made.

The charges for individuals arrested are broken down as follows: license/registration offenses 147, operating under the influence 19, drug/liquor offenses 8, warrant arrest 12, larceny/B&E 16, trespass/threats/firearms/weapons charges 12, and harassment/domestic assaults 43.

The last year showed a reduction of crime in our community. Unlike the previous couple of years, larcenies and car breaks decreased. With the aid of social media, we are able to notify the residents of incidents occurring in their community and offer safety tips. This transparency has proven to be successful in helping the Police Department better serve the community. Residents are more aware of what is going on in their neighborhood and are comfortable collaborating with the Police Department. There is an increase in residents reporting suspicious activity and or

unusual events. I believe a major contributor to the reduction of crime in our community is due to the strong bond the Police Department has with the community. We also observed a decrease in motor vehicle crashes and violations compared to last year. This decrease is attributed to educating the motoring public and the dedicated presence of officers on patrol. Groveland continues to be one of the safest communities in the commonwealth. The officers and dispatchers continue to work very hard to protect and serve and they are all true professionals.

The police department continues to be very much involved in community policing initiatives including, but not limited to, the Bagnall School 6th grade Cedardale Outing, the Senior Citizen's Harvest Dinner, Vehicle Night and the Pumpkin Fest. Our initiatives also include Stuff A Cruiser Food Drive, Toy Drives, National Drug Take Back program, Veteran's Day and Memorial Day observances and other events throughout the year to help those in need. In addition, we have identified a safe zone in the police department parking lot to conduct on-online transactions. We also dedicate time to talk to groups on specific topics, conduct tours, and participate in the ride-along program for students. The DARE program is now in its second year with Detective Joshua Sindoni presenting at the Bagnall School. So well received by many, an additional grade was added to the curriculum with requests for even more grades to be added.

Many dedicated employees serve The Town of Groveland. I would like to thank them all along with the Board of Selectmen and the many wonderful volunteers on the various town committees. It would not be possible for the police department to be so effective if it were not for everyone's support. Lastly, I would like to give a heartfelt thank you to all the residents of Groveland for their continued support.

Respectfully submitted,



Jeffrey T. Gillen
Chief of Police



Town of Groveland
Water and Sewer Department
183 Main Street
Groveland, MA 01834
(978) 556-7200 x 220 Fax (978) 373-6147

2018 Annual Town Report for the Water and Sewer Department

To the Citizens of the Town of Groveland

The **Water Commission** was established with the Acts 1903, this document gave the Town the fundamental laws to supply itself with water. The Town developed and put into service its first well in 1965, up until then the Town purchased water from Bradford/ Haverhill. All of our water supply is derived from gravel packed wells. These wells are primarily located near the Merrimack River. We supply 1,925 service connections to approximately 6,355 people through 36.5 miles of main. The system is split into two service zones, Low and High pressure. In the low zone static pressure is achieved by a 2 Million gallon Storage Tank located off King St. The High zone is serviced by a 1000 gpm Booster Station located on Main St and a new 800 thousand gallon storage tank located off Wood Street.

On an average day, the Department pumps about 400 thousand gallons from our three active wells. Water is treated with Sodium Hydroxide for corrosion control, fluoride for dental health and chlorine for preventive disinfection of the distribution system.

There has been some national discussion about fluoride being added to public drinking water. To date no changes have been made. The EPA and DPH are looking into adjusting the target dose and MCL. If you have any questions, please call the office.

The **Sewer Department** was started in 1977 with the oversight of the BOS, those duties were transferred to the water commission in 1980. This constituted one Board to govern the Water and Sewer System. The majority of the system is gravity sewers that collect the Town's sewerage and is pumped to the Haverhill Waste Water Treatment Plant for treatment. The Department operates and maintains six small lift stations and one main sewer pump station. The Collection System is comprised of 20 miles of gravity sewers and 2 miles of pressure force main.

Both Departments are municipally owned by the Town of Groveland and are operated as enterprise funds. Enterprise funds are used as a separate accounting practice for tracking revenue and expenses associated with a specific service provided to the citizens. This means that the Water and Sewer Department operates with the revenue from the water and sewer rate payers and not the tax revenue from the Town.

Water Department

The Annual Water Quality Report (CCR) is mailed out in June for the previous year, this report contains testing results and information relevant to the Town's public water. It is also available at the Water Department Office located in Town Hall and the Department website www.grovelandwaterandsewer.com. The Town of Groveland continues to provide high quality drinking water to its customers.

The Capital Improvement Plan for the Water Department is currently being used as a reference to prioritize the needs of the Water Department. The updated CIP is accompanied by a rate study report. This study explains the costs (adjusted rates) needed to improve the water system. The system is aging and with all aging infrastructure there comes a time to address these assets for any required updates and or replacement.

There were 5 new water service connections activated this year, the Town is seeing a small but steady increase in new homes to the area.

In the year 2017 the department pumped a total of 135.34 million gallons of water, which is 5.5% less than the previous year. The decrease is attributed to a wet summer, if you have any questions about water conservation or how the Department can assist in helping you conserve water please contact our office. On the maximum peak day March 4th, we pumped 872 thousand gallons of water. The daily average was 0.370 million gallons of water. Our current withdrawal permit with MA DEP is set at 0.410 million gallons a day. Our ten year running average is 0.380 MGD.

Jan	Feb	Mar	Apr	May	Jun
9.01	8.32	10.33	11.50	12.40	13.50

July	Aug	Sep	Oct	Nov	Dec
13.7	13.6	11.50	11.80	9.80	10.0

In millions of gallons

Unaccounted for water was 10%, the goal as set by the DEP is 10%. "Unaccounted water" is the difference between the water billed to consumers (metered consumption) and the amount of water that entered the system (metered supply). It includes domestic and non-domestic water meters under-registration, unauthorized hydrant openings, piping leakage, and illegal connections. Water that is lost is not used, and is therefore wasted. It not only represents a loss to the water supplier who receives no compensation for the distribution of this water, but also a loss to the consumer, who is missing out on the opportunity to consume this water. Mass DEP has set a standard (not to exceed) Residential Gallons per Capita of 65 gallons per day, Groveland has registered 44 RGPCD for 2017, within standard.

During the annual hydrant flushing program we flushed 300 hydrants throughout the town for a total of 4.34 million gallons of water. Hydrant flushing enhances water quality by flushing sediment from the mainline pipes, verifies proper operation of hydrants and valves, thereby enhancing firefighting capability. The Department is currently working with our Engineering Consultant and the MVPC to develop a new unidirectional hydrant flushing program. This program features a systematic approach to directing flow to improve the cleaning process of the water mains and improve water quality.

Sewer Department

The total wastewater pumped to the City of Haverhill wastewater treatment plant was 90.708 million gallons for the year. This is up 38.5% from last year, maximum daily flow was .963 million gallons and the average flow was .247 million gallons. This increase in pumping is attributed the above average snow fall and wet weather during the year.

17 new customers were connected to the Town's sewer system this year bringing the total customers to 946.

The Sewer Department has completed an II Program, (Infiltration/Inflow Study). This study evaluates the sewer collection system for piping failure and cross connections to the drainage system. This is similar to **"Unaccounted Water"** that we monitor in the water system. Any extra flow into the sewer system increases the total volume pump to The Haverhill Waste Water Treatment Plant. This extra flow is a direct increase in cost to the Department and its customers.

The Department is currently negotiating a new treatment contract with the City of Haverhill. The current contract expired in July of 2017, any increase in costs at the Haverhill Waste Water Treatment Plant is a direct increase to the sewer rates. The customer base has basically remained the same for the last thirty years. With this low growth rate and projected costs increase from the City of Haverhill, we can expect a sharp increase to user fees.

The extension of the Main Interceptor to South Groveland is a Key Upgrade for increasing the customer base and stabilizing sewer rates. This upgrade will not only provide sewer service to residential areas, but more importantly the Industrial areas Located in the Town's Aquifer. This discussion has many views and is ultimately in the hands of the Town's people. The Department is here to help facilitate in any way possible.

Respectfully submitted,
Thomas D Cusick Jr., Superintendent

James M. Sheehan, Chair
John Gray Commissioner
Jake Greaney Commissioner
Pat Rogers, Office Manager

"And it never failed that during the dry years the people forgot about the rich years, and during the wet years they lost all memory of the dry years. It was always that way." ~ John Steinbeck

Town of Groveland
Zoning Board of Appeals

Annual Town Report Fiscal Year 2018

The Groveland Zoning Board of Appeals is a five member (volunteer) appointed board charged with hearing appeals from decisions of the building inspector and planning board, pursuant to M.G.L. c. 40A s 8, and with hearing special permit and variance applications in accordance with the Groveland Zoning Bylaws.

In Fiscal Year 2018, the Zoning Board of Appeals comprised the following members:

Name	Title (Term)
Katherine (Kacy) Bailey	Chair (June 30, 2019)
Kathleen Franson	Member (June 30, 2019)
Danial J. MacDonald	Member (June 30, 2018)
Jason Normand	Member (June 20, 2020)
Vacant	Member (June 30, 2018)
Vacant	Alternate Member
Vacant	Alternate Member

The Zoning Board of Appeals heard 7 applications and appeals. The subject matter of these applications/appeals was as follows:

<u>Special Permit/Accessory In-Law Apartments</u>	<u>3</u>
<u>Special Permit/Use</u>	<u>1</u>
<u>Special Permit/Finding of Fact</u>	<u>1</u>
<u>Special Permit/Sign</u>	<u>1</u>
<u>Variance</u>	<u>1</u>

Administrative Changes

In FY 2018 the Board adopted a revised set of Rules and Regulations governing the administration of the Board and application procedure. The Board also adopted a new application form that is more user friendly and requests the information needed by the Board to evaluate applications under the Zoning Bylaws that were adopted in April 2017.

The Board has continued to analyze the cost of processing applications to ensure the filing fees are as low as possible but still cover administrative costs.

Zoning Bylaws

The members of the Zoning Board of Appeals were also involved in assisting the Planning Board to proposed further amendments to the Groveland Zoning Bylaws. Members Kathy Franson and Kacy Bailey met regularly with members of the Planning Board and the Building Inspector/Zoning Enforcement Officer to redraft and refine several proposed provisions, with the intent of streamlining and clarifying the documents. The revised Zoning Bylaws were adopted at the April 2018 Town Meeting.

SCHOOL DEPARTMENT REPORTS

**District Administrative Offices
22 Main Street
West Newbury, MA 01985
Telephone (978) 363-2280
Fax (978) 363-1165**

Dr. Jeffrey J. Mulqueen
Superintendent of Schools

Greg Labrecque
Business Manager

The Groveland Annual Report of the School Department activities for FY18 has been developed by the Principals of the Dr. Elmer S. Bagnall School, Pentucket Regional Middle School and Pentucket Regional High School on behalf of the Superintendent of Schools and the Pentucket Regional School Committee.

Andy Murphy, Chairwoman
Wayne Adams, Vice Chairman
Lisa O'Connor
Bill Buell
Joanna Blanchard
Christine Reading
Dick Hodges
Dena Trotta
Emily Dwyer

Pentucket Regional High School
Annual Report
Fiscal Year 2017-18

The 2017-2018 school year was productive at Pentucket Regional High School. Student enrollment was 749 and comprised of 176 from West Newbury, 264 from Groveland, 269 from Merrimac, and 40 school choice students. 185 students graduated in the class of 2018.

Below is a summary of activities that took place in the areas of curriculum, instruction, assessment and other areas of interest.

Teachers continued to develop their course curriculum and worked to incorporate District Determined Measures of progress in the areas of Technical Academic Knowledge, Personal Meaning and Adaptive leadership skills in all of their classes. These elements come together into high powered units of instruction where students are expected to apply what they have learned.

Pentucket High School students continue to excel on state assessments with 97% of students scoring Advanced or Proficient in MCAS ELA, 87% of students scoring Advanced or Proficient in Biology and 88% of students scoring Advanced and Proficient in Math. This year marks the final year that high school students will be assessed using the Legacy MCAS in ELA and Math. For future years high school students will be required to take and pass the Next Generation MCAS assessment.

Expanded programming throughout the year resulted in learning opportunities at unique times including a series of Saturday workshops at Mass Art in Boston, Summer Semester classes where approximately 200 students were enrolled in Visual Art, Social Studies, English and Public Safety courses. The Movement Science and Athletics Academy has partnered with Merrimack College to allow students to earn college credits when they successfully complete Anatomy and Physiology I & II through concurrent enrollment.

Once again numerous students received awards for their sportsmanship, talent and hard work through musical and artistic competitions as well as athletics.

The school district continued to progress through the MSBA building project process. High school staff and students were actively involved with the Feasibility Study portion of the building project by attending Visioning Sessions and User Group meetings to help define the guiding principles for the project design and also to help the designer better understand how staff and students use the current space and how they would interact with the potential new space as well. There are many more important steps ahead during the 2018-19 year including the Schematic Design portion of the project which will lead to a funding vote in each town.

Respectfully submitted,

Jonathan P. Seymour

Pentucket Regional Middle School Annual Report Fiscal Year 2017-2018

Demographic Information

The Pentucket Regional Middle School is located in the town of West Newbury, Massachusetts, and serves the students in grades 7 (206 students) and 8 (216 students) from West Newbury (108), Merrimac (126), and Groveland (163). The Middle School is located on the regional secondary campus and is the first regional experience students have outside their home community.

School Highlights from 2017-2018

- Early High School credit classes offered in ELA, Mathematics, Science and Innovation Schools
- Academic Schedule designed around student choice and elective courses
- Students benefit from music ensembles built into the school day
- Professional Walkthroughs continue to guide instructional design
- Grade 8 holds entire grade level completion ceremony to celebrate as one group on the new track infield
- PRMS using Twitter and Instagram to communicate school information - Twitter: @PentucketMS Instagram: @pentucket_ms

Below is a summary of activities at PRMS that took place in the areas of curriculum, instruction, assessment, and community service.

Curriculum

- Teachers use Pentucket Curriculum of technical knowledge, adaptive leadership skills, and personal meaning to accelerated student learning
- Middle school teachers participate in phase 2 of the Pentucket Curriculum Renewal process resulting in new curriculum materials chosen for 18/19 implementation: - Eureka for grade 7 math and Oakland ELA for grades 7+8 ELA.
- Accelerated Science, ELA, and Algebra offered to grade 8 students as elective classes for early high school credit
- Schedule designed with student elective and choice of courses as the priority
- Enriching extracurricular activities support student choice and ideas

Instruction

- Innovation School expansion includes the middle school with 6 academies in operation at the secondary level.
- High School Department Chairs meet with middle school departments to align a curriculum for a grade 7-12 system of instruction
- Business Seminar, Sports Medicine I and Healthy Athlete offered as Innovation School pathway courses

- Orchestra expansion to now include middle school and high school ensembles.

Assessment

- Professional staff implement District Determined Measures (DDMs) using PRSD model of essential question, skills, and outcomes.
- PRMS administered MCAS 2.0 Next Generation state assessments for ELA, Math and STE (grade 8 only) as a computer based test (CBT) for the first time.

Community Service

- Organized food and clothing drives for local community organizations
- Organized blanket and cleaning supplies drive for local animal shelters
- Supported after school seasonal activities at district elementary schools
- Organized toy drive for Holiday season
- Organized supply drive for U.S. soldiers serving overseas

Respectfully submitted,
Kenneth Kelley
Principal
PRMS

Dr. Elmer S. Bagnall Elementary School Annual Report Fiscal Year 2017-2018

Demographic Information

The Dr. Elmer S. Bagnall School is located in the town of Groveland, Massachusetts, and serves the students from Pre-Kindergarten to Grade 6. The Bagnall School provides local educational services to the residents of Groveland. The current enrollment is 500 children. The enrollment for the 2017-2018 school year was 515 students, Pre-School to Grade 6.

School Highlights from 2017-2018

- Bagnall School was selected as one of eight schools for a joint endeavor with MIT to work on improved teacher professional development in the area of STEAM education. Our STEAM Coordinator was chosen by MIT to present at the ISTE Conference in Chicago.
- Bagnall students presented at the STEM summit at the DCU Center in Worcester, MA.
- Bagnall hosted our first (very successful) STEAM Expo in the winter, and Arts Social in the spring. Both events were open to all Bagnall/Groveland community members, and highlighted student work, as well as celebrated
- School administration implements Coffee and Conversation as a monthly meeting open to parents/stakeholders.

Below is a summary of activities at Bagnall School that took place in the areas of curriculum, instruction, assessment, and community service.

Curriculum

- Teachers use Pentucket Curriculum of technical knowledge, adaptive leadership skills, and personal meaning to accelerated student learning
- Bagnall school teachers participate in phase 2 of the Pentucket Curriculum Renewal process resulting in new curriculum materials chosen for 18/19 implementation: - Eureka for and Oakland for grades K-6
- Grades K-2 adopted the Foundations Program
- Bagnall piloted the DARE program in grades one and two
- As part of a rolling things unit kindergarten children worked in small groups to compare the effects of different strengths or different directions of pushes and pulls on the motion of an object. They used ramps to determine if ramp height affects the distance an object will travel. The children then communicated their thinking verbally as well as through pictures.
- First grade students spent two weeks collecting canned food from the \Groveland community. The food drive was integrated into our math curriculum through graphing, counting, base ten lessons and sorting. As a culminating event, students took the food to

Sacred Hearts food pantry in Bradford. Students learned the importance of sharing and giving to others who are less fortunate.

- In grade two, students studied the properties of materials. They made predictions, sorted and tested materials according to properties such as texture, weight, flexibility, buoyancy etc..They also learned about the Engineering and Design process by designing hats that could provide the wearer with shade, be waterproof and stay on in windy conditions. Students then applied what they had learned about the properties of materials by making and testing their creations.
- Third graders studied the events leading up to the American Revolution. In conjunction with our learning, we took a field trip to Boston and we got to experience firsthand the historical places these events happened and even got to throw tea into the harbor. As a follow up, our students were asked to use their learning and firsthand experience to write an opinion piece of "Would you have been a Patriot or Loyalist in the Revolutionary War? In your response, please include at least three different events leading up to the Revolution that impacted your decision.
- Bagnall Fourth Graders once again participated in our Open Space program. This is an experience that allows our students to explore our Science standards in an authentic way, expose them to potential careers in this field, and provides students, parents, and community members an opportunity to work together.
- Fifth graders used the engineering and design process to build orreries which used gears students had printed on the 3-D printer. The orreries were presented at the Engineering and Design Fair that was held at Bagnall.
- 6th grade students studied The Christmas Carol by Charles Dickens. Students worked on finding and understanding theme, character development and symbolism as well as writing literary responses. They also focused on comparing different texts by also analyzing Yes Virginia, There is a Santa Clause and The Polar Express. They capped the unit off by attending the North Shore Musical Theater's stage version of The Christmas Carol

Instruction

- The continual building of engineering curriculum that focuses on the Engineering and Design Process and Scientific Method.
- Increased focus on increasing students' adaptive leadership, personal meaning, and technical knowledge skills.
- Students began to experience many of the new High Powered Units of Study with the Pentucket Curriculum that was put into place last year.
- Professional Walkthroughs continue to guide instructional design.

Assessment

- Professional staff implement District Determined Measures (DDMs) using PRSD model of essential question, skills, and outcomes.
- Bagnall administered MCAS 2.0 Next Generation state assessments for ELA, Math and STE (grade 5 only) as a computer based test (CBT).
- Bagnall implemented Lexile and Quantile assessments in grades 1-6.

Community Service/Collaboration

- First grade students held their annual canned food drive
- Fourth grade students donated produce from our garden to Nourishing the North Shore
- The Bagnall Parent Teacher Association and Bagnall Education Foundation donated over \$40,000 to assist in additional resources for all students.

Respectfully submitted,
Emily Puteri, Principal
Dr. Elmer S. Bagnall Elementary School

Groveland Graduates:

Samantha Athanasopoulos
Hannah Belanger
Juliette Belliveau
Christopher Bellville
Chloe Binding
Joseph Callahan
Matthew Cho
Jessica Colbert
Kyle Costello
Kristen Daley
Darcy Hailey
Kristen Davies
Jovanna Delafuente
Daina Dellapaolera
Joshua Devereaux
Brendan Dickenson
Jacob Dickson
Kelsey Donovan
Isabelle Doyle
Olivia Dube
Daria Engelke
Jeremy Frederick
Emma Gatcombe
Grace Giannatsis
Abigail Gobeil
Liam Grenham
Jada Hurley
Alanna Joachim
Andrew Klosowski
Myron Lacey
Sydney Lee
Jess Liebermann
Conor Logan
Lilly Majewski
Matthew Maloney
Maxwell Masterson

Jack Mathison
Samantha Matthews
Jana McCoy
Emily McFarland
Jared McIntosh
Duncan McNeil
Zachary Monaco
Tess Moolic
Brook Moretti
Joshua Mower
Jacob Murray
Liam Murray
Ameila O'Brien
David O'Brien
Epke Paquette
Yuvraj Pathania
Alec Perrotti
Jason Porter
Christopher Proto
Jessica Psaros
Benjamin Rhodes
Samantha Ryan-Wheeler
Nicholas Salvi
Jaden Scott-Ryan
Nicholas Sheehan
Paul Smith
Emily Stys
Patrick Sullivan
Shannon Twomey
Parker Watts
Jacob Wengler
Thomas Winningham
Lucas Wolbach
Jarrett Wright
Brooke Yemma

Pentucket Regional School District Fiscal Year 2018 Wages

Employee Name	Title	Gross Pay	Overtime	Total Pay
Accardi, Stephanie	Building Aide	\$ 3,296.94	\$ -	\$ 3,296.94
Ackerman, Dawn	Media Aide	\$ 29,855.00	\$ -	\$ 29,855.00
Afrow, Rachel	Teacher	\$ 42,926.14	\$ -	\$ 42,926.14
Aiello, Giovanna	Building Aide	\$ 3,272.50	\$ -	\$ 3,272.50
Allender, Kate	Teacher	\$ 40,714.96	\$ -	\$ 40,714.96
Alvino, Stephen	Substitute	\$ 3,858.00	\$ -	\$ 3,858.00
Amico, Amy	Teacher	\$ 84,101.85	\$ -	\$ 84,101.85
Anderson, Donald	Custodian	\$ 47,010.38	\$ 3,670.76	\$ 50,681.14
Angelli, Peter	Teacher	\$ 71,949.35	\$ -	\$ 71,949.35
Antonopoulos, Erin	Paraprofessional	\$ 3,346.70	\$ -	\$ 3,346.70
Arel, Megan	Teacher	\$ 82,987.84	\$ -	\$ 82,987.84
Atwood, Pamela	Media Aide	\$ 20,435.30	\$ -	\$ 20,435.30
Bachand, Beth	Food Service	\$ 7,215.51	\$ -	\$ 7,215.51
Barlow, Jennifer	Teacher	\$ 81,801.72	\$ -	\$ 81,801.72
Barrett, Sandra	Teacher	\$ 10,317.72	\$ -	\$ 10,317.72
Barry, Kathrynne	Paraprofessional	\$ 1,252.80	\$ -	\$ 1,252.80
Bartholomew, Stevin	Teacher - Videography	\$ 68,075.99	\$ -	\$ 68,075.99
Batchelder, Benjamin	B/A Aides	\$ 3,056.88	\$ -	\$ 3,056.88
Bauer, Christopher	Stage Help - Tech	\$ 1,217.82	\$ -	\$ 1,217.82
Baynes, Jake	B/A Aides	\$ 1,966.25	\$ -	\$ 1,966.25
Bazenas, Adrian	Paraprofessional	\$ 19,560.57	\$ -	\$ 19,560.57
Bean, Matthew	Custodian	\$ 2,906.49	\$ -	\$ 2,906.49
Beaton, Jayne	Coach	\$ 4,197.44	\$ -	\$ 4,197.44
Beaton, Kelly	Teacher	\$ 85,013.16	\$ -	\$ 85,013.16
Beaton, Ruth	Teacher	\$ 87,162.16	\$ -	\$ 87,162.16
Beatrice, Anthony	Teacher	\$ 7,789.59	\$ -	\$ 7,789.59
Beaulieu, Benjamin	Stage Help - Tech	\$ 860.75	\$ -	\$ 860.75
Bedard, Amy	Paraprofessional	\$ 18,611.60	\$ -	\$ 18,611.60
Bell, Casie	Paraprofessional	\$ 9,575.66	\$ -	\$ 9,575.66
Bellerose, Mary	Adm Asst	\$ 26,326.97	\$ 73.14	\$ 26,400.11
Belmer, Patricia	Adm Asst	\$ 3,483.35	\$ -	\$ 3,483.35
Belmont, Colleen	Teacher	\$ 82,837.85	\$ -	\$ 82,837.85
Benger, Jamie	Teacher	\$ 5,833.04	\$ -	\$ 5,833.04
Bent, Anya	Teacher	\$ 81,468.65	\$ -	\$ 81,468.65
Benvenuti, John	Teacher	\$ 81,450.08	\$ -	\$ 81,450.08
Bergner, Nancy	Teacher	\$ 5,551.96	\$ -	\$ 5,551.96
Bevelaqua, Catherine	Teacher	\$ 84,939.35	\$ -	\$ 84,939.35
Bewig, Ned	Paraprofessional	\$ 19,090.99	\$ -	\$ 19,090.99
Binder, Edward	Crossing Guard	\$ 11,669.16	\$ -	\$ 11,669.16
Binding, Jeremy	Substitute	\$ 90.00	\$ -	\$ 90.00
Bird, Stephen	Substitute	\$ 6,134.00	\$ -	\$ 6,134.00

Employee Name	Title	Gross Pay	Overtime	Total Pay
Bixby, Sean	Teacher - Theatre Arts	\$ 50,320.67	\$ -	\$ 50,320.67
Blanchette, Kathleen	Food Service	\$ 8,514.78	\$ -	\$ 8,514.78
Boilard, Kathryn	Teacher	\$ 32,550.48	\$ -	\$ 32,550.48
Bonnema, Janet	Teacher	\$ 26,109.45	\$ -	\$ 26,109.45
Bowles-Gaito, Valerie	Food Service Worker	\$ 13,427.58	\$ -	\$ 13,427.58
Brackbill, Tammy	Adm Asst	\$ 31,650.82	\$ -	\$ 31,650.82
Brady-Lozier, Ann	Nurse	\$ 78,581.16	\$ -	\$ 78,581.16
Breines, Andrew	Food Service	\$ 4,103.04	\$ -	\$ 4,103.04
Brennan, Amy	Districtwide Psychologist	\$ 79,169.03	\$ -	\$ 79,169.03
Brockway-Peirce, Jennifer	Building Aide	\$ 2,909.50	\$ -	\$ 2,909.50
Brophy, Ruth	Teacher	\$ 86,337.84	\$ -	\$ 86,337.84
Brown, Bethany	Food Service	\$ 5,441.23	\$ -	\$ 5,441.23
Brown, Cassidy	B/A Aides	\$ 429.00	\$ -	\$ 429.00
Brown, Randall	Substitute	\$ 4,490.00	\$ -	\$ 4,490.00
Bruce, Sam	Custodian	\$ 43,859.66	\$ 5,433.82	\$ 49,293.48
Buck, Dennis	Director of Technology	\$ 92,778.00	\$ -	\$ 92,778.00
Buckley, Laura	Teacher	\$ 73,649.35	\$ -	\$ 73,649.35
Buell, Claire Gerin	Teacher	\$ 79,418.65	\$ -	\$ 79,418.65
Burritt, Jo	Guidance Counselor	\$ 75,591.91	\$ -	\$ 75,591.91
Busta, Anna	Therapist	\$ 20,474.14	\$ -	\$ 20,474.14
Byrne, Kate	Teacher	\$ 73,449.35	\$ -	\$ 73,449.35
Cahalane, Adam	B/A Aides	\$ 978.54	\$ -	\$ 978.54
Cahalane, Julie	SPED- BCBA	\$ 95,482.25	\$ -	\$ 95,482.25
Cameron, Virginia	Substitute	\$ 90.00	\$ -	\$ 90.00
Campbell, Shannon	Teacher	\$ 78,606.53	\$ -	\$ 78,606.53
Candage, Lisa	Paraprofessional	\$ 22,800.92	\$ -	\$ 22,800.92
Caproni, Jody	Teacher	\$ 75,591.91	\$ -	\$ 75,591.91
Careri, Karen	Teacher	\$ 40,562.81	\$ -	\$ 40,562.81
Carleton, Emma	B/A Aides	\$ 3,511.00	\$ -	\$ 3,511.00
Carlson, Craig	Computer Tech Asst.	\$ 71,211.00	\$ -	\$ 71,211.00
Carlson, James	Assistant Principal	\$ 67,846.00	\$ -	\$ 67,846.00
Carr, Suzanne	Paraprofessional	\$ 21,743.77	\$ -	\$ 21,743.77
Carroll, Cynthia	Therapist	\$ 53,900.32	\$ -	\$ 53,900.32
Carroll, Kate	Teacher	\$ 71,082.37	\$ -	\$ 71,082.37
Cartier-Creveling, Denise	Teacher	\$ 75,976.66	\$ -	\$ 75,976.66
Caruso, Marianne	SPED - Summer Help	\$ 4,000.00	\$ -	\$ 4,000.00
Casale, Sofia	B/A Aides	\$ 662.70	\$ -	\$ 662.70
Casey, Hannah	Teacher	\$ 41,732.68	\$ -	\$ 41,732.68
Casey, Lynne	Teacher	\$ 85,421.29	\$ -	\$ 85,421.29
Cassavaugh, Sara	Teacher	\$ 60,830.18	\$ -	\$ 60,830.18
Castiglione, Katelin	Teacher	\$ 41,892.58	\$ -	\$ 41,892.58
Caulfield, Carolyn	Paraprofessional	\$ 53,171.59	\$ -	\$ 53,171.59
Cavallaro, Luana	Teacher	\$ 75,201.37	\$ -	\$ 75,201.37

Employee Name	Title	Gross Pay	Overtime	Total Pay
Cebula, Amanda	B/A Aides	\$ 5,134.79	\$ -	\$ 5,134.79
Chase, Erin	Paraprofessional	\$ 9,958.71	\$ -	\$ 9,958.71
Chase, Natalie	Food Service Worker	\$ 15,637.99	\$ -	\$ 15,637.99
Chasse, Nicole	Paraprofessional	\$ 3,858.30	\$ -	\$ 3,858.30
Cherry, Erin	Teacher	\$ 41,048.69	\$ -	\$ 41,048.69
Cho, Matthew	B/A Aides	\$ 4,184.88	\$ -	\$ 4,184.88
Chory, Kelly	Teacher	\$ 76,156.61	\$ -	\$ 76,156.61
Christopher, Lynne	Substitute	\$ 5,084.00	\$ -	\$ 5,084.00
Chute, Emma	B/A Aides	\$ 313.50	\$ -	\$ 313.50
Clark, Mary	Teacher	\$ 81,916.57	\$ -	\$ 81,916.57
Clark, Tonya	Food Service	\$ 10,663.34	\$ -	\$ 10,663.34
Cloutier, William	Coach	\$ 2,889.22	\$ -	\$ 2,889.22
Coakley, Laura	Teacher	\$ 85,312.78	\$ -	\$ 85,312.78
Connelly, Andrea	Paraprofessional	\$ 18,536.86	\$ -	\$ 18,536.86
Corcoran, Walter	Substitute	\$ 450.00	\$ -	\$ 450.00
Cordaro, Nancy	Building Aide	\$ 7,124.50	\$ -	\$ 7,124.50
Cormier, Gary	Paraprofessional	\$ 19,906.26	\$ -	\$ 19,906.26
Costello, Rachael	Teacher	\$ 85,434.11	\$ -	\$ 85,434.11
Cowher, Colleen	Adm Asst	\$ 40,241.80	\$ -	\$ 40,241.80
Cowles, Joy	Paraprofessional	\$ 10,787.50	\$ -	\$ 10,787.50
Cox, Darrel	Coach	\$ 10,881.26	\$ -	\$ 10,881.26
Crescente, Anthony	Teacher	\$ 45,006.38	\$ -	\$ 45,006.38
Crispin, Luis	Custodian	\$ 45,884.78	\$ 8,910.30	\$ 54,795.08
Croft, Amy	Teacher	\$ 73,748.07	\$ -	\$ 73,748.07
Cromwell, Cynthia	Teacher	\$ 78,937.53	\$ -	\$ 78,937.53
Cronin, Karen	Teacher	\$ 76,191.91	\$ -	\$ 76,191.91
Cross, Julie	Teacher	\$ 82,837.84	\$ -	\$ 82,837.84
Croteau, Joshua	Coach	\$ 5,627.06	\$ -	\$ 5,627.06
Cullen, Philip	HVAC TECH	\$ 55,884.92	\$ -	\$ 55,884.92
Curreri, Elana	Teacher	\$ 41,882.68	\$ -	\$ 41,882.68
Curtis-Pare, Leigh	Teacher	\$ 73,748.09	\$ -	\$ 73,748.09
Cushing, Todd	Teacher	\$ 82,442.41	\$ -	\$ 82,442.41
Dagas, Isabel	Food Service Worker	\$ 14,435.41	\$ -	\$ 14,435.41
Dagostino, Peter	B/A Aides	\$ 1,728.66	\$ -	\$ 1,728.66
D'Amico, Sarah	Adm Asst	\$ 20,674.34	\$ 17.84	\$ 20,692.18
Dancewicz, Barbara	Substitute	\$ 4,982.50	\$ -	\$ 4,982.50
Danforth, Robert	Grounds	\$ 64,399.00	\$ 13,856.32	\$ 78,255.32
Danforth, Susan	Paraprofessional	\$ 21,936.40	\$ -	\$ 21,936.40
Dangora, Susan	Teacher	\$ 7,890.98	\$ -	\$ 7,890.98
Dashevsky, Sheryl	Substitute	\$ 1,785.00	\$ -	\$ 1,785.00
Davis, Cea	Substitute	\$ 1,767.75	\$ -	\$ 1,767.75
Davis, Leeanne	B/A Director	\$ 73,544.00	\$ -	\$ 73,544.00
Day, James	Teacher	\$ 76,923.16	\$ -	\$ 76,923.16

Employee Name	Title	Gross Pay	Overtime	Total Pay
Decamillis, Janelle	Teacher	\$ 45,839.67	\$ -	\$ 45,839.67
Decoste, Matthew	Teacher	\$ 82,837.84	\$ -	\$ 82,837.84
Decoste, Michelle	Teacher	\$ 73,449.35	\$ -	\$ 73,449.35
Deleire, Jane	Teacher	\$ 85,908.79	\$ -	\$ 85,908.79
Delp, Trevor	B/A Aides	\$ 3,857.86	\$ -	\$ 3,857.86
Delrosso, Mari	Substitute	\$ 140.00	\$ -	\$ 140.00
Demokritou, Melina	B/A Aides	\$ 1,388.75	\$ -	\$ 1,388.75
Depaolo, Ryan	Substitute	\$ 270.00	\$ -	\$ 270.00
Deroian, Diane	Substitute	\$ 7,906.00	\$ -	\$ 7,906.00
Derosa, Amanda	SPED-OT	\$ 41,732.68	\$ -	\$ 41,732.68
Derro, Stephen	Paraprofessional	\$ 40,845.92	\$ -	\$ 40,845.92
D'Eufemia, Mary Ann	Paraprofessional	\$ 14,056.14	\$ -	\$ 14,056.14
Diaz Batista, Julio	Substitute	\$ 2,112.00	\$ -	\$ 2,112.00
Dibiase, Jennifer	SPED Coordinator	\$ 80,664.07	\$ -	\$ 80,664.07
Diburro, Paula	Paraprofessional	\$ 18,615.20	\$ -	\$ 18,615.20
Dick, Jennifer	Food Service Worker	\$ 9,960.12	\$ -	\$ 9,960.12
Dipesa, Lorene	Paraprofessional	\$ 24,363.70	\$ -	\$ 24,363.70
Diskin, Elizabeth	Substitute	\$ 3,720.50	\$ -	\$ 3,720.50
Distefano, Patricia	Teacher	\$ 82,762.69	\$ -	\$ 82,762.69
Dobrosielski, Nicholas	SPED - Summer Help	\$ 1,752.00	\$ -	\$ 1,752.00
Dobrosielski, Tammy	Therapist	\$ 69,845.98	\$ -	\$ 69,845.98
Doggett, Patricia	Teacher	\$ 60,044.64	\$ -	\$ 60,044.64
Doherty, Julia	Teacher	\$ 58,470.45	\$ -	\$ 58,470.45
Dolan, Erin	Teacher	\$ 77,423.16	\$ -	\$ 77,423.16
Domings, Daniel	Coach	\$ 4,202.50	\$ -	\$ 4,202.50
Donahue, Deborah	Paraprofessional	\$ 22,274.01	\$ -	\$ 22,274.01
Donahue, Gloria	Substitute	\$ 3,141.25	\$ -	\$ 3,141.25
Doucette, Paul	Crossing Guard	\$ 1,150.56	\$ -	\$ 1,150.56
Doyle, Daniel	Paraprofessional	\$ 22,421.63	\$ -	\$ 22,421.63
Dresser, Emily	Substitute	\$ 900.00	\$ -	\$ 900.00
Dristiliaris, Morgan	Teacher	\$ 43,845.56	\$ -	\$ 43,845.56
Ducolon, Cora	Teacher	\$ 83,875.66	\$ -	\$ 83,875.66
Dulong, Austin	Summer Maintenance	\$ 1,760.00	\$ -	\$ 1,760.00
Dulong, Lynne	Adm Asst	\$ 39,734.56	\$ -	\$ 39,734.56
Dulong, Olivia	B/A Aides	\$ 710.64	\$ -	\$ 710.64
Dunn, Maureen	Substitute	\$ 6,644.00	\$ -	\$ 6,644.00
Dunn, Susan	Teacher	\$ 70,194.44	\$ -	\$ 70,194.44
Dupre, Drew	Teacher	\$ 53,735.02	\$ -	\$ 53,735.02
Durand, Amanda	Nurse	\$ 63,419.96	\$ -	\$ 63,419.96
Durkin, Leeanne	B/A Aides	\$ 562.00	\$ -	\$ 562.00
Dymek, Ryan	Substitute	\$ 3,677.19	\$ -	\$ 3,677.19
Dziedziak, Mark	Teacher	\$ 82,553.40	\$ -	\$ 82,553.40
Eichel, Lisa	B/A Aides	\$ 620.40	\$ -	\$ 620.40

Employee Name	Title	Gross Pay	Overtime	Total Pay
Eichel, Sheryl	Paraprofessional	\$ 21,523.96	\$ -	\$ 21,523.96
Elardo, Larry	Coach	\$ 3,467.06	\$ -	\$ 3,467.06
Endyke, Pamela	Teacher	\$ 74,027.67	\$ -	\$ 74,027.67
Eppoliti, Janet	Teacher	\$ 77,731.53	\$ -	\$ 77,731.53
Erhardt, Brenda	Teacher	\$ 76,130.25	\$ -	\$ 76,130.25
Escobar, Kelly	Teacher	\$ 66,236.77	\$ -	\$ 66,236.77
Estes, Madison	Paraprofessional	\$ 23,145.78	\$ -	\$ 23,145.78
Etter, Trisha	Substitute	\$ 1,525.51	\$ -	\$ 1,525.51
Evans, David	Assistant Principal	\$ 19,341.29	\$ -	\$ 19,341.29
Fahey, Christine	Food Service	\$ 8,672.40	\$ -	\$ 8,672.40
Fallon, Linda	Teacher	\$ 587.50	\$ -	\$ 587.50
Farrell, Joanne	Teacher	\$ 50,290.51	\$ -	\$ 50,290.51
Farrell, Matthew	Substitute	\$ 85.00	\$ -	\$ 85.00
Farrell, Sandra	Paraprofessional	\$ 18,611.60	\$ -	\$ 18,611.60
Federico, Gina	Districtwide Psychologist	\$ 4,929.34	\$ -	\$ 4,929.34
Ferrara, Dianne	Adm Asst	\$ 54,633.00	\$ -	\$ 54,633.00
Ferrara, Elizabeth	B/A Aides	\$ 1,534.08	\$ -	\$ 1,534.08
Ferrara, Steven	Substitute	\$ 2,723.50	\$ -	\$ 2,723.50
Feudo, Deborah	Teacher	\$ 88,031.51	\$ -	\$ 88,031.51
Feudo, Jody	Substitute	\$ 17,324.17	\$ -	\$ 17,324.17
Fichera, Carolyn	Teacher	\$ 91,639.58	\$ -	\$ 91,639.58
Field, Zachary	Teacher	\$ 45,028.19	\$ -	\$ 45,028.19
Fijux, Marguerite	Coach	\$ 4,202.50	\$ -	\$ 4,202.50
Finegan, Nancy	Teacher	\$ 83,439.35	\$ -	\$ 83,439.35
Finn, Korri	Paraprofessional	\$ 13,153.01	\$ -	\$ 13,153.01
Fisher, Julia	Substitute	\$ 13,272.50	\$ -	\$ 13,272.50
Fitzgerald, Cynthia	Paraprofessional	\$ 21,186.40	\$ -	\$ 21,186.40
Fitzgerald, Sharon	B/A Aides	\$ 10,335.04	\$ -	\$ 10,335.04
Flaherty, Kristin	Teacher	\$ 71,845.84	\$ -	\$ 71,845.84
Flaherty, Lauren	Paraprofessional	\$ 17,343.78	\$ -	\$ 17,343.78
Fletcher, Amy	Teacher	\$ 65,826.24	\$ -	\$ 65,826.24
Flynn, Diane	Substitute	\$ 6,443.00	\$ -	\$ 6,443.00
Fonseca, Kaitlin	Teacher	\$ 60,007.41	\$ -	\$ 60,007.41
Fontaine, Shirley	Secretary	\$ 22,889.45	\$ -	\$ 22,889.45
Forrest, Trina	Teacher	\$ 75,691.82	\$ -	\$ 75,691.82
Fournier, Melissa	Teacher	\$ 60,648.95	\$ -	\$ 60,648.95
Francis, Elisabeth	Food Service	\$ 18,243.28	\$ -	\$ 18,243.28
Freeman, Bonnie	Teacher	\$ 73,216.58	\$ -	\$ 73,216.58
Freeman, Jessica	Substitute	\$ 1,208.50	\$ -	\$ 1,208.50
Freiermuth, Dianne	Coach	\$ 4,202.50	\$ -	\$ 4,202.50
Freitas, Cynthia	Paraprofessional	\$ 21,328.92	\$ -	\$ 21,328.92
Fryburg, Daniel	Teacher	\$ 5,690.87	\$ -	\$ 5,690.87
Funk, Amy	Data Information Manager	\$ 64,088.00	\$ -	\$ 64,088.00

Employee Name	Title	Gross Pay	Overtime	Total Pay
Gadd, Ashley	Teacher	\$ 80,394.18	\$ -	\$ 80,394.18
Gagnon, Barbara	Substitute	\$ 900.00	\$ -	\$ 900.00
Gaines, Nancy	Substitute	\$ 40,475.55	\$ -	\$ 40,475.55
Gale, Kerry	Teacher	\$ 50,920.45	\$ -	\$ 50,920.45
Garcia, Joette	Substitute	\$ 4,485.00	\$ -	\$ 4,485.00
Gately, Katherine	Teacher	\$ 9,325.11	\$ -	\$ 9,325.11
Gaudreau, Debra	Media Aide	\$ 25,570.56	\$ -	\$ 25,570.56
Gauvin, Nancy	Food Service	\$ 28,170.79	\$ -	\$ 28,170.79
Gelina, Wayne	Custodian	\$ 51,359.75	\$ 14,191.33	\$ 65,551.08
Gertz, Michael	Custodian	\$ 15,723.64	\$ 87.35	\$ 15,810.99
Giampietro, Lisa	Substitute	\$ 5,625.00	\$ -	\$ 5,625.00
Gickas, John	Substitute	\$ 9,720.00	\$ -	\$ 9,720.00
Gilliland, Jessica	Teacher	\$ 8,242.00	\$ -	\$ 8,242.00
Gilmore, Mary	Food Service	\$ 25,026.90	\$ -	\$ 25,026.90
Gilmore, Richard	Teacher	\$ 64,081.45	\$ -	\$ 64,081.45
Glassett, Frederick	Custodian	\$ 48,180.38	\$ -	\$ 48,180.38
Gleason, Robin	Teacher	\$ 71,739.59	\$ -	\$ 71,739.59
Goguen, Blane	Teacher	\$ 27,257.91	\$ -	\$ 27,257.91
Goldstein, Janine	Teacher	\$ 81,404.07	\$ -	\$ 81,404.07
Goldweber, Meghan	Teacher	\$ 54,382.78	\$ -	\$ 54,382.78
Goodrich, Sandra	Teacher	\$ 75,260.57	\$ -	\$ 75,260.57
Goodridge, Jaclyn	Substitute	\$ 21,910.69	\$ -	\$ 21,910.69
Gordon, Hilary	Teacher	\$ 86,736.15	\$ -	\$ 86,736.15
Gordon, Justine	Paraprofessional	\$ 17,628.08	\$ -	\$ 17,628.08
Gore, Jon	Guidance Counselor	\$ 53,881.10	\$ -	\$ 53,881.10
Grassia, Julie	Teacher	\$ 66,529.16	\$ -	\$ 66,529.16
Gray, Dustin	Principal	\$ 113,073.00	\$ -	\$ 113,073.00
Gray, Jennifer	Paraprofessional	\$ 20,769.08	\$ -	\$ 20,769.08
Gray, Maria	Teacher	\$ 85,073.44	\$ -	\$ 85,073.44
Gray, Paula	Teacher	\$ 89,194.01	\$ -	\$ 89,194.01
Greeley, Patti	Paraprofessional	\$ 24,533.31	\$ -	\$ 24,533.31
Gregory, Ellen	Paraprofessional	\$ 25,139.73	\$ -	\$ 25,139.73
Grimes, Margaret	Teacher	\$ 43,504.64	\$ -	\$ 43,504.64
Griskiewicz, Krystelle	Teacher	\$ 80,496.25	\$ -	\$ 80,496.25
Gross, Catherine	Substitute	\$ 17,601.25	\$ -	\$ 17,601.25
Guerriero, Amy	Teacher	\$ 71,243.45	\$ -	\$ 71,243.45
Hackett, Linda	Teacher	\$ 60,229.51	\$ -	\$ 60,229.51
Hadden, Gregory	Facilities Manager	\$ 88,746.00	\$ -	\$ 88,746.00
Hall, Dorothy	Paraprofessional	\$ 13,501.68	\$ -	\$ 13,501.68
Hamel, Colleen	Substitute	\$ 90.00	\$ -	\$ 90.00
Harding, Katara	Paraprofessional	\$ 9,329.27	\$ -	\$ 9,329.27
Harrison, Robert	Principal	\$ 400.02	\$ -	\$ 400.02
Hart, John	Stage Help - Tech	\$ 1,270.25	\$ -	\$ 1,270.25

Employee Name	Title	Gross Pay	Overtime	Total Pay
Hartford, Linda	Substitute	\$ 1,477.25	\$ -	\$ 1,477.25
Harty, Richard	Teacher	\$ 85,357.29	\$ -	\$ 85,357.29
Hawley, Betty Lou	Paraprofessional	\$ 25,007.91	\$ -	\$ 25,007.91
Hayden, Stephen	Substitute	\$ 19,786.13	\$ -	\$ 19,786.13
Hayes, Kristin	Paraprofessional	\$ 16,824.87	\$ -	\$ 16,824.87
Hazzard, Krista	Teacher	\$ 69,993.44	\$ -	\$ 69,993.44
Heintzelman, Lynn	Paraprofessional	\$ 1,200.00	\$ -	\$ 1,200.00
Hickey, Edward	Teacher	\$ 101,288.34	\$ -	\$ 101,288.34
Hidler, Michelle	Districtwide Psychologist	\$ 46,395.75	\$ -	\$ 46,395.75
Hill, Tina	Paraprofessional	\$ 17,518.80	\$ -	\$ 17,518.80
Hitchcock, Melanie	Teacher	\$ 73,449.35	\$ -	\$ 73,449.35
Hodges, Marion	Substitute	\$ 202.00	\$ -	\$ 202.00
Hodges, Stephen Vr	Custodian	\$ 47,058.48	\$ 540.48	\$ 47,598.96
Hoffman, Sheri	Food Service	\$ 511.76	\$ -	\$ 511.76
Holewinski, Julia	Substitute	\$ 404.00	\$ -	\$ 404.00
Holewinski, Patricia	Paraprofessional	\$ 20,726.82	\$ -	\$ 20,726.82
Honer, John	Teacher	\$ 100,939.14	\$ -	\$ 100,939.14
Horwath, Jessica	Teacher	\$ 44,941.60	\$ -	\$ 44,941.60
House, Diana	Teacher	\$ 69,787.68	\$ -	\$ 69,787.68
House, Linda	Substitute	\$ 560.00	\$ -	\$ 560.00
Howard-Bilodeau, Lisa	Guidance Counselor	\$ 79,418.65	\$ -	\$ 79,418.65
Howell, Kimberley	SPED-OT	\$ 53,050.32	\$ -	\$ 53,050.32
Howgate, Elizabeth	Teacher	\$ 6,438.59	\$ -	\$ 6,438.59
Huch-Bartosik, Kimberly	Teacher	\$ 10,128.40	\$ -	\$ 10,128.40
Husson, Abdullah	Custodian	\$ 33,517.44	\$ 3,976.39	\$ 37,493.83
Iannazzi, Barbara	Teacher	\$ 79,820.76	\$ -	\$ 79,820.76
Imperioso, Debra	Paraprofessional	\$ 21,686.40	\$ -	\$ 21,686.40
Ingalls, Patricia	Teacher	\$ 67,892.88	\$ -	\$ 67,892.88
Ingham, Barbara	Adm Asst	\$ 50,832.22	\$ -	\$ 50,832.22
Ingraham, Layne	Teacher	\$ 26,011.70	\$ -	\$ 26,011.70
Isabel, Martine	Teacher	\$ 78,156.85	\$ -	\$ 78,156.85
Jacques, Matthew	Teacher	\$ 60,943.85	\$ -	\$ 60,943.85
James, Katrin	Food Service	\$ 18,788.35	\$ -	\$ 18,788.35
Jarvis, Michael	Dir Sup/Intensive Service	\$ 118,458.00	\$ -	\$ 118,458.00
Jean, Suzanne	Teacher	\$ 47,285.57	\$ -	\$ 47,285.57
Jeffries, Lynne	Substitute	\$ 8,124.00	\$ -	\$ 8,124.00
Jenkins, Allison	B/A Aides	\$ 1,263.36	\$ -	\$ 1,263.36
Jenkins, Clark	Grounds	\$ 28,743.00	\$ -	\$ 28,743.00
Jones, Allyson	B/A Aides	\$ 2,893.00	\$ -	\$ 2,893.00
Jones, Elisabeth	Teacher	\$ 45,380.26	\$ -	\$ 45,380.26
Jones, Frederick	Coach	\$ 4,202.50	\$ -	\$ 4,202.50
Jones, Laura	Substitute	\$ 10,332.77	\$ -	\$ 10,332.77
Joslin, Susan	Substitute	\$ 2,057.00	\$ -	\$ 2,057.00

Employee Name	Title	Gross Pay	Overtime	Total Pay
Joyce, Andrew	B/A Aides	\$ 781.00	\$ -	\$ 781.00
Joyce, Christine	Teacher	\$ 80,744.03	\$ -	\$ 80,744.03
Joyce-Penne, Kathaleen	Substitute	\$ 2,175.50	\$ -	\$ 2,175.50
Judson, Marilyn	Crossing Guard	\$ 1,844.88	\$ -	\$ 1,844.88
Kalayjian, Gerald	Teacher	\$ 79,418.65	\$ -	\$ 79,418.65
Kalinowski, Dawn	Teacher	\$ 80,132.16	\$ -	\$ 80,132.16
Kane, Michael	Computer Tech Asst.	\$ 48,035.00	\$ -	\$ 48,035.00
Keach, Noelle	Teacher	\$ 82,467.40	\$ -	\$ 82,467.40
Keenan, Brendan	Principal	\$ 8,910.06	\$ -	\$ 8,910.06
Keeves, Marie	Paraprofessional	\$ 14,775.86	\$ -	\$ 14,775.86
Kelley, Christine	Assistant Superintendent	\$ 120,461.54	\$ -	\$ 120,461.54
Kelley, Dianne	Adm Asst	\$ 45,699.82	\$ -	\$ 45,699.82
Kelley, Kenneth	Principal	\$ 114,769.00	\$ -	\$ 114,769.00
Kelley, Kim	Teacher	\$ 81,067.41	\$ -	\$ 81,067.41
Kelly, Dianne	Teacher	\$ 69,993.44	\$ -	\$ 69,993.44
Kelly, Noelle	SPED - Summer Help	\$ 4,000.00	\$ -	\$ 4,000.00
Kennefick, Mary	Substitute	\$ 1,260.00	\$ -	\$ 1,260.00
Kent, Herbert	Custodian	\$ 43,859.66	\$ 4,872.62	\$ 48,732.28
Kent, Nicolette	Coach	\$ 1,444.61	\$ -	\$ 1,444.61
Kershaw, Kevin	B/A Aides	\$ 2,554.92	\$ -	\$ 2,554.92
Kiernan, Susan	Teacher	\$ 78,846.25	\$ -	\$ 78,846.25
Kohut, Robin	Adm Asst	\$ 43,844.70	\$ -	\$ 43,844.70
Kotowski, Alexandra	SPED - Summer Help	\$ 825.60	\$ -	\$ 825.60
Kotowski, Joanna	Teacher	\$ 13,247.61	\$ -	\$ 13,247.61
Kowalski, Frank	Assistant Principal	\$ 83,519.30	\$ -	\$ 83,519.30
Krohto, Alec	Stage Help - Tech	\$ 962.50	\$ -	\$ 962.50
Kulis, Joseph	Coach	\$ 8,405.00	\$ -	\$ 8,405.00
Labrecque, Greg	Business Manager	\$ 129,227.00	\$ -	\$ 129,227.00
Lacasse, Margaret	Adm Asst	\$ 47,571.15	\$ -	\$ 47,571.15
Lacroix, Jennifer	Teacher	\$ 33,710.14	\$ -	\$ 33,710.14
Landergan, Jean	Paraprofessional	\$ 21,337.56	\$ -	\$ 21,337.56
Landers, Rebecca	Teacher	\$ 45,006.38	\$ -	\$ 45,006.38
Landry, Monique	Nurse	\$ 56,431.94	\$ -	\$ 56,431.94
Lane, Victoria	Paraprofessional	\$ 13,366.95	\$ -	\$ 13,366.95
Langlois, Christian	Teacher	\$ 88,913.10	\$ -	\$ 88,913.10
Latham, Jamie	Teacher	\$ 35,407.78	\$ -	\$ 35,407.78
Lauwers, Sean	Paraprofessional	\$ 17,579.52	\$ -	\$ 17,579.52
Lawless, Melissa	Substitute	\$ 3,256.00	\$ -	\$ 3,256.00
Leary, Daniel	Teacher	\$ 61,785.23	\$ -	\$ 61,785.23
Lebaron, Megan	B/A Aides	\$ 3,770.34	\$ -	\$ 3,770.34
Lebaron, Shawna	B/A Aides	\$ 90.24	\$ -	\$ 90.24
Lebel, Alfred	Crossing Guard	\$ 3,835.20	\$ -	\$ 3,835.20
Leblanc, Amy	Paraprofessional	\$ 5,963.19	\$ -	\$ 5,963.19

Employee Name	Title	Gross Pay	Overtime	Total Pay
Ledwich, Richelle	B/A SITE COORDINATOR	\$ 18,471.87	\$ -	\$ 18,471.87
Ledwich, Samantha	B/A Aides	\$ 16,730.60	\$ -	\$ 16,730.60
Lees, Sheryl	Teacher	\$ 70,321.10	\$ -	\$ 70,321.10
Leftin, Sylvia	Teacher	\$ 34,078.50	\$ -	\$ 34,078.50
Legrow, Ruth	Building Aide	\$ 5,403.64	\$ -	\$ 5,403.64
Lentz, Lee	Teacher	\$ 70,873.97	\$ -	\$ 70,873.97
Leonard, Daniel	Teacher	\$ 84,781.51	\$ -	\$ 84,781.51
Lesiczka, Madison	B/A Aides	\$ 7,475.08	\$ -	\$ 7,475.08
Locke, Kelsey	B/A Aides	\$ 2,571.84	\$ -	\$ 2,571.84
Lombard, Richard	Substitute	\$ 1,440.00	\$ -	\$ 1,440.00
Lopata, Amy	Teacher	\$ 71,949.35	\$ -	\$ 71,949.35
Lopes, Benjamin	Paraprofessional	\$ 22,784.53	\$ -	\$ 22,784.53
Lord, Lorraine	Assistant Principal	\$ 42,096.64	\$ -	\$ 42,096.64
Lovett, Matthew	Teacher	\$ 69,084.03	\$ -	\$ 69,084.03
Lukianov, Sarah	Teacher	\$ 51,673.18	\$ -	\$ 51,673.18
Lynch, Elisa	Teacher	\$ 83,350.35	\$ -	\$ 83,350.35
Macdonald, Shawn	Teacher	\$ 64,641.26	\$ -	\$ 64,641.26
Mackie, Kathleen	Teacher	\$ 45,006.38	\$ -	\$ 45,006.38
Maclean, Nancy	Substitute	\$ 2,500.25	\$ -	\$ 2,500.25
MacLennan, Kerri	Teacher	\$ 58,730.78	\$ -	\$ 58,730.78
Maguire, Shannon	Teacher	\$ 78,981.53	\$ -	\$ 78,981.53
Mahoney, Ellen	Food Service	\$ 14,014.25	\$ -	\$ 14,014.25
Mahoney, Irene	Teacher	\$ 86,608.79	\$ -	\$ 86,608.79
Majewski, Lilly	B/A Aides	\$ 236.88	\$ -	\$ 236.88
Maloney, Caroline	Teacher	\$ 84,737.78	\$ -	\$ 84,737.78
Mangan, Johnna	Teacher	\$ 5,833.04	\$ -	\$ 5,833.04
Mann, Kasey	Substitute	\$ 2,183.50	\$ -	\$ 2,183.50
Mann, Robin	Substitute	\$ 1,727.25	\$ -	\$ 1,727.25
Manning-Leonard, Judy	Teacher	\$ 82,987.84	\$ -	\$ 82,987.84
Manry, Jennifer	Teacher	\$ 75,417.03	\$ -	\$ 75,417.03
Marden, Jillian	B/A Aides	\$ 154.00	\$ -	\$ 154.00
Marino, Russell	Principal	\$ 118,798.00	\$ -	\$ 118,798.00
Marshall, Albert	Coach	\$ 3,782.25	\$ -	\$ 3,782.25
Martel, Emily	Teacher	\$ 65,834.82	\$ -	\$ 65,834.82
Martin, Cheryl	Teacher	\$ 71,694.44	\$ -	\$ 71,694.44
Martin, Elizabeth	Teacher	\$ 85,058.79	\$ -	\$ 85,058.79
Mashburn, Kathleen	Paraprofessional	\$ 17,618.22	\$ -	\$ 17,618.22
Masterson, Maxwell	B/A Aides	\$ 197.40	\$ -	\$ 197.40
Mccarron, Elizabeth	Teacher	\$ 63,688.61	\$ -	\$ 63,688.61
Mccarthy, Mikayla	Teacher	\$ 9,796.98	\$ -	\$ 9,796.98
Mccarthy, Tracey	Teacher	\$ 77,423.16	\$ -	\$ 77,423.16
Mccartney, Marianne	Substitute	\$ 9,615.50	\$ -	\$ 9,615.50
Mcclelland, Deborah	Paraprofessional	\$ 21,289.77	\$ -	\$ 21,289.77

Employee Name	Title	Gross Pay	Overtime	Total Pay
Mcconnon, Jane	Teacher	\$ 23,076.95	\$ -	\$ 23,076.95
Mccormack, Amanda	Substitute	\$ 1,600.00	\$ -	\$ 1,600.00
Mccormack, Angela	Paraprofessional	\$ 18,667.49	\$ -	\$ 18,667.49
Mcdonald, Jared	Substitute	\$ 1,118.50	\$ -	\$ 1,118.50
Mcdonald, Kevin	Custodian	\$ 35,590.40	\$ 9,754.14	\$ 45,344.54
Mcdonald, Linda	Adm Asst	\$ 44,661.95	\$ 231.60	\$ 44,893.55
Mcdonough, Molly	Substitute	\$ 13,873.25	\$ -	\$ 13,873.25
Mcelaney, Melissa Conlon	Teacher	\$ 90,153.56	\$ -	\$ 90,153.56
Mcgee, Carolyn	Teacher	\$ 40,684.38	\$ -	\$ 40,684.38
Mcgowan, Rachel	Teacher	\$ 88,495.00	\$ -	\$ 88,495.00
Mcinnes, Deborah	Substitute	\$ 8,663.50	\$ -	\$ 8,663.50
Mckay, Pamela	Substitute	\$ 270.00	\$ -	\$ 270.00
Mckenzie, Michael	B/A Aides	\$ 851.64	\$ -	\$ 851.64
Mcmanus, Karen	Substitute	\$ 128.50	\$ -	\$ 128.50
Mcnamara, John	Teacher	\$ 65,794.71	\$ -	\$ 65,794.71
Mcnamara, Kelsi	Substitute	\$ 1,487.50	\$ -	\$ 1,487.50
Mcnulty, Jayne	Nurse	\$ 75,046.99	\$ -	\$ 75,046.99
Medley, Karen	Teacher	\$ 71,949.35	\$ -	\$ 71,949.35
Meinsen, Jaimie	Substitute	\$ 2,265.00	\$ -	\$ 2,265.00
Mejia, Augusto	Custodian	\$ 45,884.78	\$ 7,731.85	\$ 53,616.63
Mello, Kelley	Teacher	\$ 49,373.36	\$ -	\$ 49,373.36
Meninno, Julie	Paraprofessional	\$ 16,618.47	\$ -	\$ 16,618.47
Merrifield, Alexander	Teacher	\$ 60,914.91	\$ -	\$ 60,914.91
Merritt, Michelle	Adm Asst	\$ 30,561.40	\$ -	\$ 30,561.40
Meuse, Elaine	Teacher	\$ 86,626.59	\$ -	\$ 86,626.59
Mikolop, Christina	Substitute	\$ 4,060.00	\$ -	\$ 4,060.00
Millard, Daniel	Teacher	\$ 71,918.67	\$ -	\$ 71,918.67
Millard, Janna	Guidance Counselor	\$ 61,550.48	\$ -	\$ 61,550.48
Mitchell, Leslie	Teacher	\$ 41,511.58	\$ -	\$ 41,511.58
Mitchell, Lisa	Teacher	\$ 81,817.41	\$ -	\$ 81,817.41
Mitchell, Valerie	District Accountant	\$ 51,900.00	\$ -	\$ 51,900.00
Moloney, John	Paraprofessional	\$ 30,795.00	\$ -	\$ 30,795.00
Moore, Aris	Teacher	\$ 73,748.07	\$ -	\$ 73,748.07
Moore, Brittany	Substitute	\$ 16,438.22	\$ -	\$ 16,438.22
Morreale, Mark	Coach	\$ 7,144.25	\$ -	\$ 7,144.25
Morse, Martha	Teacher	\$ 80,281.51	\$ -	\$ 80,281.51
Mosley, Kimberly	Substitute	\$ 341.00	\$ -	\$ 341.00
Motsis, David	Custodian	\$ 48,156.46	\$ 3,595.86	\$ 51,752.32
Muller, Jill	Substitute	\$ 2,520.00	\$ -	\$ 2,520.00
Mulqueen, Jeffrey	Superintendent	\$ 178,606.00	\$ -	\$ 178,606.00
Murphy, Kate	Substitute	\$ 896.75	\$ -	\$ 896.75
Murray, Bridget	Teacher	\$ 78,573.16	\$ -	\$ 78,573.16
Musa, Gina	Crossing Guard	\$ 1,789.88	\$ -	\$ 1,789.88

Employee Name	Title	Gross Pay	Overtime	Total Pay
Muscarella, Stacie	Teacher	\$ 59,172.80	\$ -	\$ 59,172.80
Nadeau, Kenneth	Electrician	\$ 23,814.00	\$ -	\$ 23,814.00
Nadeau, Marcia	Teacher	\$ 95,760.22	\$ -	\$ 95,760.22
Naffah, Marianne	Adm Asst	\$ 77,218.00	\$ -	\$ 77,218.00
Natale, Katelyn	Teacher	\$ 10,363.72	\$ -	\$ 10,363.72
Natale, Patrice	Adm Asst	\$ 53,844.00	\$ -	\$ 53,844.00
Nelson, Samantha	Teacher	\$ 43,845.56	\$ -	\$ 43,845.56
Neumann, Amy	Paraprofessional	\$ 14,689.92	\$ -	\$ 14,689.92
Nightingale, Robin	Paraprofessional	\$ 938.50	\$ -	\$ 938.50
Niles, Krista	Teacher	\$ 63,195.30	\$ -	\$ 63,195.30
Niven, Kenneth	B/A Aides	\$ 12,654.79	\$ -	\$ 12,654.79
Nogueira, Maria	Paraprofessional	\$ 24,736.43	\$ -	\$ 24,736.43
Normandie, Ellen	B/A Aides	\$ 10,853.45	\$ -	\$ 10,853.45
Normandy, Gage	B/A Aides	\$ 1,127.42	\$ -	\$ 1,127.42
Noyes, Megan	Teacher	\$ 63,910.47	\$ -	\$ 63,910.47
O Connor, Daniel	Stage Help - Tech	\$ 159.50	\$ -	\$ 159.50
O'Hara, Patricia	Substitute	\$ 8,019.00	\$ -	\$ 8,019.00
Olds, Patricia	Substitute	\$ 9,222.25	\$ -	\$ 9,222.25
Oliphant, Allison	Building Aide	\$ 7,055.75	\$ -	\$ 7,055.75
Oliva, Danielle	Teacher	\$ 79,620.37	\$ -	\$ 79,620.37
Orlando, Nicole	Substitute	\$ 3,381.00	\$ -	\$ 3,381.00
Ortiz-Greenler, Jerri	Substitute	\$ 365.75	\$ -	\$ 365.75
Osgood, Martha	Food Service	\$ 17,458.32	\$ -	\$ 17,458.32
Pais, Lilian	Food Service	\$ 448.50	\$ -	\$ 448.50
Palowich, Michelle	Teacher	\$ 77,481.53	\$ -	\$ 77,481.53
Panaro, Laurie	Paraprofessional	\$ 21,686.40	\$ -	\$ 21,686.40
Paparella, Leanne	Substitute	\$ 600.00	\$ -	\$ 600.00
Paradis, Roxanna	Food Service	\$ 12,516.25	\$ -	\$ 12,516.25
Parent, Leo	Teacher	\$ 73,748.07	\$ -	\$ 73,748.07
Parenteau, Christine	Adm Asst	\$ 52,199.00	\$ -	\$ 52,199.00
Parker, Kathleen	Districtwide Psychologist	\$ 87,544.01	\$ -	\$ 87,544.01
Payne, Catherine	Substitute	\$ 8,634.75	\$ -	\$ 8,634.75
Peavey, Aaron	Stage Help - Tech	\$ 1,829.00	\$ -	\$ 1,829.00
Perez, Angel	Custodian	\$ 22,129.84	\$ 2,082.10	\$ 24,211.94
Perez, Oscar	Custodian	\$ 35,590.40	\$ 8,116.28	\$ 43,706.68
Perez, Rander	Substitute	\$ 2,200.00	\$ -	\$ 2,200.00
Perusse, Brandy	District Treasurer	\$ 19,751.72	\$ -	\$ 19,751.72
Petersen, Stephen	Teacher	\$ 69,230.84	\$ -	\$ 69,230.84
Peterson, John	Teacher	\$ 84,938.05	\$ -	\$ 84,938.05
Pfifferling, Tyler	Stage Help - Tech	\$ 2,271.50	\$ -	\$ 2,271.50
Pinto, Windy	Teacher	\$ 79,131.53	\$ -	\$ 79,131.53
Pipan, Deborah	Substitute	\$ 420.00	\$ -	\$ 420.00
Pirrello, Dorothy	SPED Tutor	\$ 587.50	\$ -	\$ 587.50

Employee Name	Title	Gross Pay	Overtime	Total Pay
Piscatelli, Katlyn	Substitute	\$ 140.00	\$ -	\$ 140.00
Poirier, Elizabeth	Teacher	\$ 77,481.70	\$ -	\$ 77,481.70
Pollard, Grace	Food Service Worker	\$ 6,230.43	\$ -	\$ 6,230.43
Pond, Sarah	Guidance Counselor	\$ 56,940.00	\$ -	\$ 56,940.00
Prescott, Lauren	Paraprofessional	\$ 21,871.26	\$ -	\$ 21,871.26
Provencal, Andre	B/A Aides	\$ 3,042.78	\$ -	\$ 3,042.78
Provencal, Lynette	Teacher	\$ 77,481.53	\$ -	\$ 77,481.53
Pryor, Meghan	Adjustment Counselor	\$ 3,922.64	\$ -	\$ 3,922.64
Psaros, Jessica	B/A Aides	\$ 3,671.64	\$ -	\$ 3,671.64
Puleo, Dennis	Substitute	\$ 18,703.25	\$ -	\$ 18,703.25
Puleo, Julie	Teacher	\$ 52,906.36	\$ -	\$ 52,906.36
Puteri, Emily	Principal	\$ 102,586.62	\$ -	\$ 102,586.62
Qazilbash, Muzafar	Teacher	\$ 8,618.67	\$ -	\$ 8,618.67
Quattrini, Suzanne	Paraprofessional	\$ 24,777.50	\$ -	\$ 24,777.50
Queenan, Joanne	Teacher	\$ 75,548.07	\$ -	\$ 75,548.07
Queenan, Shawn	Custodian	\$ 43,835.48	\$ 4,552.66	\$ 48,388.14
Raimondi, Debra	Paraprofessional	\$ 22,833.70	\$ -	\$ 22,833.70
Reade, Ashlynn	B/A Aides	\$ 2,136.75	\$ -	\$ 2,136.75
Reade, Mary	Food Service	\$ 17,267.07	\$ -	\$ 17,267.07
Regan, Julie	Teacher	\$ 78,274.35	\$ -	\$ 78,274.35
Reines, Wanda	Teacher	\$ 18,477.36	\$ -	\$ 18,477.36
Repucci, Anthony	Substitute	\$ 21,999.94	\$ -	\$ 21,999.94
Reynolds, Rebekah	Paraprofessional	\$ 819.15	\$ -	\$ 819.15
Richard, Susan	Teacher	\$ 75,741.91	\$ -	\$ 75,741.91
Richards, Ann Marie	Teacher	\$ 86,330.98	\$ -	\$ 86,330.98
Ridge, Laurel	Teacher	\$ 54,612.79	\$ -	\$ 54,612.79
Roback, Richard	Substitute	\$ 11,957.47	\$ -	\$ 11,957.47
Roberts, Alex	Coach	\$ 4,202.50	\$ -	\$ 4,202.50
Roberts, Samantha	Teacher	\$ 43,751.14	\$ -	\$ 43,751.14
Robicheau, Kristan	Teacher	\$ 42,921.88	\$ -	\$ 42,921.88
Roche, William	School Support Coord.	\$ 39,282.74	\$ -	\$ 39,282.74
Romagnoli, Lauren	Substitute	\$ 560.00	\$ -	\$ 560.00
Romanowsky, Peter	Teacher	\$ 61,064.91	\$ -	\$ 61,064.91
Rowley, Kristen	Teacher	\$ 68,187.68	\$ -	\$ 68,187.68
Roy, Jennifer	Paraprofessional	\$ 23,408.74	\$ -	\$ 23,408.74
Roy, Roger	Substitute	\$ 12,455.00	\$ -	\$ 12,455.00
Ruane, Kyler	Paraprofessional	\$ 16,766.82	\$ -	\$ 16,766.82
Ruest, Carol	Teacher	\$ 86,521.29	\$ -	\$ 86,521.29
Ruland, Robert	Teacher	\$ 100,890.61	\$ -	\$ 100,890.61
Russell, Christine	Teacher	\$ 6,438.59	\$ -	\$ 6,438.59
Salerno, Teresa	Substitute	\$ 931.00	\$ -	\$ 931.00
Sanford, Lisa	Guidance Counselor	\$ 76,091.91	\$ -	\$ 76,091.91
Sanford, Muriel	Paraprofessional	\$ 13,044.72	\$ -	\$ 13,044.72

Employee Name	Title	Gross Pay	Overtime	Total Pay
Santapaola, Danielle	Paraprofessional	\$ 16,715.22	\$ -	\$ 16,715.22
Santos, Bethany	Paraprofessional	\$ 28,833.40	\$ -	\$ 28,833.40
Sargent, Debra	Food Service Worker	\$ 10,399.70	\$ -	\$ 10,399.70
Savage, Kevin	Custodian	\$ 7,000.00	\$ -	\$ 7,000.00
Sawyer, Benjamin	Substitute	\$ 9,762.50	\$ -	\$ 9,762.50
Scafidi, Elaine	Teacher	\$ 82,668.65	\$ -	\$ 82,668.65
Schacht, Rosemary	B/A SITE COORDINATOR	\$ 13,587.24	\$ -	\$ 13,587.24
Scheidler, Andrea	Substitute	\$ 270.00	\$ -	\$ 270.00
Schoolcraft, David	Substitute	\$ 19,371.63	\$ -	\$ 19,371.63
Schumacher, David	Teacher	\$ 89,187.01	\$ -	\$ 89,187.01
Schwartz, Karen	Teacher	\$ 81,223.65	\$ -	\$ 81,223.65
Scobert, Deborah	Teacher	\$ 81,006.85	\$ -	\$ 81,006.85
Seager, Hilary	Teacher	\$ 89,257.14	\$ -	\$ 89,257.14
Segalla, Julie	Teacher	\$ 77,788.97	\$ -	\$ 77,788.97
Seifert, Courtney	Building Aide	\$ 4,840.00	\$ -	\$ 4,840.00
Senfleben, Kiley	B/A Aides	\$ 789.60	\$ -	\$ 789.60
Seymour, Jonathan	Principal	\$ 147,087.64	\$ -	\$ 147,087.64
Shain, Kelsey	B/A Aides	\$ 4,785.54	\$ -	\$ 4,785.54
Shedd, Pamela	Teacher	\$ 45,464.63	\$ -	\$ 45,464.63
Sheppard, Clyde	Custodian	\$ 33,625.56	\$ 4,510.64	\$ 38,136.20
Sheppard, Cody	Custodian	\$ 37,779.00	\$ 5,158.24	\$ 42,937.24
Sheppard, Katherine	Payroll/Benefits Coord.	\$ 67,818.00	\$ -	\$ 67,818.00
Sherman, Keith	Teacher	\$ 70,282.46	\$ -	\$ 70,282.46
Siegfried, John	Teacher	\$ 80,659.54	\$ -	\$ 80,659.54
Silva, Alexandra	B/A Aides	\$ 3,784.50	\$ -	\$ 3,784.50
Silva, Caitlin	Adjustment Counselor	\$ 63,149.19	\$ -	\$ 63,149.19
Simmons, Susan	Teacher	\$ 81,967.40	\$ -	\$ 81,967.40
Simone, Sabrina	Guidance Counselor	\$ 50,482.26	\$ -	\$ 50,482.26
Sirr, Barrilyn	Building Aide	\$ 5,018.96	\$ -	\$ 5,018.96
Skane, Frances	Teacher	\$ 49,123.14	\$ -	\$ 49,123.14
Skelton, Tabatha	Adm Asst	\$ 36,052.09	\$ 104.00	\$ 36,156.09
Smaila, Catherine	Teacher	\$ 88,531.51	\$ -	\$ 88,531.51
Smith, Abigail	Paraprofessional	\$ 28,570.34	\$ -	\$ 28,570.34
Smith, Janice	Substitute	\$ 1,372.25	\$ -	\$ 1,372.25
Smith, Matthew	Guidance Counselor	\$ 70,441.52	\$ -	\$ 70,441.52
Smith, Molly	SPED - Summer Help	\$ 1,404.50	\$ -	\$ 1,404.50
Smith, Tracey	Coach	\$ 5,253.13	\$ -	\$ 5,253.13
Snook, Lori	Substitute	\$ 2,700.75	\$ -	\$ 2,700.75
Snow, Bradley	Substitute	\$ 630.00	\$ -	\$ 630.00
Snow, Brooke	Paraprofessional	\$ 19,415.54	\$ -	\$ 19,415.54
Snow, Cori	Paraprofessional	\$ 23,210.78	\$ -	\$ 23,210.78
Soucy, Ellen	B/A SITE COORDINATOR	\$ 12,117.65	\$ -	\$ 12,117.65
Soule, Walter	Teacher	\$ 49,467.04	\$ -	\$ 49,467.04

Employee Name	Title	Gross Pay	Overtime	Total Pay
Sousa, Jessica	Teacher	\$ 50,774.64	\$ -	\$ 50,774.64
Sowick, Ellen	Food Service	\$ 1,009.25	\$ -	\$ 1,009.25
Spofford, Olivia	Substitute	\$ 810.00	\$ -	\$ 810.00
Spurr, Courtney	Nurse	\$ 47,335.85	\$ -	\$ 47,335.85
Stetson, Kirsten	Teacher	\$ 23,381.17	\$ -	\$ 23,381.17
Stevens, Lisa	Paraprofessional	\$ 18,983.85	\$ -	\$ 18,983.85
Stevens, Michael	Teacher	\$ 95,337.76	\$ -	\$ 95,337.76
Stewart, Kathleen	Teacher	\$ 32,853.64	\$ -	\$ 32,853.64
Stewart, Stephanie	Substitute	\$ 12,534.50	\$ -	\$ 12,534.50
Stone, Danielle	Teacher	\$ 59,217.90	\$ -	\$ 59,217.90
Strandberg, Scott	Teacher	\$ 73,449.35	\$ -	\$ 73,449.35
Strangman, Morgan	Substitute	\$ 27.50	\$ -	\$ 27.50
Sullivan, Daniel	Paraprofessional	\$ 8,615.37	\$ -	\$ 8,615.37
Sullivan, Erin	Substitute	\$ 4,938.00	\$ -	\$ 4,938.00
Sullivan, Kathleen	Teacher	\$ 84,423.16	\$ -	\$ 84,423.16
Sullivan, Kristin	SPED - Summer Help	\$ 1,834.50	\$ -	\$ 1,834.50
Sullivan, Noreen	Paraprofessional	\$ 24,113.70	\$ -	\$ 24,113.70
Tan, Kathryn	Substitute	\$ 420.00	\$ -	\$ 420.00
Tannian, Timothy	Custodian	\$ 46,028.14	\$ 9,003.34	\$ 55,031.48
Tarr, Audrey	Teacher	\$ 85,033.79	\$ -	\$ 85,033.79
Tarzia, Jill	Teacher	\$ 77,481.53	\$ -	\$ 77,481.53
Taylor , Mark	Substitute	\$ 1,512.50	\$ -	\$ 1,512.50
Tello, Catherine	Substitute	\$ 7,465.00	\$ -	\$ 7,465.00
Tentindo, Paul	Districtwide Psychologist	\$ 77,547.94	\$ -	\$ 77,547.94
Terceiro, Kathleen	Teacher	\$ 82,192.04	\$ -	\$ 82,192.04
Terry, Amanda	Paraprofessional	\$ 46,206.54	\$ -	\$ 46,206.54
Theberge, Lauren	Teacher	\$ 9,833.04	\$ -	\$ 9,833.04
Therrien, Kim	Nurse	\$ 87,568.22	\$ -	\$ 87,568.22
Therrien, Louise	Teacher	\$ 78,423.16	\$ -	\$ 78,423.16
Thomas, Irene	Teacher	\$ 30,437.53	\$ -	\$ 30,437.53
Thomas, Kellie	Paraprofessional	\$ 22,833.70	\$ -	\$ 22,833.70
Thomas, Leonard	Substitute	\$ 900.00	\$ -	\$ 900.00
Thomas, William	Teacher	\$ 75,479.86	\$ -	\$ 75,479.86
Thornton, Daniel	Assistant Principal	\$ 118,100.00	\$ -	\$ 118,100.00
Tierney, Jennifer	Teacher	\$ 66,674.53	\$ -	\$ 66,674.53
Tiller, Ashley	Teacher	\$ 61,164.91	\$ -	\$ 61,164.91
Torosian, Elizabeth	Teacher	\$ 75,834.95	\$ -	\$ 75,834.95
Torossian, Andrew	Teacher	\$ 49,254.98	\$ -	\$ 49,254.98
Towers, Pamela	Paraprofessional	\$ 22,382.87	\$ -	\$ 22,382.87
Treado, Elaine	Teacher	\$ 75,421.74	\$ -	\$ 75,421.74
Treem, Sara	Teacher	\$ 75,660.57	\$ -	\$ 75,660.57
Tummino, Steven	Custodian	\$ 43,715.74	\$ 2,417.96	\$ 46,133.70
Twombly, Kristine	Paraprofessional	\$ 13,798.85	\$ -	\$ 13,798.85

Employee Name	Title	Gross Pay	Overtime	Total Pay
Vance, Kelli	Paraprofessional	\$ 18,611.60	\$ -	\$ 18,611.60
Vassey, William	B/A Aides	\$ 9,430.46	\$ -	\$ 9,430.46
Veasey, Katharine	Substitute	\$ 5,551.96	\$ -	\$ 5,551.96
Veilleux, Allan	Custodian	\$ 47,034.30	\$ 3,040.20	\$ 50,074.50
Vercauteren, Jessica	Teacher	\$ 61,507.44	\$ -	\$ 61,507.44
Vienneau, Linda	Food Service	\$ 21,556.56	\$ -	\$ 21,556.56
Villani, Beth	Teacher	\$ 58,728.09	\$ -	\$ 58,728.09
Villani, Leanne	Teacher	\$ 69,733.60	\$ -	\$ 69,733.60
Wallace, Sheila	Paraprofessional	\$ 22,104.45	\$ -	\$ 22,104.45
Walsh, John	Coach	\$ 1,444.61	\$ -	\$ 1,444.61
Walton, Julie	Therapist	\$ 26,296.00	\$ -	\$ 26,296.00
Ward, Lisa	Teacher	\$ 49,467.01	\$ -	\$ 49,467.01
Watts, Hannel	Food Service	\$ 22,086.11	\$ -	\$ 22,086.11
Welch, Brooke	Teacher	\$ 47,941.60	\$ -	\$ 47,941.60
Wells, Courtney	B/A Aides	\$ 3,052.50	\$ -	\$ 3,052.50
Wendt, Michael	Job Coach	\$ 62,542.89	\$ -	\$ 62,542.89
Wentworth, Erica	Teacher - PreK	\$ 7,314.76	\$ -	\$ 7,314.76
Werner, Lisa	Teacher	\$ 73,898.07	\$ -	\$ 73,898.07
West, Autumn	B/A Aides	\$ 3,030.50	\$ -	\$ 3,030.50
Whalen, Alicia	Paraprofessional	\$ 23,216.40	\$ -	\$ 23,216.40
Whitaker, Lauren	Paraprofessional	\$ 17,128.02	\$ -	\$ 17,128.02
Whitney, Lynda	Substitute	\$ 387.00	\$ -	\$ 387.00
Widenmann, Linda	Adm Asst	\$ 8,678.09	\$ -	\$ 8,678.09
Wildes, Andrew	Teacher	\$ 82,837.84	\$ -	\$ 82,837.84
Willis, Alexander	B/A Aides	\$ 2,064.24	\$ -	\$ 2,064.24
Wilson, Amy	Teacher	\$ 52,748.86	\$ -	\$ 52,748.86
Wilson, David	B/A Aides	\$ 3,767.50	\$ -	\$ 3,767.50
Wilson, Paula	Substitute	\$ 7,051.00	\$ -	\$ 7,051.00
Winningham, Erin	Building Aide	\$ 225.15	\$ -	\$ 225.15
Winningham, Thomas	B/A Aides	\$ 2,845.38	\$ -	\$ 2,845.38
Winter, Celeste	Teacher	\$ 42,948.68	\$ -	\$ 42,948.68
Winter, William	Teacher	\$ 55,404.75	\$ -	\$ 55,404.75
Wisniewski, Elizabeth	Teacher	\$ 74,396.93	\$ -	\$ 74,396.93
Wong, Cyd	Paraprofessional	\$ 9,878.22	\$ -	\$ 9,878.22
Wong, Jillian	B/A Aides	\$ 1,556.50	\$ -	\$ 1,556.50
Wood, Kathleen	Teacher	\$ 73,898.07	\$ -	\$ 73,898.07
Worobey, Kathleen	Paraprofessional	\$ 21,670.84	\$ -	\$ 21,670.84
Wright, Lisa	Substitute	\$ 987.25	\$ -	\$ 987.25
Yacubacci, Doreen	Paraprofessional	\$ 23,282.67	\$ -	\$ 23,282.67
Yarrows, Lynne	Teacher	\$ 80,918.65	\$ -	\$ 80,918.65
Young, Ann	Teacher	\$ 76,923.16	\$ -	\$ 76,923.16
Zanardi, Kristyn	Teacher	\$ 79,418.65	\$ -	\$ 79,418.65
Ziel, Nancy	Substitute	\$ 450.00	\$ -	\$ 450.00



NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED MEMBER

Whittier Regional Vocational Technical High School
115 Amesbury Line Road, Haverhill, MA 01830

APPROVED BUDGET

2017 – 2018

(04/12/2017)

Maureen A. Lynch
Superintendent

SCHOOL COMMITTEE

Charles LaBella, Chairperson
Amesbury

Russ Bardsley
Ipswich

Brett Murphy
Vice Chairperson
Newburyport

Paul M. Tucker
Merrimac

Lisa O'Connor
Groveland

David E. Irving
Secretary
Rowley

Johanna True
Newbury

C. Anthony LeSage
Amesbury

Jo-Ann Testaverde, Ed.D
Georgetown

Andy Murphy
West Newbury

Richard P. Early, Jr.
Haverhill

Scott Wood
Haverhill

TBD
Newburyport

Alana Gilbert
Salisbury

"EQUAL EDUCATIONAL OPPORTUNITY"

Whittier Tech:
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Whittier Regional Vocational Technical High School

115 Amesbury Line Road
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978-373-4101
Fax: 978-372-5331
www.whittiertech.org

Charles LaBella
Chairperson
School Committee

Maureen A. Lynch
Superintendent

April 13, 2017

Dear Whittier Community Officials:

The booklet contains the 2017-2018 approved budget for the Whittier Regional Vocational Technical High School. At a public hearing on April 12, 2017, the District School Committee approved a total budget of \$ 23,639,578.

Whittier's total budgetary requests were \$ 24,712,594. The Administration and School Committee made reductions totaling \$ 1,073,016 and the School Committee voted to utilize School Choice funds in the amount of \$ 126,900 to arrive at the \$ 23,639,578 fiscal 2018 budget figure. The estimated receipts and recommended expenditures for School Choice are listed on page 22 of this booklet.

The approved FY18 budget of \$ 23,629,578 is an increase of \$906,464 or 3.99% over the FY17 budget of \$ 22,733,114. In addition to the approved FY18 budget, the District Committee has approved a capital assessment for FY18 for the replacement of Boilers, Electrical Panels and renovation of the Greenhouse. The total amount assessed to the 11 communities is \$ 14,273,596, which is an increase of \$ 619,205 or 4.53% greater than FY17. Of this 4.53% increase, 1.37% represents the mandated minimum requirement that each community must provide as determined by the Department of Elementary and Secondary Education. Individual community assessments will vary each year primarily due to enrollments shifts and state minimum contribution and these can be found on page 17 of this budget book.

We respectfully request that you will encourage your community to support this budget and your corresponding assessment. We would like to thank you in advance for your support and cooperation.

If you have any questions on this information, please contact Maureen A. Lynch, Superintendent, or Kara M. Kosmes, Business Manager.

Sincerely,

Charles LaBella
Chairperson, School Committee

Maureen A. Lynch
Superintendent

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**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED BUDGET ACCOUNT TOTALS FY17 - FY18**

<u>FUNCT</u>	<u>FUNCTION TITLE</u>	<u>FY17 BUDGET</u>	<u>FY 18 RECOMMENDED</u>	<u>Change</u>
1000	District Leadership			
1100	School Committee	61,924	64,524	2,600
1200	Superintendent's Office	373,186	368,473	-4,713
		<u>435,110</u>	<u>432,997</u>	<u>-2,113</u>
1400	Finance & Administration	615,083	690,466	75,383
2000	Instruction			
2100	Academic Leadership	565,329	580,005	14,676
2200	School Building Leadership	696,108	704,326	8,218
2300	Instruction Teaching Services	9,491,815	9,766,388	274,573
2400	Instructional Materials	1,245,625	1,222,887	-22,738
2700	Guidance	546,471	542,547	-3,924
2800	Psychological Services	145,108	146,246	1,138
		<u>12,690,456</u>	<u>12,962,399</u>	<u>271,943</u>
3000	Student Services			
3100	Attendance	45,488	40,800	-4,688
3200	Health Services	179,966	185,202	5,236
3310	Operation of School Busses	1,285,632	1,341,116	55,484
3510	Athletics	406,793	419,368	12,575
3520	Student Body	79,000	112,700	33,700
3600	School Security	376,456	403,464	27,008
		<u>2,373,335</u>	<u>2,502,650</u>	<u>129,315</u>
4000	Operations & Maintenance			
4110	Custodial Service	307,601	339,775	32,174
4120	Heating of Building	110,000	110,000	0
4130	Utility Services	708,900	708,900	0
4210	Maintenance of Grounds	40,000	40,000	0
4220	Maintenance of Building	635,640	667,731	32,091
4230	Maintenance of Equipment	48,500	49,000	500
		<u>1,850,641</u>	<u>1,915,406</u>	<u>64,765</u>
5000	Fixed Charges	4,600,654	4,983,115	382,461
6000	Community Services	12,000	12,000	0
7000	Replacement of Equipment	89,085	73,795	-15,290
8000	Long Term Debt	0	0	0
9000	Tuitions	66,750	66,750	0
Total Operational Budget		<u>22,733,114</u>	<u>23,639,578</u>	<u>906,464</u>
	Capital Outlay	795,000	495,000	-300,000
TOTAL GROSS BUDGET		<u>23,528,114</u>	<u>24,134,578</u>	<u>606,464</u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
1000	DISTRICT LEADERSHIP			
1100	School Committee			
1110.5	Supplies & Materials General Supply Items	32	1,100	1,100
1110.6	Other Expenses			
	Travel	3,943	3,500	3,500
	Memberships & Subscriptions	7,674	11,824	11,824
	Meeting Expenses	3,233	4,500	4,500
	Auditing Expenses	33,700	29,500	32,100
	Public Relations	14,758	11,500	11,500
	TOTALS 1106	63,308	60,824	63,424
	TOTALS 1100	63,340	61,924	64,524
1200	Superintendent's Office			
1210.1	Salaries, Professional Superintendent	196,272	171,000	181,403
1210.2	Salaries, Clerical Administrative Assistant	78,574	77,925	79,719
1210.4	Maintenance of Equipment	0	0	0
1210.5	Supplies & Materials Postage & Office Supplies Printing & Reproduction	26,301 21,627	25,715 28,465	25,715 28,465
	TOTALS 1210.5	47,928	54,180	54,180

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY16</u>	<u>ADJUSTED</u> <u>BUDGET - FY17</u>	<u>RECOMMENDED</u> <u>BUDGET - FY18</u>
1210.6	Other Expenses			
	Travel & Conferences	10,157	15,700	15,700
	Memberships & Subscriptions	17,094	13,626	13,716
	Advisory Boards	15,255	9,500	9,500
	NEASC & Accreditation	4,380	31,255	14,255
	TOTALS 1210.6	46,886	70,081	53,171
	TOTALS - 1200	369,660	373,186	368,473
	TOTALS - 1000	433,000	435,110	432,997

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
1400	FINANCE & ADMINISTRATION			
1410	Business & Finance			
1410.1	Salaries, Professional	139,286	136,500	139,230
	Business Manager			
	Comptroller	59,160	60,343	62,050
	TOTALS 1410.1	198,446	196,843	201,280
1410.2	Salaries, Clerical			
	Accounts Payable Clerk	47,048	47,989	48,949
	Payroll Clerk (80%)	40,800	41,616	42,448
	Business Office Clerks	50,546	44,789	45,793
	Treasurer	15,300	15,606	15,918
	TOTALS 1410.2	153,694	150,000	153,108
	TOTAL 1410	352,140	346,843	354,388
1420	Human Resource & Benefits			
1420.2	Salaries, Clerical			
	Personnel Clerk	51,679	50,000	53,550
	Payroll Clerk (20%)	10,200	10,404	10,612
	TOTALS 1420.2	61,879	60,404	64,162
1420.4	Advertising			
		8,909	7,500	7,500
	TOTALS 1420	70,788	67,904	71,662
1430	Legal Services			
1430.4	Contracted Services			
	School Attorney	46,316	10,000	10,000
	Negotiator	0	10,000	10,000
	TOTALS 1430.4	46,316	20,000	20,000

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
	TOTALS 1430	46,316	20,000	20,000
1450	Information Technology			
1450.1	Salaries, Professional Technology Director	102,000	104,040	106,121
1450.3	Salaries, Other Repair Tech. & Students	81,602	76,296	138,295
	TOTALS 1450	183,602	180,336	244,416
	TOTALS 1400	652,846	615,083	690,466

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY16</u>	<u>ADJUSTED</u> <u>BUDGET - FY17</u>	<u>RECOMMENDED</u> <u>BUDGET - FY18</u>
2000	INSTRUCTION			
2100	Academic Leadership			
2100.1	Salaries, Professional			
	Director of Pupil Personnel	136,166	135,041	137,717
	Curriculum Coordinator	128,274	130,819	133,415
	Vocational Coordinator	128,524	131,069	133,665
	TOTALS 2100.1	392,964	396,929	404,797
2100.2	Salaries, Clerical			
	Secretary to Special Ed	53,655	54,713	55,792
	Secretary Voc. & Curr Coord.	48,684	43,490	45,685
	TOTALS 2100.2	102,339	98,203	101,477
2120.1	Salaries, Professional			
	Cluster Chairs	73,767	70,197	73,731
	TOTALS 2100	569,070	565,329	580,005
2200	School Building Leadership			
2210.1	Salaries, Professional			
	Principal	134,314	136,855	139,573
	Asst. Principals	241,159	243,512	245,786
	Coordinator of Data & Assessment	128,274	130,819	133,415
	In House Suspension	59,963	61,142	62,345
	TOTALS 2210.1	563,710	572,328	581,119
2210.2	Salaries, Clerical			
	Secretary to Principal	52,010	53,040	54,341
	Secretary to Asst. Principals	35,502	43,490	41,616
	TOTALS 2210.2	87,512	96,530	95,957
2210.4	Contracted Services			

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> FY16	<u>ADJUSTED</u> BUDGET - FY17	<u>RECOMMENDED</u> BUDGET - FY18
2210.5	Answering Service & Maintenance Supplies & Materials	5,500 14,448	6,500 16,000	6,500 16,000
2210.6	Other Expenses			
	Travel & Memberships	1,961	4,000	4,000
	School Council	400	750	750
	TOTALS 2210.6	2,361	4,750	4,750
	TOTALS 2200	673,531	696,108	704,326
2300	Instruction Teaching Services			
2305.1	Salaries, Professional			
	Instructional	7,823,112	8,167,565	8,432,897
	Instructional, Special Needs	828,206	854,570	845,647
	TOTALS 2305.1	8,651,318	9,022,135	9,278,544
2325.3	Salaries, Substitutes	104,135	100,000	100,000
2330.3	Salaries, Teacher Aides			
	Teacher Aides	29,571	86,300	109,650
	Teacher Aides, Special Needs	59,708	69,668	62,622
	TOTALS 2330.3	89,279	155,968	172,272
2340.1	Salaries, Professional			
	Instructional Media Specialist	91,890	93,712	95,572
2351.6	Professional Development Expense	155,046	110,000	110,000
2355.3	Professional Development Subs	12,192	10,000	10,000
	TOTALS 2300	9,103,860	9,491,815	9,766,388

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
2400	Instructional Materials & Equipment			
2410.4	Contracted Services			
	Repair & Maint of A/V Equipment	0	1,000	1,000
2410.5	Supplies & Materials			
	Textbooks	15,953	17,457	16,546
2415.5	Library Books	4,714	10,100	8,350
2415.6	Library/AV Memberships	3,150	3,510	3,510
2420.5	Instructional Equipment			
2430.4	Contracted Services	41,836	30,703	31,735
	Shop Requests	85,233	93,979	91,812
2430.5	Supplies & Materials			
	General Instructional	315,151	321,612	311,149
	Computer Supplies	39,406	50,000	55,000
	General Classroom	13,040	9,750	9,750
	Program Expansion	100	5,000	5,000
	TOTALS 2430.5	367,697	386,362	380,899
2430.6	Other Expenses (Prof publs, memberships, etc.)	24,888	23,710	27,924
2451	Classroom Technology			
2451.4	Contracted Services			
	Software/Hardware Maint	80,474	115,353	139,728
2451.5	Supplies & Materials			
	Computer Equipment	598,333	563,451	521,383
	TOTALS 2400	1,222,278	1,245,625	1,222,887

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
2700	Guidance			
2710.1	Salaries, Professional			
	Guidance Director	76,441	77,970	79,529
	Guidance Counselors	341,324	337,981	337,988
	School Adjustment Counselor	24,201	65,000	59,510
	Summer Coverage	3,212	10,500	10,500
	TOTALS 2710.1	445,178	491,451	487,527
2710.2	Salaries, Clerical	46,253	52,020	52,020
2710.5	Supplies & Materials			
	Reference & Test Materials	704	1,000	1,000
	Recruitment Brochures	3,664	2,000	2,000
	TOTALS 2710.5	4,368	3,000	3,000
2710.6	Other Expenses			
	Travel & Memberships	199	0	0
	TOTALS 2700	495,998	546,471	542,547
2800	Psychological Services			
2800.1	Salaries, Professional			
	School Psychologist	76,441	77,970	79,529
	Tutoring	10,488	4,000	4,000
	TOTALS 2800.1	86,929	81,970	83,529
2800.4	Contracted Services	49,854	42,275	42,275
2800.5	Supplies & Materials	12,112	20,863	20,442
2800.6	Equipment	0	0	0
	TOTALS 2800	148,895	145,108	146,246

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
3000	TOTALS 2000	12,213,632	12,690,456	12,962,399
	STUDENT SERVICES			
3100	Attendance			
3100.1	Salaries, Professional Attendance Monitor	44,596	45,488	40,800
	TOTALS 3100	44,596	45,488	40,800
3200	Health Services			
3200.1	Salaries, Professional School Nurses	152,344	153,268	158,186
3200.4	Contracted Services School Physician Laundry/Medical Waste	15,416 0	15,918 1,500	16,236 1,500
	TOTALS 3200.4	15,416	17,418	17,736
3200.5	Supplies & Materials	7,144	9,000	9,000
3200.6	Other Expenses Memberships	1,647	280	280
	TOTALS 3200	176,551	179,966	185,202
3310	Operation of School Buses			
3310.1	Salaries, Professional Coordinator of Transportation	65,584	66,896	68,234
3310.3	Salaries, Other Bus Drivers Mechanics Security/Bus Drivers (50%)	457,358 130,056 23,751	547,035 128,976 48,866	583,434 134,345 25,291

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
	TOTALS 3310.3	611,165	724,877	743,070
3310.4	Contracted Services	32,934	5,000	0
3310.5	Supplies & Materials			
	General Supply Items	86,369	92,000	92,000
	Fuel, Oil, Lubricants	72,049	145,950	146,211
	Equipment	10,174	2,500	2,500
	TOTALS 3310.5	168,592	240,450	240,711
3310.6	Other Expenses			
	Licensing & Physicals	2,065	7,000	5,000
	Insurance, Health	69,924	69,749	69,901
	Insurance, Buses	29,284	27,980	30,000
	Insurance, Workers Comp	19,709	24,465	17,200
	Leasing Expense	119,381	119,215	167,000
	TOTALS 3310.6	240,363	248,409	289,101
	TOTALS 3310	1,118,638	1,285,632	1,341,116
3510	Athletics			
3510.1	Salaries, Professional			
	Athletic Director & Equipment Tech	27,618	27,076	27,617
	Coaches	179,498	173,253	186,752
	Trainer	27,299	26,764	27,299
	Transportation	18,260	18,500	18,500
	TOTALS 3510.1	252,675	245,593	260,168
3510.4	Contracted Services			
	Officials	39,833	42,000	42,000
	Police	3,609	6,000	4,000
	Reconditioning of Equipment	30,505	16,000	24,000
	TOTALS 3510.4	73,947	64,000	70,000
3510.5	Supplies, Sporting Goods & First Aid	45,401	82,200	74,200

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
3510.6	Memberships, Clinics & Travel	15,110	15,000	15,000
	TOTALS 3510	387,133	406,793	419,368
3520	Student Body			
3520.1	Salaries, Class & Club Advisors, Other Stipends	38,534	45,000	67,000
3520.6	Other Expenses			
	VICA, Skills USA	53,819	25,000	36,700
	Graduation Expenses	9,000	9,000	9,000
	TOTALS 3520.6	62,819	34,000	45,700
	TOTALS 3520	101,353	79,000	112,700
3600	School Security			
3600.1	Salaries, Supervisor of Security	40,803	41,599	42,411
3600.3	Salaries, Other			
	Monitors	23,950	54,750	85,424
	Security/Bus Drivers (50%)	33,935	41,867	25,291
	Security Special Events	15,604	7,000	7,000
	TOTALS 3600.3	73,489	103,617	117,715
3600.4	Contracted Services			
	Security Contract	139,141	124,440	135,000
	School Resource Officer	73,532	76,900	78,438
	TOTALS 3600.4	212,673	201,340	213,438
3600.5	Supplies & Materials	5,686	5,000	5,000
3600.6	Repairs Security Equipment	11,498	24,900	24,900
	TOTALS 3600	344,149	376,456	403,464
	TOTALS 3000	2,172,420	2,373,335	2,502,650

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> FY16	<u>ADJUSTED</u> BUDGET - FY17	<u>RECOMMENDED</u> BUDGET - FY18
4000	OPERATIONS/MAINTENANCE			
4110	Custodial Services			
4110.3	Salaries, Summer Maintenance	0	0	27,775
4110.4	Contracted Services. Cleaning Contract	261,980	307,601	312,000
	TOTALS 4110	261,980	307,601	339,775
4120	Heating of Building			
4120.4	Contracted Services-Natural/Propane Gas	90,902	110,000	110,000
	TOTALS 4120	90,902	110,000	110,000
4130.4	Utility Services			
	Water	10,910	10,000	10,000
	Sewerage Treatment	38,233	35,000	35,000
	Septic Service	1,290	6,000	6,000
	Refuse Removal	24,362	35,000	35,000
	Telephone	25,563	67,900	67,900
	Hazardous Waste Removal	32,760	40,000	40,000
	Electrical Service	478,138	500,000	500,000
	TOTALS 4130.4	611,256	693,900	693,900
4130.5	Supplies & Matierals	9,488	15,000	15,000
	TOTALS 4130	620,744	708,900	708,900
4210	Maintenance of Grounds			
4210.3	Salaries, Overtime & Snow	13,667	15,000	15,000
4210.5	Supplies & Materials			

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
	Ice Melt, Sand, Fertilizer	26,333	25,000	25,000
	TOTALS 4210	40,000	40,000	40,000
4220	Maintenance of Buildings			
4220.1	Salaries, Plant Facilities Manager	97,418	99,606	101,583
4220.3	Salaries, Other			
	Forer Stipend	5,296	5,706	10,908
	Maintenance "B"	298,629	315,151	323,728
	Shift Differential	0	5,677	5,677
	STP Stipend	4,250	4,250	4,335
	TOTALS 4220.3	308,175	330,784	344,648
4220.4	Contracted Services	30,982	50,500	54,000
4220.5	Supplies & Materials			
	Electrical, Paint, Plumbing, Etc	79,512	90,000	90,000
	Office Supplies	3,086	2,000	2,000
	Equipment	36,261	10,250	5,000
	TOTALS 4220.5	118,859	102,250	97,000
4220.6	Other Expenses			
	Repair & Replacement	53,885	50,000	68,000
	Travel & Seminars	99	2,500	2,500
	TOTALS 4220.6	53,984	52,500	70,500
	TOTALS 4220	609,418	635,640	667,731
4230	Maintenance of Equipment			
4230.4	Contracted Services			
	Maint/Rpr of Building & Equipment	107,544	41,000	41,000
	Maint/Rpr of Vehicles	3,079	7,500	8,000
	TOTALS 4230	110,623	48,500	49,000

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
5000	TOTALS 4000	1,733,667	1,850,641	1,915,406
	FIXED CHARGES			
5100.5	Other Expenses			
	Retirement Program	555,211	577,257	645,317
	Employee Separation Costs	0	13,500	11,940
	Annuities	22,014	21,500	26,500
	TOTALS 5100	577,225	612,257	683,757
5200.6	Other Expenses			
	Health Insurance-active employees	2,046,246	2,380,168	2,516,822
	Health Insurance - retiree	778,685	904,400	1,028,802
	Dental Insurance -active employees	88,924	98,563	114,867
	Medicare	200,597	201,846	206,983
	Life/Disability Insurance	1,992	2,500	4,550
	Student Accident	18,328	15,300	15,500
	Package Insurance	103,924	95,500	99,500
	Worker's Compensation	81,216	72,335	84,169
	Umbrella	9,717	28,400	29,700
	Treasurer's Bond	661	700	700
	School Board Indemnity	3,984	4,100	4,100
	Automotive	5,511	7,520	6,800
	Unemployment	58,604	106,000	106,000
	OPEB - Liability Trust Fund	0	0	0
	Employment Practices Liability	16,059	16,700	16,500
	Disability Insurance	3,500	3,570	3,570
		3,417,948	3,937,602	4,238,563
5250.6	OPEB Liability Reserve	0	0	10,000
	TOTALS 5200	3,417,948	3,937,602	4,248,563
5300.4	Rental of Equipment			
	Postage Meter	2,113	3,800	3,800
	Copy Machines	43,142	46,995	46,995

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
RECOMMENDED FY 2018
BUDGET BY LINE ITEM

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY16</u>	<u>ADJUSTED BUDGET - FY17</u>	<u>RECOMMENDED BUDGET - FY18</u>
	TOTALS 5300	45,255	50,795	50,795
	TOTALS 5000	4,040,428	4,600,654	4,983,115
	COMMUNITY SERVICES AND STAFF DEVELOPMENT			
6000	Supplies & Materials			
6200.5	Office, Flyers, Postage	6,161	12,000	12,000
	TOTALS 6000	6,161	12,000	12,000
	REPLACEMENT OF EQUIPMENT			
7000	Replacement of Equipment	64,950	89,085	73,795
	TOTALS 7000	64,950	89,085	73,795
	TUITIONS TO OTHER SCHOOLS			
9000	Tuitions to Mass Schools	25,546	6,750	6,750
9100	Tuition School Choice Out	24,941	38,000	38,000
9400	Tuitions to Collaboratives	24,949	22,000	22,000
	TOTALS 9000	75,436	66,750	66,750
	TOTAL BUDGET			
		21,392,540	22,733,114	23,639,578

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
TOTAL ASSESSMENTS FOR FY 2018**

Required Net School Spending	19,717,968
Other Assessments, Transportation and Community Education	1,341,116
Long Term Debt Assessment	-
Capital Assessment	495,000
Other Educational Assessment	<u>2,580,494</u>
Gross Budget	24,134,578

Less Revenues To Be Applied:

Chapter 70 aid	9,190,424	
E and D	0	
Transportation	<u>670,558</u>	<u>9,860,982</u>

Total Assessments	<u><u>14,273,596</u></u>
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	<u>Minimum Contribution</u>	<u>Other Assessments</u>	<u>Long-term Debt Assessments</u>	<u>Capital Assessments</u>	<u>Other Educational Assessments</u>	<u>Total Assessments</u>
Amesbury	754,101	38,770	-	50,493	149,198	992,562
Georgetown	494,284	22,934	-	34,386	88,258	639,862
Groveland	749,584	37,678	-	21,388	144,995	953,645
Haverhill	5,514,024	439,029	-	195,352	1,689,509	7,837,914
Ipswich	374,768	15,290	-	44,117	58,839	493,014
Merrimac	702,890	37,678	-	19,262	144,995	904,825
Newbury	363,269	14,744	-	18,434	56,737	453,184
Newburyport	425,331	17,474	-	58,100	67,244	568,149
Rowley	253,833	10,375	-	19,150	39,926	323,284
Salisbury	589,845	24,027	-	19,262	92,461	725,595
West Newbury	305,615	12,559	-	15,056	48,332	381,562
TOTALS	<u>10,527,544</u>	<u>670,558</u>	<u>-</u>	<u>495,000</u>	<u>2,580,494</u>	<u>14,273,596</u>

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

**REQUIRED NET SCHOOL SPENDING
FY 2018**

Required Net School Spending	19,717,968
Less: Chapter 70 Aid	<u>9,190,424</u>
Net Minimum Contribution	<u><u>10,527,544</u></u>
Member Municipalities:	
Amesbury	754,101
Georgetown	494,284
Groveland	749,584
Haverhill	5,514,024
Ipswich	374,768
Merrimac	702,890
Newbury	363,269
Newburyport	425,331
Rowley	253,833
Salisbury	589,845
West Newbury	<u>305,615</u>
TOTALS	<u><u>10,527,544</u></u>

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

**OTHER ASSESSMENTS
FY 2018**

Transportation	1,341,116
Less: Transportation Revenue to be Applied	<u>670,558</u>
Net Assessment	<u><u>670,558</u></u>

	<u>FY16 PUPILS/% OF CONTRIBUTION</u>		<u>FOR COMPARISON ONLY</u>		
	<u>PUPILS</u> <u>10/1/2015</u>	<u>PERCENT OF</u> <u>CONTRIBUTION</u>	<u>PUPILS</u> <u>10/1/2016</u>	<u>PERCENT OF</u> <u>CONTRIBUTION</u>	
MEMBER MUNICIPALITIES:					
Amesbury	71	5.80%	71	5.78%	38,770
Georgetown	38	3.10%	42	3.42%	22,934
Groveland	77	6.29%	69	5.62%	37,678
Haverhill	795	64.95%	804	65.47%	439,030
Ipswich	27	2.21%	28	2.28%	15,290
Merrimac	73	5.96%	69	5.62%	37,678
Newbury	27	2.21%	27	2.20%	14,744
Newburyport	24	1.96%	32	2.61%	17,474
Rowley	20	1.63%	19	1.55%	10,375
Salisbury	51	4.17%	44	3.58%	24,027
West Newbury	21	1.72%	23	1.87%	12,559
TOTALS	<u>1224</u>	<u>100.00%</u>	<u>1228</u>	<u>100.00%</u>	<u><u>670,558</u></u>

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

**OTHER EDUCATIONAL ASSESSMENTS
FY 2018**

Other Educational Assessments	2,580,494
Less: E and D Transfer to Reduce Assessments	<u>0</u>
Total Other Educational Assessments	<u><u>2,580,494</u></u>

	<u>FY16 PUPILS/% OF CONTRIBUTION</u>		<u>FOR COMPARISON ONLY</u>		
	<u>PUPILS</u> <u>10/1/2015</u>	<u>PERCENT OF</u> <u>CONTRIBUTION</u>	<u>PUPILS</u> <u>10/1/2016</u>	<u>PERCENT OF</u> <u>CONTRIBUTION</u>	
MEMBER MUNICIPALITIES:					
Amesbury	71	5.80%	71	5.78%	149,198
Georgetown	38	3.10%	42	3.42%	88,258
Groveland	77	6.29%	69	5.62%	144,995
Haverhill	795	64.95%	804	65.47%	1,689,509
Ipswich	27	2.21%	28	2.28%	58,839
Merrimac	73	5.96%	69	5.62%	144,995
Newbury	27	2.21%	27	2.20%	56,737
Newburyport	24	1.96%	32	2.61%	67,244
Rowley	20	1.63%	19	1.55%	39,926
Salisbury	51	4.17%	44	3.58%	92,461
West Newbury	21	1.72%	23	1.87%	48,332
TOTALS	1224	100.00%	1228	100.00%	2,580,494

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
CAPITAL COSTS ASSESSMENTS
FY 2018**

Assessed as a Capital Cost

7000 Asset Acquisition

Boiler replacements	195,000
Electrical panel replacements	225,000
Greenhouse repair	75,000
Less: E and D	<u>0</u>
Total Capital Cost Assessment	495,000

MEMBER MUNICIPALITIES	Resident Pupils <u>10/1/2016</u>	<u>%</u>	<u>Capital Cost Assessment</u>
Amesbury	2257	10.20%	50,493
Georgetown	1537	6.95%	34,386
Groveland	956	4.32%	21,388
Haverhill	8732	39.46%	195,351
Ipswich	1972	8.91%	44,117
Merrimac	861	3.89%	19,262
Newbury	824	3.72%	18,434
Newburyport	2597	11.74%	58,100
Rowley	856	3.87%	19,150
Salisbury	861	3.89%	19,262
West Newbury	673	3.04%	15,056
TOTAL	<u>22126</u>	<u>100.00%</u>	<u>495,000</u>

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
Proposed School Choice Expenditures FY18

FY18

Estimated School Choice Receipts to be Received during FY18	150,000 *
Total Estimated Available	<u>150,000</u>

Proposed Expenditures:

Salary

Transportation	28,000
Summer stipends (MCAS, etc)	45,000
Prof Dev stipends (loss of grant)	<u>28,400</u>
	101,400

Expense

Transportation Other Costs	7,500
Supplies to re-open greenhouse program	<u>18,000</u>
	25,500

TOTAL PROPOSED EXPENDITURES	126,900
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***30 Students Received/4 Students Sending**

Town Directory

	Phone Number
Town Hall Main Line.....	978-556-7200
Accountant's Office.....	978-556-7203
Assessor's Office.....	978-556-7218
Cemetery Department.....	978-373-5686
Conservation Office.....	978-556-7214
Council on Aging.....	978-556-7217
Electric Light Department.....	978-372-1671
Finance Office.....	978-556-7204
Fire Department.....	978-374-1923
Health Department.....	978-556-7210
Highway Department.....	978-556-7208
Inspectional Services.....	978-556-7209
Langley Adams Library.....	978-372-1732
Planning Department.....	978-556-7215
Police Department.....	978-521-1212
Selectmen's Office.....	978-556-7207
Tax Office (Treasurer/ Collector).....	978-556-7202
Town Clerk's Office.....	978-556-7221
Water and Sewer Department.....	978-556-7220