

# **TOWN REPORT**

## **2020**

### **Groveland, Massachusetts**



This Annual Town Report was compiled by  
the Offices of the Board of Selectmen and  
Town Administrator  
Town of Groveland  
183 Main Street  
Groveland, MA 01834  
[www.grovelandma.com](http://www.grovelandma.com)

**IN MEMORIAM  
OF  
THOSE WHO SERVED OUR TOWN**



**Kermit K. Cross**

**Born: May 17, 1936      Died: June 4, 2021**

For over 30 years Kermit served as a Groveland Call Fireman and on their Board of Fire Engineers. His community service also included involvement with many boards and committees in the Town of Groveland most recently as the chairman of the Groveland Light Commission.

## Table of Contents (2020)

	Page
General Statistics.....	1
Elected Officials .....	3
Appointed Town Officers.....	4
Accountant's Report.....	6
Treasurer's Reports:	
Trust Funds.....	22
Town Salaries.....	23
Town Clerk's Report (Vitals).....	28
Finance Board Report.....	31
Special and Annual Town Meeting Warrants and Minutes .....	38
Town Election Results.....	101
Town Department's Reports:	
Assessor.....	108
Building Department.....	110
Council on Aging .....	111
Fire Department .....	113
Police Department .....	115
Library .....	119
Cemetery Department .....	120
Economic Development Planning & Conservation	
Planning.....	121
Zoning .....	124
Water and Sewer Department .....	126
School Department Reports:	
Pentucket Regional School District .....	131
Whittier Tech Approved Budget .....	134

## 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 9<sup>th</sup>, 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
- Schools include Dr. Elmer S. Bagnall Elementary School and Pentucket Regional Middle and High Schools
- Website: [www.grovelandma.com](http://www.grovelandma.com)

**ELECTED AND  
APPOINTED  
POSITIONS,  
BOARDS AND  
COMMITTEES**

TOWN OF GROVELAND  
OFFICE OF THE TOWN CLERK, 183 MAIN ST  
TEL: 978-556-7221 FAX 978-469-5006

Elected Town Boards and Officials at the start of Fiscal 2020  
(July 1, 2019 through June 30, 2020)

**ASSESSOR**

3 members, 3-year terms

William H Darke 5/2/2022

N Dana Moody 5/4/2020

**CEMETERY COMMISSION**

3 members, 3-year terms

Raymond S Downer III 5/2/2022

Michael A. Kastrinelis 5/4/2020

Debra A Stewart 5/3/2021

**HEALTH BOARD**

3 members, 3-year terms

Deborah Kadar-Hull 5/3/2021

Michael J Meagher 5/2/2022

Joan M Searl 5/2/2020

**HOUSING AUTHORITY**

5 members, 5-year terms

Linda S Anderson 5/1/2023

Elaine M Davey 5/3/2021

Elizabeth A Gorski 5/6/2024

Kathleen M Prunier 5/4/2020

**LIBRARY TRUSTEE**

9 members, 3-year terms

Jay A Collins 5/2/2022

Robert I Downey 5/1/2023

Charles J Herman 5/4/2020

Barbara Gauvin 5/2/2022

Jamie L Koulouras 5/4/2020

Kathleen M Prunier 5/2/2022

Laurel B Puchalski 5/4/2020

Christopher D Shramko 5/3/2021

Leonard L Thomas 5/3/2021

**LIGHT COMMISSION**

3 members, 3-year terms

Kermit K Cross 5/2/2022

Stephen J Daniels 5/3/2021

Sean A LaBelle 5/4/2020

**MODERATOR**

1-year term

William H Darke 5/4/2020

**PLANNING BOARD**

5 members, 5-year terms

Robert P Arakelian (resigned) 5/1/2023

Lisa A Chandler (resigned) 5/2/2022

Robert G Danforth 5/1/2023

Walter F Sorenson Jr 5/1/2023

**SCHOOL COMMITTEE**

3 members, 3-year terms

Emily M Dwyer 5/4/2020

Lisa M O'Connor 5/3/2021

Richard C Hodges 5/2/2022

**SELECTMEN**

5 members, 3-year terms

William F Dunn (resigned) 5/4/2020

Kathleen Kastrinelis 5/4/2020

William G O'Neil 5/2/2022

Edward H Watson 5/3/2021

Michael N Wood 5/3/2021

**TOWN CLERK**

3-year term

Elizabeth M Cunniff 5/2/2022

**WATER/SEWER COMMISSION**

3 members, 3-year terms

Jake O Greaney 5/4/2020

James M Sheehan 5/3/2021

Annually Appointed Town Officers  
at the start of Fiscal 2020 (July 1, 2019)

<u>Position</u>	<u>Name</u>
ADA Coordinator.....	Sam Joslin
Animal Control Officer.....	Stephen M. Sargent
Assessing Manager .....	Debra Webster
Assistant Treasurer/Collector.....	Kaitlin Gilbert
Building Inspector.....	Sam Joslin
Burial Agent.....	Elizabeth Cunniff
Dockmaster.....	Robert Raimondi
Dockmaster.....	Nicholas RC Toleos
Earth Removal Enforcement Officer/ Site Inspector... ..	Renny Carroll
Emergency Management Director.....	Stephen M. Sargent
Assistant Emergency Management Director.....	Jeffery T. Gillen
Finance Director.....	Denise Dembkoski
Forest Fire Warden.....	Robert Valentine
Election Constable... ..	David Tuttle
Election Constable.....	Edward Reed
Harbormaster.....	Michael J. Vets
Health Agent.....	Joseph Tevald, Interim Agent
Health Agent.....	Deborah Ketchen (resigned)
Health Nurse.....	Claire Walsh
Merrimack Valley Planning Commissioner.....	Rebecca Oldham

Plumbing/ Gas Inspector.....Gerald Viens

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

Right to Know Officer.....Vacant

Town Accountant..... Ellen Petrillo

Town Counsel... ..Kopelman and Paige, P.C.

Town Planner.....Rebecca Oldham

Veteran’s Agent..... Michael Ingham

Wire Inspector.....Zaven Gostanian

Assistant Wire Inspector..... William Robitaille

Zoning Enforcement Officer... ..Sam Joslin

Zoning Administrator.....Rebecca Oldham



# **ACCOUNTANT'S REPORT**

**TOWN OF GROVELAND, MASSACHUSETTS**  
**Combined Balance Sheet - All Fund Types and Account Groups**  
**as of June 30, 2020**  
**(Unaudited)**

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups	All Fund Types
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	Total
<b><u>ASSETS</u></b>							
Cash and cash equivalents	1,617,550	4,707,140	43,117	4,669,950	2,849,942		13,887,698
Receivables:							
Personal property taxes	8,112						8,112
Real estate taxes	55,085	1,120					56,205
Allowance for abatements and exemptions	(356,589)						(356,589)
Betterments				149,864			149,864
Tax liens	652,702			2,633			655,335
Motor vehicle excise	92,609						92,609
User fees				241,589			241,589
Amounts to be provided - payment of bonds			181,685	3,295,000		3,400,000	6,876,685
Amounts to be provided - payment of easements			34,994				34,994
Amounts to be provided - deposit refunds				176,454	2,503		178,956
Total Assets	<u>2,069,468</u>	<u>4,708,259</u>	<u>259,796</u>	<u>8,535,490</u>	<u>2,852,444</u>	<u>3,400,000</u>	<u>21,825,458</u>
<b><u>LIABILITIES AND FUND EQUITY</u></b>							
Liabilities:							
Accounts payable							0
Warrants payable	100,998	9,647		6,616			117,261
Accrued payroll and withholdings	108,531	4,186		43,197			155,914
Other liabilities			34,994	176,454	2,503		213,950
Agency Funds							0
Deferred revenue:							
Real and personal property taxes	(293,393)	1,120					(292,273)
Betterments				149,864			149,864
Tax liens	652,702			2,633			655,335
Motor vehicle excise	92,609						92,609
User fees				241,589			241,589
Bonds payable			181,685	3,295,000		3,400,000	6,876,685
Total Liabilities	<u>661,448</u>	<u>14,952</u>	<u>216,679</u>	<u>3,915,353</u>	<u>2,503</u>	<u>3,400,000</u>	<u>8,210,935</u>
Fund Equity:							
Reserved for encumbrances	16,795			39,032			55,827

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups	All Fund Types
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	Total
Reserved for expenditures	755,440	411,277		163,000			1,329,717
Reserved for continuing appropriations		336,049					336,049
Reserved for petty cash	400			650			1,050
Reserved for System Development				208,764			208,764
Reserved for Sewer Capital Maintenance				3,000			3,000
Reserved for Habitat Mgmt Fund				17,006			17,006
Reserved for debt service		44,957	181,685	77,675			304,317
Reserved for premiums							0
Reserved Fund Balance		134,129	34,994	176,454	2,503		348,079
Designated: CPA Open Space		255,200					255,200
Designated: CPA Historical		119,759					119,759
Designated: CPA Community Housing		712,695					712,695
Designated: CPA Administrative Expense		86,976					86,976
Designated: Depreciation Fund				3,694,394			3,694,394
Designated: Stabilization Fund				1,377,132	1,704,735		3,081,867
Designated: OPEB Liability Fund				194,094	375,145		569,238
Undesignated fund balance	635,385	2,592,265	(173,562)	(1,729,093)	767,560		2,092,555
Unreserved retained earnings				398,029			398,029
Total Fund Equity	<u>1,408,020</u>	<u>4,693,307</u>	<u>43,117</u>	<u>4,620,137</u>	<u>2,849,942</u>	<u>0</u>	<u>13,614,523</u>
Total Liabilities and Fund Equity	<u>2,069,468</u>	<u>4,708,259</u>	<u>259,796</u>	<u>8,535,490</u>	<u>2,852,444</u>	<u>3,400,000</u>	<u>21,825,458</u>
	-	-	-	-	-	-	-

**TOWN OF GROVELAND**  
**COMBINED STATEMENT OF ACTIVITIES - ALL FUND TYPES AND ACCOUNT GROUPS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2020**  
**(Unaudited)**

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	All Fund Types
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Total
<b><u>REVENUES</u></b>						
Personal Property Taxes	329,349					329,349
Real Estate Taxes	14,572,397					14,572,397
Excise Taxes	967,069					967,069
Community Preservation Taxes		340,983				340,983
Penalties and interest on taxes	54,860					54,860
Payments in lieu of taxes	76,792					76,792
Charges for Services				7,233,063		7,233,063
Other Department Revenue	60,156					60,156
Licenses and Permits	133,992					133,992
State Revenue	884,362	380,459	272,068			1,536,889
Fines and Forfeitures	24,397					24,397
Miscellaneous Revenues	64,993	375,758		94,204	123,954	658,909
Earnings on Investments	16,210	57,104	16	124,655	140,913	338,897
Bond Proceeds			181,685			181,685
Other Financing Sources				168,599		
Total Revenues	<u>17,184,577</u>	<u>1,154,304</u>	<u>453,769</u>	<u>7,620,520</u>	<u>264,867</u>	<u>26,509,438</u>
<b><u>EXPENSES</u></b>						
Salaries and Wages	2,877,778	134,875		1,264,435		4,277,087
Expenditures	13,867,242	817,423	280,676	5,505,986	100,479	20,571,806
Debt Service	387,032		181,685	339,981		908,698
Other Financing Uses						-
Total Expenses	<u>17,132,052</u>	<u>952,298</u>	<u>462,361</u>	<u>7,110,401</u>	<u>100,479</u>	<u>25,757,591</u>
Transfers, Net	<u>(183,716)</u>	<u>58,716</u>	<u>-</u>	<u>-</u>	<u>125,000</u>	<u>-</u>
<b><u>CHANGE IN NET POSITION</u></b>	<u>(131,191)</u>	<u>260,722</u>	<u>(8,592)</u>	<u>510,119</u>	<u>289,387</u>	<u>751,847</u>
<b><u>NET POSITION:</u></b>						
Beginning of Year	<u>1,539,211</u>	<u>4,432,585</u>	<u>51,709</u>	<u>4,110,018</u>	<u>2,560,555</u>	<u>12,694,078</u>
End of Year	<u>\$ 1,408,020</u>	<u>\$ 4,693,307</u>	<u>\$ 43,117</u>	<u>\$ 4,620,137</u>	<u>\$ 2,849,942</u>	<u>\$ 13,445,925</u>

**TOWN OF GROVELAND  
GENERAL FUND APPROPRIATIONS VS. EXPENDITURES  
FOR THE FISCAL YEAR ENDED 06/30/2020**

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
<b>GENERAL GOVERNMENT</b>				
<b>MODERATOR</b>				
Stipend	100	-	-	100
<b>1 Total Moderator Budget</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>
<b>SELECTMEN</b>				
Selectmen's Stipend	7,500	(3,000)	4,500	-
Admin. Asst. Salary	10,000	(10,000)	-	-
<b>2 Total Salaries</b>	<b>\$ 17,500</b>	<b>\$ (13,000)</b>	<b>\$ 4,500</b>	<b>\$ -</b>
Town Audit	25,000	-	25,000	-
Reserve Fund	25,000	-	-	25,000
Association Fees	2,000	-	1,340	660
Town Reports	1,750	-	-	1,750
Minutes Clerk	3,000	-	977	2,024
Expenses	1,000	-	551	449
<b>3 Total Expenses</b>	<b>\$ 57,750</b>	<b>\$ -</b>	<b>\$ 27,868</b>	<b>\$ 29,882</b>
<b>Total Selectmen</b>	<b>\$ 75,250</b>	<b>\$ (13,000)</b>	<b>\$ 32,368</b>	<b>\$ 29,882</b>
<b>FINANCE DEPARTMENT</b>				
Finance Director's Salary (inc. T/C)	113,655	-	113,655	-
Asst. Treasurer/Collector's Salary	53,114	-	52,881	233
Treasury/Collection Clerk	22,770	(22,000)	-	770
<b>4 Total Salaries</b>	<b>\$ 189,539</b>	<b>\$ (22,000)</b>	<b>\$ 166,536</b>	<b>\$ 1,003</b>
Tax Title Treasury/Collection	750	-	2,398	(1,648)
Education and Association Fees	3,000	-	2,332	668
Postage	15,000	5,000	15,296	4,704
Payroll Fees	4,800	-	4,364	436
Office Expense	3,475	1,000	3,171	1,304
Personnel Expenses	500	-	224	276
<b>5 Total Expenses</b>	<b>\$ 27,525</b>	<b>\$ 6,000</b>	<b>\$ 27,785</b>	<b>\$ 5,740</b>
<b>Total Finance Department</b>	<b>\$ 217,064</b>	<b>\$ (16,000)</b>	<b>\$ 194,321</b>	<b>\$ 6,743</b>
<b>TOWN ACCOUNTANT</b>				
Accountant's Salary	64,644	7	64,651	-
Office Expenses	1,500	-	153	1,347
Education and Association Fees	2,000	-	1,386	614
<b>7 Total Town Accountant</b>	<b>\$ 68,144</b>	<b>\$ 7</b>	<b>\$ 66,190</b>	<b>\$ 1,961</b>
<b>BOARD OF ASSESSORS</b>				
Assessor's Stipends	1,500	-	-	1,500
Assessors' Manager's Salary	53,505	-	53,505	-
<b>8 Total Salaries</b>	<b>\$ 55,005</b>	<b>\$ -</b>	<b>\$ 53,505</b>	<b>\$ 1,500</b>
Expenses	3,000	-	1,484	1,516
Revaluation Maintenance	39,240	-	37,240	2,000
Software & Licenses	6,950	-	6,950	-
Maps - Updating	7,500	-	4,500	3,000
<b>9 Total Expenses</b>	<b>\$ 56,690</b>	<b>\$ -</b>	<b>\$ 50,174</b>	<b>\$ 6,516</b>
<b>Total Board of Assessors</b>	<b>\$ 111,695</b>	<b>\$ -</b>	<b>\$ 103,679</b>	<b>\$ 8,016</b>
<b>TOWN COUNSEL</b>				
Legal Expense	65,000	-	21,772	43,228
<b>10 Total Town Counsel</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ 21,772</b>	<b>\$ 43,228</b>
<b>TECHNOLOGY</b>				
Computer Hardware Maint & Lic Fees	45,060	-	39,931	5,129
Hardware & Software Expense	5,000	-	3,658	1,342
<b>11 Total Technology Department</b>	<b>\$ 50,060</b>	<b>\$ -</b>	<b>\$ 43,589</b>	<b>\$ 6,471</b>
<b>TOWN CLERK</b>				
Town Clerk's Salary	60,060	-	60,060	-
Poll Workers	1,200	9,447	7,133	3,515
<b>12 Total Salaries</b>	<b>\$ 61,260</b>	<b>\$ 9,447</b>	<b>\$ 67,193</b>	<b>\$ 3,515</b>
Election Expenses	3,445	775	4,217	3
Office Expenses & Supplies	4,500	1,500	5,630	370
<b>13 Total Expenses</b>	<b>\$ 7,945</b>	<b>\$ 2,275</b>	<b>\$ 9,847</b>	<b>\$ 373</b>
<b>Total Town Clerk</b>	<b>\$ 69,205</b>	<b>\$ 11,722</b>	<b>\$ 77,039</b>	<b>\$ 3,888</b>
<b>CONSERVATION COMMISSION</b>				
Conservation Agent - Part-Time (TM Transfer)	13,300	(1,500)	11,451	349
Stipends	1,400	(1,400)	-	-
<b>14 Total Salaries</b>	<b>\$ 14,700</b>	<b>\$ (2,900)</b>	<b>\$ 11,451</b>	<b>\$ 349</b>
Expenses	3,010	2,900	5,910	0
<b>15 Total Conservation Commission</b>	<b>\$ 17,710</b>	<b>\$ -</b>	<b>\$ 17,361</b>	<b>\$ 349</b>
<b>PLANNING</b>				
Planning Members' Stipends	1,800	-	-	1,800

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
Town Planner	46,300	-	46,300	-
<b>16 Total Salaries</b>	<b>\$ 48,100</b>	<b>\$ -</b>	<b>\$ 46,300</b>	<b>\$ 1,800</b>
Expenses	6,000	-	4,047	1,953
Merrimack Valley Planning Assessment	2,563	-	2,475	88
<b>17 Total Expenses</b>	<b>8,563</b>	<b>-</b>	<b>6,523</b>	<b>2,041</b>
<b>Total Planning and Engineering</b>	<b>\$ 56,663</b>	<b>\$ -</b>	<b>\$ 52,823</b>	<b>\$ 3,841</b>
<b>ZONING BOARD OF APPEALS</b>				
ZBA Administrator Stipend	2,000	2,000	4,000	0
Contracted Services & Expenses	500	-	-	500
<b>18 Total ZBA</b>	<b>\$ 2,500</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>	<b>\$ 500</b>
<b>MUNICIPAL BUILDINGS</b>				
Custodian/Facilities Salaries	41,920	-	41,920	-
<b>19 Total Salaries</b>	<b>\$ 41,920</b>	<b>\$ -</b>	<b>\$ 41,920</b>	<b>\$ -</b>
Lawn & Grounds	17,000	-	14,376	2,624
Public Relations - Town Wide	7,200	-	7,200	-
Utilities	110,000	(6,000)	99,636	4,364
Copier Lease & Supplies	9,000	-	6,265	2,735
Town Decor (Winter & Spring)	6,500	-	6,187	313
Repairs & Maintenance	40,000	2,500	41,393	1,107
Supplies	12,000	-	10,176	1,824
<b>20 Total Expenses</b>	<b>201,700</b>	<b>(3,500)</b>	<b>185,233</b>	<b>12,967</b>
<b>Total Municipal Buildings</b>	<b>\$ 243,620</b>	<b>\$ (3,500)</b>	<b>\$ 227,153</b>	<b>\$ 12,967</b>
<b>INSURANCE</b>				
Property & Casualty Insurance	185,000	-	182,236	2,764
Employee Group Life Insurance	3,000	-	2,528	472
Employee Group Health Insurance	435,000	47,850	482,829	21
<b>21 Total Insurance</b>	<b>\$ 623,000</b>	<b>\$ 47,850</b>	<b>\$ 667,593</b>	<b>\$ 3,257</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,600,011</b>	<b>\$ 29,079</b>	<b>\$ 1,507,887</b>	<b>\$ 121,203</b>
<b>PUBLIC SAFETY</b>				
<b>POLICE DEPARTMENT</b>				
Chief's Salary	128,026	-	128,026	-
Deputy Chief's/Lieutenant's Salary	89,779	1	89,780	0
Sergeant's Salary	233,772	-	232,541	1,231
Patrolmen's Salary	433,789	-	431,127	2,662
Communication Salary	276,447	-	265,415	11,032
Training	17,582	-	13,492	4,090
Reserves	82,160	-	69,834	12,326
Overtime	32,126	-	31,917	209
Education Incentives	95,842	-	93,949	1,893
<b>22 Total Salaries</b>	<b>\$ 1,389,523</b>	<b>\$ 1</b>	<b>\$ 1,356,080</b>	<b>\$ 33,444</b>
Harbormaster Expenses	1,000	-	-	1,000
Expenses	3,762	-	3,029	733
Supplies	8,900	-	8,271	629
Vehicle Maintenance	12,000	-	11,937	63
Equipment Maintenance	17,700	-	16,403	1,297
Firearms	3,500	-	3,336	164
Clothing Allowance	15,250	-	13,467	1,783
Association Fees	2,500	-	1,659	841
Communication Expenses	3,200	-	1,547	1,653
Training	10,170	-	10,114	56
Fuel	25,500	-	20,346	5,154
<b>23 Total Expenses</b>	<b>\$ 103,482</b>	<b>\$ -</b>	<b>\$ 90,110</b>	<b>\$ 13,372</b>
<b>Total Police</b>	<b>\$ 1,493,005</b>	<b>\$ 1</b>	<b>\$ 1,446,190</b>	<b>\$ 46,816</b>
<b>PARKING CLERK</b>				
Expense	100	-	86	14
<b>24 Total Parking Clerk Budget</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 86</b>	<b>\$ 14</b>
<b>FIRE DEPARTMENT</b>				
Chief's Salary	75,000	(10,000)	56,555	8,445
Firefighter Call Wages	111,180	-	109,258	1,922
Inspector's Salary	10,000	-	4,686	5,314
Mass Fire Academy Training	7,200	-	7,095	105
Company Reporting	7,000	-	6,873	127
Drill Wages	40,000	-	26,977	13,023
EMS Recertification	4,950	-	2,285	2,665
<b>25 Total Salaries</b>	<b>\$ 255,330</b>	<b>\$ (10,000)</b>	<b>\$ 213,729</b>	<b>\$ 31,601</b>
Communications	7,579	-	7,360	219
Training Expense	3,000	-	2,719	281
Fire Equipment & Supplies	35,000	-	33,567	1,433
Fuel	6,500	-	5,960	540
Association Dues	3,400	-	2,000	1,400
Annual Testing & Inspecting	20,000	-	18,516	1,484
Medical Supplies	8,000	-	6,991	1,009
Vehicle & Equipment Maintenance	15,000	-	12,985	2,015
<b>26 Total Expenses</b>	<b>\$ 98,479</b>	<b>\$ -</b>	<b>\$ 90,098</b>	<b>\$ 8,381</b>

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
<b>Total Fire</b>	<b>\$ 353,809</b>	<b>\$ (10,000)</b>	<b>\$ 303,827</b>	<b>\$ 39,982</b>
<b>BUILDING DEPARTMENT</b>				
Wiring Inspector	9,364	-	9,348	16
Plumbing & Gas Inspector	10,404	-	10,404	-
Building Inspector	49,917	-	49,917	-
<b>27 Total Salaries</b>	<b>\$ 69,685</b>	<b>\$ -</b>	<b>\$ 69,669</b>	<b>\$ 16</b>
Continuing Education	1,000	-	883	118
Materials	2,000	-	1,118	882
Reimbursements (Mileage & Cell Phone)	1,000	-	941	59
Sealer of Weights & Measures	-	-	-	-
Permit Software Expense	7,500	-	5,550	1,950
Building Inspector Expenses	2,000	-	1,990	10
<b>28 Total Expenses</b>	<b>\$ 13,500</b>	<b>\$ -</b>	<b>\$ 10,482</b>	<b>\$ 3,018</b>
<b>Total Inspectors</b>	<b>\$ 83,185</b>	<b>\$ -</b>	<b>\$ 80,151</b>	<b>\$ 3,034</b>
<b>EMERGENCY MANAGEMENT</b>				
Director's Stipend	3,121	-	2,142	979
Expenses	1,025	-	1,025	-
<b>29 Total Emergency Management</b>	<b>\$ 4,146</b>	<b>\$ -</b>	<b>\$ 3,167</b>	<b>\$ 979</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,934,245</b>	<b>\$ (9,999)</b>	<b>\$ 1,833,421</b>	<b>\$ 90,825</b>
<b>EDUCATION</b>				
Pentucket Base Assessment	9,313,740	-	9,313,740	-
Pentucket Capital Assessment	550,761	-	550,761	-
Essex Tech	225,000	-	134,832	90,168
Whittier Vocational/Technical Assessment	732,390	-	732,390	-
<b>30 Total Education</b>	<b>\$ 10,821,891</b>	<b>\$ -</b>	<b>\$ 10,731,723</b>	<b>\$ 90,168</b>
<b>TOTAL EDUCATION</b>	<b>\$ 10,821,891</b>	<b>\$ -</b>	<b>\$ 10,731,723</b>	<b>\$ 90,168</b>
<b>PUBLIC WORKS</b>				
<b>TREE WARDEN</b>				
Expenses	25,000	-	24,840	160
<b>31 Total Tree Warden</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 24,840</b>	<b>\$ 160</b>
<b>HIGHWAYS</b>				
Highway Superintendent Salary	90,000	-	90,000	-
Highway Salaries	239,063	-	232,828	6,235
Sick day buy back (Contractual)	2,200	-	-	2,200
Highway Salary - Part Time	7,000	-	3,066	3,934
Overtime	15,000	-	14,815	185
<b>32 Total Salaries</b>	<b>\$ 353,263</b>	<b>\$ -</b>	<b>\$ 340,708</b>	<b>\$ 12,555</b>
Highway Expense	8,500	-	7,950	550
Front End Loader (Lease)	37,100	-	31,625	5,475
Snow & Ice Removal	225,000	(20,000)	187,847	17,153
Road Machinery Expense	55,000	-	54,934	66
Road Maintenance Expense	125,000	-	124,740	260
Highway Fuel Expense	8,500	6,000	10,031	4,469
<b>33 Total Expense</b>	<b>\$ 459,100</b>	<b>\$ (14,000)</b>	<b>\$ 417,128</b>	<b>\$ 27,972</b>
<b>Total Highway</b>	<b>\$ 812,363</b>	<b>\$ (14,000)</b>	<b>\$ 757,836</b>	<b>\$ 40,527</b>
<b>RUBBISH COLLECTION</b>				
Contract Administrator	11,453	-	11,453	-
Contract Expense	532,637	11,000	535,059	8,578
<b>34 Total Rubbish Collection</b>	<b>\$ 544,090</b>	<b>\$ 11,000</b>	<b>\$ 546,512</b>	<b>\$ 8,578</b>
<b>CEMETERY</b>				
Commissioner's Stipend	450	-	-	450
Full Time Wages	51,000	315	51,310	5
Part Time Wages	11,000	-	8,465	2,536
Overtime	1,500	-	808	692
<b>35 Total Salaries</b>	<b>\$ 63,950</b>	<b>\$ 315</b>	<b>\$ 60,582</b>	<b>\$ 3,683</b>
Supplies	3,000	-	2,444	556
Vehicle Fuel	1,500	-	1,093	407
Landscaping	800	-	288	512
Utilities	3,400	-	3,274	126
Equipment & Maintenance	3,000	-	1,762	1,238
Expenses	3,500	-	687	2,813
<b>36 Total Expenses</b>	<b>\$ 15,200</b>	<b>\$ -</b>	<b>\$ 9,549</b>	<b>\$ 5,651</b>
<b>Total Cemetery</b>	<b>\$ 79,150</b>	<b>\$ 315</b>	<b>\$ 70,131</b>	<b>\$ 9,334</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 1,460,603</b>	<b>\$ (2,685)</b>	<b>\$ 1,399,319</b>	<b>\$ 58,599</b>
<b>HUMAN SERVICES</b>				
<b>BOARD OF HEALTH</b>				
Health Members' Stipends	900	-	600	300
Health Nurse Wages	12,251	-	11,281	970

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
Health/Sanitation Agent Wages	25,994	-	24,688	1,306
Part-time Clerk Wages	19,031	-	19,031	-
<b>37 Total Salaries</b>	<b>\$ 58,176</b>	<b>\$ -</b>	<b>\$ 55,600</b>	<b>\$ 2,576</b>
<b>38 Expenses</b>	<b>2,679</b>	<b>105</b>	<b>1,873</b>	<b>911</b>
<b>Total Board of Health</b>	<b>\$ 60,855</b>	<b>\$ 105</b>	<b>\$ 57,474</b>	<b>\$ 3,486</b>
<b>COUNCIL ON AGING</b>				
Director's Salary	57,407	-	57,407	-
Program Coordinator	35,444	-	35,275	169
Outreach Worker	8,775	-	4,749	4,026
Part Time Van Driver	20,080	-	20,074	6
<b>39 Total Salaries</b>	<b>\$ 121,706</b>	<b>\$ -</b>	<b>\$ 117,504</b>	<b>\$ 4,202</b>
Vehicle Maintenance	5,000	-	4,142	858
Expenses	6,000	-	5,973	27
<b>40 Total Expenses</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ 10,115</b>	<b>\$ 885</b>
<b>Total Council on Aging</b>	<b>\$ 132,706</b>	<b>\$ -</b>	<b>\$ 127,620</b>	<b>\$ 5,086</b>
<b>VETERANS</b>				
Veterans' Agent Salary	8,845	-	7,784	1,061
Veterans' Benefits	36,500	(10,000)	19,377	7,123
<b>41 Total Veterans</b>	<b>\$ 45,345</b>	<b>\$ (10,000)</b>	<b>\$ 27,161</b>	<b>\$ 8,184</b>
<b>TOTAL HUMAN SERVICES</b>	<b>\$ 238,906</b>	<b>\$ (9,895)</b>	<b>\$ 212,254</b>	<b>\$ 16,757</b>
<b>LIBRARY</b>				
Library Director's Salary	64,733	-	64,733	-
Library Staff Wages	116,074	-	115,715	359
Part Time Wages	9,357	-	7,800	1,557
<b>42 Total Salaries</b>	<b>\$ 190,164</b>	<b>\$ -</b>	<b>\$ 188,248</b>	<b>\$ 1,916</b>
Library Materials	48,696	-	48,696	-
Technology	1,045	-	1,045	0
Programs	1,045	-	742	303
Dues	18,530	-	18,530	-
Training	2,050	-	1,802	248
Supplies	4,250	-	3,947	303
<b>43 Total Expenses</b>	<b>\$ 75,616</b>	<b>\$ -</b>	<b>\$ 74,762</b>	<b>\$ 854</b>
<b>Total Library</b>	<b>\$ 265,780</b>	<b>\$ -</b>	<b>\$ 263,010</b>	<b>\$ 2,770</b>
<b>TOTAL LIBRARY</b>	<b>\$ 265,780</b>	<b>\$ -</b>	<b>\$ 263,010</b>	<b>\$ 2,770</b>
<b>DEBT SERVICE</b>				
Administrative Fees	2,000	-	-	2,000
Principal	265,000	2,000	265,000	2,000
Interest	127,765	-	122,032	5,733
<b>44 Total Debt</b>	<b>\$ 394,765</b>	<b>\$ 2,000</b>	<b>\$ 387,032</b>	<b>\$ 9,733</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$ 394,765</b>	<b>\$ 2,000</b>	<b>\$ 387,032</b>	<b>\$ 9,733</b>
<b>UNCLASSIFIED</b>				
Essex Country Retirement Contribution	536,292	-	533,480	2,812
Unemployment Compensation	3,000	-	1,660	1,340
Medicare Tax	66,000	-	42,155	23,845
OPEB Trust Fund (Other Post Employment Benefits)	85,000	-	85,000	-
Memorial Day Services	500	-	500	-
Sealer of Wights & Measures	750	-	-	750
Street Lighting	26,000	(8,500)	17,244	256
<b>45 Total Unclassified</b>	<b>\$ 717,542</b>	<b>\$ (8,500)</b>	<b>\$ 680,038</b>	<b>\$ 29,004</b>
<b>TOTAL UNCLASSIFIED</b>	<b>\$ 717,542</b>	<b>\$ (8,500)</b>	<b>\$ 680,038</b>	<b>\$ 29,004</b>
<b>GRAND TOTAL</b>	<b>\$ 17,433,743</b>	<b>\$ -</b>	<b>\$ 17,014,685</b>	<b>\$ 419,058</b>



**TOWN OF GROVELAND  
GENERAL FUND APPROPRIATIONS VS. EXPENDITURES  
FOR THE FISCAL YEAR ENDED 06/30/2020**

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
<b>GENERAL GOVERNMENT</b>				
<b>MODERATOR</b>				
Stipend	100	-	-	100
<b>1 Total Moderator Budget</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>
<b>SELECTMEN</b>				
Selectmen's Stipend	7,500	(3,000)	4,500	-
Admin. Asst. Salary	10,000	(10,000)	-	-
<b>2 Total Salaries</b>	<b>\$ 17,500</b>	<b>\$ (13,000)</b>	<b>\$ 4,500</b>	<b>\$ -</b>
Town Audit	25,000	-	25,000	-
Reserve Fund	25,000	-	-	25,000
Association Fees	2,000	-	1,340	660
Town Reports	1,750	-	-	1,750
Minutes Clerk	3,000	-	977	2,024
Expenses	1,000	-	551	449
<b>3 Total Expenses</b>	<b>\$ 57,750</b>	<b>\$ -</b>	<b>\$ 27,868</b>	<b>\$ 29,882</b>
<b>Total Selectmen</b>	<b>\$ 75,250</b>	<b>\$ (13,000)</b>	<b>\$ 32,368</b>	<b>\$ 29,882</b>
<b>FINANCE DEPARTMENT</b>				
Finance Director's Salary (inc. T/C)	113,655	-	113,655	-
Asst. Treasurer/Collector's Salary	53,114	-	52,881	233
Treasury/Collection Clerk	22,770	(22,000)	-	770
<b>4 Total Salaries</b>	<b>\$ 189,539</b>	<b>\$ (22,000)</b>	<b>\$ 166,536</b>	<b>\$ 1,003</b>
Tax Title Treasury/Collection	750	-	2,398	(1,648)
Education and Association Fees	3,000	-	2,332	668
Postage	15,000	5,000	15,296	4,704
Payroll Fees	4,800	-	4,364	436
Office Expense	3,475	1,000	3,171	1,304
Personnel Expenses	500	-	224	276
<b>5 Total Expenses</b>	<b>\$ 27,525</b>	<b>\$ 6,000</b>	<b>\$ 27,785</b>	<b>\$ 5,740</b>
<b>Total Finance Department</b>	<b>\$ 217,064</b>	<b>\$ (16,000)</b>	<b>\$ 194,321</b>	<b>\$ 6,743</b>
<b>TOWN ACCOUNTANT</b>				
Accountant's Salary	64,644	7	64,651	-
Office Expenses	1,500	-	153	1,347
Education and Association Fees	2,000	-	1,386	614
<b>7 Total Town Accountant</b>	<b>\$ 68,144</b>	<b>\$ 7</b>	<b>\$ 66,190</b>	<b>\$ 1,961</b>
<b>BOARD OF ASSESSORS</b>				
Assessor's Stipends	1,500	-	-	1,500
Assessors' Manager's Salary	53,505	-	53,505	-
<b>8 Total Salaries</b>	<b>\$ 55,005</b>	<b>\$ -</b>	<b>\$ 53,505</b>	<b>\$ 1,500</b>
Expenses	3,000	-	1,484	1,516
Revaluation Maintenance	39,240	-	37,240	2,000
Software & Licenses	6,950	-	6,950	-
Maps - Updating	7,500	-	4,500	3,000
<b>9 Total Expenses</b>	<b>\$ 56,690</b>	<b>\$ -</b>	<b>\$ 50,174</b>	<b>\$ 6,516</b>
<b>Total Board of Assessors</b>	<b>\$ 111,695</b>	<b>\$ -</b>	<b>\$ 103,679</b>	<b>\$ 8,016</b>
<b>TOWN COUNSEL</b>				
Legal Expense	65,000	-	21,772	43,228
<b>10 Total Town Counsel</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ 21,772</b>	<b>\$ 43,228</b>
<b>TECHNOLOGY</b>				
Computer Hardware Maint & Lic Fees	45,060	-	39,931	5,129
Hardware & Software Expense	5,000	-	3,658	1,342
<b>11 Total Technology Department</b>	<b>\$ 50,060</b>	<b>\$ -</b>	<b>\$ 43,589</b>	<b>\$ 6,471</b>
<b>TOWN CLERK</b>				
Town Clerk's Salary	60,060	-	60,060	-
Poll Workers	1,200	9,447	7,133	3,515
<b>12 Total Salaries</b>	<b>\$ 61,260</b>	<b>\$ 9,447</b>	<b>\$ 67,193</b>	<b>\$ 3,515</b>
Election Expenses	3,445	775	4,217	3
Office Expenses & Supplies	4,500	1,500	5,630	370
<b>13 Total Expenses</b>	<b>\$ 7,945</b>	<b>\$ 2,275</b>	<b>\$ 9,847</b>	<b>\$ 373</b>
<b>Total Town Clerk</b>	<b>\$ 69,205</b>	<b>\$ 11,722</b>	<b>\$ 77,039</b>	<b>\$ 3,888</b>
<b>CONSERVATION COMMISSION</b>				
Conservation Agent - Part-Time (TM Transfer)	13,300	(1,500)	11,451	349
Stipends	1,400	(1,400)	-	-
<b>14 Total Salaries</b>	<b>\$ 14,700</b>	<b>\$ (2,900)</b>	<b>\$ 11,451</b>	<b>\$ 349</b>
Expenses	3,010	2,900	5,910	0
<b>15 Total Conservation Commission</b>	<b>\$ 17,710</b>	<b>\$ -</b>	<b>\$ 17,361</b>	<b>\$ 349</b>
<b>PLANNING</b>				
Planning Members' Stipends	1,800	-	-	1,800

**TOWN OF GROVELAND  
WATER & SEWER DEPARTMENT APPROPRIATIONS VS. EXPENDITURES  
FOR THE FISCAL YEAR ENDED 06/30/2020**

<b>Line Item</b>	<b>Appropriated FY'20</b>	<b>Budgetary Transfers FY'20</b>	<b>Expended FY'20</b>	<b>Unexpended FY'20</b>
<b>WATER DEPARTEMENT</b>				
Commissioner's Stipend	1,298	-	1,928	(630)
Superintendent's Salary	68,264	-	52,619	15,646
Office Manager's Salary	44,594	-	44,594	-
Laborers' Wages	139,690	-	108,936	30,753
Part-Time Help	9,280	-	-	9,280
Overtime	37,890	-	32,875	5,015
<b>Total Salaries</b>	<b>\$ 301,016</b>	<b>\$ -</b>	<b>\$ 240,952</b>	<b>\$ 60,064</b>
Expenses	329,200	-	276,670	52,530
Health	64,122	-	25,826	38,296
Retirement	65,667	-	65,667	-
ER Medicare	4,347	-	3,350	997
Emergency Funds	50,000	-	-	50,000
Bond Debt & Interest	274,875	-	274,875	-
<b>Total Expenses</b>	<b>\$ 788,211</b>	<b>\$ -</b>	<b>\$ 646,387</b>	<b>\$ 141,824</b>
<b>Total Water Department</b>	<b>\$ 1,089,227</b>	<b>\$ -</b>	<b>\$ 887,340</b>	<b>\$ 201,887</b>
<b>SEWER DEPARTEMENT</b>				
Commissioner's Stipend	556	-	556	-
Superintendent's Salary	29,190	-	23,490	5,700
Office Manager's Salary	19,111	-	19,111	-
Laborers' Wages	59,867	-	46,687	13,180
Part-Time Help	2,792	-	-	2,792
Overtime	9,282	-	10,611	(1,330)
<b>Total Salaries</b>	<b>\$ 120,798</b>	<b>\$ -</b>	<b>\$ 100,456</b>	<b>\$ 20,342</b>
Expenses	102,809	-	60,613	42,197
Health	28,112	-	11,068	17,043
Retirement	32,833	-	32,833	-
ER Medicare	1,748	-	1,436	312
Bond Debt & Interest	65,106	-	65,106	-
Emergency Funds	25,000	-	-	25,000
Haverhill Wastewater	180,699	-	140,023	40,676
Haverhill Capital Bond	66,030	-	-	66,030
<b>Total Expenses</b>	<b>\$ 502,337</b>	<b>\$ -</b>	<b>\$ 311,079</b>	<b>\$ 191,258</b>
<b>Total Sewer Department</b>	<b>\$ 623,135</b>	<b>\$ -</b>	<b>\$ 411,535</b>	<b>\$ 211,600</b>

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
Town Planner	46,300	-	46,300	-
<b>16 Total Salaries</b>	<b>\$ 48,100</b>	<b>\$ -</b>	<b>\$ 46,300</b>	<b>\$ 1,800</b>
Expenses	6,000	-	4,047	1,953
Merrimack Valley Planning Assessment	2,563	-	2,475	88
<b>17 Total Expenses</b>	<b>8,563</b>	<b>-</b>	<b>6,523</b>	<b>2,041</b>
<b>Total Planning and Engineering</b>	<b>\$ 56,663</b>	<b>\$ -</b>	<b>\$ 52,823</b>	<b>\$ 3,841</b>
<b>ZONING BOARD OF APPEALS</b>				
ZBA Administrator Stipend	2,000	2,000	4,000	0
Contracted Services & Expenses	500	-	-	500
<b>18 Total ZBA</b>	<b>\$ 2,500</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>	<b>\$ 500</b>
<b>MUNICIPAL BUILDINGS</b>				
Custodian/Facilities Salaries	41,920	-	41,920	-
<b>19 Total Salaries</b>	<b>\$ 41,920</b>	<b>\$ -</b>	<b>\$ 41,920</b>	<b>\$ -</b>
Lawn & Grounds	17,000	-	14,376	2,624
Public Relations - Town Wide	7,200	-	7,200	-
Utilities	110,000	(6,000)	99,636	4,364
Copier Lease & Supplies	9,000	-	6,265	2,735
Town Decor (Winter & Spring)	6,500	-	6,187	313
Repairs & Maintenance	40,000	2,500	41,393	1,107
Supplies	12,000	-	10,176	1,824
<b>20 Total Expenses</b>	<b>201,700</b>	<b>(3,500)</b>	<b>185,233</b>	<b>12,967</b>
<b>Total Municipal Buildings</b>	<b>\$ 243,620</b>	<b>\$ (3,500)</b>	<b>\$ 227,153</b>	<b>\$ 12,967</b>
<b>INSURANCE</b>				
Property & Casualty Insurance	185,000	-	182,236	2,764
Employee Group Life Insurance	3,000	-	2,528	472
Employee Group Health Insurance	435,000	47,850	482,829	21
<b>21 Total Insurance</b>	<b>\$ 623,000</b>	<b>\$ 47,850</b>	<b>\$ 667,593</b>	<b>\$ 3,257</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,600,011</b>	<b>\$ 29,079</b>	<b>\$ 1,507,887</b>	<b>\$ 121,203</b>
<b>PUBLIC SAFETY</b>				
<b>POLICE DEPARTMENT</b>				
Chief's Salary	128,026	-	128,026	-
Deputy Chief's/Lieutenant's Salary	89,779	1	89,780	0
Sergeant's Salary	233,772	-	232,541	1,231
Patrolmen's Salary	433,789	-	431,127	2,662
Communication Salary	276,447	-	265,415	11,032
Training	17,582	-	13,492	4,090
Reserves	82,160	-	69,834	12,326
Overtime	32,126	-	31,917	209
Education Incentives	95,842	-	93,949	1,893
<b>22 Total Salaries</b>	<b>\$ 1,389,523</b>	<b>\$ 1</b>	<b>\$ 1,356,080</b>	<b>\$ 33,444</b>
Harbormaster Expenses	1,000	-	-	1,000
Expenses	3,762	-	3,029	733
Supplies	8,900	-	8,271	629
Vehicle Maintenance	12,000	-	11,937	63
Equipment Maintenance	17,700	-	16,403	1,297
Firearms	3,500	-	3,336	164
Clothing Allowance	15,250	-	13,467	1,783
Association Fees	2,500	-	1,659	841
Communication Expenses	3,200	-	1,547	1,653
Training	10,170	-	10,114	56
Fuel	25,500	-	20,346	5,154
<b>23 Total Expenses</b>	<b>\$ 103,482</b>	<b>\$ -</b>	<b>\$ 90,110</b>	<b>\$ 13,372</b>
<b>Total Police</b>	<b>\$ 1,493,005</b>	<b>\$ 1</b>	<b>\$ 1,446,190</b>	<b>\$ 46,816</b>
<b>PARKING CLERK</b>				
Expense	100	-	86	14
<b>24 Total Parking Clerk Budget</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 86</b>	<b>\$ 14</b>
<b>FIRE DEPARTMENT</b>				
Chief's Salary	75,000	(10,000)	56,555	8,445
Firefighter Call Wages	111,180	-	109,258	1,922
Inspector's Salary	10,000	-	4,686	5,314
Mass Fire Academy Training	7,200	-	7,095	105
Company Reporting	7,000	-	6,873	127
Drill Wages	40,000	-	26,977	13,023
EMS Recertification	4,950	-	2,285	2,665
<b>25 Total Salaries</b>	<b>\$ 255,330</b>	<b>\$ (10,000)</b>	<b>\$ 213,729</b>	<b>\$ 31,601</b>
Communications	7,579	-	7,360	219
Training Expense	3,000	-	2,719	281
Fire Equipment & Supplies	35,000	-	33,567	1,433
Fuel	6,500	-	5,960	540
Association Dues	3,400	-	2,000	1,400
Annual Testing & Inspecting	20,000	-	18,516	1,484
Medical Supplies	8,000	-	6,991	1,009
Vehicle & Equipment Maintenance	15,000	-	12,985	2,015
<b>26 Total Expenses</b>	<b>\$ 98,479</b>	<b>\$ -</b>	<b>\$ 90,098</b>	<b>\$ 8,381</b>

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
<b>Total Fire</b>	<b>\$ 353,809</b>	<b>\$ (10,000)</b>	<b>\$ 303,827</b>	<b>\$ 39,982</b>
<b>BUILDING DEPARTMENT</b>				
Wiring Inspector	9,364	-	9,348	16
Plumbing & Gas Inspector	10,404	-	10,404	-
Building Inspector	49,917	-	49,917	-
<b>27 Total Salaries</b>	<b>\$ 69,685</b>	<b>\$ -</b>	<b>\$ 69,669</b>	<b>\$ 16</b>
Continuing Education	1,000	-	883	118
Materials	2,000	-	1,118	882
Reimbursements (Mileage & Cell Phone)	1,000	-	941	59
Sealer of Weights & Measures	-	-	-	-
Permit Software Expense	7,500	-	5,550	1,950
Building Inspector Expenses	2,000	-	1,990	10
<b>28 Total Expenses</b>	<b>\$ 13,500</b>	<b>\$ -</b>	<b>\$ 10,482</b>	<b>\$ 3,018</b>
<b>Total Inspectors</b>	<b>\$ 83,185</b>	<b>\$ -</b>	<b>\$ 80,151</b>	<b>\$ 3,034</b>
<b>EMERGENCY MANAGEMENT</b>				
Director's Stipend	3,121	-	2,142	979
Expenses	1,025	-	1,025	-
<b>29 Total Emergency Management</b>	<b>\$ 4,146</b>	<b>\$ -</b>	<b>\$ 3,167</b>	<b>\$ 979</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,934,245</b>	<b>\$ (9,999)</b>	<b>\$ 1,833,421</b>	<b>\$ 90,825</b>
<b>EDUCATION</b>				
Pentucket Base Assessment	9,313,740	-	9,313,740	-
Pentucket Capital Assessment	550,761	-	550,761	-
Essex Tech	225,000	-	134,832	90,168
Whittier Vocational/Technical Assessment	732,390	-	732,390	-
<b>30 Total Education</b>	<b>\$ 10,821,891</b>	<b>\$ -</b>	<b>\$ 10,731,723</b>	<b>\$ 90,168</b>
<b>TOTAL EDUCATION</b>	<b>\$ 10,821,891</b>	<b>\$ -</b>	<b>\$ 10,731,723</b>	<b>\$ 90,168</b>
<b>PUBLIC WORKS</b>				
<b>TREE WARDEN</b>				
Expenses	25,000	-	24,840	160
<b>31 Total Tree Warden</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 24,840</b>	<b>\$ 160</b>
<b>HIGHWAYS</b>				
Highway Superintendent Salary	90,000	-	90,000	-
Highway Salaries	239,063	-	232,828	6,235
Sick day buy back (Contractual)	2,200	-	-	2,200
Highway Salary - Part Time	7,000	-	3,066	3,934
Overtime	15,000	-	14,815	185
<b>32 Total Salaries</b>	<b>\$ 353,263</b>	<b>\$ -</b>	<b>\$ 340,708</b>	<b>\$ 12,555</b>
Highway Expense	8,500	-	7,950	550
Front End Loader (Lease)	37,100	-	31,625	5,475
Snow & Ice Removal	225,000	(20,000)	187,847	17,153
Road Machinery Expense	55,000	-	54,934	66
Road Maintenance Expense	125,000	-	124,740	260
Highway Fuel Expense	8,500	6,000	10,031	4,469
<b>33 Total Expense</b>	<b>\$ 459,100</b>	<b>\$ (14,000)</b>	<b>\$ 417,128</b>	<b>\$ 27,972</b>
<b>Total Highway</b>	<b>\$ 812,363</b>	<b>\$ (14,000)</b>	<b>\$ 757,836</b>	<b>\$ 40,527</b>
<b>RUBBISH COLLECTION</b>				
Contract Administrator	11,453	-	11,453	-
Contract Expense	532,637	11,000	535,059	8,578
<b>34 Total Rubbish Collection</b>	<b>\$ 544,090</b>	<b>\$ 11,000</b>	<b>\$ 546,512</b>	<b>\$ 8,578</b>
<b>CEMETERY</b>				
Commissioner's Stipend	450	-	-	450
Full Time Wages	51,000	315	51,310	5
Part Time Wages	11,000	-	8,465	2,536
Overtime	1,500	-	808	692
<b>35 Total Salaries</b>	<b>\$ 63,950</b>	<b>\$ 315</b>	<b>\$ 60,582</b>	<b>\$ 3,683</b>
Supplies	3,000	-	2,444	556
Vehicle Fuel	1,500	-	1,093	407
Landscaping	800	-	288	512
Utilities	3,400	-	3,274	126
Equipment & Maintenance	3,000	-	1,762	1,238
Expenses	3,500	-	687	2,813
<b>36 Total Expenses</b>	<b>\$ 15,200</b>	<b>\$ -</b>	<b>\$ 9,549</b>	<b>\$ 5,651</b>
<b>Total Cemetery</b>	<b>\$ 79,150</b>	<b>\$ 315</b>	<b>\$ 70,131</b>	<b>\$ 9,334</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 1,460,603</b>	<b>\$ (2,685)</b>	<b>\$ 1,399,319</b>	<b>\$ 58,599</b>
<b>HUMAN SERVICES</b>				
<b>BOARD OF HEALTH</b>				
Health Members' Stipends	900	-	600	300
Health Nurse Wages	12,251	-	11,281	970

Line Item	Appropriated FY'20	Budgetary Transfers FY'20	Expended FY'20	Unexpended FY'20
Health/Sanitation Agent Wages	25,994	-	24,688	1,306
Part-time Clerk Wages	19,031	-	19,031	-
<b>37 Total Salaries</b>	<b>\$ 58,176</b>	<b>\$ -</b>	<b>\$ 55,600</b>	<b>\$ 2,576</b>
<b>38 Expenses</b>	<b>2,679</b>	<b>105</b>	<b>1,873</b>	<b>911</b>
<b>Total Board of Health</b>	<b>\$ 60,855</b>	<b>\$ 105</b>	<b>\$ 57,474</b>	<b>\$ 3,486</b>
<b>COUNCIL ON AGING</b>				
Director's Salary	57,407	-	57,407	-
Program Coordinator	35,444	-	35,275	169
Outreach Worker	8,775	-	4,749	4,026
Part Time Van Driver	20,080	-	20,074	6
<b>39 Total Salaries</b>	<b>\$ 121,706</b>	<b>\$ -</b>	<b>\$ 117,504</b>	<b>\$ 4,202</b>
Vehicle Maintenance	5,000	-	4,142	858
Expenses	6,000	-	5,973	27
<b>40 Total Expenses</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ 10,115</b>	<b>\$ 885</b>
<b>Total Council on Aging</b>	<b>\$ 132,706</b>	<b>\$ -</b>	<b>\$ 127,620</b>	<b>\$ 5,086</b>
<b>VETERANS</b>				
Veterans' Agent Salary	8,845	-	7,784	1,061
Veterans' Benefits	36,500	(10,000)	19,377	7,123
<b>41 Total Veterans</b>	<b>\$ 45,345</b>	<b>\$ (10,000)</b>	<b>\$ 27,161</b>	<b>\$ 8,184</b>
<b>TOTAL HUMAN SERVICES</b>	<b>\$ 238,906</b>	<b>\$ (9,895)</b>	<b>\$ 212,254</b>	<b>\$ 16,757</b>
<b>LIBRARY</b>				
Library Director's Salary	64,733	-	64,733	-
Library Staff Wages	116,074	-	115,715	359
Part Time Wages	9,357	-	7,800	1,557
<b>42 Total Salaries</b>	<b>\$ 190,164</b>	<b>\$ -</b>	<b>\$ 188,248</b>	<b>\$ 1,916</b>
Library Materials	48,696	-	48,696	-
Technology	1,045	-	1,045	0
Programs	1,045	-	742	303
Dues	18,530	-	18,530	-
Training	2,050	-	1,802	248
Supplies	4,250	-	3,947	303
<b>43 Total Expenses</b>	<b>\$ 75,616</b>	<b>\$ -</b>	<b>\$ 74,762</b>	<b>\$ 854</b>
<b>Total Library</b>	<b>\$ 265,780</b>	<b>\$ -</b>	<b>\$ 263,010</b>	<b>\$ 2,770</b>
<b>TOTAL LIBRARY</b>	<b>\$ 265,780</b>	<b>\$ -</b>	<b>\$ 263,010</b>	<b>\$ 2,770</b>
<b>DEBT SERVICE</b>				
Administrative Fees	2,000	-	-	2,000
Principal	265,000	2,000	265,000	2,000
Interest	127,765	-	122,032	5,733
<b>44 Total Debt</b>	<b>\$ 394,765</b>	<b>\$ 2,000</b>	<b>\$ 387,032</b>	<b>\$ 9,733</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$ 394,765</b>	<b>\$ 2,000</b>	<b>\$ 387,032</b>	<b>\$ 9,733</b>
<b>UNCLASSIFIED</b>				
Essex Country Retirement Contribution	536,292	-	533,480	2,812
Unemployment Compensation	3,000	-	1,660	1,340
Medicare Tax	66,000	-	42,155	23,845
OPEB Trust Fund (Other Post Employment Benefits)	85,000	-	85,000	-
Memorial Day Services	500	-	500	-
Sealer of Wights & Measures	750	-	-	750
Street Lighting	26,000	(8,500)	17,244	256
<b>45 Total Unclassified</b>	<b>\$ 717,542</b>	<b>\$ (8,500)</b>	<b>\$ 680,038</b>	<b>\$ 29,004</b>
<b>TOTAL UNCLASSIFIED</b>	<b>\$ 717,542</b>	<b>\$ (8,500)</b>	<b>\$ 680,038</b>	<b>\$ 29,004</b>
<b>GRAND TOTAL</b>	<b>\$ 17,433,743</b>	<b>\$ -</b>	<b>\$ 17,014,685</b>	<b>\$ 419,058</b>

**TOWN OF GROVELAND  
ANNUAL TOWN MEETING ARTICLE APPROPRIATIONS VS. EXPENDITURES  
FOR THE FISCAL YEAR ENDED 06/30/2020**

Line Item	Appropriated FY'20	Expended FY'20	Unexpended FY'20	
<b>ANNUAL TOWN MEETING 04/29/2019</b>				
<b><u>Amounts Voted to be Raised &amp; Appropriated:</u></b>				
Article 3: William R. Dewhirst, Jr. Post 7366, expenses for use and maintenance of meeting space	900	900	-	
Article 27: Replacement of Rotting Library Sign at Town Hall Campus	1,700	1,130	570	
<b>Total Amounts Raised &amp; Appropriated</b>	<b>2,600</b>	<b>2,030</b>	<b>570</b>	
<b><u>Amounts Voted to be Appropriated from Conservation Fees:</u></b>				
Article 24: For Conservation Commission Salary	13,300	13,300	-	*
Article 25: For Conservation Commission Expenses	1,670	1,670	-	*
<b>Total Conservation Fees Appropriated</b>	<b>14,970</b>	<b>14,970</b>	<b>-</b>	
<b><u>Free Cash Amounts Voted to be Appropriated:</u></b>				
Article 21: Police Department Replacement of Line Cruiser	44,408	44,408	-	
Article 29: To Fund the Operating Budget	85,000	85,000	-	
Article 30: Transfer to Stabilization Fund	75,000	75,000	-	
Article 31: Transfer to Capital Stabilization Fund	50,000	50,000	-	
Article 32: To Fund MS4 Stormwater Permit	60,000	33,472	26,528	
Article 33: To Fund Personnel Buy Back Account	25,000	-	25,000	
Article 34: Purchase of Two New Voting Machines	10,000	9,900	100	
Article 35: Capital Upgrades at Bagnall School	55,000	55,000	-	
<b>Total Free Cash Appropriations</b>	<b>\$ 404,408</b>	<b>\$ 352,780</b>	<b>\$ 51,628</b>	
<b><u>Community Preservation Funds Voted to be Appropriated:</u></b>				
Article 13: Community Housing Implementation Plan	20,000	16,352	3,648	
Article 14: ADA Compliance at Veasey Park	26,000	9,217	16,783	
Article 15: Exterior Painting of Washington Hall	23,000	2,627	20,373	
Article 16: Phase II Improvements of Pines Recreation Area	70,000	-	70,000	
Article 17: Open Space & Recreational Trails Preservation	30,000	2,275	27,725	
Article 18: Pines Recreational Area New Playground	155,000	155,000	-	
Article 19: Acquisition of 733 Salem Street rear	20,000	-	20,000	
Article 20: Vote to Reserve from CPA Funds to CPA Reserves				
the Following Amounts for Future Projects/Expenses:				
Admin Expenses	20,000	20,000	-	
Open Space Reserves	50,000	50,000	-	
Historic Resources Reserves	50,000	50,000	-	
Community Housing Reserves	50,000	50,000	-	
<b>Total Community Preservation Fund Appropriations</b>	<b>514,000</b>	<b>355,471</b>	<b>158,529</b>	
<b>Total All Voted Appropriations</b>	<b>\$ 935,978</b>	<b>\$ 725,250</b>	<b>\$ 210,728</b>	

\* These amounts are also included in the General Fund Appropriations Vs. Expenditures Schedule under General Government/Conservation Commission

**TOWN OF GROVELAND  
STATEMENT OF INDEBTEDNESS  
FOR THE FISCAL YEAR ENDED 06/30/2020**

<b>Long Term Debt</b>	<b>Outstanding July 1, 2019</b>	<b>New Debt Issued</b>	<b>Debt Retirements</b>	<b>Outstanding June 30, 2020</b>	<b>Interest Paid in FY2020</b>
Fire Truck	650,000		40,000	610,000	18,650
Police Console	120,000		40,000	80,000	1,600
Land, Center Street	2,895,000		185,000	2,710,000	97,513
Water	2,875,000		190,000	2,685,000	84,875
Sewer	655,000		45,000	610,000	20,106
Bagnall School Addition	5,604,000		175,000	5,429,000	135,498 *
<b>TOTAL Long Term Debt</b>	<b>12,799,000</b>	<b>-</b>	<b>675,000</b>	<b>12,124,000</b>	<b>358,241</b>

<b>Bond Anticipation Note (Short Term Borrowing)</b>					
<b>Purpose</b>	<b>Date of Vote</b>	<b>Article Number</b>	<b>Amount Authorized</b>	<b>- Issued - Retired - Rescined</b>	<b>= Unissued 6/30/2020</b>
Highway Radios	4/30/2018	22	19,966	-	19,966
Police Radios	4/30/2018	22	20,203	-	20,203
Police Cruiser	4/30/2018	22	43,516	-	43,516
Fire EMS Vehicle	4/30/2018	22	65,000	-	65,000
Fire Radio System	4/30/2018	22	33,000	-	33,000
<b>TOTAL Short Term Debt</b>					<b>181,685</b>

\* Bagnall School Addition Payments are included in the Pentucket Regional School Capital Assessment paid to the Pentucket Regional School District monthly and budgeted under the Education section in the Annual Town Meeting budget article each year.

# **TREASURER'S REPORTS**



**TRUST FUNDS**  
**June 30, 2020**

**Library Trust Funds**

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

**Scholarship Trust Funds**

	<b>Non-Expendable</b>	<b>Expendable</b>
<u>AL Wales Scholarship Fund</u>		
Balance on Hand July 1, 2019	\$2,044.68	\$667.79
Plus Interest		\$42.15
Less Award		
Balance on Hand June 30, 2020	\$2,044.68	\$709.94
 <u>George Mitchell Scholarship</u>		
Balance on Hand July 1, 2019	\$5,295.57	\$1,834.22
Plus Interest		\$116.75
Less Award		
Balance on Hand June 30, 2020	\$5,295.57	\$1,950.97

**Cemetery Trust Funds**

	<b>Non-Expendable</b>	<b>Expendable</b>
<u>Woodburn Nichols Fund</u>		
Balance on Hand July 1, 2019	\$5,354.58	\$2,994.11
Plus Interest		\$136.70
Plus Deposits		
Less Withdrawals		
Balance on Hand June 30, 2020	\$5,354.58	\$3,130.81
 <u>Perpetual Care</u>		
Balance on Hand July 1, 2019	\$314,217.62	\$8,814.69
Plus Interest		\$4,608.31
Plus Deposits	\$10,800.00	\$5,823.60
Less Withdrawals		
Balance on Hand June 30, 2020	\$325,017.62	\$19,246.60

**TRUST FUNDS**  
**June 30, 2020**

<u>Sale of Lots</u>	<b>Non-Expendable</b>	<b>Expendable</b>
Balance on Hand July 1, 2019		\$10,312.89
Plus Deposits		\$12,924.19
Less Withdrawals		(\$35.00)
Balance on Hand June 30, 2020		\$23,202.08
 <u><b>Langley Poor and Needy Fund</b></u>	 <b>Non-Expendable</b>	 <b>Expendable</b>
Balance on Hand July 1, 2019	\$78,675.88	\$125,398.00
Plus Interest		\$2,367.85
Balance on Hand June 30, 2020	\$78,675.88	\$127,765.85
 <u><b>Merrimack Park Fund</b></u>	 <b>Non-Expendable</b>	 <b>Expendable</b>
Balance on Hand July 1, 2019	\$1,669.80	\$2,833.23
Plus Interest		\$73.73
Balance on Hand June 30, 2020	\$1,669.80	\$2,906.96
 <u><b>Post War Rehabilitation Fund</b></u>	 <b>Non-Expendable</b>	 <b>Expendable</b>
Balance on Hand July 1, 2019	\$14,957.95	\$18,259.84
Plus Interest		\$543.90
Balance on Hand June 30, 2020	\$14,957.95	\$18,803.74

Respectfully Submitted:  
Michele L. Beegan  
Treasurer/Collector

## Town of Groveland

### Fiscal Year 2020 Salaries

#### FY 2020 Gross

<u>Employee</u>	<u>Department</u>	<u>Position</u>	<u>Wages</u>
Alesse, Kathryn	Town Clerk	Poll Worker	\$ 269.50
Bartolo, Steven	Fire	Call Firefighter	\$ 2,314.33
Batista, Cynthia	Police	Dispatch	\$ 56,543.18
Belfiore, Brian	Fire	Call Firefighter	\$ 16,655.27
Bentsen, Lori	Board of Health	Administrative Assistant	\$ 30,398.63
Bilo, Barbara	Police	Reserve Dispatch	\$ 7,454.70
Berkeley, Alexa	Summer Program	Counselor	\$ 3,204.00
Berry, Seth	Cemetery	Seasonal	\$ 2,328.00
Bosch, Alyssa	Fire	Call Firefighter	\$ 2,604.23
Bosch, Christopher	Fire	Call Firefighter	\$ 6,545.65
Briscoe, Daniel	Fire	Captain	\$ 6,955.29
Brown, Tyler	Fire	Call Firefighter	\$ 573.52
Burke, Nisha	Council of Aging	Program Coordinator	\$ 42,717.11
Burnell, Betty	Veterans	Clerical Support	\$ 2,951.04
Carlson, Brett	Cable	Cable Technician	\$ 450.50
Carroll, Renny	Highway	Highway Supervisor	\$ 89,313.11
Casoli, Maryann	Town Clerk	Poll Worker	\$ 198.00
Castonquay, Matthew	Summer Program	Director	\$ 9,739.90
Clark III, Richard	Light	Laborer	\$ 4,111.71
Close, Jennifer	Town Clerk	Registrar	\$ 300.00
Cloutier, Michael	Light	Commisioner	\$ 500.00
Collins, Stephen	Highway	Driver/Operator/Laborer	\$ 64,952.40
Costa, Thomas	Water & Sewer	Laborer	\$ 36,434.34
Credit, Allen	Fire	Lieutenant	\$ 1,154.06
Credit, Suzanne	Town Clerk	Poll Worker	\$ 110.00
Cross, Kermit	Light	Board Member	\$ 1,000.00
Croteau, Marilyn	Light	Office Manager	\$ 76,053.48
Cummings, Joseph	Cemetery	Seasonal	\$ 5,874.75
Cunniff, Elizabeth	Town Clerk	Town Clerk	\$ 59,944.56
D'Angelo, Susan	Town Clerk	Poll Worker	\$ 300.00
Dalton, Jeffrey	Fire	Call Firefighter	\$ 9,085.66
Danforth, Peter	Highway	Driver/Operator/Laborer	\$ 64,564.40
Daniels, Stephen	Light	Commisioner	\$ 500.00
Darke, William	Assessor	Board Member	\$ 500.00
Decie, Rosemary	Conservation	Conservation Agent	\$ 11,905.75
Decoste, Paul	Police	Reserve	\$ 2,750.72
Dembkoski, Denise	Finance	Finance & Personnel Director	\$ 112,965.73
DePaolo, Ryan	Summer Program	Counselor	\$ 3,526.25
Desrosiers Jr., Charles	Cemetery	Superintendent	\$ 53,282.16
Devereaux, Joshua	Summer Program	Counselor	\$ 3,102.00
Dichiara, Dorothy	Town Clerk	Poll Worker	\$ 198.00
Donovan, Cassandra	Summer Program	Counselor	\$ 2,881.27

Dunn, William	Selectmen	Selectmen	\$ 1,500.00
Dusombre, Kenneth	Council of Aging	Van Driver	\$ 10,305.43
Elardo, Kyle	Police	Dispatch/Reserve	\$ 40,252.64
Ertsos, Christopher	Police	Police Officer	\$ 75,644.72
Evans, David	Fire	Call Firefighter	\$ 3,203.41
Evans, George	Fire	Call Firefighter	\$ 891.85
Evans, Lisa	Fire	Call Firefighter	\$ 4,011.36
Fandel, Emma	Library	Page	\$ 2,953.32
Favor, Bryanna	Summer Program	Counselor	\$ 8,973.45
Fisher, Amanda	Council of Aging	Outreach Worker	\$ 6,782.23
Fitzgerald, Kelsey	Library	Page	\$ 12,660.08
Fornesi, Michael	Police	Reserve	\$ 11,307.56
Fournier, Edwin	Police	Police Officer	\$ 68,365.55
Franson, Sergei	Library	Assistant	\$ 12,826.40
Gilbert, Kaitlin	Finance	Asst. Treasurer/Collector	\$ 52,433.68
Gilford, Tracy	Fire	Call Firefighter	\$ 8,995.77
Gillen, Jeffrey	Police	Police Chief	\$ 134,579.19
Gilmore, Riley	Summer Program	Counselor	\$ 4,443.39
Gilmore, William	Summer Program	Counselor	\$ 2,946.13
Gorski, Eric	Police	Police Sergeant	\$ 94,881.02
Gosbee, Judith	Town Clerk	Poll Worker	\$ 148.50
Gostanian, Zaven	Building	Wiring Inspector	\$ 9,349.30
Grafton, Caitlyn	Summer Program	Counselor	\$ 3,246.25
Gray III, Phillip	Fire	Call Firefighter	\$ 2,723.67
Greaney, Jake	Water & Sewer	Board Member	\$ 1,128.00
Greaney, Mary	Town Clerk	Poll Worker	\$ 300.00
Greene IV, William	Highway	Foreman/Mechanic/Operator	\$ 87,984.00
Greer, Garrett	Police	Reserve	\$ 25,735.40
Grugnale, Christen	Fire	Call Firefighter	\$ 531.92
Guy, Matthew	Fire	Call Firefighter	\$ 1,445.14
Headley, Brian	Fire	Call Firefighter	\$ 5,120.30
Hendry, Kevin	Fire	Call Firefighter	\$ 4,427.51
Henriquez, Joel	Police	Reserve	\$ 22,721.93
Hicks, Jennifer	Fire	Call Firefighter	\$ 3,980.71
Hodges, Marion	Town Clerk	Poll Worker	\$ 225.00
Hoffman, Robert	Fire	Call Firefighter	\$ 418.56
Hohenstein, Mary	Library	Page	\$ 2,272.20
Ingham, Michael	Veterans	Veterans Agent	\$ 4,832.88
Issa, Fadi	Fire	Call Firefighter	\$ 1,361.16
Joslin, Samuel	Building	Building Inspector	\$ 49,520.92
Kadar-Hull, Deborah	Board of Health	Board Member	\$ 300.00
Kelley, James	Light	Laborer	\$ 115,967.80
Ketchen, Deborah	Board of Health	Health Agent	\$ 8,318.49
Klosowski III, William	Light	Laborer	\$ 92,863.08
Komidar, John Michael	Fire	Call Firefighter	\$ 5,199.39
Kotuli, Jamie	Water & Sewer	Laborer	\$ 81,226.00
L'Italien, Christopher	Police	Police Officer	\$ 92,481.34

LaBelle, Sean	Light	Board Member	\$ 1,000.00
Lapon, Jeremy	Water & Sewer	Board Member	\$ 828.00
Lawless, Michael	Fire	Call Firefighter	\$ 6,473.10
LeBlanc, Laurie	Town Clerk	Poll Worker	\$ 388.00
Lenzie, Jacqueline	Light	Clerical Support	\$ 1,679.60
Lepore, Darcy	Library	Director	\$ 64,377.02
Lesiczka, Madison	Summer Program	Counselor	\$ 4,135.25
Ligois, Alexandra	Summer Program	Counselor	\$ 3,507.02
Liquori, Chris	Cable	Adminstrator	\$ 28,794.50
Longo, Hannah	Library	Page	\$ 1,986.00
Lucier, William	Fire	Call Firefighter	\$ 2,455.93
Manning, Jeffrey	Fire	Call Firefighter	\$ 873.52
McCabe, Meghan	Library	Child/Youth Librarian	\$ 36,020.25
McDonald, Dwight	Police	Lieutenant	\$ 110,547.52
McMains, Joseph	Police	Police Officer	\$ 65,800.04
McPherson, Steven	Facilities	Cooridnator	\$ 42,465.50
Mendez, Charles	Cable	Cable Technician	\$ 3,166.80
Merrill Jr., Stephen	Fire	Call Firefighter	\$ 10,997.56
Modish, Carolyn	Summer Program	Counselor	\$ 5,486.25
Modish, Jeffrey	Summer Program	Counselor	\$ 3,506.26
Moyer, Bret	Police	Dispatch/Reserve	\$ 14,963.94
Munoz, Debra	Police	Reserve Dispatch	\$ 24,350.64
Nakanishi, Susan	Library	Adult Services Librarian	\$ 36,876.08
Neenan, Michael	Fire	Call Firefighter	\$ 2,844.25
Nolan, Janet	Town Clerk	Poll Worker	\$ 170.50
O'Brien, Amelia	Summer Program	Counselor	\$ 2,802.18
O'Neil, William	Selectmen	Selectmen	\$ 1,500.00
Oldham, Rebecca	Planning	Dir. Economic Development	\$ 69,772.79
Ouellette, Ben	Summer Program	Counselor	\$ 3,270.75
Panaro, Cameron	Summer Program	Counselor	\$ 3,221.75
Pappas, Jeffrey	Town Clerk	Poll Worker	\$ 82.50
Parenteau, Mark	Highway	Driver/Operator/Laborer	\$ 63,289.95
Pekarski, Katelyn	Police	Dispatch	\$ 52,469.64
Pennie, Patrick	Fire	Call Firefighter	\$ 1,153.45
Petrillo, Ellen	Finance	Town Accountant	\$ 64,088.46
Petrone, Steven	Police	Police Sergeant	\$ 102,601.50
Pierce, Paul	Police	Reserve	\$ 2,103.72
Pomilla, Lorealee	Police	Reserve Dispatch	\$ 3,364.82
Potter, Ana	Town Clerk	Poll Worker	\$ 214.50
Quintiliani, Lynn	Electric	Clerical Support	\$ 66,579.50
Reed, Edward	Highway	Gate Keeper	\$ 2,493.00
Reidy, Heather	Town Clerk	Poll Worker	\$ 99.00
Rhudick, Kenneth	Electric	Driver/Operator/Laborer	\$ 124,490.15
Richards, Robert	Police	Reserve	\$ 5,312.38
Riley, Heather	Police	Police Sergeant	\$ 100,873.83
Rivard, Ruth	Town Clerk	Poll Worker	\$ 390.00
Robarts, Aidan	Summer Program	Counselor	\$ 3,246.00

Rogers, Patricia	Water & Sewer	Manager	\$ 63,319.04
Ruchala, Kurt	Fire	Assistant Chief	\$ 6,402.66
Ruchala, William	Summer Program	Counselor	\$ 2,913.00
Ryan, Eric	Police	Police Sergeant	\$ 120,498.30
Sanborn, Adam	Police	Police Officer	\$ 87,603.84
Santapaola, Joseph	Fire	Lieutenant	\$ 25,086.38
Santos, Cameron	Library	Page	\$ 574.59
Sapienti, Frank	Council of Aging	Van Driver	\$ 9,664.40
Sargent, Stephen	Police	Police Sergeant	\$ 65,297.19
Saunders, Ronald	Light	Laborer	\$ 136,602.89
Searl, Joan	Board of Health	Board Member	\$ 300.00
Shea, Megan	Fire	Call Firefighter	\$ 357.36
Sheehan, James	Water & Sewer	Board Member	\$ 1,128.00
Silva, Matthew	Water & Sewer	Laborer	\$ 78,072.41
Sindoni, Joshua	Police	Police Officer	\$ 91,106.06
Snow, Kevin	Light	General Manager	\$ 150,262.34
Stanton, Lynne	Council of Aging	Director	\$ 57,027.67
Stokes, Colin	Water & Sewer	Superintendent	\$ 81,855.62
Tevald, Joseph	Board of Health	Health Agent	\$ 17,010.00
Thomas, Irene	Town Clerk	Poll Worker	\$ 88.00
Tibbetts, Gerard	Highway	Gate Keeper	\$ 2,310.00
Towler, Lauren	Library	Assistant	\$ 16,425.81
Tuttle, David	Town Clerk	Poll Worker	\$ 225.00
Tuttle, Evelyn	Town Clerk	Poll Worker	\$ 225.00
Valentine, Robert	Fire	Fire Chief	\$ 41,736.72
Vallone, Kristopher	Fire	Call Firefighter	\$ 5,691.65
Viens, Gerald	Building	Plumbing Inspector	\$ 10,404.00
Waller, Marie	Town Clerk	Poll Worker	\$ 198.00
Walsh, Claire	Board of Health	Public Health Nurse	\$ 13,847.40
Webster, Debra	Assessor	Manager	\$ 53,179.41
Wilson, Emma	Summer Program	Counselor	\$ 2,934.00
Wolbach, Cameron	Summer Program	Counselor	\$ 5,315.25
Wolbach, Sydney	Summer Program	Counselor	\$ 2,857.31
Wood, Michael	Selectmen	Selectmen	\$ 1,500.00
York, Richard	Fire	Call Firefighter	\$ 18,441.57
Young, Kathryn	Town Clerk	Poll Worker	\$ 176.00
Zambella, Elisa	Summer Program	Counselor	\$ 3,123.00

# **TOWN CLERK'S REPORT**

## **Town Clerk**

To the Honorable Board of Selectmen and the Citizens of the Town of Groveland,

2020 has been a year like no other. On March 3, 2020 Groveland participated in the Presidential Primary. The Secretary of the Commonwealth authorized in person early voting. Voter turnout was low, even with the option to vote early. On March 17, 2020 the Town Hall closed to the public in accordance with the Governor's Legislative COVID19 mandate.

The mandate also gave the towns the option to reschedule Town Meetings and Local Elections. Groveland did both. The Annual Town Meeting was rescheduled to June 22, 2020. In order to comply with social distancing mandates, the meeting was allowed to be held with a reduced quorum. The Town Election was held on June 15, 2020 and the Legislature authorized no excuse early vote by mail as well as early in person voting. The voter turnout was extremely low. The majority of those who chose to vote used the vote by mail option. The town worked diligently to adhere to the social distancing mandates to keep our poll workers and residents healthy, safe, and free from contracting the virus.

Respectfully Submitted,

Elizabeth Cunniff

Town Clerk



**Town of Groveland Town Clerk's Office**  
**CALENDAR YEAR 2020 VITAL STATISTICS**

VITAL	TOTAL	MALES	FEMALES
Births	59	35	24
Deaths	52	23	29
Marriage Intentions	16	Marriages	13
Dog Licenses Issued	549		

**POPULATION AND VOTER TOTALS CALENDAR YEAR END**

Groveland Population	6270	Registered Voters	5424
----------------------	------	-------------------	------

**FISCAL YEAR ELECTIONS**

Presidential Primary	March 3, 2020
Local Election	June 15, 2020
Special and Annual Town Meeting	June 22, 2020

# **FINANCE BOARD REPORT**

**Town of Groveland**  
**Finance Board Report to the Annual Town Meeting**  
**Fiscal 2021 Budget**

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

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

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

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

Overall, we continue to focus on three primary goals:

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

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

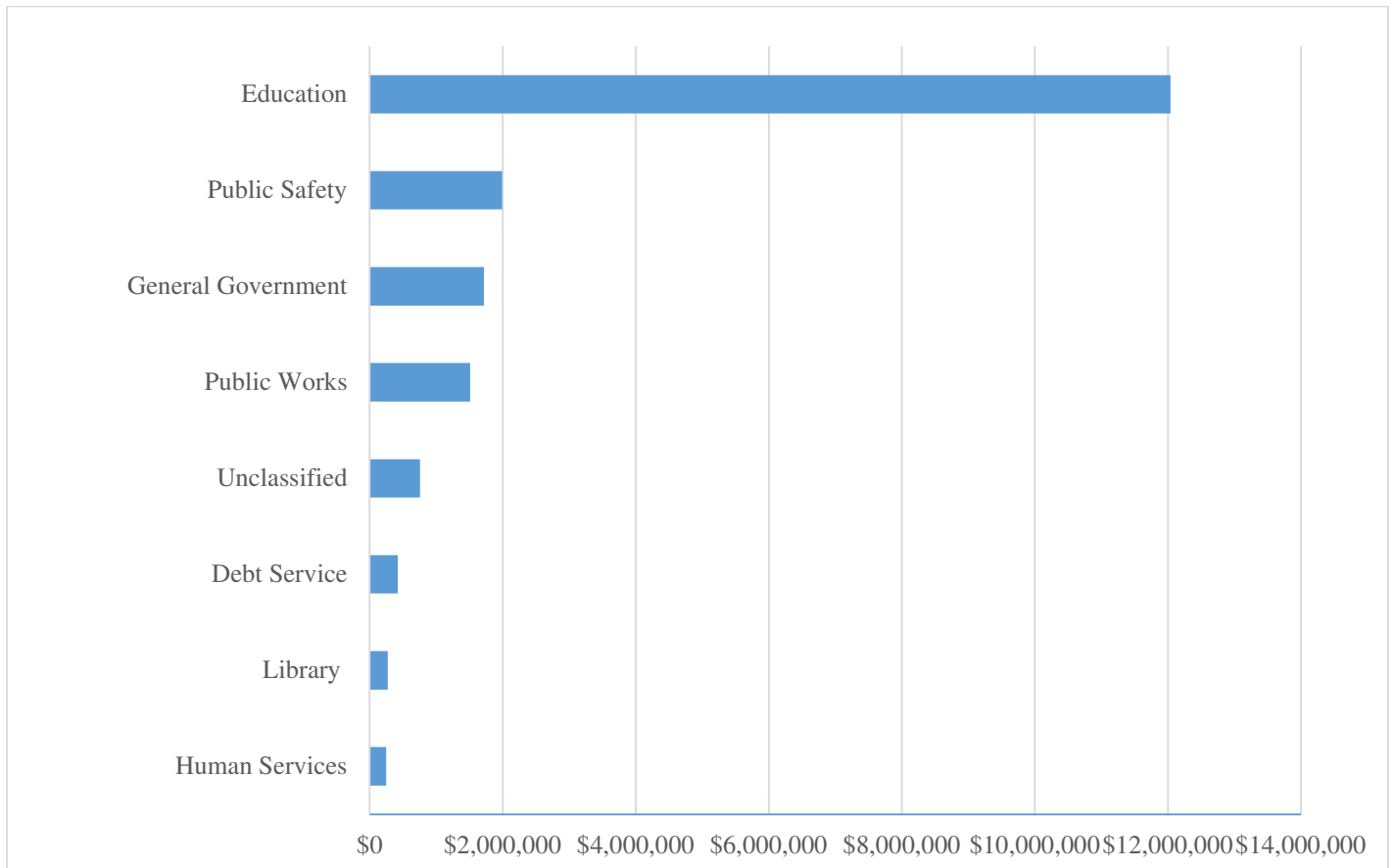
We thank all town employees and volunteers for their commitment to our town. As a Finance Board, we appreciate and value the opportunity to be of service to our community. We encourage everyone to find their own way to be involved in supporting and advancing the numerous worthwhile endeavors available.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

Representing you as Members of the Finance Board are:

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

## How Tax Dollars are Spent

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



## Finance Board recommendations for contributions to Town Reserve Accounts

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

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

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

\*\* Includes interest income through March 2020.

## Finance Board recommendations for Free Cash Appropriations

## FY21 Appropriations from Free Cash

## Begin

<b>Balance:</b>	<b>FY19 Free Cash</b>	<b>\$</b>	<b>760,265</b>
-----------------	-----------------------	-----------	----------------

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

<b>Remaining Free Cash</b>	<b>\$</b>	<b>54,825</b>
----------------------------	-----------	---------------

## Finance Board recommendations on Community Preservation Articles

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

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

## Finance Board recommendations on Capital Improvements

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

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



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



# TOWN OF GROVELAND

## 2020 TOWN MEETING WARRANT AND 2020 ANNUAL TOWN ELECTION WARRANT

*COMMONWEALTH OF MASSACHUSETTS*

*Town Meeting: Monday, June 22, 2020*

*Town Election: Monday, June 15, 2020*

***Essex, ss:***

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

### **GREETINGS:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, June 22, 2020 @ 7:00 P.M.** to act upon or take any other action relative thereto on the following Articles.

Also for those qualified to vote in the **Annual Town Election** to meet in their voting precinct **Town Hall, 183 Main Street Groveland, MA on Monday, June 15, 2020 between the hours of 12:00 P.M. and 8:00 P.M.** which calls for the election of Town Officials.

This page left intentionally blank

2020  
ANNUAL TOWN MEETING  
TABLE OF CONTENTS

Finance Board's Report to Town Meeting

Summary of Revenue and Expenditures

GENERAL ARTICLES

- Article 1 Authorize Petition for Chapter 90 Funds
- Article 2 Authorize Transfer Chapter 90 Funds
- Article 3 Appropriation for Veterans
- Article 4 Authorize acceptance of a public way (Homestead Lane)
- Article 5 Authorize the Selectmen to acquire easements for the Community Trail
- Article 6 To Petition the General Court to incorporate the Assessing Office into the Department of Finance and Budget

GENERAL BYLAW ARTICLES

- Article 7 Amend General By-Laws section 2-36A, by adding the Assessing Department
- Article 8 Amend General By-Laws section 2-42, by adding a new Revolving Fund – Groveland Day
- Article 9 Amend General By-Laws section 2-91, Personnel Bylaw
- Article 10 Amend General By-Law section 14, Stormwater Management

ZONING ARTICLES

- Article 11 Amend the Zoning Bylaw, Section 2. Definitions, to delete the definition of "Home Occupation"
- Article 12 Amend the Zoning Bylaw to correct grammatical and spelling errors and make other housekeeping and non-substantive changes
- Article 13 Amend the Zoning Bylaw to renumber, re-caption, arrange and sequence its various sections as Chapter 50 of the Town Code

COMMUNITY PRESERVATION ARTICLES

- Article 14 Appropriate from Recreation to prepare a Parks and Recreation Operations Plan
- Article 15 Appropriate from Recreation to establish a new dog park
- Article 16 Appropriate from Historic Preservation for a historic document management system at the Library
- Article 17 Appropriate from Recreation for a Boat House at the Pines
- Article 18 Appropriate from Recreation for Groveland Community Trail 100% Design
- Article 19 Appropriate from Recreation for an All-Inclusive Playground at the Bagnall School
- Article 20 Appropriation of the Community Preservation Fund Fiscal Year 2021

CAPITAL ARTICLES

- Article 21 Appropriation for Recommended Capital Projects

FINANCIAL ARTICLES

- Article 22 Accept Funds from Municipal Electric Department
- Article 23 Transfer Funds from Conservation Fees Acct to Part-Time Salary Acct
- Article 24 Transfer Funds from Conservation Fees Acct to Expense Acct
- Article 25 Authorize Spending Limits for Revolving Accounts

## FINANCIAL ARTICLES, CONTINUED

Article 26	Accept provisions of MGL Ch. 44, Sec. 53F $\frac{3}{4}$
Article 27	Transfer Funds from Overlay Surplus
Article 28	Transfer Funds from FY19 Free Cash to Operating Budget for OPEB
Article 29	Transfer Funds from FY19 Free Cash to Stabilization Fund
Article 30	Transfer Funds from FY19 Free Cash to Capital Stabilization Fund
Article 31	Transfer Funds from FY19 Free Cash to fund MS4 Permit requirements
Article 32	Transfer Funds from FY19 Free Cash to fund work on the Highway 8-Ton Truck
Article 33	Transfer Funds from FY19 Water Retained Earnings to fund a Utility Truck
Article 34	Transfer Funds from FY19 Sewer Retained Earnings to fund a Utility Truck
Article 35	Transfer Funds from FY19 Water Retained Earnings for future well development
Article 36	Appropriation for Water Department Budget
Article 37	Appropriation for Sewer Department Budget
Article 38	Omnibus Appropriation
Article 39	Vote to fix the Salary and Comp of Elected and Appointed Officers

## ELECTION WARRANT

APPENDIX A	Fiscal Year 2021 Capital Improvement Plan
APPENDIX B	Revolving Fund Reports to Town Meeting
APPENDIX C	List of Stormwater Changes
APPENDIX D	List of Zoning Bylaw Changes
APPENDIX E	Definitions of Commonly Used Terms at Town Meeting
APPENDIX F	Table of Motions

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

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

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

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

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

Overall, we continue to focus on three primary goals:

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

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

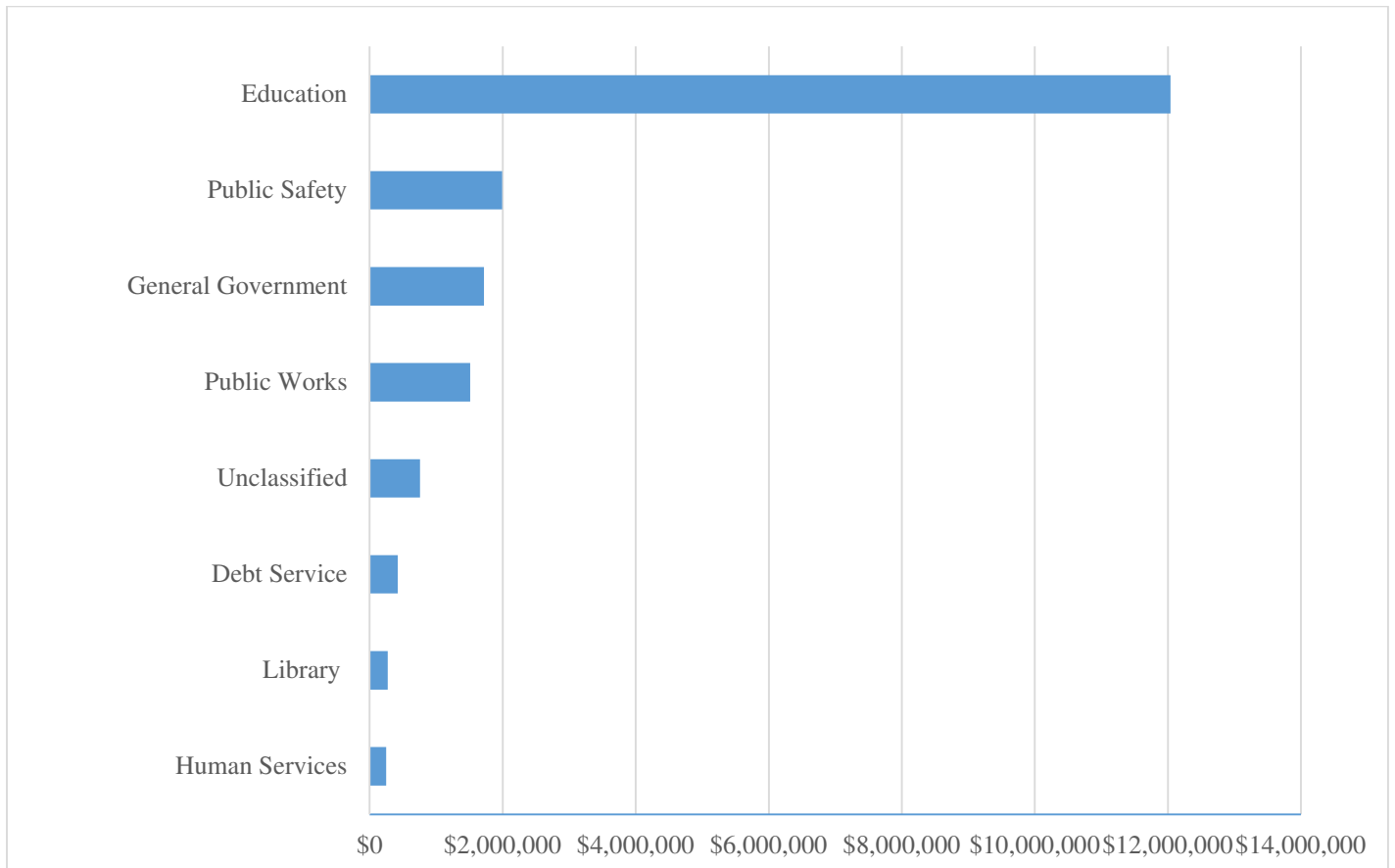
We thank all town employees and volunteers for their commitment to our town. As a Finance Board, we appreciate and value the opportunity to be of service to our community. We encourage everyone to find their own way to be involved in supporting and advancing the numerous worthwhile endeavors available.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

Representing you as Members of the Finance Board are:

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

## How Tax Dollars are Spent

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



## Finance Board recommendations for contributions to Town Reserve Accounts

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

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

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

\*\* Includes interest income through March 2020.



## Finance Board recommendations for Free Cash Appropriations

## FY21 Appropriations from Free Cash

## Begin

<b>Balance:</b>	<b>FY19 Free Cash</b>	<b>\$</b>	<b>760,265</b>
-----------------	-----------------------	-----------	----------------

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

<b>Remaining Free Cash</b>	<b>\$</b>	<b>54,825</b>
----------------------------	-----------	---------------

## Finance Board recommendations on Community Preservation Articles

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

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

## Finance Board recommendations on Capital Improvements

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

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

**Town of Groveland**  
**Summary of Revenues and Expenditures**  
**Fiscal Year 2021**

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

This page left intentionally blank

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

**ARTICLE 2:** To see if the Town will vote to transfer from available funds the amount of TWO HUNDRED NINETEEN THOUSAND, FIVE HUNDRED FORTY-FIVE DOLLARS (\$219,545) and appropriate said sum for Chapter 90 approved road work, said amount to be used pending reimbursement by the State, with such work to be done under the supervision of the Highway Superintendent; or take any other action relative thereto.

Article submitted by Board of Selectmen

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

Article submitted by Board of Selectmen

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

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

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

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

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

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

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

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

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

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Motion Failed 26 In favor, 37 Against

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Or take any other action relative thereto.

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Tabled

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

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Majority Approved for Favorable Action

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

## **DIVISION II. PERSONNEL POLICY PLAN NON-CONTRACTUAL EMPLOYEES**

### **PERSONNEL BYLAW**

#### **Section 2-91. Purpose and Intent.**

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

#### **Section 2-92. Application.**

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

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

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

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

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

#### **Section 2-95. Personnel Policies.**

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

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

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

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

#### **Section 2-96. Adoption of Policies.**

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

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

#### **Section 2-97. Severability.**

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

#### **Section 2-98. Effective date.**

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

#### **Sec. 2-99 - 2-120. Reserved.**

Or take any action relative thereto.

Article submitted by the Finance Director

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Motion Failed  
23 In Favor, 26 Against

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

**CUSTOMARY HOME OCCUPATION or HOME OCCUPATION –**

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

**B. An occupation or a profession which:**

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

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

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

**(4) Which conforms to the following additional conditions:**

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

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

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

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

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

**(5) Customer visits are made by appointment only.**

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - 2/3 Majority Approved by a vote of 53 in favor and 8 against

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

Article submitted by the Community Preservation Committee

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Majority Approved for Favorable Action

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Majority Approved for Favorable Action

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved



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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Motion Failed

**ARTICLE 18:** To see if the Town will vote to appropriate a sum of SEVENTEEN THOUSAND DOLLARS (\$17,000) from the Community Preservation Fund's General Reserve FY-2020 to be made available **for the Groveland Community Trail Supplemental Funds to complete the current 100% design of the project.** The project is to be managed by the Open Space and Trails Committee and the Town Finance Director under the CPA category of Recreation and be completed no later than June 30, 2023 or take any action relative thereto. **Article submitted by the Community Preservation Committee**

***Note:** The Groveland Community Trail project was previously funded for the design portion of the project using CPA funds. The trail will receive up to 4 million dollars in matching funds from MassDOT to build the trail. The project has been approved and construction is expected to begin in 2021-22. These funds will be used to complete the 100% design plan for the trail that had to be extended due to the State timeline.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** Motion to amend the amount to \$62,000 - Town Counsel stated the amount to amend cannot be that large, changes the scope of the article. Motion on the original \$17,000 - Approved

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 Majority Approved for Favorable Action

**ARTICLE 20:** To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2021 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

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

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

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

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

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

**Items not recommended for funding:**

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

Article submitted by the Conservation Commission

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN** June 22, 2020 - Unanimously Approved

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

Article submitted by the Conservation Commission

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN** June 22, 2020 - Unanimously Approved

**ARTICLE 25:** To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½, to set the annual spending limits for the following seven (7) revolving accounts established in the General By-Laws for Fiscal Year 2021; or take any action relative thereto.

<b>A. Revolving Fund</b>	<b>C. Spending Limit for Fiscal Year 2021 and subsequent years</b>
Veasey Memorial Park	\$130,000
Pines Boat Ramp	\$25,000
Zoning Board of Appeals	\$15,000
Bagnall Summer Program	\$250,000
Council on Aging	\$15,000
Fire Department CPR Class	\$6,000
Pines Maintenance	\$50,000

Submitted by the Finance Director

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

**ARTICLE 26:** To see if the Town will vote to accept the provisions of G.L. c. 44, § 53F¾ for the purpose of establishing a separate revenue account to be known as the PEG Access and Cable Related Special Revenue Fund into which shall be deposited funds received in connection with the cable television franchise agreements between the Town and Comcast Corporation (Comcast), and/or any other cable operator, which funds shall be appropriated only for cable related purposes consistent with the franchise agreements and in accordance with applicable laws, including, but not limited to (1) support of public, educational, or governmental ("PEG") access cable television services; (2) monitoring compliance of the cable operator with the cable television license(s); and/or (3) preparing for the renewal of the cable license(s), with such action to take effect as of the first day of the fiscal year beginning July 1, 2020; and further, to transfer all cable television license proceeds and receipts currently held by the Town for such purposes to such new PEG Access and Cable Related Special Revenue Fund; and further to appropriate from said fund the sum of \$150,000 to be expended under the direction of the Board of Selectmen for such PEG access services; or take any other action related thereto.

Article submitted by Finance Director

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

**ARTICLE 27:** To see if the Town will vote to transfer the sum of FIFTY THOUSAND DOLLARS (\$50,000) from the Overlay Surplus Account for the purpose of funding the Town's operating budget for Fiscal Year 2021; or take any other action relative thereto.  
Article submitted by Finance Director

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN** June 22, 2020 - Unanimously Approved

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

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

Article submitted by the Finance Director

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

Article submitted by the Finance Director

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN** June 22, 2020 - Unanimously Approved

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**WATER & SEWER COMMISSIONERS RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN** June 22, 2020 - Majority Approved for Favorable Action

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**WATER & SEWER COMMISSIONERS RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN** June 22, 2020 - Majority Approved for Favorable Action

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

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**WATER & SEWER COMMISSIONERS RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN** June 22, 2020 - Unanimously Approved

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

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

Article submitted by Water & Sewer Commissioners

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

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

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

Article submitted by Water & Sewer Commissioners

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved



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

Appropriated FY2020	Line Item	Requested FY2021	Finance Board Recommends	Approved by Town Meeting
<b>GENERAL GOVERNMENT</b>				
<b><u>MODERATOR</u></b>				
100	Stipend	100	100	100
<b>\$ 100</b>	<b>1 Total Moderator Budget</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b><u>SELECTMEN</u></b>				
7,500	Selectmen's Stipend	7,500	7,500	7,500
10,000	Admin. Asst. Salary	10,000	-	-
<b>\$ 17,500</b>	<b>2 Total Salaries</b>	<b>\$ 17,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
25,000	Town Audit	25,000	25,000	25,000
	Consulting Services	-	-	-
25,000	Reserve Fund	25,000	25,000	25,000
2,000	Association Fees	2,000	2,000	2,000
1,750	Town Reports	1,850	1,850	1,850
3,000	Minutes Clerk	3,000	3,000	3,000
1,000	Expenses	1,200	1,200	1,200
<b>\$ 57,750</b>	<b>3 Total Expenses</b>	<b>\$ 58,050</b>	<b>\$ 58,050</b>	<b>\$ 58,050</b>
<b>\$ 75,250</b>	<b>Total Selectmen Budget</b>	<b>\$ 75,550</b>	<b>\$ 65,550</b>	<b>\$ 65,550</b>
<b><u>FINANCE DEPARTMENT</u></b>				
113,655	Finance Director's Salary (inc. T/C)	113,655	120,000	120,000
53,114	Asst. Treasurer/Collector's Salary	53,114	54,176	54,176
22,770	Treasury/Collection Clerk	22,770	22,770	22,770
-	Car Allowance	1,300	1,300	1,300
<b>\$ 189,539</b>	<b>4 Total Salaries</b>	<b>\$ 190,839</b>	<b>\$ 198,246</b>	<b>\$ 198,246</b>
750	Tax Title Treasury/Collection	750	750	750
3,000	Education and Association Fees	3,000	3,000	3,000
15,000	Postage	16,000	16,000	16,000
4,800	Payroll Fees	4,800	4,800	4,800
3,475	Office Expense	3,000	3,000	3,000
	Online Payment Fees	600	600	600
500	Personnel Expenses	500	500	500
<b>\$ 27,525</b>	<b>5 Total Expenses</b>	<b>\$ 28,650</b>	<b>\$ 28,650</b>	<b>\$ 28,650</b>
<b>\$ 217,064</b>	<b>Total Finance Department Budget</b>	<b>\$ 219,489</b>	<b>\$ 226,896</b>	<b>\$ 226,896</b>
<b><u>TOWN ACCOUNTANT</u></b>				
64,644	6 Accountant's Salary	64,644	65,937	65,937
1,500	Office Expenses	1,500	1,500	1,500
2,000	Education and Association Fees	2,000	2,000	2,000
<b>\$ 68,144</b>	<b>7 Total Town Accountant Budget</b>	<b>\$ 68,144</b>	<b>\$ 69,437</b>	<b>\$ 69,437</b>
<b><u>BOARD OF ASSESSORS</u></b>				
1,500	Assessor's Stipends	1,500	1,500	1,500
53,505	Assessing Manager's Salary	53,505	53,505	54,575
-	Assessing Manager Crossover	6,495	6,495	5,425
<b>\$ 55,005</b>	<b>8 Total Salaries</b>	<b>\$ 61,500</b>	<b>\$ 61,500</b>	<b>\$ 61,500</b>
3,000	Expenses	3,000	3,000	3,000

Appropriated FY2020	Line Item	Requested FY2021	Finance Board Recommends	Approved by Town Meeting
39,240	Revaluation Maintenance	40,000	40,000	40,000
6,950	Software & Licenses	7,250	7,250	7,250
7,500	Maps - Updating	7,000	7,000	7,000
<b>\$ 56,690</b>	<b>9 Total Expenses</b>	<b>\$ 57,250</b>	<b>\$ 57,250</b>	<b>\$ 57,250</b>
<b>\$ 111,695</b>	<b>Total Board of Assessors Budget</b>	<b>\$ 118,750</b>	<b>\$ 118,750</b>	<b>\$ 118,750</b>
<b><u>TOWN COUNSEL</u></b>				
65,000	Legal Expense	65,000	65,000	65,000
<b>\$ 65,000</b>	<b>10 Total Town Counsel Budget</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>
<b><u>TECHNOLOGY</u></b>				
45,060	Computer Hardware Maint & Lic Fees	58,000	58,000	58,000
5,000	Hardware & Software Expense	5,000	5,000	5,000
<b>\$ 50,060</b>	<b>11 Total Technology Department</b>	<b>\$ 63,000</b>	<b>\$ 63,000</b>	<b>\$ 63,000</b>
<b><u>TOWN CLERK</u></b>				
60,060	Town Clerk's Salary	60,060	61,261	61,261
1,200	Poll Workers	6,875	8,500	8,500
<b>\$ 61,260</b>	<b>12 Total Salaries</b>	<b>\$ 66,935</b>	<b>\$ 69,761</b>	<b>\$ 69,761</b>
\$ 3,445	Election Expenses	\$ 8,058	\$ 8,058	\$ 8,058
	Education Expenses	\$ 788	\$ 1,200	\$ 1,200
\$ 4,500	Office Expenses & Supplies	\$ 7,441	\$ 7,441	\$ 7,441
<b>\$ 7,945</b>	<b>13 Total Expenses</b>	<b>\$ 16,287</b>	<b>\$ 16,699</b>	<b>\$ 16,699</b>
<b>\$ 69,205</b>	<b>Total Town Clerk Budget</b>	<b>\$ 83,222</b>	<b>\$ 86,460</b>	<b>\$ 86,460</b>
<b><u>CONSERVATION COMMISSION</u></b>				
-	Conservation Agent - Part-Time (TM Transfer)	-	-	-
1,400	Stipends	1,400	1,400	1,400
<b>\$ 1,400</b>	<b>14 Total Salaries</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>
\$ 1,340	Expenses	\$ 1,394	\$ 1,394	\$ 1,394
<b>\$ 2,740</b>	<b>Total Conservation Commission Budget</b>	<b>\$ 2,794</b>	<b>\$ 2,794</b>	<b>\$ 2,794</b>
<b><u>PLANNING</u></b>				
1,800	Planning Members' Stipends	1,800	1,800	1,800
46,300	Town Planner	49,550	49,550	49,550
<b>48,100</b>	<b>16 Total Salaries</b>	<b>51,350</b>	<b>51,350</b>	<b>51,350</b>
6,000	Expenses	7,000	7,000	7,000
2,563	Merrimack Valley Planning Assessment	2,537	2,537	2,537
<b>8,563</b>	<b>17 Total Expenses</b>	<b>9,537</b>	<b>9,537</b>	<b>9,537</b>
<b>\$ 56,663</b>	<b>Total Planning and Engineering Budget</b>	<b>\$ 60,887</b>	<b>\$ 60,887</b>	<b>\$ 60,887</b>
<b><u>ZONING BOARD OF APPEALS</u></b>				
2,000	Zoning Administrator Stipend	4,000	4,000	4,000
500	Contracted Services & Expenses	500	500	500
<b>\$ 2,500</b>	<b>18 Total ZBA Budget</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b><u>MUNICIPAL BUILDINGS</u></b>				
41,920	Custodian/Facilities Salaries	41,920	42,759	42,759
<b>41,920</b>	<b>19 Total Salaries</b>	<b>41,920</b>	<b>42,759</b>	<b>42,759</b>
17,000	Lawn & Grounds	17,000	17,000	17,000
7,200	Public Relations - Town Wide	7,200	7,200	7,200
110,000	Utilities	110,000	110,000	110,000
9,000	Copier Lease & Supplies	9,400	9,400	9,400
6,500	Town Decor (Winter & Spring)	6,500	6,500	6,500
40,000	Repairs & Maintenance	40,000	35,000	35,000
12,000	Supplies	13,500	13,500	13,500

Appropriated FY2020	Line Item	Requested FY2021	Finance Board Recommends	Approved by Town Meeting
201,700	20 Total Expenses	203,600	198,600	198,600
<b>\$ 243,620</b>	<b>Total Municipal Buildings Budget</b>	<b>\$ 245,520</b>	<b>\$ 241,359</b>	<b>\$ 241,359</b>
<b>INSURANCE</b>				
185,000	Property & Casualty Insurance	195,000	201,000	201,000
3,000	Employee Group Life Insurance	3,000	3,000	3,000
435,000	Employee Group Health Insurance	480,000	510,000	510,000
<b>\$ 623,000</b>	<b>21 Total Insurance Budget</b>	<b>\$ 678,000</b>	<b>\$ 714,000</b>	<b>\$ 714,000</b>
<b>\$ 1,585,041</b>	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,684,956</b>	<b>\$ 1,718,733</b>	<b>\$ 1,718,733</b>

## PUBLIC SAFETY

### POLICE DEPARTMENT

128,026	Chief's Salary	128,026	138,063	138,063
89,779	Lieutenant's Salary	89,779	91,575	91,575
233,772	Sargeant's Salary	233,772	238,447	238,447
433,789	Patrolmen's Salary	442,294	451,140	451,140
276,447	Communication Salary	276,775	281,976	281,976
17,582	Training	20,000	20,000	20,000
82,160	Reserves	89,608	89,608	89,608
32,126	Overtime	32,126	25,947	25,947
95,842	Education Incentives	94,259	97,759	97,759
<b>\$ 1,389,524</b>	<b>22 Total Salaries</b>	<b>\$ 1,406,640</b>	<b>\$ 1,434,515</b>	<b>\$ 1,434,515</b>
1,000	Harbormaster Expenses	1,000	500	500
3,762	Expenses	3,762	3,762	3,762
8,900	Supplies	8,900	8,900	8,900
12,000	Vehicle Maintenance	11,000	11,000	11,000
17,700	Equipment Maintenance	20,697	20,697	20,697
3,500	Firearms	3,500	3,500	3,500
15,250	Clothing Allowance	16,450	16,450	16,450
2,500	Association Fees	2,500	2,500	2,500
3,200	Communication Expenses	3,200	3,200	3,200
10,170	Training	10,500	10,500	10,500
25,500	Fuel	26,500	26,500	26,500
<b>\$ 103,482</b>	<b>23 Total Expenses</b>	<b>\$ 108,009</b>	<b>\$ 107,509</b>	<b>\$ 107,509</b>
<b>\$ 1,493,006</b>	<b>Total Police Budget</b>	<b>\$ 1,514,649</b>	<b>\$ 1,542,024</b>	<b>\$ 1,542,024</b>

### PARKING CLERK

100	Expense	100	500	500
<b>\$ 100</b>	<b>24 Total Parking Clerk Budget</b>	<b>\$ 100</b>	<b>\$ 500</b>	<b>\$ 500</b>

### FIRE DEPARTMENT

75,000	Chief's Salary	75,000	75,000	75,000
111,180	Firefighter Call Wages	114,000	116,280	116,280
10,000	Inspector's Salary	10,000	10,000	10,000
7,000	Company Reporting	7,000	7,000	7,000
4,950	EMS Recertification	5,000	5,000	5,000
7,200	Mass Fire Academy Training	7,200	7,200	7,200
40,000	Drill Wages	40,000	40,000	40,000
<b>\$ 255,330</b>	<b>25 Total Salaries</b>	<b>\$ 258,200</b>	<b>\$ 260,480</b>	<b>\$ 260,480</b>
7,579	Communications	8,000	8,000	8,000
3,000	Training Expense	3,000	3,000	3,000
35,000	Fire Equipment & Supplies	35,000	35,000	35,000
6,500	Fuel	8,000	8,000	8,000
3,400	Association Dues	3,400	3,400	3,400

Appropriated FY2020	Line Item	Requested FY2021	Finance Board Recommends	Approved by Town Meeting
20,000	Annual Testing & Inspecting	20,000	20,000	20,000
8,000	Medical Supplies	3,000	3,000	3,000
15,000	Vehicle & Equipment Maintenance	20,000	20,000	20,000
<b>\$ 98,479</b>	<b>26 Total Expenses</b>	<b>\$ 100,400</b>	<b>\$ 100,400</b>	<b>\$ 100,400</b>
<b>\$ 353,809</b>	<b>Total Fire Budget</b>	<b>\$ 358,600</b>	<b>\$ 360,880</b>	<b>\$ 360,880</b>

#### **BUILDING DEPARTMENT**

9,364	Wiring Inspector	9,364	9,551	9,551
10,404	Plumbing & Gas Inspector	10,404	10,612	10,612
49,917	Building Inspector	49,917	50,915	50,915
<b>\$ 69,685</b>	<b>27 Total Salaries</b>	<b>\$ 69,685</b>	<b>\$ 71,078</b>	<b>\$ 71,078</b>
1,000	Continuing Education	1,000	1,000	1,000
2,000	Materials	1,000	1,000	1,000
1,000	Reimburesements (Mileage & Cell Phone)	1,000	1,000	1,000
7,500	Permit Software Expense	7,500	7,500	7,500
2,000	Building Inspector Expenses	3,000	3,000	3,000
<b>\$ 13,500</b>	<b>28 Total Expenses</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>
<b>\$ 83,185</b>	<b>Total Inspectors Budget</b>	<b>\$ 83,185</b>	<b>\$ 84,578</b>	<b>\$ 84,578</b>

#### **EMERGENCY MANAGEMENT**

3,121	Director's Stipend	3,121	3,183	3,183
1,025	Expenses	1,044	1,044	1,044
<b>\$ 4,146</b>	<b>29 Total Emergency Management Budget</b>	<b>\$ 4,165</b>	<b>\$ 4,227</b>	<b>\$ 4,227</b>

<b>\$ 1,934,246</b>	<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,960,699</b>	<b>\$ 1,992,210</b>	<b>\$ 1,992,210</b>
---------------------	----------------------------	---------------------	---------------------	---------------------

#### **EDUCATION**

9,313,740	Pentucket Base Assessment	9,577,507	9,577,507	9,577,507
550,761	Pentucket Capital Assessment	1,472,758	1,472,758	1,472,758
225,000	Essex Tech	225,000	225,000	225,000
732,390	Whittier Vocational/Technical Assessment	775,000	762,024	762,024
<b>\$ 10,821,891</b>	<b>30 Total Education Budget</b>	<b>\$ 12,050,265</b>	<b>\$ 12,037,289</b>	<b>\$ 12,037,289</b>

<b>\$ 10,821,891</b>	<b>TOTAL EDUCATION</b>	<b>\$ 12,050,265</b>	<b>\$ 12,037,289</b>	<b>\$ 12,037,289</b>
----------------------	------------------------	----------------------	----------------------	----------------------

#### **PUBLIC WORKS**

##### **TREE WARDEN**

-	Tree Warden Stipend	-	-	-
25,000	Expenses	25,000	25,000	25,000
<b>\$ 25,000</b>	<b>31 Total Tree Warden Budget</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

##### **HIGHWAY**

90,000	Highway Superintendent's Salary	95,400	91,800	91,800
239,063	Highway Salaries	239,063	243,844	243,844
2,200	Sick day buy back (Contractual)	2,200	2,200	2,200
7,000	Highway Salary - Part Time	7,000	7,000	7,000
15,000	Overtime	16,500	16,000	16,000
<b>\$ 353,263</b>	<b>32 Total Salaries</b>	<b>\$ 360,163</b>	<b>\$ 360,844</b>	<b>\$ 360,844</b>
8,500	Highway Expense	8,500	8,500	8,500
37,100	Front End Loader (Lease)	37,100	37,100	37,100
225,000	Snow & Ice Removal	247,500	225,000	225,000
55,000	Road Machinery Expense	66,000	55,000	55,000
125,000	Road Maintenance Expense	156,250	130,000	130,000
	Street Sweeper (Lease)	18,000	-	-

Appropriated FY2020	Line Item	Requested FY2021	Finance Board Recommends	Approved by Town Meeting
8,500	Fuel	17,000	13,500	13,500
<b>\$ 459,100</b>	<b>33 Total Expense</b>	<b>\$ 550,350</b>	<b>\$ 469,100</b>	<b>\$ 469,100</b>
<b>\$ 812,363</b>	<b>Total Highway Budget</b>	<b>\$ 910,513</b>	<b>\$ 829,944</b>	<b>\$ 829,944</b>
<b><u>RUBBISH COLLECTION</u></b>				
11,453	Contract Administrator	11,453	11,682	11,682
532,637	Contract Expense	559,805	559,805	559,805
<b>\$ 544,090</b>	<b>34 Total Rubbish Collection Budget</b>	<b>\$ 571,257</b>	<b>\$ 571,487</b>	<b>\$ 571,487</b>
<b><u>CEMETERY</u></b>				
450	Commissioner's Stipend	450	450	450
51,000	Full Time Wages	51,000	52,020	52,020
1,500	Overtime	1,500	1,500	1,500
11,000	Part Time Wages	11,850	11,850	11,850
<b>\$ 63,950</b>	<b>35 Total Salaries</b>	<b>\$ 64,800</b>	<b>\$ 65,820</b>	<b>\$ 65,820</b>
3,000	Supplies	3,000	3,000	3,000
1,500	Vehicle Fuel	1,500	1,500	1,500
800	Landscaping	800	800	800
3,400	Utilities	4,400	4,400	4,400
3,000	Equipment & Maintenance	4,000	4,000	4,000
3,500	Expenses	3,500	3,500	3,500
<b>\$ 15,200</b>	<b>36 Total Expenses</b>	<b>\$ 17,200</b>	<b>\$ 17,200</b>	<b>\$ 17,200</b>
<b>\$ 79,150</b>	<b>Total Cemetery Budget</b>	<b>\$ 82,000</b>	<b>\$ 83,020</b>	<b>\$ 83,020</b>
<b>\$ 1,460,602</b>	<b>TOTAL PUBLIC WORKS</b>	<b>\$ 1,588,770</b>	<b>\$ 1,509,451</b>	<b>\$ 1,509,451</b>
<b>HUMAN SERVICES</b>				
<b><u>BOARD OF HEALTH</u></b>				
900	Health Members' Stipends	900	900	900
12,251	Health Nurse Wages	12,251	12,496	12,496
25,994	Health/Sanitation Agent Wages	25,994	26,514	26,514
19,031	Part-time Clerk Wages	19,983	19,412	19,412
<b>\$ 58,176</b>	<b>37 Total Salaries</b>	<b>\$ 59,128</b>	<b>\$ 59,322</b>	<b>\$ 59,322</b>
2,679	38 Expenses	4,679	2,750	2,750
<b>\$ 60,855</b>	<b>Total Board of Health Budget</b>	<b>\$ 63,807</b>	<b>\$ 62,072</b>	<b>\$ 62,072</b>
<b><u>COUNCIL ON AGING</u></b>				
57,407	Director's Salary	57,407	58,555	58,555
35,444	Program Coordinator	35,444	36,153	36,153
8,775	Outreach Worker	12,531	12,781	12,781
20,080	Part Time Van Driver	20,080	20,482	20,482
<b>\$ 121,706</b>	<b>39 Total Salaries</b>	<b>\$ 125,461</b>	<b>\$ 127,971</b>	<b>\$ 127,971</b>
\$ 6,000	Expenses	\$ 6,000	\$ 6,000	\$ 6,000
5,000	Vehicle Maintenance	5,000	5,000	5,000
<b>\$ 11,000</b>	<b>40 Total Expenses</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>
<b>\$ 132,706</b>	<b>Total Council on Aging Budget</b>	<b>\$ 136,461</b>	<b>\$ 138,971</b>	<b>\$ 138,971</b>
<b><u>VETERANS</u></b>				
8,845	Veterans' Agent Salary	8,845	9,022	9,022
36,500	Veterans' Benefits	36,500	36,500	36,500
<b>\$ 45,345</b>	<b>41 Total Veterans Budget</b>	<b>\$ 45,345</b>	<b>\$ 45,522</b>	<b>\$ 45,522</b>
<b>\$ 238,906</b>	<b>TOTAL HUMAN SERVICES</b>	<b>\$ 245,613</b>	<b>\$ 246,565</b>	<b>\$ 246,565</b>

Appropriated FY2020	Line Item	Requested FY2021	Finance Board Recommends	Approved by Town Meeting
<b><u>LIBRARY</u></b>				
64,733	Library Director's Salary	64,733	66,028	66,028
116,074	Library Staff Wages	116,074	119,290	119,290
9,357	Part Time Wages	9,357	9,945	9,945
<b>\$ 190,164</b>	<b>42 Total Salaries</b>	<b>\$ 190,164</b>	<b>\$ 195,263</b>	<b>\$ 195,263</b>
48,696	Library Materials	50,499	50,499	50,499
1,045	Technology	1,066	1,066	1,066
1,045	Programs	1,066	1,066	1,066
18,530	Dues	18,901	18,901	18,901
2,050	Training	2,132	2,132	2,132
4,250	Supplies	4,335	4,335	4,335
<b>\$ 75,616</b>	<b>43 Total Expenses</b>	<b>\$ 77,998</b>	<b>\$ 77,998</b>	<b>\$ 77,998</b>
<b>\$ 265,780</b>	<b>Total Library Budget</b>	<b>\$ 268,162</b>	<b>\$ 273,261</b>	<b>\$ 273,261</b>

<b>\$ 265,780</b>	<b>TOTAL LIBRARY</b>	<b>\$ 268,162</b>	<b>\$ 273,261</b>	<b>\$ 273,261</b>
-------------------	----------------------	-------------------	-------------------	-------------------

<b><u>DEBT SERVICE</u></b>				
265,000	Principal	302,685	302,685	302,685
127,765	Interest	113,763	113,763	113,763
2,000	Administrative Fees	2,000	4,500	4,500
<b>\$ 394,765</b>	<b>44 Total Debt Budget</b>	<b>\$ 418,448</b>	<b>\$ 420,948</b>	<b>\$ 420,948</b>

<b>\$ 394,765</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$ 418,448</b>	<b>\$ 420,948</b>	<b>\$ 420,948</b>
-------------------	---------------------------	-------------------	-------------------	-------------------

<b><u>UNCLASSIFIED</u></b>				
536,292	Essex Country Retirement Contribution	580,962	580,962	580,962
3,000	Unemployment Compensation	3,000	3,000	3,000
66,000	Medicare Tax	66,000	66,000	66,000
85,000	OPEB Trust Fund (Other Post Employment Benefits)	85,000	85,000	85,000
750	Sealer of Weights & Measures	750	750	750
500	Memorial Day Services	500	500	500
26,000	Street Lighting	26,000	20,000	20,000
<b>\$ 717,542</b>	<b>45 Total Unclassified Budget</b>	<b>\$ 762,212</b>	<b>\$ 756,212</b>	<b>\$ 756,212</b>

<b>\$ 717,542</b>	<b>TOTAL UNCLASSIFIED</b>	<b>\$ 762,212</b>	<b>\$ 756,212</b>	<b>\$ 756,212</b>
-------------------	---------------------------	-------------------	-------------------	-------------------

<b>\$ 17,418,773</b>	<b>GRAND TOTAL</b>	<b>\$ 18,979,125</b>	<b>\$ 18,954,669</b>	<b>\$ 18,954,669</b>
----------------------	--------------------	----------------------	----------------------	----------------------

**BOARD OF SELECTMEN RECOMMENDS:**

**FAVORABLE ACTION**

**FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS:**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved as Amended - as detailed below

Amendment:

Debby Webster made a motion to amend the Assessing Manager's Salary line item to \$54,575 and the Assessing Manager Crossover line item to \$5,425 with a net balance staying the same.

Discussion took place, and the motion for the amendment was Approved by the Majority for Favorable Action

Discussion:

A question was asked about the Police Department training line and if there was enough funding given what is taking place across the country. Chairman Mike Wood and Lieutenant McDonald affirmed there was enough in that line for ample coverage.

A question was asked about the Debt budget and if the new school payment was budgeted for. Finance Director Dembkoski stated it was accurate and the new school debt is in the Pentucket Assessment.

**ARTICLE 39:** To see if the Town will vote to fix the salary and compensation of all elective and appointive officers of the Town for the twelve months ending June 30, 2021. Fixing of salaries according to Articles #36- #38 above; or take any other action relative thereto.

Article submitted by Finance Board

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:** June 22, 2020 - Unanimously Approved

TOWN ELECTION: Those qualified to vote in Annual Town Election to met in their respective voting precinct **Town Hall, 183 Main Street Groveland, MA** on **Monday, June 15, 2020, between the hours of 12:00 P.M. and 8:00 P.M.** and elected the following Town Officers:

To Elect:

- One (1) Assessor for one (1) year
- One (1) Assessor for three (3) years
- One (1) member of the Board of Health for three (3) years
- One (1) member of the Cemetery Commission for three (3) years
- One (1) member of the Housing Authority for three (3) years
- One (1) member of the Housing Authority for five (5) years
- Three (3) Trustees of the Langley-Adams Library for three (3) years
- One (1) member of the Municipal Light Commission for one (1) year
- One (1) member of the Municipal Light Commission for three (3) years
- One (1) Moderator for one (1) year
- One (1) Planning Board Member for one (1) year
- One (1) Planning Board Member for three (3) years
- One (1) member of the School Committee for three (3) years
- Two (2) Selectmen for three (3) years
- One (1) member of the Water/Sewer Commission for two (2) years
- One (1) member of the Water/Sewer Commission for three (3) years

Town Meeting adjourned at 8:30pm

## APPENDIX A

### CAPITAL IMPROVEMENT PLAN

FY2021 Capital Improvement Plan & 5 Year Capital Submissions									
Department	Project	FY2021 Requested	FY2021 Recommended	FY2022	FY2023	FY2024	FY2025	FY2026	Totals
Bagnall Improvements	Building Improvements	\$75,000	\$75,000	\$75,000	\$75,000	\$50,000	\$50,000	\$50,000	\$375,000
	Subtotal - Bagnall	\$75,000	\$75,000	\$75,000	\$75,000	\$50,000	\$50,000	\$50,000	\$225,000
Cemetery Department	4x4 Pickup Truck - F250	\$42,000	\$42,000						\$42,000
	John Deere Z920M mower			\$12,000					\$12,000
	Tractor with front bucket				\$35,000				\$35,000
	John Deere Z920M mower w/bagger						\$15,000		\$15,000
	Subtotal- Cemetery Department	\$42,000	\$42,000	\$12,000	\$35,000	\$0	\$15,000	\$0	\$104,000
Council on Aging	Handicap Access Van	\$58,000	-						\$0
	Addition to Town Hall								
	Subtotal - Council on Aging	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	Municipal Infrastructure Improvements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
	Full Color Digital Board	\$17,000	\$17,000						\$17,000
	Small Pickup Truck			\$35,000					\$35,000
	Subtotal - Facilities	\$117,000	\$117,000	\$135,000	\$100,000	\$100,000	\$100,000	\$100,000	\$352,000
Fire Department	Pumper Engine			\$575,000					\$575,000
	Jaws of Life				\$70,260				\$70,260
	Subtotal - Fire Department	\$0	\$0	\$575,000	\$70,260	\$0			\$645,260
Highway Department	1-Ton Dump Truck	\$85,500	\$85,500						\$85,500
	8-Ton Truck (Replacing 2006 Peterbilt)	\$240,200	-						\$0
** shared with Georgetown - funding in budget	Used Street Sweeper **	\$15,000	\$15,000						\$15,000
	Stetco Catch Basin Cleaner			\$95,000					\$95,000
	Ford F550 1 ton Dump				\$85,000				\$85,000
	Cat 420 F Back Hoe						\$180,000		\$180,000
	Subtotal - Highway Department	\$340,700	\$100,500	\$95,000	\$85,000	\$0	\$180,000	\$0	\$460,500
Police Department	Replacement of Line Cruiser	\$50,940	\$50,940	\$51,500	\$52,000	\$52,500	\$53,000	\$53,500	\$313,440
	Subtotal - Police Department	\$50,940	\$50,940	\$51,500	\$52,000	\$52,500	\$53,000	\$53,500	\$313,440
	Totals	\$683,640	\$385,440	\$943,500	\$417,260	\$202,500	\$398,000	\$203,500	\$2,100,200



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

Pines Recreation Boat Ramp Revolving Fund – Fund 2409

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

-----

Zoning Board of Appeals Revolving Fund – Fund 2440

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

-----

Bagnall Summer Program Revolving Fund – Fund 2406

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

-----

Council on Aging Revolving Fund – Fund 2407

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

-----

Fire CPR Class Revolving Fund – Fund 2451

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

-----

Pines Maintenance Revolving Fund

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

-----

# Veasey Memorial Park FY 2020 Revolving Fund Financial Report

As of March 15, 2020

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

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

## **APPENDIX C**

### **LIST OF STORMWATER CHANGES**

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

Section 14.1 is revised as follows:

Sec. **§ 14-1. PURPOSE *Findings.***

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

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

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

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

A new § 14-2 is inserted as follows:

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

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

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

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

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

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

Sec. ~~§ 14-23~~. AUTHORITY

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

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

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

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

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

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

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

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

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

**A. Chemicals, paints, varnishes, and solvents;**

**B. Oil and other automotive fluids;**

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

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

**E. Pesticides, herbicides, and fertilizers;**

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

**G. Dissolved and particulate metals;**

**H. Animal wastes;**

**I. Rock, sand, salt, soils;**

**J. Concrete truck washout;**

**K. Sanitary wastes;**

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

**M. Noxious or offensive matter of any kind.**

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

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

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

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

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

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

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

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

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

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

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

**(2) Conservation Commission. Order of conditions.**

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

- A. LID site planning and design strategies must be implemented unless infeasible in order to reduce the discharge of stormwater from development sites;***
- B. Stormwater management system design shall be consistent with, or more stringent than, the requirements of the 2008 Massachusetts Stormwater Handbook;***
- C. Stormwater management systems on new development shall be designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site.***

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

***(a) Installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**(8) Remediation of contamination in connection therewith.**

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

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

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

**G. Waivers.**

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

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

**(b) Waiver is in the public interest;**

**(c) A public safety issue exists; or**

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

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

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

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

## **APPENDIX D**

### **LIST OF ZONING BYLAW CHANGES**

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

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

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

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

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

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

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

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

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

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

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

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

MUNICIPAL RECREATIONAL is changed to MUNICIPAL RECREATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section § 14.8.1 (new § Section 50-14.8A) is revised as follows: *Variances and special permits. No appeal, application or petition which has been unfavorably and finally acted upon by the special permit granting or permit granting authority shall be acted favorably upon within two years after the date of final unfavorable action unless said special permit granting authority or permit granting authority finds, by a unanimous vote of a board of three members or by a vote of four members of a board of five members or two-thirds ~~[(9/10)]~~ vote of a board of more than five members, specific and material changes in the conditions upon which the previous unfavorable action was based, and describes such changes in the record of its proceedings, and unless all but one of the members of the Planning Board consents thereto and after notice is given to parties in interest of the time and place of the proceedings when the question of such consent will be considered.*

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

## **APPENDIX E**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## APPENDIX F

### TABLE OF MOTIONS

Reprinted from **Town Meeting Time**, by Johnson, Trustman and Wadsworth.  
Copyright © 1962, by Little, Brown and Company (Inc.)

#### Table of Basic Points of Motion

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

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

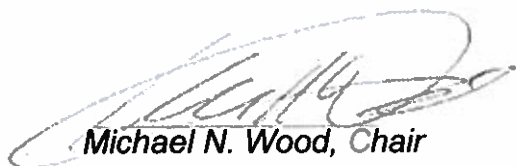
\*\* Same rank and debatable to same extent as motion being reconsidered.

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

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

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

Given under our hands this 11th day of May in the year of our Lord two thousand twenty.



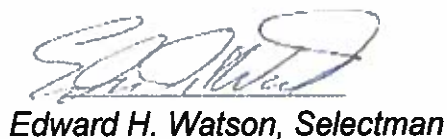
Michael N. Wood, Chair



William G. O'Neil, Vice-Chair



Kathleen S. Kastrinelis, Selectwoman



Edward H. Watson, Selectman

A true copy, attest:



Elizabeth Cunniff, Town Clerk



Jeffrey T. Gillen, Police Chief

#### OFFICER'S RETURN

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



Elizabeth Cunniff, Town Clerk



Jeffrey T. Gillen, Police Chief

**TOWN OF GROVELAND  
MASSACHUSETTS  
2019-2020**

**BOARD OF SELECTMEN**

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

**FINANCE DIRECTOR**

Denise M. Dembkoski

**FINANCE BOARD**

**TERM EXPIRES**

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

# **TOWN, STATE AND PRESIDENTIAL ELECTION RESULTS**



Town of Groveland  
2020 Presidential Primary  
March 3, 2020

ELECTED POSITION:	DEMOCRATIC PARTY			
	CANDIDATE	TOTAL Precinct 1&2 VOTES	Precinct 1 Votes	Precinct 2 Votes
PRESIDENT	DEVAL PATRICK	8	1	7
	AMY KLOBUCHAR	24	14	10
	ELIZABETH WARREN	231	113	118
	MICHAEL BENNET			
	MICHAEL R. BLOOMBERG	184	87	97
	TULSI GABBARD	16	9	7
	CORY BOOKER	1		1
	JULIAN CASTRO			
	TOM STEYER	18	6	12
	BERNIE SANDERS	395	209	186
	JOSEPH R. BIDEN	539	265	274
	JOHN K. DELANEY			
	ANDREW YANG	1		1
	PETE BUTTIGIEG	48	20	28
	MARIANNE WILLIAMSON	2	1	1
	NO PREFERENCE:	7	5	2
	WRITE-INS:			
	TOTAL VOTES:	1,474	730	744
	NUMBER OF BLANK VOTES:	2		2
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	1,476	730	746
STATE COMMITTEE MAN	THOMAS E. LAWNSBY	1,007	510	497
	WRITE-INS:	8	1	7
	TOTAL VOTES:	1,015	511	504
	NUMBER OF BLANK VOTES:	461	219	242
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	1,476	730	746
STATE COMMITTEE WOMAN	CARLA C. CHRISTENSEN	1,025	516	509
	WRITE-INS:	6	2	4
	TOTAL VOTES:	1,031	518	513
	NUMBER OF BLANK VOTES:	445	212	233
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	1,476	730	746
TOWN COMMITTEE	INGE M. BUERGER	664	337	327
	ELIZABETH G. GREENHAGEN	800	377	423
	WRITE-INS:	16	12	4
	TOTAL VOTES:	1,480	726	754
	NUMBER OF BLANK VOTES:	13,235	6,556	6,679
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	14,715	7,282	7,433

ELECTED POSITION:	REPUBLICAN PARTY			
	CANDIDATE	TOTAL Precinct 1&2 VOTES	Precinct 1 Votes	Precinct 2 Votes
PRESIDENT	WILLIAM F. WELD	44	25	19
	JOE WALSH	2		2
	DONALD J. TRUMP	500	246	254
	ROQUE "ROCKY" DE LA FUENTE	1		1
	NO PREFERENCE:	13	3	10
	WRITE-INS:	7	2	5
	TOTAL VOTES:	567	276	291
	NUMBER OF BLANK VOTES:	3	3	
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	570	279	291
STATE COMMITTEE MAN	RICHARD A. BAKER	421	207	214
	JEFFREY R. YULL	104	48	56
	WRITE-INS:			
	TOTAL VOTES:	525	255	270
	NUMBER OF BLANK VOTES:	45	24	21
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	570	279	291
STATE COMMITTEE WOMAN	AMANDA KESTERSON	219	113	106
	LAURA M. SAPIENZA-GRABSKI	280	136	144
	WRITE-INS:			
	TOTAL VOTES:	499	249	250
	NUMBER OF BLANK VOTES:	70	30	40
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	569	279	290
TOWN COMMITTEE	WRITE-INS:	25	12	13
	TOTAL VOTES:	25	12	13
	NUMBER OF BLANK VOTES:	19,823	9,719	10,104
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	19,848	9,731	10,117

ELECTED POSITION:	GREEN-RAINBOW Party			
	CANDIDATE	TOTAL Precinct 1&2 VOTES	Precinct 1 Votes	Precinct 2 Votes
PRESIDENT	DARIO HUNTER		-	-
	SEDINAM KINAMO CHRISTIN MOYOWASIFZA-CURRY		-	-
	KENT MESPLAY		-	-
	HOWARD HAWKINS		-	-
	NO PREFERENCE:		-	-
	WRITE-INS:	1	1	-
	TOTAL VOTES:	1	1	-
STATE COMMITTEE MAN	NUMBER OF BLANK VOTES:		-	-
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	1	1	-
	WRITE-INS:		-	-
	TOTAL VOTES:	-	-	-
STATE COMMITTEE WOMAN	NUMBER OF BLANK VOTES:	1	1	-
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	1	1	-
	WRITE-INS:		-	-
	TOTAL VOTES:	-	-	-
TOWN COMMITTEE	NUMBER OF BLANK VOTES:	1	1	-
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	1	1	-
	WRITE-INS:	1	1	-
	TOTAL VOTES:	1	1	-
TOWN COMMITTEE	NUMBER OF BLANK VOTES:	9	9	-
	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	10	10	-

ELECTED POSITION:	LIBERTARIAN PARTY			
	CANDIDATE	TOTAL Precinct 1&2 VOTES	Precinct 1 Votes	Precinct 2 Votes
PRESIDENT	ARVIN VOHRA		-	-
	VERMIN LOVE SUPREME		-	-
	JACOB GEORGE HORNBERGER		-	-
	SAMUEL JOSEPH ROBB		-	-
	DAN TAXATION IS THEFT BEHRMAN		-	-
	KIMBERLY MARGARET RUFF		-	-
	KENNETH REED ARMSTRONG	1	-	1
	ADAM KOKESH		-	-
	JO JORGENSEN		-	-
	MAX ABRAMSON		-	-
	NO PREFERENCE:	1	-	1
	WRITE-INS:	2	1	1
	TOTAL VOTES:	4	1	3
	NUMBER OF BLANK VOTES:		-	-
STATE COMMITTEE MAN	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	4	1	3
	WRITE-INS:		-	-
	TOTAL VOTES:	-	-	-
	NUMBER OF BLANK VOTES:	4	1	3
STATE COMMITTEE WOMAN	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	4	1	3
	WRITE-INS:		-	-
	TOTAL VOTES:	-	-	-
	NUMBER OF BLANK VOTES:	4	1	3
TOWN COMMITTEE	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	4	1	3
	WRITE-INS:		-	-
	TOTAL VOTES:	-	-	-
	NUMBER OF BLANK VOTES:	40	10	30
TOWN COMMITTEE	Ballots (TOTAL VOTES + NUMBER OF BLANK VOTES:	40	10	30

**LOCAL ELECTION****15-Jun-20****GROVELAND**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>TOTAL VOTED</b>	369	351	720
<b>TOTAL REGISTERED VOTERS</b>			5192

<b><u>Elected Position</u></b>	<b><u>Candidate</u></b>	<b><u>Precinct 1</u></b>	<b><u>Precinct 2</u></b>	<b><u>Total Votes</u></b>
<b><u>Assessor 3 Years</u></b>	<b><u>Vote for One</u></b>			
Write In	N Dana Moody	1	4	5
Other		11	9	20
Blank		357	338	695
<b>Total Votes</b>		<b>369</b>	<b>351</b>	<b>720</b>

<b><u>Assessor 1 Year</u></b>	<b><u>Vote for One</u></b>			
Write In				
Other		2	8	10
Blank		367	343	710
<b>Total Votes</b>		<b>369</b>	<b>351</b>	<b>720</b>

<b><u>Selectman 3 Years</u></b>	<b><u>Vote for Two</u></b>			
Candidate for Re-Election	Kathleen Kastrinelis	267	263	530
Candidate for Re-Election	Jason E Naves	161	152	313
	Daniel Stewart	64	90	154
	Debra J Young	159	128	287
Write In				
Other		0	2	2
Blank		87	67	154
<b>Total Votes</b>		<b>738</b>	<b>702</b>	<b>1440</b>

<b><u>Board of Health 3 Years</u></b>	<b><u>Vote for One</u></b>			
Write In				
Other		10	11	21
Blank		359	340	699
<b>Total Votes</b>		<b>369</b>	<b>351</b>	<b>720</b>

<b><u>Cemetery Commissioner 3 Years</u></b>	<b><u>Vote for One</u></b>			
Candidate for Re-Election	Michael A Kastrinelis	306	281	587
Write In				
Other		2	2	4
Blank		61	68	129
<b>Total Votes</b>		<b>369</b>	<b>351</b>	<b>720</b>

**Housing Authority 5 Years**

Candidate for Re-Election

Write In

Other

Blank

**Total Votes****Vote for One**

Kathleen M Prunier

Jay A Collins

199

132

0

38

**369**

182

144

0

25

**351**

381

276

0

63

**720****Housing Authority 3 Years**

Write In

Other

Blank

**Total Votes****Vote for One**

Inger Burke

276

0

93

**369**

254

6

91

**351**

530

6

184

**720****Library Trustee 3 Years**

Candidate for Election

Write In

Other

Blank

**Total Votes****Vote for Three**

Laurel Puchalski

Robert I Downey

Jamie Koulouras

285

231

10

4

577

**1107**

266

219

2

11

555

**1053**

551

450

12

15

1132

**2160****Light Commission 3 Years**

Candidate for Re-Election

Write In

Other

Blank

**Total Votes****Vote for One**

Sean Labelle

294

0

75

**369**

266

2

83

**351**

560

2

158

**720****Light Commission 1 Year**

Write In

Other

Blank

**Total Votes****Vote for One**

Michael Cloutier

281

0

88

**369**

260

2

89

**351**

541

2

177

**720****Moderator 1 Year**

Write In

Other

Blank

**Total Votes****Vote for One**

William H Darke

19

1

349

**369**

11

3

337

**351**

30

4

686

**720**

**Planning Board 3 Years****Vote for One**

Write In			
Other	5	8	13
Blank	364	343	707
<b>Total Votes</b>	<b>369</b>	<b>351</b>	<b>720</b>

**Planning Board 1 Year****Vote for One**

Write In			
Other	3	6	9
Blank	366	345	711
<b>Total Votes</b>	<b>369</b>	<b>351</b>	<b>720</b>

**School Committee 3 Years****Vote for One**

	Emily M Dwyer		
Write In	290	259	549
Other	0	5	5
Blank	79	87	166
<b>Total Votes</b>	<b>369</b>	<b>351</b>	<b>720</b>

**Water/Sewer Commission 3 Years****Vote for One**

Write In			
Other	4	9	13
Blank	365	342	707
<b>Total Votes</b>	<b>369</b>	<b>351</b>	<b>720</b>

**Water/Sewer Commission 2 Years****Vote for One**

Write In	Jon Carl Bellinger		
	1	5	6
Other	3	5	8
Blank	365	341	706
<b>Total Votes</b>	<b>369</b>	<b>351</b>	<b>720</b>

# **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 2020**

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, 2019 for fiscal year 2020. The town's fiscal year is July 1, 2019 to June 30, 2020. Property values are based on calendar year 2018 sales.

The importance of the assessor's office is reflected by the Town's dependence on property taxes and new growth component of the tax levy. The Board would like to thank the homeowners 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 2020 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	2403	\$ 996,170,253	\$14.05	\$13,996,192	92.98%
Open Space	0	0		0	0%
Commercial	89	\$ 27,367,668	\$14.05	\$ 384,516	2.56%
Industrial	37	\$ 24,210,800	\$14.05	\$ 340,162	2.26%
Pers Property	65	\$ 23,593,040	\$14.05	\$ 331,482	2.20%
Exempt	125	\$ 85,075,500		0	0%
<b>TOTAL</b>	2719	\$1,156,417,261		\$15,052,352	100.00%

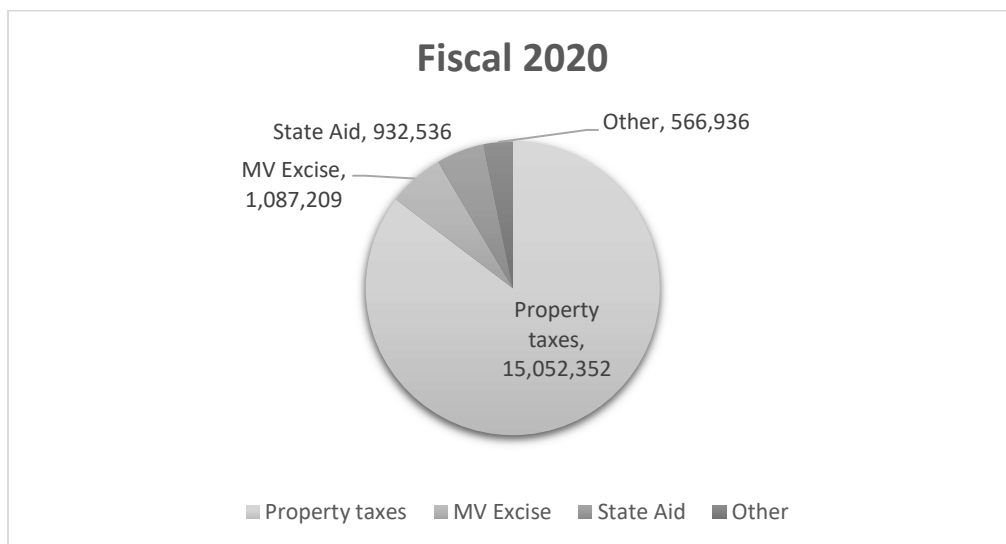
As always, the Board feels it is important for all taxpayers to remember that the Board of Assessors do not raise or lower your taxes, the tax bills are determined by the amount appropriated at each town meeting. The assessors determine your share of the amount voted by calculating your property's value. 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 lists the average single-family tax bill for the past five fiscal years.

Fiscal Year	Tax Rate	Avg. Single Family Value	Avg. Tax Bill
2020	\$14.05	\$445,720	\$6,262
2019	\$14.35	\$426,300	\$6,117
2018	\$14.69	\$402,000	\$5,905
2017	\$14.68	\$387,400	\$5,687
2016	\$15.09	\$361,400	\$5,454

Property taxes generate 85% of the revenue and excise makes up 6% of the taxes collected for the Town. The Assessors' office 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



## **FY2020 – 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 1<sup>st</sup> 2019 to June 30<sup>th</sup> 2020, permits issued had a combined construction value of \$9,520,509.00 excluding plumbing, gas and electrical permits.

### **Expenses**

Salaries and Wages	\$69,669.00
Department Expenses	<u>\$11,052.00</u>
Total Department Expenses	\$80,721.00
 Department Revenue	 <u>\$121,092.00</u>
Total Revenue After Expenses	\$40,371.00

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 1/1/2021 (partial list)**

1. 2015 International Building Code with MA front end amendments.
2. 2015 International Residential Code with MA front end amendments.
3. 2018 International Energy Conservation Code.
4. 2015 International Existing Building Code.
5. MA Fuel Gas Code.
6. MA Plumbing Code.
7. MA Electrical Code / 2020 National Electrical Code.
8. 2015 International Mechanical Code.



## 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 2020

#### *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*

During one of the most challenging years in our country's history, particularly for our seniors, your Council On Aging continued to meet the needs of our residents. In 2020, although Town Hall was closed to the public for over 9 months, we focused our efforts on the following: Phone outreach to our residents 75 and better (especially those living alone, and more frail seniors), nutrition (delivering special meals, weekly food boxes/pantry deliveries), Meals on Wheels, and monthly Brown Bags), transportation to medical appointments, mask delivery, and free weekly grocery trips. In person events, programs, home visits, trips were cancelled.

#### *Statistics and Service / Activities*

*(with the Support of Elder Services of the Merrimack Valley and Northshore and the EOE)*

**Groveland Seniors Served:** Younger than 55 = **62** / 55-59 = **141** / 60-64 = **601** / 65-74 = **1,123** / 75-84 = **619** / Over 85 = **287**. We also assist an additional 1,017 out-of-town clients (family support, neighbors, random info requests)

**Outreach Provided:** Our Outreach work is partially funded (8 hrs/wk) by the state Formula Grant. Phone reassurance, Elder Mental Health Outreach (EMHOT) in conjunction with the Amesbury COA, elder legal advice, fuel assistance, veterans' services, SNAP (Supplemental Nutrition), MassHealth application assistance, USDA food program, the Haverhill UTEC food box program, yard and home maintenance assistance were utilized by **524** residents.

**Meals on Wheels:** **2,978** meals were delivered to **33** homebound elders.

**Newsletter:** Grant funded by the EOE, newsletter to ~1,440 households – 6 times each year.

**Transportation:** We provided **976** rides to **189** residents (half our usual number, but twice as many new riders/deliveries. With our handicapped lift van, we provide essential transportation to doctors, hospitals, rehab., and shops. FREE transportation through MVRTA's Ring & Ride Program continues for all adult residents 18+. We also have local volunteers who drive for the NEET program (Northern Essex Elder Transport).

**Financial Assistance:** Community Action, Citizens Energy Heat Program, Rebuilding Together home renovation assistance, MV Legal Assistance, Prescription Advantage Program, and Medicare assistance reached a total of **245** elders. The Property Tax Work-Off program was also provided.

**Health/Wellness/Exercise:** Board of Health blood pressure clinics discontinued. 2 Senior flu clinics were offered at the Fire Station. Fitness/Wellness classes include Reiki + Meditation, Strength Training, Walking Club at PRHS, and Yoga. Those programs reached **44** seniors.

**Elder Services of the Merrimack Valley:** Groveland clients (**212**) received assistance from SHINE (Serving the Health Insurance Needs of Everyone on Medicare) counselor, the Brown Bag program, the Crisis Intervention Unit, Money Mgmt., and Home Care Program (homemaker, companion, shopping, personal care, chores, social day care, adult day health, Life Line) and Title III (meals) programs.

**On Going Activities:** AARP tax assistance only partially completed, financial/retirement planning, health insurance / social security programs, trips to museums, travel and tours, exhibits, weekly movie afternoon, concerts, “Lunch & Learn,” monthly birthday celebrations, art classes, and monthly social hour all ended mid-March.

**Annual Events:** None occurred. *Usually* seniors enjoy our Volunteer Appreciation Brunch, 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. (*seniors voiced much disappointment over necessary cancellation of that special event*).

**Volunteers:** Volunteer assistance drastically reduced from previous years. Ordinarily, **63** folks volunteer with the COA.

**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., Merrimack Valley Philharmonic Orchestra, Sue Cullen – Reiki Master, “Mr. & Mrs. Fix-It,” Ocasio’s Martial Arts, Panera Bread (Newburyport), Wingate Residences of Haverhill, Pentucket Regional High School, art instructors Margaret Poppe, Marcia Nadeau, and Frank Sadowski, and our generous neighbors!

Respectfully Submitted—Lynne Stanton *Director*

**Board of COA:** Kathryn Alesse - *Chairperson*, Dorothy DiChiara - *Treasurer*,  
Laurel Puchalski - *Secretary*, Francis Sadowski and Anita Wright

**Staff:** Nisha Burke - *Program / Transportation / Data Coordinator*, Maria Yagual - *Outreach*,  
Ken DuSombre, and Frank Sapienti - *Van Drivers*



## TOWN OF GROVELAND FIRE DEPARTMENT

181 Main Street  
Groveland, MA 01834

Robert E. Valentine  
Chief of Department  
rvalentine@grovelandma.com  
(978)-971-1009

### FY-2020 Annual Report

As of December 1, 2019 the Groveland Fire Department hired its first full-time Fire Chief. The chief remained the only full-time employee, with 28 active Call Firefighters. Our community is growing, causing an increase of 12.6% in calls for service. Groveland Fire responded to 733 Incidents, an 82 run increase over the 651 calls in FY 2019. The breakdown of these calls fall into the following categories.

<b>Fires:</b>	<b>28</b>
<b>Rescue/EMS:</b>	<b>413</b>
<b>Motor Vehicle Accidents:</b>	<b>30</b>
<b>Hazardous Conditions:</b>	<b>19</b>
<b>Public Assist Calls:</b>	<b>25</b>
<b>Good Intent Calls:</b>	<b>94</b>
<b>False Alarms:</b>	<b>115</b>
<b>Severe Weather Related Calls:</b>	<b>9</b>
<b>Total Calls FY 2020:</b>	<b>733</b>

Our Fire Prevention Division, headed by Lt. Brian Belfiore, has once again gone above and beyond to fulfill the objectives of Annual Inspection, Smoke/CO Detector Inspections, Fire Alarm Systems quarterly testing. Fire Drills are being conducted in The Bagnall School, group homes and commercial buildings within the Town. We continue to have an excellent working relationship with our Building Inspector, as we continue to reach our annual goals in Public Safety Inspections.

Our EMS Director, Lt. Jennifer Hicks and her committee did an outstanding job keeping our Firefighters safe during the outbreak of the current Pandemic, establishing policies and protocols for proper use of Personal Protective Equipment and safely mitigate all calls for medical emergencies. As of the date of writing this report, Groveland Fire Department has had no personnel become ill due to an exposure while performing their duties for this department. This is a direct result of their efforts to establish and enforce these safety measures.

The Training Division, headed by Lt. Steve Merrill Jr. has continued to assure all Fire Personnel are qualified to mitigate any type call we may encounter. We conduct weekly training sessions on Tuesday evenings, with Emergency Medical and Fire Training classes and practical evolutions, keeping all personnel on top of their skills.

The Groveland Fire Department continues to provide professional fire and emergency services to the residents, while remaining fiscally responsible. We constantly review our operations and services, making necessary adjustments to improve our delivery of these services. Given the expected population growth, new construction and residential development in the upcoming future, this department will proactively continue our review and assessment of our needs, as to continue to prepare for whatever challenges may arise.

We would like to thank the Groveland Residents for their continued support of this great department.

Finally, I can honestly say without hesitation, it is an absolute honor and pleasure leading the group of Firefighter/EMT's that the Groveland Fire Department has serving this community.

Respectfully Submitted,

Robert E. Valentine, Fire Chief  
Groveland Massachusetts



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](mailto: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 2020, the police department logged 13,590 calls for service with the total log entries at 14,797. Reported larcenies/burglaries totaled 5. The department responded to 403 medical calls and 81 motor vehicle crashes. Total alarm responses were 260, identity theft/credit card calls were 353 and assist citizen/other agencies totaled 4,273. There were 336 animal calls for service.

Officers conducted 1747 motor vehicle stops with 1,396 operators given verbal warnings, 90 written warnings, 233 civil citations issued, 70 criminal complaints issued and 8 arrests made. The charges for individuals arrested are broken down as follows: license/registration offenses 176, operating under the influence 11, drug/liquor offenses 11, warrant arrest 23, larceny/B&E 13, trespass/threats/firearms/weapons charges 11, and harassment/domestic assaults 26.



**Statement of Groveland Police Chief Jeffrey T. Gillen Regarding Death  
of George Floyd and Actions of Minneapolis Police**

*GROVELAND -- Chief Jeffrey T. Gillen and the men and women of the Groveland Police Department condemn the actions of the Minneapolis Police officers which resulted in the death of George Floyd last week. Chief Gillen and the Groveland Police Department also condemn racism and police brutality of any kind, as the Groveland Police Department has worked to maintain a sense of welcoming and safety for all individuals, families, business owners and visitors in Groveland.*

*"The actions of these police officers, not just in Minneapolis but elsewhere, before and after the death of George Floyd, in no way reflect what the Groveland Police Department stands for", Chief Gillen said. "The mission statement of our department clearly states that our officers will protect the constitutional rights of all individuals and that we are committed to maintaining peace and protecting all life. We live by these words every day in service to our community."*

*Police departments and their officers across Massachusetts have thoroughly embraced the six pillars of the principles embodied in the final report of President Barack Obama's Task Force on 21st Century Policing and remain committed to professional conduct, democratic policing and procedural justice for all people.*

*The methods used in Minneapolis that killed George Floyd are not part of any police training program in Massachusetts including those used by members of the Groveland*



*Police Department. Specifically, police are never trained to place a prone suspect on their face or to put pressure on the neck or throat of a person being detained.*

*The Groveland Police Department believes in treating all citizens fairly and with dignity whether they are callers asking for help, those suspect of wrongdoing or members of our community encountered day to day by officers on the beat.*

*While any police officer anywhere may be called upon to use force to protect public safety, Groveland Police Officers are trained only to use the methods and amount of force that are absolutely necessary to ensure safety for the suspect, the officers, and civilians in the area.*

*The Groveland Police Department also believes in the rights of every citizen to peacefully assemble in protest over important issues such as racism, hatred, bigotry and police brutality. Every member of the Groveland Police Department joins in the peaceful and collective voice of the protesters demanding justice.*

*"We demand justice. We work for you. We are your allies", Chief Gillen said. "If one person in our community feels unwelcome or unsafe, the entire community loses."*

*"I encourage everyone to unite and show respect for the diversity of voices you are hearing today. It is only by listening to one another that we can learn how to move forward."*

Responding to an unprecedented public health crisis this last year has been difficult for everyone. Since the start of the COVID-19 pandemic, measures have been introduced that have severely affected many areas of our lives. Law enforcement agencies were tasked with assuring compliance with measures put in place to ensure everyone's safety. Working with the Groveland Board of Health, we took the approach of educating the community. We were able to work together with the community to obtain acceptable compliance with no enforcement action. I am thankful for everyone's efforts and cooperation. I am impressed with the unfettered service of the men and women at the Groveland Police Department. Throughout the pandemic we have delivered the same high level of dedicated service without interruption of service to the community. We were able to maintain our normal shift schedules and work within our operating budget.



The Department continues to utilize social media 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. Groveland continues to be one of the safest communities in the commonwealth.

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 working together. 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

**Langley-Adams Library**  
**Report for Fiscal Year 2020**

We all saw vast changes throughout Fiscal Year 2020. Every Town department needed to adapt its services to due the COVID-19 pandemic, and Langley-Adams Library was no exception.

In March 2020, we closed to the public due to the spread of COVID-19 and remained closed throughout the rest of Fiscal Year 2020. However, the Library expanded its digital services more than it ever had before. Prior to the closure, the Library held many in-person programs in its meeting room. After the closure, the Library started to hold regular programming over Zoom. This includes regular adult programming, which usually takes place on Monday evenings, story times, book clubs, and more.

At the end of Fiscal Year 2020, the Library had a total of 80,522 materials. This includes the digital materials through Overdrive, to which the entire Merrimack Valley Library Consortium (MVLC) has access. Due to the MVLC increasing its digital purchases, the Library's material holdings nearly doubled from Fiscal Year 2019 to Fiscal Year 2020. The Library's circulation of materials decreased over the spring of 2020 due to the previously mentioned closure. The total materials circulation in Fiscal Year 2020 was 33,686, which is an estimated 9,000 decrease from the previous fiscal year. The Library's total registered borrowers who are residents of Groveland was 4,442, which is the majority of the Town's population.

Due to the shutdown and closure, our programming consisted of a mixture of digital and in-person. The Library held a total of 415 programs, with a program attendance of 2,630. Library staff also completed 2,870 reference transactions.

Thank you to everyone who helped us serve the public during Fiscal Year 2020. This includes, but is not limited to: Library staff, the Board of Library Trustees, the Board of Selectmen, the Board of Health, Town Employees, and our fantastic patrons!

Respectfully submitted,

Darcy Lepore, Library Director



# TOWN OF GROVELAND

## CEMETERY COMMISSION

183 Main Street

Groveland, Massachusetts 01834

(978) 891-2539

CDesrosiers@grovelandma.com

### 2020 Annual Report

The Riverview Cemetery and Small Pox Cemetery are Town-owned cemeteries that are managed by a 3-member elected Cemetery Commission. Operation and maintenance of the cemeteries is provided by one full time superintendent and part time summer grounds keepers.

**Statistics.** In 2020, there was activity as follows:

- Burials
  - Traditional 21
  - Cremation 13
- Lots Purchased 12
- Headstone/Monument Foundations 11
- Footstones (not including Military) 8

In FY20 we officially opened up a newly engineered section, adding over 300 two grave lots. This substantial addition will provide the space required to meet the needs of the Cemetery for years to come. Our Superintendent continues with the daunting task of reviewing and eneting our paper records and lot cards in a secure and accessible electronic digital database. While we had no large capital purchases for the year, we have replaced a number of our failing small engine hand-tool inventory.

For the Spring/Summer months we were able to hire two individuals to assist with landscaping operations. These part-time positions work up to 19 hours a week under the direct supervision of the Superintendent.

Looking to future capital purchases in FY21, we expect to replace our aging pickup truck with a newer model that will include a snowplow. This will allow our specialized staff the capability of safely clearing snow in a timely manner as required during the winter months. We also expect to replace the failing roof on the cemetery office and garage building. Lastly, we plan to continue our historical stone and monument restoration plan throughout the older sections of the cemetery.

Respectively Submitted,

Raymond Rock Dower, Chairman

Debra Stewart, Commissioner

Mike Kastrinelis, Commissioner

Charles Desrosiers, Cemetery Superintendent



---

## **TOWN OF GROVELAND PLANNING BOARD – TOWN REPORT FY20**

The Planning Department consists of a Town Planner, and a five (5) elected member volunteer board and one (1) alternate member appointed by the Board of Selectmen. Members are elected for three (3) year terms and the associate member is appointed to a one (1) year term. The Department reviews and endorses all Approval Not Required Plans (M.G.L. Ch. 41 Sec. 81-L and 81-P), all Preliminary and Definitive Subdivision plans as required by M.G.L. Ch. 41 Sec. 81 - K to 81 - GG and the Town of Groveland Subdivision Rules and Regulations. The Planning Department also reviews applications for Stormwater Management and Land Disturbance permits as authorized under Article 14 of the General Bylaw, Site Plan Review as authorized under the Groveland Zoning Bylaw Section 13 and the following Special Permits, as authorized by M.G.L. Ch. 40A and the Groveland Zoning Bylaw:

- Aquifer Protection Overlay District pursuant to Section 6.2.
- Reduction in Parking Requirements pursuant to Section 9.4.
- Inclusion of Affordable Housing pursuant to Section 10.1
- Conservation Subdivision Design (CSD) pursuant to Section 10.2.
- Planned Unit Development (PUD) pursuant to Section 10.3

The Planning Board meets regularly, the first and third Tuesday of the month. Planning Board meetings are held at the Town Hall Main Meeting Room located at 183 Main Street. All interested persons may appear and be heard. Persons needing special accommodations and/or those interested in viewing the application materials should contact the Groveland Economic Development Planning & Conservation Department at (978) 556-7215

## **PLANNING BOARD CHANGES**

In January 2021 Brad Ligols was appointed as a full-time member to fill out one of the vacant seats until the annual election. At the end of the fiscal year the Board had four (4) full members and had one (1) full time member position vacant and one (1) associate member vacancy. In January 2021 the Board supported the creation of the Economic Development Planning & Conservation Department. The consolidation of planning, zoning, conservation and community

preservation under the direction and oversight of a Director will provide efficiency, enhance communication, streamline process and improve function. This is standard operation for land use boards.

### **PAST YEAR OVERVIEW**

During FY2020, the Planning Department reviewed and granted the following permits:

<b>Application Type</b>	<b># Permits Reviewed</b>
Approval Not Required	1
Preliminary Subdivision	1
Definitive Subdivision Modification	1
Site Plan Approval	1
Stormwater Permit	2
<b>TOTAL</b>	<b>6</b>

### **TOWN MEETING ARTICLES AND ZONING CHANGES**

The Board put forth a couple of warrant article. The proposals consisted of:

- Site Plan Approval: This amendment provides clear development and use thresholds as to when review under site plan approval is applicable. The amendment provides clarification of minor site plan and when a project can be classified as minor and the process for review as a minor site plan. The amendment provides a clear explanation as to when a waiver may be granted and the process in which to request a waiver.
- Conservation Subdivision Design (CSD): Former edits to the CSD bylaw created perceived conflicts and the Board would like to eliminate confusion as to when a CSD would require a connection to sewer
- Creation of a Common Driveway Special Permit: Developments continue to seek excessive waivers from the Subdivision Control Law in order to create a road that functions as a shared drive. In efforts to meet the standards for roadway construction the design is poorly impacted. This change will provide better land use and ensure appropriate access.

## **INITIATIVES**

We have successfully completed the process with General Code and have codified the zoning bylaw, the Stormwater Management and Land Disturbance bylaw and the Subdivision Rules and Regulations. These can be found online on the town website. The Board will now focus its efforts on drafting the Master Plan.

Respectfully submitted,

Rebecca Oldham, Director

Economic Development Planning & Conservation Department

### **Groveland Planning Board**

Robert Danforth, Chair

Jim Bogiages

Brad Ligols

Walter Sorenson



## **TOWN OF GROVELAND ZONING BOARD – TOWN REPORT FY20**

The Zoning Board of Appeals consists of a five (5) member volunteer board and two (2) alternate members all appointed by the Board of Selectmen. Full time members are appointed for three (3) year terms and associate members are appointed for a one (1) year term. The Groveland Zoning Board of Appeals is authorized to function under the M.G.L. Chapters 40A and 40B, as well as the Groveland Zoning Bylaws. The Board issues special permits, grants variances and comprehensive permits, and hears appeals from decisions of the Building Inspector. Public hearings of the Board are held as the result of applications in the following areas:

- By a person aggrieved by the decision of the Building Inspector or other administrative officer (Massachusetts General Law, Chapter 40A, Section 13).
- For a Comprehensive Permit pursuant to M.G.L. Chapter 40B to construct affordable housing within the Town of Groveland.
- For a special permit under the Zoning Bylaw.
- For a variance from the requirements of the Zoning Bylaw.

The Zoning Board of Appeals meets regularly, the first Wednesday of the month. Zoning Board of Appeals meetings are held at the Town Hall Main Meeting Room located at 183 Main Street. All interested persons may appear and be heard. Persons needing special accommodations and/or those interested in viewing the application materials should contact the Groveland Economic Development Planning and Conservation Department at (978) 556-7215.

## **ZONING BOARD CHANGES**

On November 18, 2020 Kathleen Franson resigned from the Board. At the end of the fiscal year the Board had four (4) full members one (1) full member vacancy and two (2) associate member vacancies. In January 2021 the Board supported the creation of the Economic Development Planning & Conservation Department and moving the Board's operation under the authority of the Department and the direction and oversight of the Director.

## **PAST YEAR OVERVIEW**

During FY2020, the Zoning Board reviewed and granted the following permits:

<b>Application Type</b>	<b># Permits Reviewed</b>
Variance	1
Special Permit	3
Comprehensive Permit	1
<hr/>	
<b>TOTAL</b>	<b>5</b>

The Board approved a Comprehensive Permit allowing for the construction of 192-unit rental units at 4 Sewall Street. The approval of the Comprehensive Permit was not a decision made lightly. Projections in advance of the 2020 Census showed that 175 units in addition to the units the Town already has will be required in order for the Town to reach the 10% affordable housing, as required by the State. Reaching the 10% would make the Town eligible to declare Safe Harbor for future unwanted/unfriendly comprehensive permit applications. Safe Harbor refers to the ability of the ZBA to deny a comprehensive permit as consistent with local needs and not be overturned by the Housing Appeals Committee. The Zoning Board of Appeals noted that we are in the middle of the 2020 Census and there will be additional units that were created in the last ten years. These additional units will result in an increase of units that the community will need to provide for affordable housing, as required by the State. Final approval at 192-units would provide the Town enough units, if not more, to reach the 10%. Reaching the 10% would provide the Town a minimum of ten years, until the next census is released, to defend against any unwanted/unfriendly comprehensive permit applications.

Respectfully submitted,

Rebecca Oldham, Director

Economic Development Planning and Conservation Department

**Groveland Zoning Board of Appeals**

Jason Normand, Chair

Christopher Goodwin

Matthew Guy

John Stokes





## **Town of Groveland Water and Sewer Department**

### **2020 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, over the years additional Massachusetts General Laws were adopted by the town to govern the Department. 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 1,980 service connections to approximately 6,605 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.

Our water is treated with Sodium Hydroxide for corrosion control, fluoride for dental health and chlorine for preventive disinfection of the distribution system.

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 Departments operate 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](http://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 directly tied to the 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.

The Town experiences very steady development, averaging 6-10 new single family homes each year.

In the year 2020 the department pumped a total of 134,482,000 gallons of water, which is 12% more than the previous year. The increase can be attributed to people being at home more due to the current Covid-19 restrictions. If you have any questions about water conservation or how the Department can assist in helping you conserve water please contact our office. The daily average of water pumped was 0.367 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 0.3722 MGD.

<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
9.060	7.732	8.674	8.518	13.242	17.208

<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
14.864	14.046	11.954	10.642	9.378	9.164

Million Gallons Pumped Per Month

Unaccounted for water was 3.1%, the goal as set by the DEP is to be under 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 51 RGPCD for 2020.

During the annual hydrant flushing program we flushed approximately 300 hydrants throughout the town. Hydrant flushing enhances water quality by flushing sediment from the mainline pipes, verifies proper operation of hydrants and valves, thereby enhancing firefighting capability. We have recently started 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. The new method utilizes more water gate operation to direct the water strategically to specific hydrants.

### **Sewer Department**

The total wastewater pumped to the City of Haverhill wastewater treatment plant was 82,976,000 gallons for the year. This is down 2.48% from last year, maximum daily flow was 627,000 gallons and the average flow was 225,702 gallons.

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 here in Groveland. 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.

Respectfully submitted,

Colin Stokes, Superintendent

James M. Sheehan, Chair

Jonathan Riopelle, Commissioner

Carl Bellinger, Commissioner

Heather Torres, Office Manager

# **SCHOOL DEPARTMENT REPORTS**

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

**Dr. Justin Bartholomew  
Superintendent of Schools**

**Greg Labrecque  
Business Manager**

**The Groveland Annual Report of the School Department activities for FY20 has been developed by the Principal of the Dr. Elmer S. Bagnall School on behalf of the Superintendent of Schools and the Pentucket Regional School Committee.**

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

**Groveland Graduates:**

**Arnold, Jennifer  
Baldini, Lydia  
Begin, Kendall  
Belliveau, Rachel  
Bellville, Samantha  
Cleary, Peter  
Cloutier, Kerstin  
Daniels, Brooke  
Davies, Amanda  
Delisle, Isabelle  
Demers, Jennelle  
English, Anna  
Forget, Molly  
Glazebrook, Jeremy  
Hart, John  
Hart, Veronica  
Hubbard, Jennifer  
Hurley, Angelica  
Husak, Christopher  
Joyce, Andrew  
Kamuda, Owen  
Keeves, Avery  
Lamattina, Nicholas  
Lambert, Hannah  
Lopata, Peter  
Maguire, Ryan  
McCoy, Megan  
McIntosh, Paige  
Meatley, Kayla  
Melonas, Christian  
Merrill, Stephen  
Mower, Nicholas  
Murray, Ethan  
O'Brien, Lydia  
O'Neil, Nolan  
Pfifferling, Tyler  
Pratt, Casey  
Pratt, Teagan  
Raftery, Evan  
Reath, Jaden  
Redgate, Scott  
Riter, Emily**

**Riter, Sarah**  
**Rosa, Katherine**  
**Salvi, Daniel**  
**Salvi, Joseph**  
**Senfleben, Austin**  
**Soto, Haleigh**  
**Stock, Kyle**  
**Stys, Samuel**  
**Tilden, Mikayla**  
**Veno, Kevin**  
**Walsh, Brennan**  
**Wyner, Anna**  
**Yacubacci, Angelina**





NEW-ENGLAND  
ASSOCIATION  
OF SCHOOLS  
AND COLLEGES  
ACCREDITED MEMBER

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

# APPROVED BUDGET 2019 – 2020 (04/10/2019)

Maureen A. Lynch  
Superintendent

## SCHOOL COMMITTEE

**Alana Gilbert, Chairperson**  
Salisbury

Garry James  
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

Chip O'Connor  
West Newbury

Richard P. Early, Jr.  
Haverhill

Scott Wood  
Haverhill

Ben Fichera  
Newburyport

Charles LaBella  
Amesbury

**"EQUAL EDUCATIONAL OPPORTUNITY"**

**Whittier Tech:**  
*Working on your future*



# Whittier Regional Vocational Technical High School

Alana Gilbert  
Chairperson  
School Committee

Maureen A. Lynch  
Superintendent

115 Amesbury Line Road  
Haverhill, MA 01830-1898  
978-373-4101  
Fax: 978-372-5331  
[www.whittiertech.org](http://www.whittiertech.org)

April 11, 2019

Dear Whittier Community Officials:

This booklet contains the 2019-2020 approved budget for the Whittier Regional Vocational Technical High School.

At a public hearing on April 10, 2019, the District School Committee approved a total district budget of \$ 25,225,676. Whittier's total budgetary requests were \$ 25,612,089. The Administration and School Committee made reductions totaling \$ 386,413 to arrive at the \$ 25,225,676 fiscal 2020 budget figure.

The approved FY20 budget of \$ 25,225,676 is an increase of \$793,536 or 3.25% over the FY19 budget of \$ 24,432,140. In addition to the approved FY20 district budget, the School Committee has approved a FY20 capital assessment for Phase II of the installation of artificial turf on the athletic field, an upgrade that will allow Whittier to better comply with Public Law 92-318 (also known as Title IX).

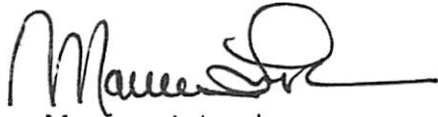
For FY20, Whittier's Chapter 70 funding increased 5.41%, state mandated minimum funding increased 5.07% and total community assessments increased a modest 1.40%. Individual community assessments will vary from year to year primarily due to increases or decreases in student enrollment along with state mandated minimum contribution levels. Community assessments can be found on page 20 of this budget book.

We respectfully request that you 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,

  
Alana Gilbert  
Chairperson, School Committee

  
Maureen A. Lynch  
Superintendent

**Whittier Tech: *Working on your future***

## **Table of Contents**

<b>Approved Budget Account Totals</b>	<b>1</b>
<b>School Committee &amp; Superintendent's Office</b>	<b>2-3</b>
<b>Finance &amp; Administration</b>	<b>4-5</b>
<b>Academic Leadership &amp; School Building Leadership</b>	<b>6-7</b>
<b>Teaching Services</b>	<b>7-9</b>
<b>Guidance &amp; Psychological Services</b>	<b>10-11</b>
<b>Attendance &amp; Health Services</b>	<b>11</b>
<b>Operation of School Buses</b>	<b>12</b>
<b>Athletics &amp; Student Body</b>	<b>13-14</b>
<b>School Security</b>	<b>14</b>
<b>Custodial Services &amp; Utility Services</b>	<b>15</b>
<b>Maintenance of Grounds, Buildings &amp; Equipment</b>	<b>16-17</b>
<b>Fixed Charges</b>	<b>17-18</b>
<b>Community Services</b>	<b>19</b>
<b>Capital Costs &amp; Tuitions</b>	<b>19</b>
<b>Assessments</b>	<b>20-24</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED BUDGET ACCOUNT TOTALS FY19 - FY20**

<b><u>FUNCT</u></b>	<b><u>FUNCTION TITLE</u></b>	<b><u>FY19 BUDGET</u></b>	<b><u>FY 20 RECOMMENDED</u></b>	<b><u>Change</u></b>
<b>1000</b>	<b>District Leadership</b>			
1100	School Committee	64,524	71,200	6,676
1200	Superintendent's Office	388,001	398,526	10,525
		<u>452,525</u>	<u>469,726</u>	<u>17,201</u>
<b>1400</b>	<b>Finance &amp; Administration</b>	662,954	478,380	-184,574
<b>2000</b>	<b>Instruction</b>			
2100	Academic Leadership	600,789	615,351	14,562
2200	School Building Leadership	741,660	775,294	33,634
2300	Instruction Teaching Services	10,213,405	10,418,033	204,628
2400	Instructional Materials	1,260,760	1,087,678	-173,082
2700	Guidance	531,749	617,605	85,856
2800	Psychological Services	148,632	143,339	-5,293
		<u>13,496,995</u>	<u>13,657,300</u>	<u>160,305</u>
<b>3000</b>	<b>Student Services</b>			
3100	Attendance	41,200	42,877	1,677
3200	Health Services	194,699	197,650	2,951
3310	Operation of School Busses	1,391,445	1,369,548	-21,897
3510	Athletics	437,121	629,246	192,125
3520	Student Body	181,500	211,100	29,600
3600	School Security	401,149	420,267	19,118
		<u>2,647,114</u>	<u>2,870,688</u>	<u>223,574</u>
<b>4000</b>	<b>Operations &amp; Maintenance</b>			
4110	Custodial Service	339,880	339,880	0
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	672,194	706,898	34,704
4230	Maintenance of Equipment	49,000	76,150	27,150
4400	Technology Infrastructure	0	414,331	414,331
		<u>1,919,974</u>	<u>2,396,159</u>	<u>476,185</u>
<b>5000</b>	<b>Fixed Charges</b>	5,073,503	5,160,117	86,614
<b>6000</b>	<b>Community Services</b>	12,000	12,000	0
<b>7000</b>	<b>Replacement of Equipment</b>	100,325	95,556	-4,769
<b>8000</b>	<b>Long Term Debt</b>	0	0	0
<b>9000</b>	<b>Tuitions</b>	66,750	85,750	19,000
<b>Total Operational Budget</b>		<u>24,432,140</u>	<u>25,225,676</u>	<u>793,536</u>
	<b>Capital Outlay</b>	645,000	695,000	50,000
<b>TOTAL GROSS BUDGET</b>		<u>25,077,140</u>	<u>25,920,676</u>	<u>843,536</u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
<b>1000</b>	<b>DISTRICT LEADERSHIP</b>			
<b>1100</b>	<b>School Committee</b>			
1110.5	Supplies & Materials General Supply Items	72	500	500
1110.6	Other Expenses			
	Travel	6,331	3,500	3,500
	Memberships & Subscriptions	10,511	11,824	10,500
	Meeting Expenses	14,139	5,100	5,100
	Auditing Expenses	29,900	32,100	32,100
	Public Relations	26,395	11,500	19,500
	<b>TOTALS 1106</b>	<b>87,276</b>	<b>64,024</b>	<b>70,700</b>
	<b>TOTALS 1100</b>	<b>87,348</b>	<b>64,524</b>	<b>71,200</b>
<b>1200</b>	<b>Superintendent's Office</b>			
1210.1	Salaries, Professional Superintendent	185,002	185,234	189,379
1210.2	Salaries, Clerical Administrative Assistant	80,682	103,171	109,551
1210.4	Maintenance of Equipment	0	0	0

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
1210.5	Supplies & Materials			
	Postage & Office Supplies	23,236	25,715	25,715
	Printing & Reproduction	18,189	28,465	28,465
	<b>TOTALS 1210.5</b>	<b>41,425</b>	<b>54,180</b>	<b>54,180</b>
1210.6	Other Expenses			
	Travel & Conferences	19,119	15,700	15,700
	Memberships & Subscriptions	17,298	13,716	13,716
	Advisory Boards	9,544	9,500	9,500
	NEASC & Accreditation	17,506	6,500	6,500
	<b>TOTALS 1210.6</b>	<b>63,467</b>	<b>45,416</b>	<b>45,416</b>
	<b>TOTALS - 1200</b>	<b>370,576</b>	<b>388,001</b>	<b>398,526</b>
	<b>TOTALS - 1000</b>	<b>457,924</b>	<b>452,525</b>	<b>469,726</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED</u></b> <b><u>FY18</u></b>	<b><u>ADJUSTED</u></b> <b><u>BUDGET - FY19</u></b>	<b><u>RECOMMENDED</u></b> <b><u>BUDGET - FY20</u></b>
<b>1400</b>	<b>FINANCE &amp; ADMINISTRATION</b>			
1410	Business & Finance			
1410.1	Salaries, Professional			
	Business Manager	144,913	143,407	146,634
	Comptroller	62,050	63,897	65,323
	<b>TOTALS 1410.1</b>	<b>206,963</b>	<b>207,304</b>	<b>211,957</b>
1410.2	Salaries, Clerical			
	Accounts Payable Clerk	48,949	50,417	51,551
	Payroll Clerk (80%)	42,448	43,722	44,706
	Business Office Clerk	45,852	47,277	48,341
	Treasurer	15,918	16,724	17,100
	<b>TOTALS 1410.2</b>	<b>153,167</b>	<b>158,140</b>	<b>161,698</b>
1410.6	Travel & Conferences	0	0	1,500
	<b>TOTAL 1410</b>	<b>360,130</b>	<b>365,444</b>	<b>375,155</b>
1420	Human Resource & Benefits			
1420.2	Salaries, Clerical			
	Personnel Clerk	53,550	9,889	0
	Payroll Clerk (20%)	10,612	10,931	11,176
	<b>TOTALS 1420.2</b>	<b>64,162</b>	<b>20,820</b>	<b>11,176</b>
1420.4	Advertising	6,913	4,000	4,000
	<b>TOTALS 1420</b>	<b>71,075</b>	<b>24,820</b>	<b>15,176</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY18</u>	<u>ADJUSTED BUDGET - FY19</u>	<u>RECOMMENDED BUDGET - FY20</u>
1430	Legal Services			
1430.4	Contracted Services Legal	43,433	20,000	20,000
	<b>TOTALS 1430</b>	<b>43,433</b>	<b>20,000</b>	<b>20,000</b>
1450	Information Technology			
1450.1	Salaries, Professional Technology Director	106,121	110,000	0
1450.3	Salaries, Other Repair Tech. & Students	139,415	142,690	0
1450.4	District Administrative Technology Contracted Services	0	0	68,049
	<b>TOTALS 1450</b>	<b>245,536</b>	<b>252,690</b>	<b>68,049</b>
	<b>TOTALS 1400</b>	<b>720,174</b>	<b>662,954</b>	<b>478,380</b>



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY18</u>	<u>ADJUSTED</u> <u>BUDGET - FY19</u>	<u>RECOMMENDED</u> <u>BUDGET - FY20</u>
<b>2000</b>	<b>INSTRUCTION</b>			
2100	Academic Leadership			
2110.1	Salaries, Professional			
	Director of Pupil Personnel	143,983	142,500	145,678
	Coord of Curriculum & Staff Development	133,415	137,387	140,456
	Vocational Coordinator	133,665	137,637	140,956
	<b>TOTALS 2110.1</b>	<b>411,063</b>	<b>417,524</b>	<b>427,090</b>
2110.2	Salaries, Clerical			
	Secretary to Student Services	55,792	57,443	58,969
	Secretary Voc. & Curr Coord.	44,360	45,691	46,719
	<b>TOTALS 2110.2</b>	<b>100,152</b>	<b>103,134</b>	<b>105,688</b>
2110.6	Travel & Conferences	0	0	1,000
2120.1	Salaries, Professional			
	Cluster Chairs	78,117	80,131	81,573
	<b>TOTALS 2100</b>	<b>589,332</b>	<b>600,789</b>	<b>615,351</b>
2200	School Building Leadership			
2210.1	Salaries, Professional			
	Principal	145,229	146,000	151,250
	Asst. Principals	245,786	269,860	275,932
	Coordinator of Data & Assessment	133,415	137,387	140,706
	In House Suspension	62,345	64,185	68,045
	<b>TOTALS 2210.1</b>	<b>586,775</b>	<b>617,432</b>	<b>635,933</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
2210.2	Salaries, Clerical			
	Secretary to Principal	54,341	55,949	57,191
	Secretary to Asst. Principals	41,616	42,864	43,828
	<b>TOTALS 2210.2</b>	<b>95,957</b>	<b>98,813</b>	<b>101,019</b>
2210.4	Contracted Services			
	Answering Service & Maintenance	5,500	5,665	5,792
2210.5	Supplies & Materials	7,299	16,000	16,000
2210.6	Other Expenses			
	Travel & Memberships	4,287	3,000	3,000
	School Council	805	750	700
	<b>TOTALS 2210.6</b>	<b>5,092</b>	<b>3,750</b>	<b>3,700</b>
	<b>TOTALS 2210</b>	<b>700,623</b>	<b>741,660</b>	<b>762,444</b>
2250	Principal's Office Technology			
2250.4	Contracted Services	0	0	12,850
	<b>TOTALS 2200</b>	<b>700,623</b>	<b>741,660</b>	<b>775,294</b>
2300	Instruction Teaching Services			
2305.1	Salaries, Professional			
	Instructional	8,259,236	8,730,963	8,804,703
	Instructional, Special Needs	861,379	885,634	927,850
	<b>TOTALS 2305.1</b>	<b>9,120,615</b>	<b>9,616,597</b>	<b>9,732,553</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY18</u>	<u>ADJUSTED</u> <u>BUDGET - FY19</u>	<u>RECOMMENDED</u> <u>BUDGET - FY20</u>
2315.1	Salaries, Program Advisor	0	0	15,000
2325.3	Salaries, Substitutes	92,160	110,000	110,000
2330.3	Salaries, Teacher Aides			
	Teacher Aides	89,566	181,998	253,925
	Teacher Aides, Special Needs	62,493	64,458	65,368
	TOTALS 2330.3	152,059	246,456	319,293
2340.1	Salaries, Professional Instructional Media Specialist	99,034	98,417	100,870
2352.1	Salaries, Professional Instructional Coach/Mentor	30298	31,935	32,817
2352.4	Contracted Svcs, Prof Dev Coach/Mentor	219	0	0
2352.5	Supplies, Prof Dev Coach/Mentor	510	0	500
2352.6	Other Costs, Prof Dev Coach/Mentor	105	0	500
2354.1	Salaries, Stipends Staff Providing Prof Dev	0	8,000	7,000
2356.1	Salaries, Staff Attending Prof Dev	4,554	0	0
2356.6	Expenses for Staff Attending PD	91,843	92,000	89,500
2358.4	Contract Svcs, Outside PD Providers	12,202	10,000	10,000
2358.5	Supplies, Outside PD Providers	0	0	0
	<b>TOTALS 2300</b>	<b>9,603,599</b>	<b>10,213,405</b>	<b>10,418,033</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
2400	Instructional Materials & Equipment			
2410.4	Contracted Services			
	Repair & Maint of A/V Equipment	0	1,000	1,000
2410.5	Supplies & Materials			
	Textbooks	20,614	21,979	19,391
2415.5	Library Books	6,750	8,450	8,450
2415.6	Library/AV Memberships	3,150	3,510	6,010
2420.5	Instructional Equipment	34,727	66,304	61,894
2430.4	Contracted Services			
	Shop Requests	65,792	96,151	104,118
2340.5	Supplies & Materials			
	General Instructional	277,253	308,584	329,744
	Computer Supplies	35,494	60,000	65,000
	General Classroom	2,362	9,750	9,750
	Program Expansion	1,089	5,000	5,000
	TOTALS 2430.5	316,198	383,334	409,494
2430.6	Other Expenses	23,890	22,834	24,787
2451.5	Instructional Hardware/Staff & Student Devices	664,578	506,525	380,029
2455.5	Instructional Software & Materials	132,388	150,673	72,505
	<b>TOTALS 2400</b>	<b>1,268,087</b>	<b>1,260,760</b>	<b>1,087,678</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY18</u>	<u>ADJUSTED BUDGET - FY19</u>	<u>RECOMMENDED BUDGET - FY20</u>
2700	Guidance			
2710.1	Salaries, Professional			
	Guidance Director	84,054	86,576	88,780
	Guidance Counselors	303,043	319,947	333,843
	School Adjustment Counselor	59,510	63,185	131,795
	Summer Coverage	3,222	5,460	5,400
	TOTALS 2710.1	449,829	475,168	559,818
2710.2	Salaries, Clerical	52,020	53,581	54,787
2710.5	Supplies & Materials			
	Reference & Test Materials	80	1,000	1,000
	Postage, Brochures, Supplies	2,401	2,000	2,000
	Equipment	101	0	0
	TOTALS 2710.5	2,582	3,000	3,000
2710.6	Other Expenses			
	Travel & Memberships	50	0	0
	TOTALS 2700	504,481	531,749	617,605
2800	Psychological Services			
2800.1	Salaries, Professional			
	School Psychologist	79,090	81,915	84,014
	Tutoring	0	4,000	4,000
	TOTALS 2800.1	79,090	85,915	88,014
2800.4	Contracted Services	48,622	42,275	42,275
2800.5	Supplies & Materials	13,402	20,442	12,050

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
2800.6	Travel & Conferences	0	0	1,000
	<b>TOTALS 2800</b>	<b>141,114</b>	<b>148,632</b>	<b>143,339</b>
	<b>TOTALS 2000</b>	<b>12,807,236</b>	<b>13,496,995</b>	<b>13,657,300</b>
<b>3000</b>	<b>STUDENT SERVICES</b>			
3100	Attendance			
3100.1	Salaries, Professional Attendance Monitor	28,589	41,200	42,877
	<b>TOTALS 3100</b>	<b>28,589</b>	<b>41,200</b>	<b>42,877</b>
3200	Health Services			
3200.1	Salaries, Professional School Nurses	162,255	167,277	170,228
3200.4	Contracted Services School Physician Laundry/Medical Waste	16,038 105	16,642 1,500	16,642 500
	<b>TOTALS 3204.4</b>	<b>16,143</b>	<b>18,142</b>	<b>17,142</b>
3200.5	Supplies & Materials	6,425	9,000	10,000
3200.6	Other Expenses Memberships	292	280	280
	<b>TOTALS 3200</b>	<b>185,115</b>	<b>194,699</b>	<b>197,650</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED</u></b> <b><u>FY18</u></b>	<b><u>ADJUSTED</u></b> <b><u>BUDGET - FY19</u></b>	<b><u>RECOMMENDED</u></b> <b><u>BUDGET - FY20</u></b>
3310	Operation of School Buses			
3310.1	Salaries, Professional Coordinator of Transportation	68,234	70,281	71,862
3310.3	Salaries, Other			
	Bus Drivers	582,121	610,493	624,116
	Mechanics	131,510	134,742	138,383
	Security/Bus Drivers (50%)	25,166	47,892	48,955
	TOTALS 3310.3	738,797	793,127	811,454
3310.4	Contracted Services	2,961	0	0
3310.5	Supplies & Materials			
	General Supply Items	92,569	92,000	92,000
	Fuel, Oil, Lubricants	109,702	146,200	146,200
	Equipment	0	2,500	2,500
	TOTALS 3310.5	202,271	240,700	240,700
3310.6	Other Expenses			
	Licensing & Physicals	6,385	5,000	5,000
	Insurance, Health	60,319	70,267	60,462
	Insurance, Buses	34,288	27,700	27,700
	Insurance, Workers Comp	20,077	18,200	18,200
	Leasing Expense	40,063	166,170	134,170
	TOTALS 3310.6	161,132	287,337	245,532
	TOTALS 3310	1,173,395	1,391,445	1,369,548

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED</u></b> <b><u>FY18</u></b>	<b><u>ADJUSTED</u></b> <b><u>BUDGET - FY19</u></b>	<b><u>RECOMMENDED</u></b> <b><u>BUDGET - FY20</u></b>
3510	Athletics			
3510.1	Salaries, Professional			
	Athletic Dir & Equipment Tech	28,733	29,595	30,261
	Coaches	195,192	200,072	205,073
	Trainer	28,402	29,254	29,912
	Transportation	18,619	19,000	19,000
	TOTALS 3510.1	270,946	277,921	284,246
3510.4	Contracted Services			
	Officials	38,273	42,000	42,000
	Police	1,840	3,000	3,000
	Reconditioning of Equipment	19,957	24,000	24,000
	TOTALS 3510.4	60,070	69,000	69,000
3510.5	Supplies, Sporting Goods/1st Aid	101,332	74,200	75,000
3510.6	Other			
	Memberships, Clinics & Travel	14,295	16,000	16,000
	Athletic Equipment	0	0	185,000
		14,295	16,000	201,000
	TOTALS 3510	446,643	437,121	629,246
3520	Student Body			
3520.1	Salaries, Class & Club Advisors, Other Stipends	42,600	45,000	52,450
	MCAS & Other Stipends	9,180	70,000	72,150
		51,780	115,000	124,600
3520.5	Supplies, Other Student Activites	10,763	0	10,000
3520.6	Other Expenses			
	Skills USA/Other	107,348	57,500	67,500



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY18</u>	<u>ADJUSTED</u> <u>BUDGET - FY19</u>	<u>RECOMMENDED</u> <u>BUDGET - FY20</u>
	Graduation Expenses	4,286	9,000	9,000
	TOTALS 3520.6	111,634	66,500	76,500
	<b>TOTALS 3520</b>	<b>174,177</b>	<b>181,500</b>	<b>211,100</b>
3600	School Security			
3600.1	Salaries, Professional			
	District Safety & Security Director	0	22,501	23,067
	Security Officer/Student Mediator	42,411	44,250	45,218
		42,411	66,751	68,285
3600.3	Salaries, Other			
	Monitors	73,093	42,399	57,826
	Security/Bus Drivers (50%)	25,166	25,392	25,949
	Security Special Events	12,639	7,000	7,000
	TOTALS 3600.3	110,898	74,791	90,775
3600.4	Contracted Services			
	Security Contract	141,419	149,600	149,600
	School Resource Officer	73,532	80,007	81,607
	TOTALS 3600.4	214,951	229,607	231,207
3600.5	Supplies & Materials	4,881	5,000	5,000
3600.6	Repairs Security Equipment	18,910	25,000	25,000
	<b>TOTALS 3600</b>	<b>392,051</b>	<b>401,149</b>	<b>420,267</b>
	<b>TOTALS 3000</b>	<b>2,399,970</b>	<b>2,647,114</b>	<b>2,870,688</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED</u></b> <b><u>FY18</u></b>	<b><u>ADJUSTED</u></b> <b><u>BUDGET - FY19</u></b>	<b><u>RECOMMENDED</u></b> <b><u>BUDGET - FY20</u></b>
<b>4000</b>	<b>OPERATIONS/MAINTENANCE</b>			
4110	Custodial Services			
4110.3	Salaries, Summer Maintenance	27,200	27,880	27,880
4110.4	Contracted Services- Cleaning Contract	297,853	312,000	312,000
	<b>TOTALS 4110</b>	<b>325,053</b>	<b>339,880</b>	<b>339,880</b>
4120	Heating of Building			
4120.4	Contracted Services-Natural/Propane Gas	83,367	110,000	110,000
	<b>TOTALS 4120</b>	<b>83,367</b>	<b>110,000</b>	<b>110,000</b>
4130.4	Utility Services			
	Water	9,092	10,000	10,000
	Sewerage Treatment	41,181	35,000	35,000
	Septic Service	1,685	6,000	6,000
	Refuse Removal	33,205	35,000	35,000
	Telephone	56,470	67,900	67,900
	Hazardous Waste Removal	20,981	40,000	40,000
	Electrical Service	465,098	500,000	500,000
	<b>TOTALS 4130.4</b>	<b>627,712</b>	<b>693,900</b>	<b>693,900</b>
4130.5	Supplies & Materials	14,674	15,000	15,000
	<b>TOTALS 4130</b>	<b>642,386</b>	<b>708,900</b>	<b>708,900</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
4210	Maintenance of Grounds			
4210.3	Salaries, Overtime & Snow	26,743	15,000	15,000
4210.5	Supplies & Materials Ice Melt, Sand, Fertilizer	22,103	25,000	25,000
	<b>TOTALS 4210</b>	<b>48,846</b>	<b>40,000</b>	<b>40,000</b>
4220	Maintenance of Buildings			
4220.1	Salaries, Plant Facilities Manager	101,583	100,104	111,500
4220.3	Salaries, Other			
	Forer Stipend	5,965	11,214	6,282
	Maintenance "B"	316,161	327,370	348,466
	Shift Differential	5,100	7,650	7,650
	STP Stipend	4,250	4,356	4,500
	<b>TOTALS 4220.3</b>	<b>331,476</b>	<b>350,590</b>	<b>366,898</b>
4220.4	Contracted Services	52,797	54,000	54,000
4220.5	Supplies & Materials			
	Electrical, Paint, Plumbing, Etc	81,447	90,000	90,000
	Office Supplies	655	2,000	2,000
	Equipment	2,110	5,000	5,000
	<b>TOTALS 4220.5</b>	<b>84,212</b>	<b>97,000</b>	<b>97,000</b>
4220.6	Other Expenses			
	Repair & Replacement	74,437	68,000	75,000
	Travel & Seminars	0	2,500	2,500
	<b>TOTALS 4220.6</b>	<b>74,437</b>	<b>70,500</b>	<b>77,500</b>
	<b>TOTALS 4220</b>	<b>644,505</b>	<b>672,194</b>	<b>706,898</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
<b>4230</b>	<b>Maintenance of Equipment</b>			
4230.4	Contracted Services			
	Maint/Rpr of Building & Equipment	86,366	41,000	68,150
	Maint/Rpr of Vehicles	10,825	8,000	8,000
	<b>TOTALS 4230</b>	<b>97,191</b>	<b>49,000</b>	<b>76,150</b>
<b>4400</b>	<b>Tech Infrastructure, Maint &amp; Support, Salaries</b>			
4450.1	Technology Director	0	0	112,475
4550.3	Other	0	0	149,868
	<b>TOTALS 4440</b>	<b>0</b>	<b>0</b>	<b>262,343</b>
<b>4450</b>	<b>Tech Infrastructure, Maint &amp; Support, All Other</b>			
4450.4	Contracted Services	0	0	139,988
4450.5	Supplies	0	0	12,000
	<b>TOTALS 4450</b>	<b>0</b>	<b>0</b>	<b>151,988</b>
	<b>TOTALS 4000</b>	<b>1,841,348</b>	<b>1,919,974</b>	<b>2,396,159</b>
<b>5000</b>	<b>FIXED CHARGES</b>			
5100.5	Other Expenses			
	Retirement Program	645,317	669,692	792,171
	Employee Separation Costs	36,302	9,360	17,820
	Annuities	27,500	27,500	27,500
	<b>TOTALS 5100</b>	<b>709,119</b>	<b>706,552</b>	<b>837,491</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**  
**RECOMMENDED FY 2020**  
**BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY18</u>	<u>ADJUSTED</u> <u>BUDGET - FY19</u>	<u>RECOMMENDED</u> <u>BUDGET - FY20</u>
5200.6	Other Expenses			
	Health Insurance-active employees	2,334,932	2,523,455	2,338,791
	Health Insurance - retiree	894,867	1,074,200	1,182,494
	Dental Insurance -active employees	103,742	113,150	114,055
	Medicare	208,602	209,593	211,403
	Life/Disability Insurance	4,328	4,550	4,600
	Student Accident	20,757	17,600	17,600
	Package Insurance	113,309	108,500	132,200
	Worker's Compensation	83,792	87,800	83,200
	Umbrella	9,743	28,100	25,900
	Treasurer's Bond	661	700	700
	School Board Indemnity	4,010	4,200	4,200
	Automotive	0	7,600	7,980
	Unemployment	9,901	106,000	100,000
	Employment Practices Liability	16,467	17,300	17,300
	Disability Insurance	4,419	3,570	3,570
		<u>3,809,530</u>	<u>4,306,318</u>	<u>4,243,993</u>
5250.6	OPEB Liability Reserve	10,000	10,000	25,000
	<b>TOTALS 5200</b>	<b>3,819,530</b>	<b>4,316,318</b>	<b>4,268,993</b>
5300.4	Rental of Equipment			
	Postage Meter	2,102	3,800	3,800
	Copy Machines	52,142	46,833	49,833
		<u>54,244</u>	<u>50,633</u>	<u>53,633</u>
	<b>TOTALS 5300</b>	<b>54,244</b>	<b>50,633</b>	<b>53,633</b>
	<b>TOTALS 5000</b>	<b>4,582,893</b>	<b>5,073,503</b>	<b>5,160,117</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2020  
BUDGET BY LINE ITEM**

<b><u>FUNCTION/CODE</u></b>	<b><u>CATEGORY/DESCRIPTION</u></b>	<b><u>EXPENDED FY18</u></b>	<b><u>ADJUSTED BUDGET - FY19</u></b>	<b><u>RECOMMENDED BUDGET - FY20</u></b>
<b>6000</b>	<b>COMMUNITY SERVICES AND STAFF DEVELOPMENT</b>			
6200.5	Supplies & Materials Office, Flyers, Postage	5,341	12,000	12,000
	<b>TOTALS 6000</b>	<b>5,341</b>	<b>12,000</b>	<b>12,000</b>
<b>7000</b>	<b>REPLACEMENT OF EQUIPMENT</b>			
7400	Replacement of Equipment	118,925	100,325	95,556
	<b>TOTALS 7000</b>	<b>118,925</b>	<b>100,325</b>	<b>95,556</b>
<b>9000</b>	<b>TUITIONS TO OTHER SCHOOLS</b>			
9100	Tuitions to Mass Schools	0	6,750	6,750
9110	Tuition School Choice Out	8,600	38,000	35,000
9400	Tuitions to Collaboratives	58,570	22,000	44,000
	<b>TOTALS 9000</b>	<b>67,170</b>	<b>66,750</b>	<b>85,750</b>
<b>STABILIZATION</b>				
	Transfer to Stabilization	350,000	0	0
<b>TOTAL BUDGET</b>		<b>23,350,981</b>	<b>24,432,140</b>	<b>25,225,676</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
TOTAL ASSESSMENTS FOR FY 2020**

Required Net School Spending	21,296,444
Other Assessments, Transportation and Community Education	1,369,547
Long Term Debt Assessment	-
Capital Assessment	695,000
Other Educational Assessment	<u>2,559,685</u>
Gross Budget	25,920,676

Less Revenues To Be Applied:

Chapter 70 aid	10,059,297	
E and D	0	
Transportation	<u>784,774</u>	<u>10,844,071</u>

Total Assessments	<u><u>15,076,606</u></u>
-------------------	--------------------------

	<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	1,047,885	42,307	-	70,513	185,186	1,345,891
Georgetown	436,133	15,512	-	49,774	67,902	569,321
Groveland	582,315	22,564	-	28,745	98,766	732,390
Haverhill	6,120,440	395,333	-	283,402	1,730,462	8,529,637
Ipswich	338,963	11,282	-	55,561	49,383	455,189
Merrimac	790,623	33,845	-	26,334	148,149	998,951
Newbury	353,086	11,752	-	24,983	51,441	441,262
Newburyport	522,567	17,393	-	81,220	76,132	697,312
Rowley	324,839	10,812	-	25,562	47,325	408,538
Salisbury	494,321	16,453	-	26,913	72,017	609,703
West Newbury	225,975	7,521	-	21,993	32,922	288,411
TOTALS	<u>11,237,147</u>	<u>584,774</u>	<u>-</u>	<u>695,000</u>	<u>2,559,685</u>	<u>15,076,606</u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**REQUIRED NET SCHOOL SPENDING  
FY 2020**

Required Net School Spending	21,296,444
Less: Chapter 70 Aid	<u>10,059,297</u>
Net Minimum Contribution	<u><u>11,237,147</u></u>
Member Municipalities:	
Amesbury	1,047,885
Georgetown	436,133
Groveland	582,315
Haverhill	6,120,440
Ipswich	338,963
Merrimac	790,623
Newbury	353,086
Newburyport	522,567
Rowley	324,839
Salisbury	494,321
West Newbury	<u>225,975</u>
TOTALS	<u><u>11,237,147</u></u>



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**OTHER ASSESSMENTS  
FY 2020**

Transportation	1,369,547
Less: Transportation Revenue to be Applied	<u>784,774</u>
Net Assessment	<u><u>584,773</u></u>

	<b><u>FY18 PUPILS/% OF CONTRIBUTION</u></b>		<b><u>FOR COMPARISON ONLY</u></b>		
	<b><u>PUPILS</u></b> <b><u>10/1/2017</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	<b><u>PUPILS</u></b> <b><u>10/2/2018</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	
<b>MEMBER MUNICIPALITIES:</b>					
Amesbury	74	6.05%	90	7.23%	42,307
Georgetown	47	3.84%	33	2.65%	15,512
Groveland	59	4.82%	48	3.86%	22,564
Haverhill	816	66.72%	841	67.60%	395,333
Ipswich	28	2.29%	24	1.93%	11,282
Merrimac	72	5.89%	72	5.79%	33,845
Newbury	27	2.21%	25	2.01%	11,752
Newburyport	33	2.70%	37	2.97%	17,393
Rowley	21	1.72%	23	1.85%	10,812
Salisbury	29	2.37%	35	2.81%	16,453
West Newbury	17	1.39%	16	1.29%	7,521
<b>TOTALS</b>	<b>1223</b>	<b>100.00%</b>	<b>1244</b>	<b>100.00%</b>	<b>584,773</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**OTHER EDUCATIONAL ASSESSMENTS  
FY 2020**

Other Educational Assessments	2,559,685
Less: E and D Transfer to Reduce Assessments	<u>0</u>
Total Other Educational Assessments	<u><u>2,559,685</u></u>

	<b><u>FY18 PUPILS/% OF CONTRIBUTION</u></b>		<b><u>FOR COMPARISON ONLY</u></b>		
	<b><u>PUPILS</u></b> <b><u>10/1/2017</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	<b><u>PUPILS</u></b> <b><u>10/1/2018</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	
<b>MEMBER MUNICIPALITIES:</b>					
Amesbury	74	6.05%	90	7.23%	185,186
Georgetown	47	3.84%	33	2.65%	67,902
Groveland	59	4.82%	48	3.86%	98,766
Haverhill	816	66.72%	841	67.60%	1,730,462
Ipswich	28	2.29%	24	1.93%	49,383
Merrimac	72	5.89%	72	5.79%	148,149
Newbury	27	2.21%	25	2.01%	51,441
Newburyport	33	2.70%	37	2.97%	76,132
Rowley	21	1.72%	23	1.85%	47,325
Salisbury	29	2.37%	35	2.81%	72,017
West Newbury	17	1.39%	16	1.29%	32,922
<b>TOTALS</b>	<b>1223</b>	<b>100.00%</b>	<b>1244</b>	<b>100.00%</b>	<b>2,559,685</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
CAPITAL COSTS ASSESSMENTS  
FY 2020**

**Assessed as a Capital Cost**

7000 Asset Acquisition

Athletic Field Turf (phase 2) 695,000

**Total Capital Cost Assessment 695,000**

<b><u>MEMBER MUNICIPALITIES</u></b>	<b><u>Resident Pupils 10/1/2018</u></b>	<b><u>%</u></b>	<b><u>Capital Cost Assessment</u></b>
Amesbury	2193	10.15%	70,513
Georgetown	1548	7.16%	49,774
Groveland	894	4.14%	28,745
Haverhill	8814	40.78%	283,402
Ipswich	1728	7.99%	55,561
Merrimac	819	3.79%	26,334
Newbury	777	3.59%	24,983
Newburyport	2526	11.69%	81,220
Rowley	795	3.68%	25,562
Salisbury	837	3.87%	26,913
West Newbury	684	3.16%	21,993
<b>TOTAL</b>	<b><u>21615</u></b>	<b><u>100.00%</u></b>	<b><u>695,000</u></b>

## 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
Economic Development Planning & Conservation .....	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
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