



## **BOARD OF SELECTMEN**

### **Meeting Agenda**

**Monday, April 10, 2023**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

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

#### *Join Zoom Meeting*

<https://zoom.us/j/97830520065?pwd=ZlVMbVFMZlNuVXJodDRlNDltVm1vdz09>

*Meeting ID: 978 3052 0065*

*Passcode: 948618*

*One tap mobile*

*+13126266799,,97830520065#,,, \*948618# US (Chicago)*

*+16469313860,,97830520065#,,, \*948618# US*

**5:00 P.M.**

**CALL MEETING TO ORDER AT 5:00PM**

#### **VOTES OF THE BOARD**

1. 2023 Annual Town Meeting
  - Approve and Post Warrant

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

#### **APPROVE WARRANTS:**

*PW # 23-41 \$*

*BW# 23-41 \$*

#### **APPROVAL OF THE MINUTES**

#### **APPOINTMENTS OF THE BOARD**

#### **PUBLIC HEARING**

**LIQUOR LICENSE TRANSFER HEARING:** The Groveland Board of Selectmen will hold a public hearing on Monday, April 10, 2023 at 6:30 P.M. at Town Hall, 183 Main Street, Groveland, MA on the application for Transfer of an On-Premises, Restaurant All Alcoholic Beverages License from T&B Clifford LLC d/b/a PUB97, 935 Salem Street, Groveland, MA to Carbone Pub 97, LLC d/b/a Pub 97, 935 Salem Street, Groveland, MA. Peter M. Carbone is the proposed Manager.

Description of premises: 935 Salem Street. Two Story Building with business on first floor. Approximately 3,888 square feet.

## **DISCUSSION & POSSIBLE VOTE**

2. Approve Property Permit submitted by Erik Dentremont on behalf of the Charles River Wheelers to use Shanahan Field (turnaround only) for a cycling rest stop on May 13, 2023.
3. Approve Property Use Permit submitted by Paula Figelski for the NorthShoreCyclist to use the Pines Recreation Area Utility Field Utility Filed #2 for a picnic on August 6, 2023.
4. Approve Property Use Permit submitted by Megan Stephens for Ride to End ALZ New England for Elm Park for a cycling rest stop on June 3, 2023 from 8AM to 2PM.
5. Approve Field Use Permit submitted by Julie Wisniewski for Pentucket Lacrosse to use the Pines Recreation Area Utility Field #1 April 6, 2023 through June 8, 2023 on Thursdays from 5:30PM to 7PM.
6. Approve Field Use Permit submitted by Jeff Meisner for Pentucket Babe Ruth to use the Pines Recreation Area Baseball Field from April to June.
7. Approve Field Use Permit submitted by Dan Thorton for Pentucket Regional School District Varsity Team to use the Pines Recreation Area Baseball Field from April to May 2023.
8. Approve Field Use Permit submitted by Karen Label for Pentucket Youth Softball to use the Pines Recreation Softball Field for April 10, 2023 to June 30, 2023.
9. Approve Special Event Permit submitted by Lisa Chandler for the Pines Recreation Area for Groveland Day September 9, 2023.
10. Approve a One-Day Liquor License for Katelyn Alcott at Veasey Memorial Park for a Wedding on May 28, 2023 from 5PM to 9PM
11. Donation of Parcel ID: 52-003-A to the Conservation Commission, Mike Dempsey
12. Town Administrator Evaluation

## **TOWN ADMINISTRATOR'S TIME**

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

## **OLD OR UNFINISHED BUSINESS**

## **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**

## **CORRESPONDENCE**

Board of Selectmen Meeting Minutes March 13, 2023

Board of Selectmen Meeting Minutes March 27, 2023

Veasey Park Flea Market Flyer: April 29, 2023 from 8AM to 2PM

Historical Society French America War Presentation Flyer: April 12, 2023 at 7PM

**ADJOURNMENT:** *The next regularly scheduled meeting of the Board of Selectmen will be Monday, April 24, 2023, at 6:00PM at the Bagnall Elementary School.*

## **23-41 BILLS WARRANT BREAKDOWN:**

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

*Groveland Board of Selectmen Meeting  
Monday, April 10, 2023 at 5:00PM  
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# TOWN OF GROVELAND

## 2023 TOWN MEETING WARRANT

### COMMONWEALTH OF MASSACHUSETTS

***Town Meeting: Monday, April 24, 2023***

#### ***Essex, ss:***

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

#### **GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, April 24, 2023 @ 7:00 P.M.** to act upon or take any other action relative thereto on the following Articles.

ADA ADVISORY – Anyone in need of special accommodations for Town Meeting, please contact the office of the Board of Selectmen at 978-556-7204 by April 14, 2023 in order that reasonable accommodations may be made.

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2023  
ANNUAL TOWN MEETING  
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Article 4 Authorize the Selectmen to acquire easements for the Uptack Culvert Improvement Project  
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Article 6 Vote pursuant to its authority under MGL c. 41, Section B, to authorize the Board of Selectmen to appoint 3 citizens to serve on the Board of Assessors  
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Article 16 Amend the General Bylaw to renumber, re-caption, arrange and sequence its various sections of the Town Code and to correct grammatical and spelling errors and make other housekeeping and non-substantive changes

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- APPENDIX B     Revolving Fund Reports to Town Meeting
- APPENDIX C     Groveland General Bylaw – Redlined Changes
- APPENDIX D     Definitions of Commonly Used Terms at Town Meeting
- APPENDIX E     Table of Motions

Revenue Category	Description	Actuals FY21	Actuals FY22	Adopted FY23	Budgeted FY24
<b>PROPERTY TAXES</b>					
	Prior Years Levy Limit/Ta:	14,213,120	14,819,398	15,549,999	16,072,372
	Plus 2.5%	361,262	374,285	388,750	401,809
	New Growth	159,621	204,334	183,007	137,632
	Debt Exclusion-Town	325,499	317,912	316,563	302,338
	Debt Exclusion-PRSD	1,230,936	2,006,098	1,962,733	2,013,905
	<b>TOTAL</b>	<b>16,290,438</b>	<b>17,722,027</b>	<b>18,401,052</b>	<b>18,928,056</b>
<b>LOCAL RECEIPTS</b>					
1	Motor Vehicle Excise	1,110,202	1,094,056	1,110,000	990,000
3	Penalties & Interest	227,235	340,562	100,000	110,000
4	PILOT	26,337	63,073	89,801	46,200
9	Other Charges for Service	-	-	-	-
11	Rentals (Cell Tower)	39,426	40,614	39,669	41,000
16	Other Dept Revenue:				
	Police	5,452	3,874	3,800	6,000
	Fire	6,945	7,930	6,000	7,000
	Selectmen	11,800	11,400	11,000	12,000
	Cemetery	19,475	24,201	18,000	20,000
	Health	17,705	17,427	17,000	17,000
	Sanitation - Waste Zero		6,062	-	3,000
	Library	109	188	300	200
	Clerk	8,390	10,550	8,000	9,000
	Planning Board	11,517	2,550	4,000	4,000
	ZBA	400	460	400	400
	Collector	7,525	4,873	5,000	5,000
	Assessor		250	-	100
	Other	606	1,569	1,250	-
17	Licenses and Permits	138,637	198,643	140,000	165,000
19	Fines	35,385	38,082	35,000	35,000
20	Investment Income	10,197	9,963	11,000	30,000
22	Misc Recurring			-	-
23	Misc Non-Recurring	(11,792)	-	-	-
<b>TOTALS</b>		<b>1,665,550</b>	<b>1,876,327</b>	<b>1,600,220</b>	<b>1,500,900</b>
<b>STATE AID</b>					
	Chapter 70	65,200	65,470	65,470	65,470
	Unrestricted Aid	772,960	831,501	821,614	860,079
	Additional Assistance		-	-	-
	Surviving Spouse	-	-	-	-
	Elderly	4,016	5,455	25,992	28,429
	State Owned Land	122,379	142,118	142,040	210,195
	Public Libraries	11,115	11,856	11,360	15,395
	Other State Aid	14,457	43,944	12,994	16,596
<b>TOTAL STATE AID</b>		<b>990,127</b>	<b>1,100,344</b>	<b>1,079,470</b>	<b>1,196,164</b>
<b>OTHER FINANCE SOURCES</b>					
	Intergovernmental - Light	40,000	40,000	40,000	40,000
	Overlay Surplus	50,000	50,000	15,000	50,000
	Free Cash	85,000	-	85,000	85,000
	Stabilization		208,167	-	-
	Transfers from Other Funds		44,000	22,420	-
	Sale of Lots				-
	Bond Premiums				5,625
<b>TOTAL Other Finance Sources</b>		<b>175,000</b>	<b>342,167</b>	<b>162,420</b>	<b>180,625</b>
<b>TOTAL RECEIPTS</b>		<b>19,121,116</b>	<b>21,040,865</b>	<b>21,243,162</b>	<b>21,805,745</b>

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**ARTICLE 1:** To see if the Town will vote for a Fiscal Year 2023 budgetary transfer for the following:

FIFTY THOUSAND DOLLARS, \$50,000, from Town Free Cash 1001-000-35900-000-000 to Snow and Ice, 1001-421-52300-052-000;

or take any other action relative thereto.

Article submitted by the Town Administrator

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

**BOARD OF SELECTMEN RECOMMENDS:**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 2:** To see if the Town will vote to authorize the Selectmen to petition the State for and accept any sum available under provisions of G.L. c. 90, said funds to be apportioned and expended in accordance with G.L. c. 90 and the rules and regulations of MassDOT; or take any other action relative thereto.

Article submitted by the Highway Superintendent

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 3:** To see if the Town will vote, pursuant to G.L. c.98, Section 56, the Town shall impose upon the owner of any establishment wherein devices subject to the provisions of Chapter 98 of the General Laws are used, the following fees for the sealing and inspecting of weighing or measuring devices:

**SCALES**

Capacity over 10,000 lbs.	\$150
Capacity 5,000 – 10,000 lbs.	\$100
Capacity 1,000 – 4,999 lbs.	\$50
Capacity 100 – 999 lbs.	\$40
Capacity 10 – 99 lbs.	\$30
Capacity less than 10 lbs.	\$25

**LIQUID CAPACITY MEASURING**

All liquid capacity measuring (except vehicle tanks)	\$85
Vehicle tanks	\$50

**AUTOMATED ELECTRIC REGISTERS**

3 or less	\$ 75
4 to 11	\$150
More than 11	\$250

**OTHER**

Milk bottles or jars (per gross)	\$25
Linear or area measure	\$25
Taxi-meters	\$25

<b>All other</b>	<b>\$25</b>
<b>ADDITIONAL FEES</b>	
<b>Minimum fee</b>	<b>\$25</b>
<b>Re-inspection fee equal to fee of initial test</b>	

Or take any action relative thereto.

**Article submitted by the Building Inspector**

**NOTE:** *Due to the size of our community we are not required to have a staff Sealer of Weights & Measures but are still required to have all scales, pumps and measuring devices certified. Groveland outsources this to a company through the state. The state is billed by the third party and seeks the Town to reimburse them on an annual basis. Historically the Town has paid this invoice for sealing devices at private companies without seeking to recoup the public funds from those private companies. By implementing the attached fees, the Town will be able to invoice those companies enabling the Town to recoup the funds expended as we are required to do ensuring we are not spending public funds on a private entity.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 4:** To see if the Town will vote to 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, permanent or temporary, in, on, over, across, under and along Uptack Road at: 9 Uptack Road, 1,045 sq. ft. +/-; 3 Uptack Road, 1,050 sq. ft. +/-; all as shown on a plan by TEC Inc, 282 Merrimac Street, 2<sup>nd</sup> Floor, Lawrence MA 01843 and dated October 4, 2022 and on file with the Town Clerk, the acquisition of said land having been determined to be necessary for the health and welfare of the inhabitants of Groveland and to be used for municipal purposes under the care custody and control of the Board of Selectmen; 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.

**Article submitted by the Town Administrator**

(Requires a 2/3rd Majority)

**NOTE:** *This article would allow the Town to accept the easement associated with the construction and maintenance of the Uptack Culvert on Uptack Road. The property owners have donated the easements needed for the project.*

**BOARD OF SELECTMEN RECOMMEND:**

**DATE AND ACTION TAKEN:**

**ARTICLE 5:** To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, eminent domain or otherwise, upon such terms and conditions as the Board of Selectmen may determine, the fee, easement, leasehold, license and/or other real property interests, permanent or temporary, in, on, over, across, under and along 908 Salem Street, specifically, that area noted as Prop Perm Easement (E-1) consisting of 34 square feet +/- as shown on a plan entitled Permanent Easement Summary drawn by TEC Inc., 282 Merrimac Street, 2<sup>nd</sup> Floor, Lawrence, MA 01843 dated October 17, 2022 and a copy of which has been placed on file with the Town Clerk, the acquisition of said land

having been determined to be necessary for the health and welfare of the inhabitants of Groveland and to be used for municipal purposes, under the care custody and control of the Board of Selectmen, 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.

Article submitted by the Town Administrator

(Requires a 2/3<sup>rd</sup> Majority)

**NOTE:** *This article would allow the Town to accept the easement associated with the installation of the signal at the intersection of Route 97 School/Salem. The property owner has donated the easement required for the project.*

**BOARD OF SELECTMEN RECOMMEND:**

**DATE AND ACTION TAKEN:**

**ARTICLE 6:** To see if the town will vote pursuant to its authority under G.L. c. 41, Section 1B, contingent on the acceptance by the voters at the annual town election, to authorize the Board of Selectmen to appoint 3 citizens to serve on the Board of Assessors for a term of 3 years, all appointed officials to serve staggered terms in accordance and to succeed the elected officials in their positions in accordance with G.L. c.41 § 1B of the General Laws, voting, or take any other action relative thereto.

Article submitted by the Board of Selectmen

**NOTE:** *This article is the result of a recommendation from the Division of Local Services that the Board of Assessors be converted to an appointed board. This is a model utilized successfully in other smaller Essex County communities.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**FINANCE BOARD: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 7:** To see if the Town will vote to adopt the provisions of G.L. c.148 Section 26H requiring lodging and boarding houses to be protected by automatic sprinkler systems in accordance with the state building code, or take any action relative thereto.

Article submitted by the Building Commissioner & Fire Chief

(Requires a Majority Vote)

**NOTE:** *The adoption of this MGL would require boarding and lodging houses to be provided with a fire suppression system. Where the Groveland Fire Department is an on-call Fire Department, providing a fire suppression system in this type of occupancy, adoption of this MGL would offer greater protection to the residents which reside there.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 8:** To see if the Town will vote to adopt the provisions G.L. c. 148 Section 26I to require automatic sprinkler systems in new or substantially rehabilitated multifamily dwellings, or take any other action relative thereto.

Article submitted by the Building Commissioner & Fire Chief

(Requires a Majority Vote)

**NOTE:** The adoption of this MGL would require new or substantially renovated multi-family dwellings to be provided with a fire suppression system. Where the Groveland Fire Department is an on-call Fire Department, providing a fire suppression system in this type of occupancy, adoption of this MGL would offer greater protection to the residents which reside there.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 9:** To see if the Town will vote to amend the Town of Groveland General Bylaws section 2-42, by amending the name of the Revolving Fund, Pines Maintenance Revolving Fund, to the Recreation Operation and Maintenance Revolving Fund, create a new Revolving Fund pursuant to G.L. c. 44, § 53E 1/2 to be called the Wetlands Protection Act Revolving Fund as set forth below, and to set the annual spending limits for the following seven (7) revolving accounts established in the General Bylaws for Fiscal Year 2024; or take any other action relative thereto.

Article submitted by Town Administrator

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
Recreation Operation and Maintenance Revolving Fund	Town Administrator	Fees collected for rentals, events, advertisements, permits	Salaries and expenses for the maintenance of the Pines	None	Annual Report to Town Meeting	Fiscal Year 2024 and subsequent years
Wetlands Protection Act Revolving Fund	Conservation Commission	Filing fees paid pursuant to the Wetlands Protection Act	To pay for consultant fees, expenses of, and a portion of the salary and benefits of the Town's Conservation Agent for administration and enforcement of the Wetlands Protection Act	None	Annual Report to Town Meeting	Fiscal Year 2024 and subsequent years

A. REVOLVING FUND	C. SPENDING LIMIT FOR FISCAL YEAR 2024
<b>BAGNALL SUMMER PROGRAM</b>	\$250,000
<b>COUNCIL ON AGING</b>	\$15,000
<b>FIRE DEPARTMENT CPR CLASS</b>	\$6,000
<b>GROVELAND DAY</b>	\$30,000

<b>PINES BOAT RAMP</b>	\$25,000
<b>RECREATION OPERATION AND MAINTENANCE</b>	\$50,000
<b>WETLANDS PROTECTION ACT</b>	\$20,000

**NOTE:** As currently authorized the revolving fund only accounts for the Pines and does not consider any of our town fields and recreation areas. This article proposes to broaden the use of the funds to help with maintenance of all the Town recreation areas. The creation of the Wetlands Protection Act Fund will provide funds for the administration and enforcement of the Wetlands Protection Act in place of using the Conservation Commission Fee Account. Reports on the revolving funds may be found in Appendix B.

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 10:** To see if the Town will vote to amend Article I, Section 2-1 of the Town of Groveland General Bylaws as follows (**underline and bold new**, ~~cross-out removed~~):

“Section 2-1 Evening Office Hours. Whosoever shall accept the offices of town clerk, tax collector and town treasurer shall, as a public service to the townspeople, open their offices for town business one (1) evening each week, said evening to be Monday from ~~6:00~~ **4: 00** p.m. to ~~8:00~~ **7: 00** p.m. , except for holidays or unforeseen difficulties, at which time one other evening may be designated.”; or take any other action relative thereto.

Article submitted by the Treasurer/Collector

**NOTE:** Residents are not visiting Town Hall after 7:00PM and time would be better spent adding hours to the week to provide better service for the residents.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 11:** To see if the Town will vote to amend Article VI, Section 2-123 of the Town of Groveland General Bylaws as follows (**underline and bold new**, ~~cross-out removed~~):

“Section 2-123. The CIC shall study proposed capital projects involving the planning for and improvement, preservation and creation of tangible assets and projects which 1) have useful life of no less than three years; 2) cost no less than ~~\$4~~**20**,000 and/or 3) for which the town is authorized to borrow funds.”; or take any other action relative thereto.

Article submitted by the Town Administrator

**NOTE:** The purpose of this bylaw change is to better define the number which represents a capital item from a repair. As costs increase, many repairs of assets currently owned by the Town may exceed the level where they could be addressed by the maintenance budget and become a capital item. Delays in making these repairs while waiting for a Town Meeting may result in further damage to the asset.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 12:** To see if the Town will vote to accept G.L. c. 41 Section 110A, to authorize the Town Clerk’s office to remain closed on all Saturdays and to treat Saturdays as a legal

holiday for the purpose of calculating the time frame for filing matters in that office or take any other action relative thereto.

Article submitted by the Town Clerk

**NOTE:** Section 110A. Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 13:** To see if the Town will vote to amend Article III, Section 3-3 Licensing of Dogs and Kennels of the Town of Groveland General Bylaws by amending as follows (~~cross out~~ removed bold new):

“(a) All dogs 6 months old or over must be licensed and tagged. Licensing will be done in the Office of the Town Clerk. The owner or keeper of any dog in the Town shall obtain a license by April 1st of each year. The license fees for dogs shall be as follows:

1. Male ~~\$10.00~~ **\$20.00**
2. Female ~~\$10.00~~ **\$20.00**
3. Spayed Female ~~\$ 5.00~~ **\$10.00**
4. Neutered Male ~~\$5.00~~ **\$10.00**

(b) Kennel license fees shall be as follows:

1. 1 to 4 dogs ~~\$15.00~~ **\$25.00**
2. 5 to 10 dogs ~~\$25.00~~ **\$35.00**
3. 11 or more dogs ~~\$35.00~~ **\$45.00**

(c) The owner or keeper of an unlicensed dog after June 1st shall be ~~fin~~~~ed~~ **ten twenty** dollars (~~\$120.00~~) per dog in addition to the license fee. ~~The owner or keeper of an unlicensed dog after July 1st shall be fined fifteen dollars (\$15.00) per dog in addition to the license fee. The owner or keeper of an unlicensed dog after August 1st shall be fined twenty five (\$25.00) per dog in addition to the license fee.~~ All monies collected for licenses and fines shall be retained by the Town.”; or take any other action relative thereto.

Article submitted by the Town Clerk

(Requires a Majority Vote)

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 14:** To see if the Town will vote to accept the provision of G.L. c. 140, Section 139 relative to dog license fees, so as to provide that no fee shall be charged for a license for a service animal as defined by the Americans with Disabilities Act and dog(s) owned by a person aged 70 or over, or take any other action relative thereto.

Article submitted by the Town Clerk

(Requires a Majority Vote)

**NOTE:** Accepting Chapter 140, Section 139 in its entirety will exempt licensing fees for owners of service animals as defined by the Americans with Disabilities Act and owners over the age of 70 years. It does not exempt the process of licensing your dog(s) annually.

## BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION

### DATE AND ACTION TAKEN:

**ARTICLE 15:** To see if the Town will vote to amend Section 15 Board of Trustees of the Town of Groveland General Bylaws by amending as follows (~~cross-out removed bold new~~):

#### 15.3 Trustees

The Officers shall be elected by the Board at the June meeting of the Board or the earliest meeting after the Annual Town Elections. The Officers shall not preside for more than two successive terms **with the exception of the Office of the Treasurer, which is bonded, and unless there are unforeseen circumstances. A** term is designated as one fiscal year.

#### Duties of Officers

Each officer shall be responsible to perform the duties and responsibilities assigned to the position during the duration of their term. Each position will have the following duties:

- Chairperson
  - preside at all meetings of the Board
  - **along with the Director**, prepare and distribute the agenda for all of the Board meetings **to all Board members**
  - call special meetings of the Board
  - appoint committees ~~of one or more members each for such~~ **for specific business** as the Board requires
- Vice-Chairperson
  - perform the duties of the Chairperson ~~at their request or~~ in their absence
  - other duties to be determined in support of the Chairperson
- Secretary
  - post all minutes as required by law **in a timely manner**
  - record and distribute minutes of all meetings ~~of the Board to Board members~~
  - prepare correspondence as directed by the Board
- Treasurer
  - keep informed of financial status, funding sources and needs of the Library **and report them to the Board at meetings**
  - record all funds from fundraising activities and provide funds to town treasurer to be deposited in designated accounts
  - ensure all expenditures have proper signatures
  - **this is a bonded position**

#### Responsibilities of the Board of Trustees

The Board shall have those responsibilities as provided by M.G.L., Chapter 78 Section 11, the Bylaws of the Town of Groveland and these Bylaws.

The Board shall have the care, custody and control of the Library holdings, including conducting annual reviews of the Director **prior to the preparation of the budget for the next fiscal year**. The Board shall also be responsible for conducting a search and ~~recommending for appointment~~ appointing a new Director, if necessary.

The Board will ensure that all monies raised and/or appropriated by the Town for the support and maintenance of the Library shall be expended in accordance to M.G.L.,

Chapter 78, Section 11. In addition all money or property received by bequest or gift for the Library shall be administered by the Board in accordance with the provisions of such gift or bequest.

The Board will also be responsible for approving the Library's annual budget and will **ensure that the Director** provides a report to the Town annually in accordance with M.G.L., Chapter 78, Section 12.

#### 15.4 Meeting

Meeting notices shall be filed with the Town Clerk at least ~~48 hours~~ **one week** prior to the meeting date and time.

#### 15.7 Bylaw Review

**These Bylaws shall be reviewed by the Board at least every five (5) years.**

Article submitted by the Library Board of Trustees

(Requires a Majority Vote)

**NOTE:** *The bylaw change ensures that term limits for officers within the Library's Board of Trustees are enforced. It also clarifies language that previously was not, such as the Board of Trustees having the powers to appoint the Library Director rather than recommend the Director for hire.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 16:** To see if the Town shall accept the renumbering and revision of the various general bylaws of the Town from their original numbering or their numbering in the prior General Bylaws Compilation, as amended through May 23, 2022, to the numbering or codification, arrangement, sequence and captions and the comprehensive revisions to the text of the General Bylaws as set forth in the Final Draft of the Code of the Town of Groveland, dated 03/2023, and which is on file with the Town Clerk, said codification having been done under the direction of the Board of Selectmen and Town Attorney, and said Code being a compilation and comprehensive revision of the present general bylaws of the Town. All general bylaws of a general and permanent nature, as amended, heretofore in force and not included in the Code shall be repealed, except that such repeal shall not affect any suit or proceeding pending as the result of an existing law, and such repeal shall not apply to or affect any bylaw, order or article heretofore adopted accepting or adopting the provisions of any statute of the commonwealth.

Article submitted by the Town Administrator

(Requires a Majority Vote)

**NOTE:** *To recodify the General Bylaw. The Town has already done this for the Zoning Bylaw and Subdivision Rules and Regulations.*

**BOARD OF SELECTMEN RECOMMEND: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 17:** To see if the Town will vote to amend its Zoning Bylaws to delete and replace Section 50-8.2(C) to read as follows:



C. Street line: in any district, no building shall be erected, reconstructed or placed less than the minimum front setback as determined by § 50-8.1 Table of Dimensional Requirements, unless it is determined by the Zoning Enforcement Officer, that the line of houses on the street existing at the time this bylaw is adopted is less than the required setback from the street line, in which case the erected, reconstructed or placed building shall extend no further into the required setback than the adjacent building(s).

Article submitted by the Building Commissioner

(Requires a 2/3rd Majority)

**NOTE:** Clarification on language as to the exception for existing non-conforming building setback lines and removal of the inclusion of agricultural use which is exempt under MGL 40A Section 3.

**BOARD OF SELECTMEN RECOMMEND:**

**DATE AND ACTION TAKEN:**

**ARTICLE 18:** To see if the Town will vote to amend its Zoning Bylaws to add the following definition of "Building Inspector" to Section 50-2.1 Terms Defined:

Building Inspector: The administrative chief of the Inspectional Services Department in the Town of Groveland who is charged with the enforcement of the Zoning Bylaw acting as the Zoning Enforcement Officer.

Article submitted by the Building Commissioner

(Requires a 2/3rd Majority)

**NOTE:** The Zoning Bylaw references both the Building Inspector and Zoning Enforcement Officer as the enforcing agent for the bylaw. This definition is to clarify the Building Inspector is the Zoning Enforcement Officer to avoid confusion as to where the enforcing authority lays.

**BOARD OF SELECTMEN RECOMMEND:**

**DATE AND ACTION TAKEN:**

**ARTICLE 19:** To see if the Town will vote to amend its Zoning Bylaws to add the following definition of "Farm, Non-Exempt" to Section § 50-2.1 Terms Defined:

Farm, Non-Exempt: An area of land and its buildings used for gain in the raising of agricultural products, livestock, poultry and dairy products to which the exemption(s) of G.L. c. 40A, § 3 does not apply.

Article submitted by the Building Commissioner

(Requires a 2/3rd Majority)

**NOTE:** The Zoning Bylaw allows for Farm, Non-Exempt under the use the Table of Uses §50-4.5 but has no corresponding definition for the term. Adding the term adds clarity as to what is or is not allowed.

**BOARD OF SELECTMEN RECOMMEND:**

**DATE AND ACTION TAKEN:**

**ARTICLE 20:** To see if the Town will vote to amend its Zoning Bylaws to delete and replace Section 50-8.2(A) to read as follows:

A. Lot Regularity: No lot shall be created so as to be so irregularly shaped or extended that it has a "Shape Factor" in excess of (32), except that a lot may exceed the required "shape factor" if a contiguous portion of the lot meets the minimum lot area requirement and does not exceed the required "shape factor." The Shape Factor equals the square of the lot perimeter divided by the lot area.

Shape Factor Formula:  $P^2/A < (32)$   
P=lot perimeter and A=lot area

Article submitted by the Planning Board

(Requires a 2/3rd Majority)

**NOTE:** The current Lot Regularity definition allows for the creation of lots that circumvent the intent of the bylaw. This new definition will limit that ability and allow the intention of the bylaw to be met.

**BOARD OF SELECTMEN RECOMMEND:**

**DATE AND ACTION TAKEN:**

**ARTICLE 21:** To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2024 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

PURPOSE	RECOMMENDED AMOUNT
Appropriations:	
Committee Administrative Expenses	\$ 30,000
Reserves:	
Open Space	\$ 77,000
Historic Resources	\$ 77,000
Community Housing	\$ 77,000

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

**NOTE:** Annual appropriation set-asides are required for CPA funds at 10 percent of total revenue including any state match for Open Space, Historic Resources and Community Housing. Any Administrative expenses unspent are returned to the General CPA account. The Recreation category has no set aside.

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 22: Community Trail UTV.** To see if the Town will vote to appropriate a sum of up to TEN THOUSAND SIX HUNDRED FORTY-SIX DOLLARS (\$10,646) from the Community Preservation General Reserve FY2023 to be made available towards **the purchase of an all-terrain vehicle and trailer for the Groveland Community Trail.** The project is to be managed by the Town Planner and Town Administrator under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

**NOTE:** *This project will provide matching funds for a MassTrails grant that will be applied for in February 2023 for an all-terrain vehicle and trailer for the Groveland Police and Fire Department to utilize on the Groveland Community Trail. This vehicle will provide fast and safe access for first responders to monitor the trail and ensure that the recreational aspect of the trail is being utilized responsibly.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 23: Washington Hall Paving and Hydroseeding.** To see if the Town will vote to appropriate a sum of up to TWENTY-ONE THOUSAND FIVE HUNDRED THIRTY-EIGHT DOLLARS (\$ 21,538) from the Community Preservation Historic Preservation Reserve FY2023 to be made available for **Washington Hall Paving and Hydroseeding**. The project is to be managed by the Groveland Historic Society and the Town Administrator under the CPA category of Historic Preservation or take any action relative thereto.  
Article submitted by the Community Preservation Committee

**NOTE:** *The proposed project would fund the application of a final topcoat of pavement for the new parking lot at historic Washington Hall to maintain stability and the hydroseeding and landscaping of the area surrounding the lot.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 24: Skatepark at the Pines Recreation Area.** To see if the Town will vote to appropriate a sum of up to FOUR HUNDRED FIFTY THOUSAND DOLLARS (\$450,000) from the Community Preservation General Reserve FY2023 to be made available for **construction of a Skatepark at the Pines Recreation Area**. The project is to be managed by the Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.  
Article submitted by the Community Preservation Committee

**NOTE:** *The proposed project would design and construct a skatepark at the Pines Recreation Area. Skateparks build and sustain healthy communities. As a gathering place for dedicated, athletic youth, the skatepark provides the forum for young and old, beginning, and skilled, to meet and share experiences.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 25: Splashpad at the Pines Recreation Area.** To see if the Town will vote to appropriate a sum of up to ONE HUNDRED TEN THOUSAND THREE HUNDRED NINETY-THREE DOLLARS (\$ 110,393) from the Community Preservation General Reserve FY2023 to be made available for **building a Splashpad at the Pines Recreation Area**. The project is to be managed by the Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.  
Article submitted by Citizens Petition

**NOTE:** *The proposed project would construct a splashpad at the Pines. A splashpad will offer a fun water experience while requiring a relatively small ongoing financial investment in comparison to a pool, etc. The proposed co-location to the existing playground will provide further efficiency and create a more well-rounded attraction. A trip to the park could be an all-day outing with the playground, water play, picnic area, restrooms, further enhancing the Pines Recreation facility.*

**BOARD OF SELECTMEN RECOMMENDS: UNFAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 26: Pines Tennis / Pickleball Court.** To see if the Town will vote to appropriate a sum of up to ONE HUNDRED FIFTY-FOUR THOUSAND ONE HUNDRED TEN DOLLARS (\$154,110) from the Community Preservation General Reserve FY2023 to be made available for **constructing a Pines Tennis and Pickleball Court**. The project is to be managed by the Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.

**Article submitted by the Community Preservation Committee**

**NOTE:** *The proposed project would provide construction of a tennis court/pickleball court at the Pines. A tennis court was always envisioned with the regrading and earth removal of the Pines, but the project never reached its completion. Seeing the rise in popularity of pickleball and the very easy way to have a combination court, accommodating the two sports will allow for a wider variety of users of a recreational amenity.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 27: Parking Creation at Shanahan Fields.** To see if the Town will vote to appropriate a sum of up to FOUR HUNDRED EIGHTY-TWO THOUSAND DOLLARS (\$482,000) from the Community Preservation General Reserve FY2023 to be made available for **Parking Creation at Shanahan Fields**. The project is to be managed by the Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.

**Article submitted by the Community Preservation Committee**

**NOTE:** *Shanahan Field is primarily used by Groveland Youth Soccer, where parking is limited on site, forcing parents and children to park on the street, creating a dangerous traffic situation. This project proposes to create designated parking and improve the vehicular circulation at the site to provide a safer environment for recreational field users.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE**

**DATE AND ACTION TAKEN:**

**ARTICLE 28: Planting, Maintaining, and Preserving Our Historic Trees**

To see if the Town will vote to appropriate a sum of up to NINETY-NINE THOUSAND DOLLARS (\$99,000) from the Community Preservation General Reserve FY2023 to be made available for **Planting, Maintaining, and Preserving Our Historic Trees**. The

project is to be managed by the Conservation Commission and the Town Administrator under the CPA category of Historic Preservation or take any action relative thereto.  
**Article submitted by Citizens Petition**

**NOTE:** *Our trees in town are under attack. Disease and insects are decimating our ash and hemlock trees. Invasive plants are covering and choking to death our oaks, maples, and birch trees. Many older historic trees are reaching their natural lives. The proposed project would address the crisis by developing maintenance plans for our trees, encouraging the planting of trees, and preserving our trees. Those that exist in historic and recreation areas of our town such as Elm Park and Veasey Park are examples.*

**BOARD OF SELECTMEN RECOMMENDS: UNFAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 29: Basketball Court Restoration/Reconstruction at Washington Park.** To see if the Town will vote to appropriate a sum of up to FORTY-FOUR THOUSAND THREE HUNDRED NINETY-FIVE DOLLARS (\$ 44,395) from the Community Preservation General Reserve FY2023 to be made available for a **Basketball Court Restoration/Reconstruction at Washington Park.** The project is to be managed by the Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.  
**Article submitted by the Community Preservation Committee**

**NOTE:** *The proposed project would restore and reconstruct the current basketball court at Washington Park reconfiguring the court and updating the current layout while resetting the hoops and providing new netting and fencing. The project would provide a suitable recreational area for Town residents to utilize and enjoy.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 30: Rehabilitation of Lucile's Cottage Project Phase 2.** To see if the Town will vote to appropriate a sum of up to NINETEEN THOUSAND TWO HUNDRED FIFTY DOLLARS (\$19,250) from the Community Preservation General Reserve FY2023 to be made available for **Rehabilitation of an historic building, Lucile's Cottage.** The project is to be managed by the Groveland Conservation Commission and the Town Administrator under the CPA category of Historic Preservation and Recreation or take any action relative thereto.  
**Article submitted by Citizens Petition**

**NOTE:** *The proposed project would begin Phase 2 of the Rehabilitation of Lucile's Cottage, which will convert an underutilized, historic building into a self-sustaining art studio space. Phase 1 secured funding for a feasibility grant which allowed us to hire an architect, a public artist specializing in creative placemaking and a septic assessment. During Phase 2 we would use professional services to complete the feasibility study, create a master plan, website audit and branding, and prepare grant applications to rehabilitate the building for artist space.*

**BOARD OF SELECTMEN RECOMMENDS: UNFAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: UNFAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 31: Riverview Cemetery Monument Restoration.** To see if the Town will vote to appropriate a sum of up to THIRTY-TWO THOUSAND DOLLARS (\$ 32,000) from the Community Preservation General Reserve FY2023 to be made available for the **Riverview Cemetery Monument Restoration**. The project is to be managed by the Cemetery Superintendent and the Town Administrator under the CPA category of Historic Preservation or take any action relative thereto.

Article submitted by the Community Preservation Committee

**NOTE:** *The proposed project would restore 119 monuments in the oldest historic section of the cemetery which date back to the 1800s. The restorations will clean, level, and repair some older irreplaceable headstones. The gravestone and monument assessment was performed in 2016 with CPA funds and involved studying all of the markers (headstones, footstones, monuments) located in the older parts of the cemetery.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 32: Visioning and Feasibility Plan for Veasey Memorial Park.** To see if the Town will vote to appropriate a sum of up to TWENTY THOUSAND DOLLARS (\$20,000) from the Community Preservation Historic Preservation Reserve FY2023 to be made available for **development of a Visioning and Feasibility Plan for Veasey Memorial Park**. The project is to be managed by the Groveland Conservation Commission and the Town Administrator under the CPA category of Historic Preservation or take any action relative thereto.

Article submitted by the Community Preservation Committee

**NOTE:** *Veasey Memorial Park is mainly funded through event/function rentals and the three rental housing units on site. The park is under the care, custody, and control of the Groveland Conservation Commission as voted by town meeting in 1996. The park is an asset to the community and the future use, operation, and maintenance of the facility and grounds need to be explored. This project proposes a visioning, and feasibility plan for the future of the facility. With the information on hand, the community can more easily identify and explore varying opportunities that have been vetted through a public process for long-term sustainability.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 33:** To see if the Town will vote to transfer the sum of ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000) from the following:

FORTY THOUSAND DOLLARS (\$40,000) from the Groveland Municipal Electric Department Operation Account

FIFTY THOUSAND DOLLARS (\$50,000) from the Overlay Surplus Account

EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from Fiscal Year 2023 Town Free Cash

to reduce the Fiscal Year 2024 tax rate; or take any other action relative thereto.  
Article submitted by the Town Administrator

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 34:** To see if the Town will transfer FOUR HUNDRED SEVENTY-FIVE THOUSAND NINE HUNDRED THIRTY-TWO DOLLARS (\$475,932) from Free Cash to the following accounts:

FIFTY THOUSAND DOLLARS (\$50,000) to the Stabilization Fund Account #8500-040-49700-000-000

FIFTY THOUSAND DOLLARS (\$50,000) to the Capital Stabilization Fund Account #8525-040-49700-000-000

FIFTY THOUSAND DOLLARS (\$50,000) to the Municipal Building Improvements Account #1001-192-58401-058-000

TWENTY-FIVE THOUSAND DOLLARS (\$25,000) to the MS4 Stormwater Permit Account #2452-421-45810-000-000

ELEVEN THOUSAND DOLLARS (\$11,000) to the Personnel Buy back Account #2410-040-49700-000-000

FIFTY-NINE THOUSAND NINE HUNDRED THIRTY-TWO DOLLARS (\$59,932) to purchase a Line Cruiser for the Police Department

FIFTY-FIVE THOUSAND DOLLARS (\$55,000) to purchase Jaws for the Fire Department

SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) to install a 911 System for the Bagnall Elementary School

SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) to install a new cafeteria door for the Bagnall Elementary School

TWENTY-FIVE THOUSAND DOLLARS (\$25,000) to remove the Oil Tank from the Bagnall Elementary School

or take any other action relative thereto.  
Article submitted by the Board of Selectmen

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN**

**ARTICLE 35:** To see if the Town will vote to transfer up to TWO HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$285,000) from the Stabilization Fund Account #8500-991-59610-000-000 to offset the negative variance found in the vendor account with Eastern Bank; or take any other action relative thereto.

Article submitted by the Town Administrator

(Requires a 2/3rd Majority)

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

***NOTE:** For the vendor account with Eastern Bank, the negative variance at June 30, 2022, totaling \$285,000 has been consistently reconciled to that unknown variance since May 2022 and in December 2022, the Town discovered a \$34,000 error from 2018, which was identified and corrected, resulting in a total variance of \$319,000. The Town plans to reconcile to the remaining variance on a consistent basis with a planned cut off of March 2023. This date reflects one year since the last warrant was paid out of that account and reflects the duration of valid checks subject to being cashed.*

**ARTICLE 36:** To see if the Town will vote to appropriate or transfer from the PEG Access and Cable Related Fund the sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) to be expended under the direction of the Town Administrator to fund cable access services, supplies and equipment for Fiscal Year 2023; or take any other action related thereto.

Article submitted by Cable Department

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 37:** To see if the Town will vote to transfer the sum of SEVEN THOUSAND THREE HUNDRED NINETY-EIGHT DOLLARS AND FIVE CENTS (\$7,398.05) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Expense Account for Fiscal Year 2024 (1001-171-52000-052) for the Conservation Commission's operating costs; or to take any other action relative thereto.

Article submitted by Town Administrator

**BOARD OF SELECTMEN RECOMMENDS:**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

***NOTE:** The Town is creating the Wetlands Protection Act Revolving Fund in place of the Conservation Commission Fee Account. This transfer moves the balance out of the Conservation Commission Fee Account so we can begin the process of closing the account.*

**ARTICLE 38:** To see if the Town of Groveland will appropriate FIVE THOUSAND SIX HUNDRED TWENTY-FIVE DOLLARS (\$5,625) from the premium received upon the sale of bonds or notes issued for the Center Street Land Purchase, which are the subject of a



Proposition 2½ debt exclusion by the Town, to pay costs of the project being financed by the bonds or notes and to reduce the amount authorized to be borrowed for the project by the same amount; or take any other action relative thereto.

**Article submitted by the Town Administrator**

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 39:** To see if the Town will vote to transfer the sum of ONE HUNDRED SIXTY-FIVE THOUSAND DOLLARS (\$165,000.00) from the Sewer Enterprise Department Retained Earnings to fund the SCADA System Upgrade Project; or take other action relative thereto.

**Article submitted by Water & Sewer Commissioners**

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**NOTE:** *The SCADA upgrade program is to update and improve our cyber security, as well as enhance our ability to operate and monitor the water and sewer systems.*

**ARTICLE 40:** To see if the Town will vote to transfer the sum of FIVE HUNDRED TWENTY THOUSAND DOLLARS (\$520,000.00) from the Water Enterprise Department Retained Earnings to fund the following:

ONE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$135,000.00) to fund the SCADA System Upgrade Project

THREE HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$385,000.00) to fund Phase One of the Lead Service Line Replacement Plan

or take other action relative thereto.

**Article submitted by Water & Sewer Commissioners**

**NOTE:** *The Lead Service Line Inventory project is mandated by EPA and MassDEP. The SCADA upgrade program is to update and improve our cyber security, as well as enhance our ability to operate and monitor the water and sewer systems.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 41:** To see if the Town will vote to raise, appropriate or transfer the sum of SIX HUNDRED THOUSAND DOLLARS (\$600,000), more or less, to pay costs of developing a

new water supply source or sources, and all other costs incidental and related thereto; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

Article submitted by Water & Sewer Commissioners

**NOTE:** *The Bond would cover the process of locating and drilling a new water source.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 42:** To see if the Town will vote to raise and appropriate the sum of ONE MILLION TWO HUNDRED FIFTEEN THOUSAND, TWO HUNDRED SEVENTY-SIX DOLLARS AND FORTY-SIX CENTS (\$1,215,276.46) for the use of the Water Department, said sum to be offset by Fiscal Year 2023 Water Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

**SALARIES**

<b>PURPOSE</b>	<b>FY23 APPROVED BUDGET</b>	<b>FY24 REQUESTED</b>
Commissioners	\$1,350.24	\$1,377.24
Superintendent	\$62,777.74	\$72,546.08
Office Manager	\$46,395.68	\$47,462.59
Laborers' Wages (3)	\$148,239.93	\$151,204.73
Admin. Assistant	\$32,886.00	\$37,915.35
Overtime	\$41,386.50	\$42,214.23
<b>TOTAL SALARIES</b>	<b>\$333,036.09</b>	<b>\$352,720.22</b>

**EXPENSES**

<b>PURPOSE</b>	<b>FY23 APPROVED BUDGET</b>	<b>FY24 REQUESTED</b>
Expenses	\$357,499.68	\$364,649.67
New Water Source Work	\$7,500.00	
Health	\$58,850.00	\$62,381.00
Retirement	\$82,910.72	\$72,836.68
Emergency Funds	\$50,000.00	\$50,000.00
Bond Debt & Interest	\$254,895.00	\$238,875.00
Short Term Debt		\$50,000.00
Medicare	\$4,891.59	\$5,013.88
Equipment	\$24,630.00	\$18,800.00
<b>TOTAL EXPENSES</b>	<b>\$841,176.99</b>	<b>\$862,556.23</b>
<b>TOTAL BUDGET</b>	<b>\$1,174,213.08</b>	<b>\$1,215,276.46</b>

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 43:** To see if the Town will vote to raise and appropriate the sum of SIX HUNDRED SEVENTY-ONE THOUSAND, EIGHT HUNDRED FIFTY-FIVE DOLLARS AND

TWENTY-ONE CENTS (\$671,855.21) to fund the Sewer Department salaries and expenses for FY 2024, said sum to be offset by Fiscal Year 2023 Sewer Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

<b>SALARIES</b>		
<b>PURPOSE</b>	<b>FY23 APPROVED BUDGET</b>	<b>FY24 REQUESTED</b>
<b>Commissioners</b>	<b>\$578.67</b>	<b>\$590.24</b>
<b>Superintendent</b>	<b>\$26,904.74</b>	<b>\$30,871.82</b>
<b>Office Manager</b>	<b>\$20,078.54</b>	<b>\$20,341.11</b>
<b>Laborers' Wages(3)</b>	<b>\$63,531.34</b>	<b>\$64,801.97</b>
<b>Overtime</b>	<b>\$16,900.00</b>	<b>\$17,238.00</b>
<b>Admin. Assistant</b>	<b>\$14,094.00</b>	<b>\$16,249.44</b>
<b>TOTAL SALARIES</b>	<b>\$142,087.29</b>	<b>\$150,092.58</b>
<b>EXPENSES</b>		
<b>PURPOSE</b>	<b>FY23 APPROVED BUDGET</b>	<b>FY24 REQUESTED</b>
<b>Expenses</b>	<b>\$104,865.46</b>	<b>\$106,962.77</b>
<b>Health</b>	<b>\$25,808.31</b>	<b>\$27,356.81</b>
<b>Medicare</b>	<b>\$1,966.69</b>	<b>\$2,006.02</b>
<b>Retirement</b>	<b>\$41,455.36</b>	<b>\$31,215.72</b>
<b>Bond Debt &amp; Interest</b>	<b>\$60,756.26</b>	<b>\$59,306.26</b>
<b>Emergency Funds</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>
<b>Haverhill Wastewater</b>	<b>\$189,878.80</b>	<b>\$193,676.38</b>
<b>Haverhill Capital Bond</b>	<b>\$74,743.80</b>	<b>\$76,238.68</b>
<b>Equipment</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$524,474.68</b>	<b>\$521,762.63</b>
<b>TOTAL BUDGET</b>	<b>\$666,561.97</b>	<b>\$671,855.21</b>

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 44:** To see if the Town of Groveland will raise and appropriate an additional \$1,250,000 in real estate and personal property taxes for the purpose of funding a portion of the Pentucket Regional School District annual assessment for the fiscal year beginning July 1, 2023 contingent upon the successful passage of a levy limit override question in the amount of **\$1,250,000** under G.L. c. 59, § 21C, or take any other action relative thereto.

**DATE AND ACTION TAKEN:**

**ARTICLE 45:** To see if the Town will vote to raise, appropriate or transfer the following sums to defray Town charges for the ensuing year ending June 30, 2024 and make appropriations therefor; or take any other action relative thereto:

Line Item	Actual FY2022	Adopted FY2023	Proposed FY2024
<b>GENERAL GOVERNMENT</b>			
<b><u>MODERATOR</u></b>			
Total Moderator Budget	\$ -	\$ 100	\$ 100
<b><u>SELECTMEN</u></b>			
Total Salaries	\$ 3,000	\$ 7,500	\$ 7,500
Total Expenses	\$ 40,472	\$ 64,750	\$ 66,200
Total Selectmen Budget	\$ 43,472	\$ 72,250	\$ 73,700
<b><u>TOWN ADMINISTRATOR</u></b>			
Total Salaries	\$ 11,570	\$ 113,300	\$ 115,566
Total Expenses	\$ -	\$ 5,000	\$ 5,000
Total Town Administrator Department Budget	\$ 11,570	\$ 118,300	\$ 120,566
<b><u>TOWN ACCOUNTANT</u></b>			
Total Salaries	\$ 88,950	\$ 90,729	\$ 108,404
Total Expenses	\$ 3,206	\$ 3,500	\$ 3,500
Total Town Accountant Budget	\$ 92,156	\$ 94,229	\$ 111,904
<b><u>BOARD OF ASSESSORS</u></b>			
Total Salaries	\$ 57,985	\$ 60,385	\$ 82,372
Total Expenses	\$ 52,762	\$ 64,250	\$ 64,250
Total Board of Assessors Budget	\$ 110,747	\$ 124,635	\$ 146,622
<b><u>TREASURER DEPARTMENT</u></b>			
Total Salaries	\$ 211,627	\$ 119,745	\$ 152,402
Total Expenses	\$ 25,857	\$ 31,950	\$ 32,000
Total Treasurer Department Budget	\$ 237,483	\$ 151,695	\$ 184,402
<b><u>TOWN COUNSEL</u></b>			
Total Town Counsel Budget	\$ 37,138	\$ 65,000	\$ 65,000
<b><u>TECHNOLOGY</u></b>			
Total Technology Department	\$ 79,026	\$ 100,000	\$ 130,666
<b><u>TOWN CLERK</u></b>			
Total Salaries	\$ 73,874	\$ 83,374	\$ 112,421
Total Expenses	\$ 16,699	\$ 26,713	\$ 28,138
Total Town Clerk Budget	\$ 90,573	\$ 110,087	\$ 140,559

**ECONOMIC DEV, PLANNING, & CONSERV.**

Total Salaries	\$ 68,981	\$ 79,559	\$ 97,628
Total Expenses	\$ 27,943	\$ 12,965	\$ 12,936
Total Economic Dev., Planning & Conservation	\$ 96,925	\$ 92,524	\$ 110,564

**MUNICIPAL BUILDINGS**

Total Salaries	43,514	44,923	58,763
Total Expenses	186,338	192,700	237,088
Total Municipal Buildings Budget	\$ 229,852	\$ 237,623	\$ 295,851

**INSURANCE**

Total Insurance Budget	\$ 746,813	\$ 803,890	\$ 914,905
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<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,775,754</b>	<b>\$ 1,970,333</b>	<b>\$ 2,294,839</b>
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**PUBLIC SAFETY****POLICE DEPARTMENT**

Total Salaries	\$ 1,359,587	\$ 1,558,091	\$ 1,615,373
Total Expenses	\$ 134,241	\$ 116,495	\$ 123,391
Total Police Budget	\$ 1,493,828	\$ 1,674,586	\$ 1,738,764

**PARKING CLERK**

Total Parking Clerk Budget	\$ -	\$ -	\$ -
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Total Salaries	\$ 257,702	\$ 269,967	\$ 344,999
Total Expenses	\$ 91,277	\$ 100,500	\$ 101,600
Total Fire Budget	\$ 348,979	\$ 370,467	\$ 446,599

**BUILDING DEPARTMENT**

Total Salaries	\$ 81,127	\$ 89,934	\$ 91,733
Total Expenses	\$ 12,100	\$ 13,100	\$ 14,100
Total Inspectors Budget	\$ 93,227	\$ 103,034	\$ 105,833

**EMERGENCY MANAGEMENT**

Total Emergency Management Budget	\$ 1,909	\$ 4,397	\$ 4,485
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<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,937,943</b>	<b>\$ 2,152,484</b>	<b>\$ 2,295,682</b>
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**EDUCATION**

<b>TOTAL EDUCATION</b>	<b>\$ 13,145,636</b>	<b>\$ 13,363,679</b>	<b>\$ 13,266,971</b>
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**PUBLIC WORKS****TREE WARDEN**

Total Tree Warden Budget	\$	27,440	\$	20,000	\$	20,000
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**HIGHWAYS**

Total Salaries	\$	355,450	\$	394,910	\$	404,338
Total Expense	\$	513,138	\$	493,060	\$	504,804
Total Highway Budget	\$	868,588	\$	887,970	\$	909,142

**RUBBISH COLLECTION**

Total Rubbish Collection Budget	\$	576,632	\$	672,910	\$	735,000
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**CEMETERY**

Total Salaries	\$	63,126	\$	70,209	\$	84,536
Total Expenses	\$	13,458	\$	17,200	\$	17,700
Total Cemetery Budget	\$	76,584	\$	87,409	\$	102,236

<b>TOTAL PUBLIC WORKS</b>	\$	1,549,243	\$	1,668,289	\$	1,766,378
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**HUMAN SERVICES****BOARD OF HEALTH**

Total Salaries	\$	62,095	\$	90,138	\$	109,045
Total Expenses	\$	1,180	\$	2,800	\$	3,200
Total Board of Health Budget	\$	63,275	\$	92,938	\$	112,245

**COUNCIL ON AGING**

Total Salaries	\$	122,934	\$	137,590	\$	173,964
Total Expenses	\$	9,311	\$	4,500	\$	6,000
Total Council on Aging Budget	\$	132,245	\$	142,090	\$	179,964

**VETERANS**

Total Veterans Budget	\$	28,679	\$	39,180	\$	39,364
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<b>TOTAL HUMAN SERVICES</b>	\$	224,198	\$	274,208	\$	331,572
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**LIBRARY**

Total Salaries	\$	191,292	\$	210,345	\$	262,317
Total Expenses	\$	78,789	\$	81,865	\$	84,804
Total Library Budget	\$	270,081	\$	292,210	\$	347,121

<b>TOTAL LIBRARY</b>	<b>\$ 270,081</b>	<b>\$ 292,210</b>	<b>\$ 347,121</b>
<b><u>DEBT SERVICE</u></b>			
Total Debt Budget	\$ 392,397	\$ 382,374	\$ 376,444
<b>TOTAL DEBT SERVICE</b>	<b>\$ 392,397</b>	<b>\$ 382,374</b>	<b>\$ 376,444</b>
<b><u>UNCLASSIFIED</u></b>			
Total Unclassified Budget	\$ 802,484	\$ 844,263	\$ 894,212
<b>TOTAL UNCLASSIFIED</b>	<b>\$ 802,484</b>	<b>\$ 844,263</b>	<b>\$ 894,212</b>
<b>TOTAL APPROPRIATED OPERATING EXPENSES</b>	<b>\$ 20,097,736</b>	<b>\$ 20,947,839</b>	<b>\$ 21,573,217</b>
<b><u>OTHER RAISE &amp; APPROPRIATE ARTICLES</u></b>			
Total Other Raise & Appropriate Articles	\$ 1,998	\$ -	\$ -
<b>TOTAL OTHER NON-APPROPRIATED EXPENSES</b>	<b>\$ 1,998</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>OTHER NON-APPROPRIATED EXPENSES</u></b>			
Total Other Non-Appropriated Expenses	\$ 221,681	\$ 224,246	\$ 230,245
<b>TOTAL OTHER NON-APPROPRIATED EXPENSES</b>	<b>\$ 221,681</b>	<b>\$ 224,246</b>	<b>\$ 230,245</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 20,321,415</b>	<b>\$ 21,172,085</b>	<b>\$ 21,803,462</b>

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

**ARTICLE 46:** 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, 2024; or take any other action relative thereto. Fixing of salaries according to Articles #42, #43, #45 above.

Article submitted by Finance Board

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS:**

**DATE AND ACTION TAKEN:**

**ARTICLE 47:** To see if the Town will vote to petition the General Court for special Legislation to decrease the size of the Board of Selectmen from five members to three

members. Since the Town has a full-time administrator, this article will authorize the Board of Selectmen to seek special legislation decreasing the size of the Board of Selectmen from five to three members. This article will take effect only if approved by the voters at the 2023 Annual Town Meeting.

Article submitted by Citizens Petition

**BOARD OF SELECTMEN RECOMMENDS:**

**FINANCE BOARD RECOMMENDS: UNFAVORABLE ACTION**

**DATE AND ACTION TAKEN:**

DRAFT



## APPENDIX A

### TOWN OF GROVELAND 5 YEAR CAPITAL IMPROVEMENT PLAN

Project Name	Department	Category	Expected Life	FISCAL YEAR				
				2024	2025	2026	2027	2028
2023 Marked Cruiser - Ford Utility Police Interceptor with a Hybrid Engine	Police	Vehicle	5 Years	\$ 59,931.56	\$ 61,729.51	\$ 63,581.39	\$ 65,488.83	\$ 67,453.50
Public Safety Generator	Police	Equipment	20 Years				\$ 85,000.00	
Police Station Entry Doors	Police	Facilities	40 Years				\$ 19,043.00	
Jaws of Life	Fire	Equipment	25 Years	\$ 55,000.00				
Fire Chief Command Vehicle	Fire	Vehicle	5 Years			\$ 85,000.00		
Central Fire Station Entry Doors	Fire	Facilities	40 Years				\$ 19,043.00	
Public Safety Building Roof	Public Safety	Facilities	40 Years		\$ 680,000.00			
Town Hall Roofing	Town Hall	Facilities	50 Years					\$ 325,000.00
Library Building Roof	Library	Facilities	50 Years			\$ 285,000.00		
Library Flooring Replacement	Library	Facilities	20 Years	\$ 31,634.52				
Library HVAC Upgrade	Library	Facilities	20 Years	\$ 55,000.00				
Highway Garage Replacement	Highway	Equipment	30 Year			\$ 92,890.00		
Riverside Drive Sidewalks	Highway	Infrastructure	40 Years				\$ 240,265.00	
Trackless MT7 Tractor	Highway	Equipment	15 Years	\$ 203,920.00				
289D3 Track Skid Steer	Highway	Equipment	15 Years				\$ 118,000.00	
John Deere 2025R Compact Tractor	Cemetery	Equipment	10 Years			\$ 30,000.00		
Design & Install, Security & Egress Door System for Cafeteria Lockdown & Code Compliance	School	Facilities	20 Years	\$ 75,000.00				
Design & Install/Upgrade Fire Alarm System with addressable components and CO detection	School	Facilities	20 Years					
Design & Install ADA HC Lift in Hallway Room 11	School	Facilities	10 Years			\$ 30,000.00		
Design & Upgrade Site Asphalt Roadways, Curbing, and ADA ramps	School	Facilities	40 Years					\$ 300,000.00

Remove underground 10K gallon fuel oil tank & equipment. Not in use	School	Facilities	N/A	\$ 25,000.00					
Design & Install/Replace Classroom Unit ventilators	School	Facilities	40 Years		\$ 350,000.00				
Replace Carpeting in Library	School	Facilities	10 Years				\$ 20,000.00		
Replace Flooring in Computer Lab	School	Facilities	20 Years			\$ 15,000.00			
Design & Install Generator System for Café/Kitchen & Gym Wing	School	Facilities	20 Years				\$ 150,000.00		
Design & Install/Replace all potable water plumbing fixtures with certified lead free materials	School	Facilities	20 Years			\$ 250,000.00			
School Area Domestic Water Piping Replacement	School	Facilities	40 Years						
Design & Upgrade Restrooms Fixtures & Hardware	School	Facilities	20 Years					\$ 200,000.00	
Design & Install Communication System Upgrade for Emergency 911 classroom calls	School	Facilities	30 Years	\$ 75,000.00					
Design & Install a Synchronized Wall Clock/Bell System	School	Facilities	40 Years				\$ 30,000.00		
		<b>TOTAL</b>		<b>\$ 580,486.08</b>	<b>\$ 1,091,729.51</b>	<b>\$ 851,471.39</b>	<b>\$ 746,839.83</b>	<b>\$ 892,453.50</b>	

## **APPENDIX B**

### **REVOLVING FUNDS ACTIVITY THROUGH MARCH 31, 2023 FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

#### **Bagnall Summer Program Revolving Fund - Fund 2406**

Beginning Balance as of July 1, 2022	\$	111,272.02
Add: Revenues		85,179.09
Less: Payroll Expenses		73,855.72
Less: Operating Expenses		77,395.92
Ending Balance as of March 31, 2023	\$	<u>45,199.47</u>

#### **Council on Aging Revolving Fund - Fund 2407**

Beginning Balance as of July 1, 2022	\$	22,513.65
Add: Revenues		4,913.77
Less: Operating Expenses		10,384.63
Ending Balance as of March 31, 2023	\$	<u>17,042.79</u>

#### **Pines Boat Ramp Revolving Fund - Fund 2409**

Beginning Balance as of July 1, 2022	\$	22,972.84
Add: Revenues		3,105.00
Less: Operating Expenses		751.67
Ending Balance as of March 31, 2023	\$	<u>25,326.17</u>

#### **Veasey Memorial Park Revolving Fund - Fund 2411**

Beginning Balance as of July 1, 2022	\$	11,308.34
Add: Revenues		106,643.88
Less: Payroll Expenses		3,852.00
Less: Operating Expenses		107,800.67
Ending Balance as of March 31, 2023	\$	<u>6,299.55</u>

#### **Fire Department CPR Class Revolving Fund - Fund 2451**

Beginning Balance as of July 1, 2022	\$	191.56
Add: Revenues		60.00
Less: Operating Expenses		-
Ending Balance as of March 31, 2023	\$	<u>251.56</u>

#### **Pines Maintenance Revolving Fund - Fund 2660**

Beginning Balance as of July 1, 2022	\$	2,592.49
Add: Revenues		29,896.57
Less: Payroll Expenses		3,505.44
Less: Operating Expenses		15,117.44
Ending Balance as of March 31, 2023	\$	<u>13,866.18</u>

#### **Groveland Day Revolving Fund - Fund 2661**

Beginning Balance as of July 1, 2022	\$	5,308.90
Add: Revenues		10,839.75
Less: Operating Expenses		11,225.68
Ending Balance as of March 31, 2023	\$	<u>4,922.97</u>

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## APPENDIX C

### Town of Groveland General Bylaws FINAL DRAFT, RED-LINE

#### Part I: Administrative Legislation

##### Chapter 100 General Provisions

[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories.  
Amendments noted where applicable.]

##### Article I Penalties and Enforcement

[Adopted as Ch. 1, § 1-1, of the General Bylaws]

##### § 100-1 Criminal complaint.

Whoever violates any provision of these General Bylaws may be penalized by indictment or on complaint brought in the District Court. Except as may be otherwise provided by law and as the District Court may see fit to impose, the maximum penalty for each violation, or offense, brought in such manner, shall be \$300.

##### § 100-2 ~~Non-criminal~~Noncriminal disposition.

[Amended at time of adoption of Code]

- A. Whoever violates any provision of these General Bylaws, the violation of which is subject to a ~~specified~~specific penalty, may be penalized by a ~~non-criminal~~noncriminal disposition as provided in ~~M.G.L. Chapter~~MGL c. 40, Section § 21D. The ~~non-criminal~~noncriminal method of disposition may also be used for ~~violations~~violation of any rule or regulation of any municipal officer, board or department which is subject to a specific penalty.
- B. Without intending to limit the generality of the foregoing, it is the intention of this provision that the following bylaws and sections of bylaws are to be included within the scope of this ~~sub~~-section, that the specific penalties as listed here shall apply in such cases and that in addition to police officers, who shall in all cases be considered the enforcing persons for the purpose of this provision, the municipal personnel listed for each ~~section~~chapter or article, if any, shall also be enforcing persons for such ~~sections~~chapter or article. Each day on which any violation exists shall be deemed to be a separate offense.

#### TOWN OF GROVELAND

##### List of Provisions Subject to Enforcement

under MGL c. 40~~-, S.~~, § 21D Procedures

##### ~~1.~~ DRINKING IN PUBLIC

##### 1. Wetlands Bylaw (Chapter ~~208~~ [General Bylaw Sec. 8-1]~~30~~)

Fine allowed: \$~~50~~300

Enforcement Agent: Police Officers or Conservation Officers

Fine Schedule: \$300 each day or portion thereof violation exists; with each condition violated constituting a separate offense

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under MGL c. 40A, § 21D Procedures**

**2. Zoning Bylaws (Chapter 50, § 50-14.3)**

Fine allowed: \$300

Enforcement Agent: Building Inspector

Fine Schedule: 1st offense: \$100

2nd offense: \$200

3rd and each subsequent offense ~~-\$50:~~ \$300

**2. ~~OBSTRUCTION OF PEDESTRIAN TRAFFIC - LOITERING~~**

**3. ~~Chapter 340, Article II, §§ 340-4 and 340-5 [General Bylaw Sec. 8-8 and 8-9] False Alarm Bylaw (Chapter 204)~~**

Fine allowed: \$50

Enforcement Agent: Police Officers

Fine Schedule: 1st offense ~~-\$25~~

Fine Schedule: 1st and 2nd offense: warning

3rd and each subsequent offense \$50(annual): \$25

**3. ~~DISCHARGING FIREARMS~~**

**4. Drinking in Public (Chapter 259 [General Bylaw Sec. 8-16] 208)**

Fine allowed: \$50

Enforcement Agent: Police Officers

Fine Schedule: 1st and each subsequent offense ~~-\$:~~ \$50

**4. ~~TAMPERING WITH TRAFFIC CONTROL SIGNS~~**

**5. Leash Law - Dogs (Chapter 355, § 355-1 [General Bylaw Sec. 12-1] 212, § 212-2)**

Fine allowed: ~~\$20~~ \$300

Enforcement Agent: Animal Control Officer and/or Police Officers

Fine Schedule: 1st offense: warning

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2nd offense: \$15

3rd offense: \$25

4th and each subsequent offense: \$50

**5. SECURING OF VEHICLE LOADS**

**6. Licensing of Dogs and Kennels (Chapter ~~355, § 355-7~~ [General Bylaw Sec. 12-71] 212, § 212-3)**

Fine allowed: \$100~~25~~

Enforcement Agent: Animal Control Officer and/or Police Officers

Fine Schedule: 1st offense: \$50 After June 1 of each year: licensing fee, plus \$10 fine per unlicensed dog

After July 1 of each year: licensing fee, plus \$15 fine per unlicensed dog

After August 1 of each year: licensing fee, plus \$25 fine per unlicensed dog

**7. Disposal of Dog Waste (Chapter 212, § 212-4)**

Fine allowed: \$300

Enforcement Agent: Animal Control Officer and/or Police Officers

Fine Schedule: 1st offense: \$10

2nd and each subsequent offense: \$20

**6. UNREGISTERED MOTOR VEHICLES**

**8. Building Numbering Bylaw (Chapter ~~370~~ [General Bylaw Sec. 12-71 thru 12-75] 219, Article II)**

Fine allowed: \$300~~25~~

Enforcement Agent: Fire or Police Officers

Fine Schedule: 1st offense: warning

2nd and each successive subsequent offense: \$25 per day for each day violation exists



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**7. ~~RUDE AND DISORDERLY CONDUCT~~**

**9. Open Burning Bylaw (Chapter ~~300~~,  
~~§ 300-3~~ [General Bylaw Sec. 8-4] 223)**

Fine allowed: \$50

Enforcement Agent: Fire or Police Officers

~~Fine Schedule:~~ ~~1st offense -- \$25~~

Fine Schedule: 1st offense: warning

~~2nd and each subsequent offense -- \$50~~

**8. ~~EARTH REMOVAL~~**

**10. Earth Removal (Chapter 235 [General  
Bylaw Sec. 5-21 thru 5-38])**

Fine allowed: \$200

Enforcement Agent: Police Officers or Zoning Enforcement Earth Removal  
Officer

~~Fine Schedule:~~ ~~1st offense -- \$50~~

~~2nd offense -- \$100~~

Fine Schedule: 1st offense: \$50

2nd offense: \$100

~~3rd and each subsequent offense -- \$200~~

**9. ~~LITTERING~~**

**11. Littering (Chapter 252, §§ 252-1, 252-2  
and 252-3 [General Bylaw Sec. 8-12; 8-  
13; 8-14])**

Fine allowed: \$300

Enforcement Agent: Police Officers, Health Agent or Board of Health

~~Fine Schedule:~~ ~~1st offense -- \$100~~

~~2nd offense -- \$200~~

Fine Schedule: 1st offense: \$100

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2nd offense: \$200

3rd and each subsequent offense ~~–~~: \$300

**10. ZONING BYLAWS**

12. Discharging Firearms (Chapter ~~50~~,  
Zoning Bylaw Sec. 1502.2259)

Fine allowed: \$~~300~~50

Enforcement Agent: Building Inspector~~Police Officers~~

Fine Schedule: 1st offense ~~–~~ \$100

2nd offense ~~–~~ \$200

Fine Schedule: ~~3rd~~1st and each subsequent offense ~~–~~ \$300; \$50

**11. FALSE ALARM BYLAW**

13. Disorderly Conduct (Chapter ~~204~~  
[General Bylaw Sec. 8-17]300, § 300-2)

Fine allowed: \$50

Enforcement Agent: Police Officers

Fine Schedule: 1st ~~and 2nd~~ offense ~~–~~ Warning: \$25

2nd and each subsequent offense: \$50

~~3rd and each subsequent  
offense (Annual) \$25~~

**12. BUILDING NUMBERING BYLAW**

14. Storm Drains (Chapter ~~219~~, Article ~~II~~  
[General Bylaw Sec. 6-1]335)

Fine allowed: \$25

Enforcement Agent: ~~Fire or Police Officers~~ Highway Department, its employees  
or agents

Fine Schedule: 1st ~~offense –~~ Warning violation: \$100

2nd violation: \$200

3rd violation: \$300

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~~2nd and each subsequent  
offense --\$25~~

~~13. OPEN BURNING BY-LAW~~

15. Chapter 223 [General Bylaw Sec. 6-2] Obstruction of Pedestrian Traffic -  
Loitering (Chapter 340, Article II,  
§§ 340-4 and 340-5)

Fine allowed: \$50

Enforcement Agent: ~~Fire or~~ Police Officers

~~Fine Schedule:~~ ~~1st offense --Warning~~

Fine Schedule: 1st offense: \$25

~~2nd and each subsequent offense --: \$50~~

~~14. UNDERGROUND STORAGE TANKS~~

~~Board of Health Regulation~~

~~Fine allowed:~~ ~~\$300~~

~~Enforcement Agent:~~ ~~Board of Health~~

~~Fine Schedule:~~ ~~\$300 per month for each month  
of non-compliance~~

~~15. SMOKING IN PUBLIC BUILDINGS~~

16. ~~Snow and Ice~~ (Chapter 330 [General  
Bylaw Sec. 8-18] 340, Article VI)

Fine allowed: ~~\$25~~300

Enforcement Agent: Police Officers

Fine Schedule: ~~1st offense --\$10; warning~~

2nd offense: \$50

3rd offense: \$150

All subsequent offenses: \$300

~~2nd offense --\$20~~

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under MGL c. 40A, § 21D Procedures

~~3rd and each subsequent  
offense -- \$25~~

~~16. WETLANDS BYLAW~~

~~17. Tampering with Traffic Control Signs  
(Chapter ~~30~~ {General Bylaw Sec. 8-  
19} 355, § 355-1)~~

Fine allowed: ~~\$300~~20

Enforcement Agent: ~~Police Officers or Conservation Officers~~

Fine Schedule: ~~\$300 each day or portion thereof violation exists; with each  
condition violated constituting a separate offense. 1st and  
each subsequent offense: \$20~~

~~17. STABLING REGULATIONS~~

~~General Bylaws -- Appendix D~~

~~Fine allowed: \$300~~

~~Enforcement Agent: Stabling Agent~~

~~Fine Schedule: 1st Offense -- Warning~~

~~2nd Offense -- \$25 per day 3rd  
and subsequent Offenses -- \$50  
per day~~

~~18. LEASH LAW -- DOGS~~

~~18. Securing of Vehicle Loads (Chapter ~~212~~,  
§ ~~212-2~~ {General Bylaw -- Sec. 3-2} 355,  
§ 355-7)~~

Fine allowed: ~~\$300~~100

Enforcement Agent: ~~Animal Control Officer and/or~~ Police Officers

Fine Schedule: ~~1st offense -- Warning: \$50~~

~~2nd and each subsequent offense: \$100~~

~~2nd Offense -- \$15~~

~~3rd Offense -- \$25~~

~~4th and subsequent Offenses --~~

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\$50

**19. LICENSING OF DOGS AND KENNELS**

19. Chapter ~~212, § 212-3~~ [General Bylaw --  
Sec. 3-3] Operating Motor Bike, Trail  
Bike, Motorcycle, Skimobile on Private  
or Public Property (Chapter 365, Article  
I)

Fine allowed: \$25

Enforcement Agent: Animal Control Officer and/or  
Police Officers

Fine Schedule: After June 1st of each year-  
licensing fee, plus \$10 fine per  
unlicensed dog;

After July 1st of each year-  
licensing fee, plus \$15 fine per  
unlicensed dog;

After August 1st of each year-  
licensing fee, plus \$25 fine per  
unlicensed dog

**20. DISPOSAL OF DOG WASTE**

Chapter ~~212, § 212-4~~ [General Bylaw -- Sec. 3-4]

Fine allowed: \$300

Enforcement Agent: ~~Animal Control Officer and/or~~ Police Officers

Fine Schedule: ~~\$10 -- first~~ Each offense; \$100

~~\$20 -- second and each  
subsequent offense thereafter.~~

**21. OPERATING MOTOR BIKE, TRAIL BIKE, MOTORCYCLE,  
SKIMOBILE ON PRIVATE OR PUBLIC PROPERTY**

20. Motorized Scooter Prohibition (Chapter  
**365, Article I** [~~General Bylaw -- Sec. 8-  
21~~]II)

Fine allowed: \$300

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**under MGL c. 40A, § 21D Procedures**

Enforcement Agent: Police Officers

Fine Schedule: ~~\$100 each~~ 1st offense: \$25  
All subsequent offenses: \$50

~~22. Motorized Scooter Prohibition~~

21. Unregistered Motor Vehicles (Chapter 365, Article II [General Bylaw - Sec. 8-22] 370)

Fine allowed: \$300

Enforcement Agent: Police Officers

Fine Schedule: ~~\$25 first offense~~ 1st and each successive offense: \$5 per day for each day violation exists

~~\$50 all subsequent~~

~~23.22. Water Use Restriction Bylaw (Chapter 379)~~

~~Chapter 379 [General Bylaw - Sec. 11.21]~~

Fine allowed: \$50 per day

Enforcement Agent: Water ~~Depart.~~ Department Personnel

~~Fine Schedule:~~ First Offense - Warning

~~Second Offense - \$50~~

Fine Schedule: ~~Third~~ 1st offense: warning

2nd offense: \$50

3rd and each subsequent day - \$50

23. Underground Storage Tanks (Board of Health Regulation)

Fine allowed: \$300

Enforcement Agent: Board of Health

Fine Schedule: \$300 per month for each month of noncompliance

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24. [Snow and Ice Stabling Regulations](#)  
[\(Appendix D\)](#)

[Chapter 340, Article VI \[General Bylaw - Sec. 10.7\]](#)

Fine allowed: \$300

Enforcement Agent: [Police Officers Stabling Agent](#)

Fine Schedule: [First Offense - Warning](#) [1st offense: warning](#)

[2nd offense: \\$25 per day](#)

[3rd and subsequent offenses: \\$50 per day](#)

[Second Offense - \\$50](#)

[Third Offense - \\$150](#)

[All subsequent - \\$300](#)

Chapter 105  
**Administration of Government**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 2, Art. I, of the General Bylaws. Amendments noted where applicable.]**

**§ 105-1 Evening office hours.**  
**[Amended 5-21-2001 ATM]**

Whosoever shall accept the offices of Town Clerk, Tax Collector and Town Treasurer shall, as a public service to the townspeople, open their offices for Town business one evening each week, said evening to be Monday from 6:00 p.m. to 8:00 p.m., except for holidays or unforeseen difficulties, at which time one other evening may be designated.

**§ 105-2 ~~Records, reports, notices, etc.~~ [to be kept by Clerk; notification to new officers and committee members.](#)**

- A. The Town Clerk shall keep a file of all the Town reports, reports of all committees chosen by the Town and all original documents relating to the affairs of the Town which may come into [his-the Clerk's](#) possession.
- B. [He-The Clerk](#) shall, as soon as practicable after any election has been held by the Town, in addition to the notices [he-the Clerk](#) is now directed to give to officers who are required to take an oath of office, also issue a written or printed notice to all persons who have been elected to any other office, or chosen to serve on any

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other committee, stating the office to which such person has been elected, or the duties which such committee was chosen to perform.

§ 105-3 **Quorum for adoption of general bylaws at Special Town Meetings.**

No general ~~by-law~~ bylaw shall be adopted or amended at a Special Town Meeting having a quorum of less than 100 of the legal voters of the Town.



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Chapter 111  
**Boards, Committees and Councils**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

Article I  
**General Provisions**

**[Adopted 4-24-2006 ATM (Ch. 2, Art. VI, Div. I, § 2-127, of the General Bylaws)]**

**§ 111-1 Members in arrears on taxes, fees or assessments.**

No member of an appointed board, commission, committee or council shall be in arrears to the Town of Groveland for any tax, fee, or assessment as determined by the Town Treasurer. The Town Treasurer shall inform any member of said board, commission, committee or council in writing of the delinquency by description and amount owed, along with the date the payment must be received, which shall be 30 days from the date of the notification letter. Failure on behalf of the board, commission, committee or council member to satisfy the amounts owed as stated in the notification letter by the due date shall constitute a letter of resignation by the member and the Treasurer shall notify the Board of Selectmen, Town Clerk, and the appropriate board, commission, committee or council that the individual is no longer a member.

Article II  
**Finance Board**

**[Adopted as Ch. 2, Art. III, § 2-35, of the General Bylaws]**

**§ 111-2 Appointment and members; terms; organization.**  
**[Amended 5-1-2017 ATM]**

- A. The Finance Board shall be made up of seven members. The Selectmen shall, by June ~~30th~~30 of each year, appoint up to three legal voters in the Town to serve for a period of three years, and these appointees shall be known as the "Town Finance Board." They shall annually elect a Chair from among their members and shall meet from time to time as its members or its Chair ~~deem~~deems advisable. Additionally, the Selectmen may appoint two alternate members to serve for two years.
- B. In the first year of the reorganization (2017), the Board shall appoint three members to serve a three-year term, two members to serve a two-year term, and two members to serve a one-year term.

**§ 111-3 Powers and duties.**

The Board shall consider those affairs and interests of the Town the subjects of which are included in the warrants for the Town Meetings, shall consider the question of the Town's obligations, the administration of the various departments, shall make such reports and recommendations to the Town concerning the administration of any and all departments that the circumstances may justify and by a majority vote of the members present, and shall have ~~a~~ sole authority to spend such funds as may be appropriated by the Town for a reserve fund. No direct drafts shall be drawn against this fund, but transfers may be made.

**§ 111-4 Reports; compensation. Review of warrant articles.**

The Board shall consider the various articles in the warrants of the Town Meetings and shall report to the Town meetings its recommendations for the action of the Town.

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**§ 111-5 Compensation.**

The members of the Board shall serve without pay.

Article III

**Capital Improvement Planning Committee**

**[Adopted as Ch. 2, Art. VI, Div. I, §§ 2-122 through 2-126, of the General Bylaws]**

**§ 111-56 Establishment; membership; terms; officers.**

**[Amended 4-30-2007 ATM; at time of adoption of Code]**

The Board of Selectmen shall establish and appoint a committee to be known as the "Capital Improvement Planning Committee (CIC);," composed of five at-large members. The five at-large members are to serve a three-year rotating term. The Town ~~Finance Director~~Administrator shall be an ex-officio member without the right to vote. The Committee shall choose its own officers. If, at any time, membership of the Committee falls below three members, the authority for making decisions regarding capital improvements for the Town will revert to the Board of Selectmen.

**§ 111-67 Powers and duties.**

**[Amended 4-30-2007 ATM]**

- A. The CIC shall study proposed capital projects involving the planning for and the improvement, preservation and creation of tangible assets and projects ~~which~~:
- (1) ~~Have~~Which have a useful life of no less than three years;
  - (2) ~~Which~~ cost no less than \$10,000; and/or
  - (3) For which the Town is authorized to borrow funds.
- B. Capital projects shall be submitted to the CIC at a date to be established by the Committee, for consideration at the following Annual Town Meeting, or two months before a Special Town Meeting, except when emergency financing is necessitated by an accident, fire, judicial order or other similar special circumstances.
- C. All officers, boards and committees, including the Selectmen, shall give to the CIC, on forms prepared by it, information concerning all anticipated capital projects requiring Town Meeting action during the next fiscal year and five ensuing years. The CIC shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the Town.
- D. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the CIC's report as defined in § ~~111-78~~. The CIC shall not fail to report on any proposal that has been properly submitted.
- E. The provisions of this section shall apply to any capital improvement projects that will be funded in part by state or federal grants. The provisions of this and subsequent sections shall not apply to enterprise funds, including the Electric, Water and Sewer Departments, the regional school systems, nor shall it apply to land purchases.

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- F. The CIC will meet with the Board of Selectmen to review proposed warrant articles related to capital improvement. Said meeting will take place after the article submission deadline has passed but prior to the warrant being finalized by vote of the Selectmen.

**§ 111-78 Annual report.**

The CIC shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, including any items to be funded in the current fiscal year; and a Capital Improvement Program, including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Board of Selectmen not later than January 15th prior to the Annual Town Meeting for its consideration and recommendations. The Board shall submit the Capital Budget with its recommendations to the Annual Town Meeting.

**§ 111-89 Scope of program.**

Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets, for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the Town through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

**§ 111-9 Availability 10 Copies of report and budget.  
[Added 5-19-2003 ATM]**

The CIC's report and the Selectmen's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk.

Article IV  
**Council on Aging**

**[Adopted 6-6-1988 STM (Ch. 2, Art. VI, Div. II, of the General Bylaws)]**

**§ 111-4011 Statutory authority.  
[Added at time of adoption of Code]**

In accordance with MGL c. 40, § 8B: "A city by ordinance or a town by by-law may establish a council on aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with programs of the department of elder affairs. The council shall submit an annual report to the city or town and shall send a copy thereof to the department of elder affairs. Said department shall from time to time review and evaluate such reports and make recommendations as to any required or needed changes in said local programs. The council may appoint such clerks and other employees as it may require. The names, addresses, telephone numbers, or other identifying information about elderly persons in the possession of the council shall not be public records, but the use of these records shall comply with sections 14 to 24, inclusive, of chapter 19A as a condition of receiving a government contract, program grant or other benefit, or as otherwise required by law."

**§ 111-12 Name.**

The name of the organization shall be the "Groveland Council on Aging," hereinafter referred to as "the Council," as established by Town Meeting of the Town of Groveland in the Commonwealth of Massachusetts.

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§ 111-~~11~~**13 Purpose; powers and duties.**

- A. The Council shall carry out the programs designed to meet the problems of the aged in coordination with programs of the Councils on Aging established under ~~General Laws, Chapter 40, Section 85.~~MGL c. 40, § 8B. **[Amended at time of adoption of Code]**
- B. The Council shall identify the total needs of the elderly population of the community.
- C. The Council shall inform the members of the community of the needs of its elderly and enlist support, cooperation and participation of the townspeople concerning these needs.
- D. The Council shall design, promote and support programs and services to fill the needs of the elderly in the community.
- E. The Council shall be aware of all state and federal legislation concerning funding, information exchange and program planning which exists for the better community programming for the elderly.
- F. The Council is authorized to appoint whatever functional committees are deemed necessary to accomplish the purposes and goals stated herein. Chairpersons of these committees must be members of the Council. It is the individual Chairperson's prerogative to involve non-members.

§ 111-~~12~~**14 Membership; terms of office.**

- A. The Council shall consist of ~~nineteen~~seven members, of which at least 51% shall be elders over 60 years of age. **[Amended 10-5-2009 STM; 5-23-2022 ATM by Art. 13]**
- B. Members shall be nominated by a majority vote of the existing members of the Council, and nominations shall be sent to the Board of Selectmen for appointment. Vacancies in unexpired terms shall be filled in the same manner. **[Amended at time of adoption of Code]**
- C. Council members shall be appointed for a term of three years, ~~excepting~~except members appointed to fill a vacancy in an unexpired term. These appointees to fill a vacancy in an unexpired term ~~appointees~~ shall serve initially only for the duration of the unexpired term. **[Amended at time of adoption of Code]**
- D. Except as provided in Subsection E, members may serve no more than two consecutive terms. Appointment to a vacancy in an unexpired terms does not constitute a full term for the purpose of this section and ~~sub-section.~~subsection. **[Amended at time of adoption of Code]**
- E. Upon unanimous recommendation of the Membership Committee and subsequent unanimous vote of the Council membership in attendance, a retiring member shall be eligible for appointment to one additional term of three years.
- F. After a lapse of one year, ex-members may be eligible for reappointment.
- G. Council members wishing to be reappointed must make their intentions known by so stating in writing to the Chairperson of the Council.
- H. All voting rights shall be vested in the members and each individual present shall be entitled to one vote ~~in~~with respect to any question or matter which may come before the Council.
- I. If a member should miss three consecutive meetings without just cause, resignation shall be requested.

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- J. The Council may set up an associate membership list of interested residents who may attend meetings but may not vote. Upon approval by the Council, associate members may sit in committees and may form a pool from which prospective full members may be chosen.

§ 111-~~43~~15 **Officers.**

A. Number, qualification, election and term of office.

- (1) The officers of the Council shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer, and may include such number of assistants as the Council may from time to time deem advisable.
- (2) Each of such ~~principle~~principal officers shall be elected annually from the membership at the regular annual meeting of the Council in the month of June. [Amended at time of adoption of Code]
- (3) New terms of office take effect at the first meeting of the Council in the month of July, with the start of the fiscal year.
- (4) A committee of three persons, with one designated as Chairperson, shall be appointed and confirmed by the Council as a whole each April for the purpose of nominating candidates for the ~~principle offices~~principal officers of the Council. The Chairperson of the committee shall assure that any member of the Council seeking an office shall have their name submitted in due course with proper notice for ballot by Council. Should there be more than one applicant for a stated position, election for that position shall be by secret ballot. [Amended at time of adoption of Code]
- (5) The Chairperson of the Nominating Committee shall present the Committee's report at the May meeting and shall have ballots available for the election at the annual June meeting.
- (6) Election of officers to fill vacancies created by death, resignation or other cause may take place at any regular or special meeting and shall be for the unexpired term of the previous incumbent, except that the office of Chairperson, if vacated, shall first be filled by the Vice-Chairperson followed by the Secretary, and then the Treasurer, for the unexpired portion of the Chairperson's term of office. **[Amended 4-24-2006 ATM]**
- (7) After serving two consecutive terms of one year, the Chairperson shall be ineligible to hold that office for the next two years. However, said Chairperson shall be eligible to hold another office.

B. Chairperson. The Chairperson shall be the chief executive officer of the Council, subject to the direction of members of the Council, and shall have charge of the business affairs of the Council in its general operations, including correspondence. The Chairperson shall preside at all meetings of the Council, shall appoint all committees; and shall be an ex officio member of all committees.

C. Vice-Chairperson. During the absence of the Chairperson, the Vice-Chairperson shall exercise all the functions of the Chairperson, and when so acting, shall have all the powers of, and be subject to; all the restrictions upon, the Chairperson.

D. Secretary. The Secretary shall:

- (1) Record all the proceedings of the meetings of the Council;
- (2) Cause all notices to be duly given in accordance with the provisions of the ~~by-laws~~bylaws and which may be required by statute; and

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(3) In general perform all duties pertaining to the office.

E. Treasurer. The Treasurer shall:

(1) Keep, or cause to be kept, all books of accounts of all the business transactions, receipts and disbursements of the Council.

(2) Render to the Chairperson and to the members when assembled in meeting, or whenever requested, a statement of the financial condition of the Council and of all the transactions as Treasurer.

(3) Render a full financial report, based on the books and accounts audited by the Town Accountant at the annual meeting in June.

F. Requests for expenditures shall be presented by the Council at the regular monthly meeting, and considered under "New Business" for approval by the Council for payment by the Town Accountant. The Treasurer and/or Chairperson of Board must approve and sign all vouchers for payment. **[Amended 4-24-2006 ATM]**

**§ 111-~~14~~16 Meetings.**

A. Regular meetings. Regular meetings of the Council shall be posted with the Town Clerk at least two workdays in advance and shall be held on the second Wednesday of each month. The meeting day may be changed by majority vote of the Council on condition that sufficient time for proper notice be provided.

B. Special meetings. Special meetings of the Council may be called by the Chairperson or upon the written request of three members. All members shall be notified of special meetings. **[Amended at time of adoption of Code]**

C. Annual meeting. The annual meeting of the Council shall be held during the month of June. Notice of the annual meeting, stating the purpose for which the meeting is called, and the time and place where it is to be held, shall be ~~made given~~ to each voting member not less than seven days before the meeting.

D. Quorum. At all meetings of the Council, the presence of a majority of the voting membership shall be necessary and sufficient to constitute a quorum for the transaction of any business.

**§ 111-~~15~~17 Staff.**

A. The Council shall have the power and authority to employ any clerical or other assistance it may require to discharge its duties.

B. No member of the Council, other than the Chairperson, shall make requests of the staff or assign duties.

C. The Council shall fill all vacant and new staff positions in accordance with approved Town personnel practices and procedures.

D. Screening and hiring recommendations to the Council shall be made through the COA Personnel Committee or an especially appointed search committee as the Chairperson may direct.

**§ 111-~~16~~ Board-committees-18 Committees.**  
**[Amended at time of adoption of Code]**

The Chairperson shall appoint the following standing committees: (1) Nominating; (2) Personnel; and (3) Finance. The Chairperson shall also appoint other such committees as are deemed necessary and expedient. The Chairperson may also make replacements to the members as the Chairperson deems advisable and necessary.

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§ 111-~~1719~~<sup>1719</sup> **Amendments to bylaws.**

The Council shall have the power to amend the bylaws in the following manner: Any proposed amendment or alteration of the bylaws must be approved by affirmative vote of 2/3 of the members of the Council at two consecutive regular meetings. Proposed amendments or alterations may be considered at a special meeting of the Council called for such purpose, preceded by not less than 14 days' notice of the proposed action. In either case, notice shall be accompanied by the full text and purpose of the proposed amendment or alteration.

§ 111-~~1820~~<sup>1820</sup> **Effective date.**

**[Amended 4-24-2006 ATM]**

The effective date of these bylaws shall be the date of that meeting at which the bylaws have been approved by an affirmative vote of not less than 2/3 of members. The date on which this approval is voted is June 6, 1988.

Article V

**Community Preservation Committee**

**[Adopted 4-26-2004 ATM (Ch. 13 of the General Bylaws)]**

§ 111-~~1921~~<sup>1921</sup> **Establishment; membership.**

A. There is hereby established a Community Preservation Committee, consisting of nine voting members pursuant to MGL ~~Chapter~~<sup>Chapter</sup> 44B. The composition of the Committee, the appointment authority and the term of office for the Committee members shall be as follows:

- (1) One member of the Board of Selectmen as designated by the Board of Selectmen for a term of three years.
  - (2) One member of the Finance Committee as designated by the Finance Committee for a term of three years.
  - (3) One member of the Conservation Commission as designated by the Conservation Commission for a term of three years.
  - (4) One member of the Planning Board as designated by the Planning Board for a term of three years.
  - (5) One member of the Historical Commission as designated by the Historical Commission for an initial term of one year and thereafter for a term of three years.
  - (6) One member of the Recreation Committee as designated by the Recreation Committee for an initial term of one year and thereafter for a term of three years.
  - (7) One member of the Housing Authority as designated by the Housing Authority for an initial term of one year and thereafter for a term of three years.
  - (8) One member of the Open Space and Trails Committee as designated by the Open Space and Trails Committee for an initial term of two years and thereafter for a term of three years.
  - (9) One member of the Affordable Housing Task Force as designated by the Affordable Housing Task Force for an initial term of two years and thereafter for a term of three years.
- B. Each member of the Committee shall serve for the term as set forth above, or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier.



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- C. Should any of the commissions, boards, councils or committees who have appointment authority under this section be no longer in existence for ~~what ever~~whatever reason, the appointment authority for that commission, board, council, or committee shall become the responsibility of the Board of Selectmen.
- D. Any member of the Committee may be removed for cause by their respective authority after hearing.

**§ 111-~~2022~~ Duties.**

- A. The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation, including the consideration of regional projects for community preservation. The committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Committee, the Housing Authority, the Open Space and Trails Committee, and the Affordable Housing Task Force, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources. Notice of the meetings shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the Town. [Amended at time of adoption of Code]
- B. The Community Preservation Committee shall make one or more recommendations at the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition ~~and~~, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation ~~and~~, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; for the acquisition, creation and preservation of land for natural resources and conservation purposes; and for the creation, preservation and support of affordable housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and affordable and community housing that is required or created as provided in this section; provided, however, that funds expended pursuant to this article shall not be used for maintenance. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. [Amended at time of adoption of Code]
- C. The Community Preservation Committee may include a recommendation at Town Meeting to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish those specific purposes or to set aside for later spending funds for general purposes that are consistent with community preservation.
- D. In every fiscal year, the Community Preservation Committee must recommend either that the legislative body spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund consistent with the provisions in ~~M.G.L. Chapter~~MGL c. 44B.

**§ 111-~~21 Requirement for quorum and~~23 Conduct of meetings; cost estimates.**  
[Amended at time of adoption of Code]

The Community Preservation Committee shall comply with the provisions of the Open Meeting Law, M.G.L. MGL c. 39, § 23B30A, §§ 18 through 25. The Committee shall not meet or conduct business without the presence of a majority of the members of the Community Preservation Committee, which shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Town Meeting shall include the Committee's anticipated costs.



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§ 111-~~224~~ **Amendments.**

This bylaw may be amended from time to time by a majority vote of the Town Meeting consistent with the provisions of ~~M.G.L.~~MGL c. 44B.

§ 111-~~2325~~ **Severability.**

In case any section, paragraph or part of this bylaw is, for any reason, declared invalid or unconstitutional by any court, every other section, paragraph or part shall continue in full force and effect.

§ 111-~~24~~ ~~Effective date~~ **26 When effective; initial appointments.**

Following Town Meeting approval, this bylaw shall take effect immediately upon approval by the Attorney General of the commonwealth, and after all requirements of M.G.L.~~MGL~~ c. 40, § 32 have been met. Each appointing authority shall have 30 days after approval by the Attorney General to make their initial appointments. Should any appointing authority fail to make their appointment within that allotted time, the current acting Chairman on each of the nine groups listed under ~~the Establishment section,~~ § 111-21 will sit on the Community Preservation Committee until another representative is appointed.

Article VI

**Board of Library Trustees**

**[Adopted 4-27-2015 ATM by Art. 30 (Ch. 15 of the General Bylaws)]**

§ 111-27 **Name; authorization.**

This organization shall be named the "Board of Trustees of the Langley Adams Library" (Board). The Board exists by virtue of the provisions of MGL c. 78, §§ 10 through 13, and 21, and exercises the powers and authority and assumes the responsibilities delegated to it under said statute.

§ 111-28 **Purpose and objectives.**

- A. The purpose of the Board of Trustees is to govern the Library with the object of ensuring that every individual of the community has access to Library resources in accordance with the American Library Association's Library Bill of Rights. The Board supports strong, effective Library services and focuses on overall funding, planning and goals.
- B. The Library primary purpose is to serve the Town of Groveland, Massachusetts. The Library shall be an active participant in both the Massachusetts Board of Library Commissioners and the Massachusetts Library System and will participate with inter- library lending networks in the state and nationally.

§ 111-29 **Trustees.**

The Board is comprised of volunteers elected by the residents of the Town of Groveland who would like to further the cause of the Library and help it enrich the lives of all those who utilize its services. Each Trustee will strive to aid the Library in achieving the goals of the Board and Library.

A. **Members.**

- (1) The Board is made up of nine elected members. Three Trustees are elected each year at the Annual Town Election, as provided for in MGL c. 78, § 10. Trustees serve without compensation for a term of three years.
- (2) Any member of the Board may resign by providing written notice to the Town Clerk, as provided for in MGL c. 41, § 109. Upon receipt of the notice, the Town Clerk will notify the Board members.

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- (3) A vacancy on the Board shall be filled by a joint majority vote of the Board and the Board of Selectmen in accordance with MGL c. 41, § 11. Each member of each board has one vote.
- (4) Any member who misses four consecutive meetings will receive a letter from the Chair reminding the member that regular attendance is a responsibility of all Trustees and that those unable to attend regularly should consider resigning from the Board. Copies of these letters shall be included in the minutes of the Board. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by a formal vote of the Board.

**B. Officers.**

- (1) The Officers of the Board shall be as follows:
  - (a) Chairperson.
  - (b) Vice-Chairperson.
  - (c) Secretary.
  - (d) Treasurer.
- (2) The Officers shall be elected by the Board at the June meeting of the Board or the earliest meeting after the Annual Town Elections. The officers shall not preside for more than two successive terms, with a term being designated as one fiscal year.
- (3) Duties of officers.
  - (a) Chairperson.
    - [1] Preside at all meetings of the Board.
    - [2] Prepare and distribute the agenda for all of the Board meetings.
    - [3] Call special meetings of the Board.
    - [4] Post all meetings as required by law.
    - [5] Appoint committees of one or more members each for such specific business as the Board requires.
  - (b) Vice-Chairperson.
    - [1] Perform the duties of the Chairperson at their request or in their absence.
    - [2] Other duties to be determined in support of the Chairperson.
  - (c) Secretary.
    - [1] Post all minutes as required by law.

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[2] Record and distribute minutes of all meetings of the Board.

[3] Prepare correspondence as directed by the Board.

(d) Treasurer.

[1] Keep informed of financial status, funding sources and needs of the Library.

[2] Record all funds from fund-raising activities and provide funds to Town Treasurer to be deposited in designated accounts.

[3] Ensure all expenditures have proper signatures.

C. Responsibilities of the Board of Trustees.

- (1) The Board shall have those responsibilities as provided by MGL § 78, § 11, the Bylaws of the Town of Groveland and these bylaws. The Board shall have the care, custody and control of the Library holdings, including conducting annual reviews of the Director. The Board shall also be responsible for conducting a search and recommending for appointment a new Director, if necessary.
- (2) The Board will ensure that all monies raised and/or appropriated by the Town for the support and maintenance of the Library shall be expended in accordance with MGL § 78, § 11. In addition, all money or property received by bequest or gift for the Library shall be administered by the Board in accordance with the provisions of such gift or bequest.
- (3) The Board will also be responsible for approving the Library's annual budget and will provide a report to the Town annually in accordance with MGL c. 78, § 12.
- (4) All decisions of the Board are to be made by the Board as a collective body and no individual member may make decisions or, with the exception of the Chairperson, act or speak for the Board unless specifically authorized to do so by a majority vote of the Board.

**§ 111-30 Meetings.**

- A. The Board shall hold monthly meetings at a location, date and time agreed to by the Board. All meetings shall be open to the public under the provisions of the Massachusetts Open Meeting Law. Meetings of the Board or committees may be held by electronic means (videoconferencing, teleconferencing, etc.), provided that all members participating can hear and speak to each other simultaneously and a mechanism is in place to allow the public to participate. When required, the Board will meet in executive session in accordance with Open Meeting Law procedures.
- B. Meeting notices shall be filed with the Town Clerk at least 48 hours prior to the meeting date and time.
- C. A copy of all minutes shall be made available to the Town Clerk's office. The Town Clerk's office will make all minutes available to the public in accordance with its rules and procedures.
- D. A majority of the Board members shall constitute a quorum.
- E. The MBLC rules govern the Board in all cases to which they are applicable and consistent with these bylaws. When MBLC rules are in question, the Board will follow those contained in the current edition of Robert's Rules of Order.

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**§ 111-31 Library Director and staff.**

- A. The Board shall appoint a Director, who shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board.
- B. The Library Director shall select and recommend appointment of employees to the Board of Selectmen, and shall be responsible for the proper direction and supervision of staff; for the care and maintenance of Library property; for the selection of books and other Library materials and maintenance of the Library's materials collection for the effectiveness of Library services to the public; and for the Library's financial operation within the limitations of the approved budget. The Library Director shall attend all Board meetings and shall advise the Board in Library matters, including making policy and budget recommendations.

**§ 111-32 Conflicting provisions; severability.**

To the extent that any provision of these bylaws is inconsistent with any provision of the Massachusetts General Laws or the Town Bylaws or Charter, the Massachusetts General Laws or the Town Bylaws or Charter, as the case may be, shall govern. In the event any article, section, subsection or provision of any article of these bylaws shall be held unconstitutional or invalid, such invalidity shall not affect the validity or constitutionality of any other article or any other section, subsection or provision.

**Chapter 123**  
**Finances**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

**Article I**  
**General Provisions**

**[Adopted as Ch. 2, Art. III, §§ 2-31 through 2-34, 2-37, 2-38, of the General Bylaws]**

**§ 123-1 Fiscal year.**

The financial year of the Town shall begin with the first day of July in each year, and shall end on the 30th day of the following June.

**§ 123-2 Procedure for adding appropriation to warrant for Town Meeting.**

Any person or persons requesting a subject calling for the appropriation of money to be inserted in the warrant for a meeting of the Town shall forthwith file with the Selectmen a written statement, signed by 10 voters of the Town, setting forth the amount of appropriation intended to be asked; and, if practicable, an estimate in detail of the several items for which the appropriation is to be expended. Such statement shall remain on file and shall be open to the inspection of the voters of the Town.

**§ 123-3 Limits on Town liability.**

No board of officers, committee or person authorized to expend an appropriation made by the Town shall make any contract which involves the liability of the Town in excess of the appropriation made therefor, except in matters enjoined upon the Town or its officers by law, and also except in those cases where such action is required to promote or conserve the public health, peace or safety of the inhabitants of the Town. When any bill for a contract that is in excess of such an appropriation, and entered into for the conservation of health, peace or safety of the inhabitants of the Town, is approved, the board, committee or person approving the same shall, over

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his or their signature, endorse on the bill the particular reason or reasons why, in his or their judgment, the health, peace or safety of said inhabitants required the making of such contract.

**§ 123-4 Availability of records and accounts.**

All boards, standing committees and officers of the Town shall cause records of their doings and accounts to be kept in suitable books. Said record books shall be open to the inspection of the citizens of the Town under the supervision of the board, committee or officer designated to keep charge thereof.

**§ 123-5 Treasurer to maintain receipts.**

The Treasurer shall have the custody of all receipted bills and receipts, and of notes, bonds and coupons which have been paid.

**§ 123-6 Taxation reports.**

[Amended at time of adoption of Code]

The Assessors shall append to their annual report a table of the valuation of all property, real, personal and total, the rate of taxation and the amount of money raised.

Article II  
**Departmental Revolving Funds**

**[Adopted 5-1-2017 ATM (Ch. 2, Art. III, § 2-42, of the General Bylaws)]**

**§ 123-7 Purpose and authority.**

This by-law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter MGL c. 44, § 53E 1/2.

**§ 123-8 Expenditure limitations.**

A department head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation, subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Board.

**§ 123-9 Interest.**

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

**§ 123-10 Procedures and reports.**

Except as provided in General Laws Chapter MGL c. 44, § 53E 1/2 and this by-law, the laws, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by

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this ~~by-law~~ bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, or officer on appropriations made for its use.

**§ 123-11 Authorized revolving funds.**

[Amended 5-23-2022 ATM by Arts. 5, 6 and 7]

The Table establishes:

- A. Each revolving fund authorized for use by a Town department, board, or committee;
- B. The department head, board, committee, or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee, or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund; and
- G. The fiscal years each fund shall operate under this ~~by-law~~ bylaw.

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/R eports	G. Fiscal Years
Veasey Memorial Park	Conservation Commission	Rental fees collected	<u>Salaries and expenses for the</u> operating costs of Veasey Park	None	Annual report to Town Meeting	Fiscal Year <u>2019</u> <u>2023</u> and subsequent years
Pines Boat Ramp	<del>Finance</del> <u>Director</u> <u>Town Administrator</u>	Fees received for the sale of boat ramp access and mooring permits	Maintenance of boat ramp and purchase of equipment for ramp and moorings	None	Annual report to Town Meeting	Fiscal Year 2019 and subsequent years
<del>Zoning Board of Appeals</del>	<del>Zoning Board of Appeals</del>	<del>Fees paid by ZBA</del>	<del>Payment of advertising</del>	<del>None</del>	<del>Annual Report to</del>	<del>Fiscal Year 2019 and</del>

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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
		<del>applicants</del>	<del>and associated clerical work</del>		<del>Town Meeting</del>	<del>subsequent years</del>
Bagnall Summer Program	Bagnall Summer Program Director	Tuition charged for summer program	Salaries and expenses of the Summer Program, including grounds and building maintenance	None	Annual report to Town Meeting	Fiscal Year 2019 and subsequent years
Council on Aging	COA Director	Monies collected through fees and donations	Supplies and equipment for the COA	None	Annual report to Town Meeting	Fiscal Year 2019 and subsequent years
Fire Department CPR Class	Fire Chief	Monies collected through class fees and public donations	Salaries and expenses related to the CPR classes	None	Annual report to Town Meeting	Fiscal Year 2019 and subsequent years
Pines Maintenance	<del>Finance- Director</del> <u>Town Administrator</u>	Fees collected for rentals, events, advertisements, permits	<del>Maintenance- Salaries and expenses for</del> <u>maintenance of</u> the Pines	None	Annual report to Town Meeting	Fiscal Year <del>2019</del> <u>2023</u> and subsequent years

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Chapter 137  
**Officers and Employees**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

Article I  
**General Provisions**

**[Adopted as Ch. 2, Art. V, Div. I, §§ 2-71, 2-72, 2-77, of the General Bylaws]**

**§ 137-1 ~~Sales~~ Sale of materials or supplies to Town.**

No Town officer and no salaried employee of the Town or any agent of any such officer or employee shall sell materials or supplies to the Town without the permission of the Board of Selectmen expressed in a vote which shall appear on their records with the reasons therefor.

**§ 137-2 Compensation in addition to official salary.**

No Town officer and no salaried employee of the Town or any agent or any such employee shall receive any compensation or commission for work done by him for the Town, except his official salary and fees allowed by law, without the permission of the Selectmen expressed in a vote which shall appear on their records with the reasons therefor.

**§ 137-3 Fees received by any Town department.**

All Town officers shall be required to pay [into the Town treasury](#) all fees received by them by virtue of their office ~~into the Town treasury~~.

Article II  
**Town Accountant**

**[Adopted as Ch. 2, Art. III, § 2-36, of the General Bylaws]**

**§ 137-4 Appointment; appropriation duties.**

The Selectmen shall annually appoint an Accountant, who shall keep a complete set of books wherein shall be entered the amount of each specific appropriation and each amount that has been expended on account of such appropriation. The Accountant shall, when any appropriation has been wholly expended, immediately make a report of that fact to the Selectmen and to the head of the department under whose direction the work for which the appropriation was made is carried on. The Accountant shall inspect all the necessary warrants, drafts, other orders on the Treasurer for the payment of money and shall approve the same in writing, but only when such warrants or drafts or other orders are signed by a majority at least of the Selectmen, or other board or committee or by the person authorized to expend an appropriation.

**§ 137-5 Accounts payable duties.**

**[\[Amended at time of adoption of Code\]](#)**

The Accountant shall examine all bills or demands rendered against the Town; shall see that they have been incurred and properly approved by some person duly authorized, in exact accordance with such authority, that the clerical computations are correct, and that there are on hand funds appropriated for such purpose sufficient for the payment of such demand or bill. In case of any error ~~or informality~~, the Accountant shall make note of the fact and return the bill or demand, and warrant, draft or other order accompanying the same, with his objections to the officer or board representing the same. If the Accountant approves the bill or demand, and warrant, draft or other



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order for the same, he shall cause a record of the same to be entered in a book kept for that purpose and not later than three days from the time that he receives the same he shall cause them to be delivered to the Town Treasurer for payment.

**§ 137-6 Reports.**

The Accountant shall immediately, after the first day of each second month, deliver by mail or otherwise to the Selectmen, or other board or committee, or to the persons authorized to expend an appropriation, a report of the amount of the respective appropriation, including any receipts that may lawfully be added thereto, that they are authorized to expend and the amount of the drafts made on account of the same and of the balance of such appropriation remaining subject to draft.

~~§ 137-7 Duty to print bylaws.~~

~~It shall be the duty of the Town Accountant to have the Town bylaws printed in the "Town Report" every fifth year.~~

Article III

~~Road Commissioner~~Highway Superintendent

**[Adopted as Ch. 2, Art. V, Div. I, § 2-73, of the General Bylaws;  
amended in its entirety at time of adoption of Code]**

**§ 137-~~87~~ Duties.**

The ~~Road Commissioner~~Highway Superintendent shall keep free of silt and drainage all ditches and open waterways made or used for the purpose of draining surface water for which an easement has been taken by the Town, for the purpose of outflow or inflow of storm sewers or surface drainage.

Article IV

~~Gas Inspector~~ of Plumbing and Gas Fitting

**[Adopted as Ch. 2, Art. V, Div. I, § 2-74, of the General Bylaws];  
amended in its entirety at time of adoption of Code]**

**§ 137-~~98~~ Appointment; alternate.**

The Selectmen shall annually appoint an Inspector of ~~Gas Piping~~Plumbing and Gas ~~Appliances~~Fitting in buildings, and may also appoint an Alternate Inspector of ~~Gas Piping~~Plumbing and ~~Appliances~~Gas Fitting.

Article V

**Inspector of Wires**

**[Adopted as Ch. 2, Art. V, Div. I, § 2-75, of the General Bylaws]**

**§ 137-~~109~~ Appointment.**

The Selectmen shall annually appoint an Inspector of Wires.

**§ 137-~~110~~ Duties.**

Such Inspector shall supervise every wire over or under streets or buildings in Town, and every wire within a building designed to carry an electric light, heat or power current; shall notify the person owning or operating any such wire whenever its attachments, insulation, supports or appliances are improper or unsafe, or whenever the tags or marks thereof are insufficient or illegible. The Inspector shall, at the expense of the Town, remove every wire, the use of which has been abandoned, and shall see that all laws and regulations relative to wires are strictly enforced.

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§ 137-~~1211~~ **Recovery of expenses.**

The Town may recover in contract from the owner of any such wire so removed the expense which it has incurred for the removal thereof.

Article VI  
**Constables**

**[Adopted as Ch. 2, Art. V, Div. I, § 2-76, of the General Bylaws;  
amended in its entirety at time of adoption of Code]**

§ 137-~~1312~~ **Appointment; terms.**

The Board of Selectmen shall annually, in the month of March, or such a time recommended by the state, appoint two citizens to be constables of the Town for terms not exceeding three years and in accordance with MGL c. 41, § 91B, as amended.

Chapter 142  
**Personnel Bylaw**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 2, Art. V, Div. II, of the General Bylaws. Amendments noted where applicable.]**

§ 142-1 **Purpose and intent; authority.**

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~~MGL c. 41, Sections §§ 108A and 108C.

§ 142-2 ~~Application~~**Applicability.**

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.

§ 142-3 **Responsibility of ~~the~~ Board of Selectmen; establishment of Personnel Advisory Board.**  
**[Amended 6-12-2002]**

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 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.

§ 142-4 **Responsibility of ~~the~~ Personnel Advisory Board.**

The Personnel Advisory Board 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..

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**§ 142-5 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~~Recordkeeping system.
- E. Rights and obligation of employees.
- F. Other elements of a personnel system as deemed appropriate or necessary.

**§ 142-6 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 24 months.
- B. Any proposed new, amended or revised policies shall be posted for a period of at least 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-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.

**§ 142-7 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.

**§ 142-8 Effective date.**

This bylaw shall take effect on April 24, 2000.

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Chapter 155  
**Selectmen, Board of**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 2, Art. IV; Ch. 2, Art. VI, § 2-121 of the General Bylaws. Amendments noted where applicable.]**

**§ 155-1 Scope of authority.**

The Selectmen shall exercise a general supervision over all matters affecting the interests or welfare of the Town.

**§ 155-2 Authority to institute and prosecute suits.**

**[Amended at time of adoption of Code]**

The Selectmen shall have full authority as agents of the Town to institute and prosecute suits in the name of the Town, appear for and defend suits brought against it and employ counsel ~~therefore~~therefor, unless otherwise specially ordered by a vote of the Town.

**§ 155-3 Authority to settle claims and employ counsel.**

The Selectmen may settle any claims or suits against the Town, which in their opinion cannot be defended successfully, when the amount to be paid does not exceed \$200. They may employ counsel whenever they deem it necessary.

**§ 155-4 Authority to appear on behalf of Town.**

The Selectmen may appear (either personally or by counsel) before any committee of the legislature, or board or commission, to protect the interests of the Town, but are not authorized by this section to commit the Town to any course of action.

**§ 155-5 Authority to execute deeds of conveyance.**

Whenever it shall be necessary to execute any deed conveying land, or other instrument required to carry into effect any vote of the Town, the same shall be executed by the Selectmen, or a majority of them in behalf of the Town, unless the Town shall otherwise vote in any special case.

**§ 155-6 Duty to receive reports from Chief of Police.**

The Chief of Police shall annually submit to the Board of Selectmen a written report of all complaints, arrests and prosecutions made by the Police Department.

**§ 155-7 Authority to contract.**

Unless otherwise provided by a vote of Town Meeting, the Board of Selectmen or Procurement Officer designated pursuant to MGL ~~Chapter~~Chapterc. 30B is authorized to enter into any contract for the exercise of the Town's corporate powers, on such terms and conditions as are deemed appropriate. Notwithstanding the foregoing, the Board of Selectmen or Procurement Officer shall not contract for any purpose, or any terms, or under any conditions inconsistent with any applicable provision of any general or special bylaw.

**§ 155-8 Administration of Langley Poor and Needy Fund.**

The Selectmen of the Town shall administer the Langley Poor and Needy Fund, formerly cared for by the Welfare Department.

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Chapter 161  
**Town Meetings**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 2, Art. II, of the General Bylaws. Amendments noted where applicable.]**

**§ 161-1 Notice.**

Every Town Meeting shall be notified by posting copies of the warrant calling the same, in not less than three public places in the Town, 14 days at least before the day appointed for said meeting; one of said copies to be posted in that part of the Town known as "Savaryville," one in that part of Town known as the "Village," and one in that part of the Town known as "South Groveland,"

**§ 161-2 ~~Dates~~Date of Annual Town Meeting, and election.**

The Annual Town Meeting shall be held on the last Monday of April each year, and the Annual Meeting for Election of Officers and any referendum questions shall be held on the first Monday of May each year.

**§ 161-3 Criteria for admission to meetings; ~~exceptions~~location.**

- A. The checklist of registered voters shall be used for admission to every Special and Annual Town Meeting, and the monies necessary to pay the checkers shall be taken from the election and registration account.
- B. No person not listed on the checklist of registered voters shall be admitted to the hall wherein the Town Meeting is being held, except as approved by the Meeting, and the Moderator shall determine the bounds of the hall. The warrant for an Annual or Special Town Meeting may ~~specifiy~~specify that the meeting is to be held in a suitable auditorium or other facility in any of the contiguous towns or city.

**§ 161-4 ~~Quorums~~Quorum.**

**[Amended 4-24-2000]**

A quorum at any Annual or Special Town Meeting shall consist of not less than 100 legal voters of the Town.

**§ 161-5 Rules of conduct and procedure.**

Town Meetings shall be conducted in accordance with the rules of parliamentary practice as set forth in "Town Meeting Time" by Richard B. Johnson, Benjamin A. Trustman and Charles Y. Wadsworth. On matters requiring a 2/3 vote of Town Meeting by statute, a count need not be taken unless the vote so declared is immediately questioned by seven or more voters as provided in ~~the General Laws, Chapter~~MGL c. 39, ~~Section §~~ 15.

**§ 161-6 Voting.**

A. Voting by Town Meeting members shall, at the discretion of the Moderator:

- (1) Utilize electronic voting technology, when available; or
- (2) Be by a show of hands; or
- (3) Be by other means as authorized by the Moderator and approved by vote of 2/3 of the Town Meeting members present and voting; or
- (4) Be as hereinafter provided.

B. Upon motion affirmatively voted by 2/3 of the Town Meeting members present and voting, a vote shall be taken by secret ballot.

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Chapter 165  
**Town Property**

[**HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 2, Art. III, §§ 2-39, 2-40, of the General Bylaws. Amendments noted where applicable.**]

**§ 165-1 Deeds of conveyance.**

- A. The Town Clerk shall keep a true copy (in a book to be kept for such purpose alone) of all deeds of conveyance executed by the Selectmen.
- B. It shall be the duty of the Town Clerk to see that every conveyance to the Town of any interest in land is properly recorded in the "Registry of Deeds", and he shall have the custody of all such deeds.

**§ 165-2 Sale of Town property.**

The Selectmen shall sell at public or private sale any personal property to be disposed of by any department, board or commission of the Town.

**Part II: General Legislation**

Chapter 204  
**Alarms**

[**HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 8, § 8-17, of the General Bylaws. Amendments noted where applicable.**]

**§ 204-1 Definitions.**

As used in this bylaw, the following terms shall have the meanings indicated:

**ALARM SYSTEM**

An assembly of equipment and devices or single device such as a solid-state unit which plugs directly into a 110-volt AC line, arranged to signal the presence of a hazard requiring urgent attention and to which police are expected to respond. The provisions of this bylaw shall not apply to alarm devices or premises owned or controlled by the Town nor to alarm devices installed in a motor vehicle or trailer.

**FALSE ALARM**

- A. The activation of an alarm system through mechanical failure, malfunction, improper installation or negligence of the user of an alarm system or of his employees or agents.
- B. An incident in which the police are dispatched to the alarmed premises due to any signal or oral communication transmitted to the Police Department requesting or requiring a response on the part of the Police Department when in fact there has been no unauthorized intrusion, robbery or burglary, imminent hazard or attempted threat.
- C. For the purposes of this definition, activation of alarm systems by acts of God, including, but not limited to, power outages, hurricanes, tornadoes, earthquakes, and similar weather or atmospheric disturbances, shall not be deemed to be a false alarm.

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~~§ 204-2 Registration of systems.~~

~~The Chief of Police is hereby authorized to require the registration and approval of all Burglar alarm systems prior to their installation. Alarm permit applications will be available at the Police Department.~~

~~§ 204-3-2~~ **Interconnection of automatic dialing devices.** [Amended at time of adoption of Code]

~~No automatic dialing device shall be interconnected to any telephone numbers at the Police Department after the effective date of this bylaw.~~

Within six months after the effective date of this bylaw, all automatic dialing devices interconnected to any telephone numbers at the Police Department shall be disconnected therefrom at the expense of the user. The user of each such device shall be responsible for having the device disconnected upon notification by the Chief of Police and/or his designee.

~~§ 204-4-3~~ **Control and curtailment of signals emitted by alarm systems.** [Amended at time of adoption of Code]

~~A. Every alarm user shall submit to the Chief of Police and/or his designee the names and telephone numbers of at least two other persons who are authorized to respond to an emergency signal transmitted by an alarm system and who can open the premises where in the alarm system is installed.~~

BA. All alarm systems installed after the effective date of this bylaw which use an audible horn or bell shall be equipped with a device that will shut off such horn or bell within 15 minutes after activation of the alarm system.

EB. Any alarm system emitting a continuous and uninterrupted signal for more than 15 minutes between 7:00 p.m. and 6:00 a.m. which cannot be shut off or otherwise curtailed due to the absence or unavailability of the alarm user or those persons designated by him, and which disturbs the peace, comfort, or repose of the neighborhood or of a considerable number of inhabitants of the area where the alarm system is located, shall constitute a public nuisance. Upon receiving complaints regarding such a continuous and uninterrupted signal, the Chief of Police and/or his designee shall endeavor to contact the alarm user, or members of the alarm user's family, or those persons designated by the alarm user in an effort to abate the nuisance. The Chief of Police and/or his designee shall cause to be recorded the names and addresses of all complaints and the time each complaint was made.

~~§ 204-5-4~~ **Violations and penalties.** [Amended at time of adoption of Code]

A. The user shall be assessed \$25 as a false alarm service fee for each false alarm in excess of two occurring within a calendar year.

~~B. The user of a system who fails to pay a fine after said notification may be ordered to disconnect and otherwise discontinue the use of said alarm system connection to the Police Department.~~

EB. All fees assessed shall be paid to the Town of Groveland for deposit in the general fund.

C. Violations of this bylaw shall be punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code.

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Chapter 208  
**Alcoholic Beverages**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 8, § 8-1, of the General Bylaws. Amendments noted where applicable.]**

**§ 208-1 Where prohibited.**

No persons shall drink any alcoholic beverages, as defined in [Chapter MGL c. 138, Section § 1 of the Massachusetts General Laws](#), while on, in, or upon any public way or upon any way to which the public has a right of access or license, park or playground, school grounds, or private land or place without the consent of the legal owner or person in control thereof.

**§ 208-2 Violations and penalties.**

- A. All alcoholic beverages being used in violation of this [section bylaw](#) shall be seized and safely held for trial before the court, at which time they shall be returned to the person entitled to lawful possession, unless otherwise ordered by the court.
- B. Whoever violates this [section bylaw](#) shall be subject to a fine of \$50 for each offense-, [punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code. \[Amended at time of adoption of Code\]](#)

Chapter 212  
**Animals and Fowl**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 3 of the General Bylaws. Amendments noted where applicable.]**

**§ 212-1 ~~Horses, grazing beasts, swine,~~ Animals running at large or grazing by roadside prohibited.**

No person shall suffer horses or grazing beasts or swine to run at large in this Town, or to feed by the roadside, either with or without a keeper.

**§ 212-2 Dogs at large.**

- A. No person shall own or keep in the Town, outside the confines of the owner's or keeper's property, any dog which is not held firmly on a leash.
- B. Enforcement. The ~~dog officer~~ [Animal Inspector](#) is the enforcing officer of this ~~by-law~~ [bylaw](#), and he shall enter and prosecute a complaint against the owner or keeper of any dog, if such owner or keeper violates the provisions of this ~~by-law~~ [bylaw](#) or any part thereof. [\[Amended at time of adoption of Code\]](#)
- C. Fines for violation. Whoever violates this bylaw shall pay the following fines to the Town:
  - (1) First offense: No fine.
  - (2) Second offense: \$15.
  - (3) Third offense: \$25.
  - (4) Any offenses following the third offense: \$50.



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D. Violations of this section are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code. [Added at time of adoption of Code]

**§ 212-3 Licensing of dogs and kennels.**

A. All dogs over the age of six months ~~old or over~~ must be licensed and tagged. Licensing will be done in the office of the Town Clerk. The owner or keeper of any dog in the Town shall obtain a license by April ~~1st~~ of each year. The license fees for dogs shall be as follows: [Amended at time of adoption of Code]

(1) Male: \$10.

(2) Female: \$10.

(3) Spayed female: \$5.

(4) Neutered male: \$5.

B. Kennel license fees shall be as follows:

(1) One to four dogs: \$15.

(2) Five to 10 dogs: \$25.

(3) Eleven or more dogs: \$35.

C. The owner or keeper of an unlicensed dog after June ~~1st~~ shall be fined \$10 per dog in addition to the license fee. The owner or keeper of an unlicensed dog after July ~~1st~~ shall be fined \$15 per dog in addition to the license fee. The owner or keeper of an unlicensed dog after August ~~1st~~ shall be fined \$25 per dog in addition to the license fee. All monies collected for licenses and fines shall be retained by the Town.

Violations of this section are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code. [Amended at time of adoption of Code]

**§ 212-4 Disposal of dog waste.**

[Amended at time of adoption of Code]

All persons who own or are in custody of a dog will be responsible for the removal and disposal of that animal's waste from the property of another, including publicly owned property. Owners or custodians are prohibited from disposing of animal waste in any trash receptacle owned by another, including those owned or leased by the Town. The fine for violation of this provision for the first offense shall be \$10 and the second and subsequent offenses shall be \$20, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code.

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Chapter 219  
**Buildings and Building Construction**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

Article I  
**Moving Buildings**

**[Adopted as Ch. 4, § 4-1, of the General Bylaws]**

**§ 219-1 Permit required; height limits.**

No building shall be moved through the streets of the Town which, when mounted on the vehicle or carrier transporting it, reaches a height of more than 17 1/2 feet, and no building shall be moved on the streets of the Town without a permit from the-Board of Selectmen.

Article II  
**Street Naming; Numbering of Buildings**

**[Adopted as Ch. 6, § 6-1, of the General Bylaws; amended in its entirety 5-23-2022 ATM by Art. 8]**

**§ 219-2 Statutory authorization.**

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

**§ 219-3 Purpose.**

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

**§ 219-4 Administration.**

This bylaw shall be administered by the Building Inspector acting as the designated Addressing Officer, who is authorized to oversee the administration of assigning and/or approving street names and numbers to all properties in accordance with the criteria this bylaw and Chapter 70, Subdivision of Land, § 70-4.1G, of the Town Code.

**§ 219-5 Street naming.**

- A. All streets that serve three or more buildings shall be named, regardless of whether the ownership is public or private. A street name assigned by the municipality shall not constitute or imply acceptance of the street as a public way. The following criteria shall govern the naming system:
- (1) No two streets shall be given the same name (e.g., Pine Street and Pine Lane).
  - (2) No two streets shall have similar-sounding names (e.g., Beech Lane and Peach Lane).

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- (3) Each street shall have the same name throughout its entire length located within the boundaries of Groveland. Streets that continue through into an adjacent town may change names at the Town border.
- B. The Board of Selectmen shall have final authority to designate the name of the subdivision and streets, which shall be determined at definitive plan approval.

**§ 219-6 Building numbering.**

- A. Numbers shall be assigned to buildings only. This includes, but is not limited to: dwellings, apartment buildings, condominiums and business establishments. This process shall be initiated when a building permit application is issued, so that numbers are assigned to buildings being constructed, and not at the end of the construction period.
- (1) Building numbers shall be affixed on the front of buildings so as to be seen from the street.
  - (2) All reasonably sized numeric figures for building numbers shall be at least three inches in height, unobstructed by vegetation or other materials, in contrasting color to the background and in a conspicuously placed location along the street.
  - (3) If the building is more than 100 feet from the street, numbers shall be placed on a freestanding post or mailbox that is at least four ~~and six~~ feet above ground level. Said freestanding post or mailbox shall be at the entrance to the driveway and no more than 10 feet from the street. If the driveway has more than one building on it, numbers shall be placed at each turnoff and at forks in the street indicating which direction to take.
- B. Numbers shall be assigned along both sides of the street regardless of zone or location in Town, with even numbers appearing on the right side of the street and odd numbers appearing on the left side of the street.
  - C. All numerical numbers shall begin from Main Street starting at the Groveland/West Newbury line or that end of a street closest to the designated origin. For dead-end streets, numbering shall originate at the intersection of the adjacent street and terminate at the dead end.
  - D. The number assigned to each building shall be that of the numbered interval falling closest to the driveway of said building.
  - E. Every building shall have a separate number, provided that some apartment buildings, condominiums and business establishments will have one street number with an apartment letter, such as "183 Main Street, Apt A."
  - F. Parcels with more than one building shall be assigned unique addresses that make the most logical sense to each situation. Each building shall be identified by a unique number. For example, "183 Main Street, Unit A."
  - G. In the event a missing or incorrect building number is identified, it shall be the owner's responsibility to request the Addressing Officer to assign a new or correct number. Requests for a change of address shall be requested by submitting a change of request form to the Addressing Officer. If approved, the Addressing Officer will report the change(s) as if they were new number(s).

**§ 219-7 Compliance.**

All buildings shall be identified by their properly assigned street number in accordance with § 219-6 of this bylaw. It is the responsibility of each property owner to obtain the correct number from the Addressing Officer. It shall be the responsibility of the owner to maintain and display the assigned building number(s). Under no

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circumstances should a building number, other than that which is properly assigned, be displayed. Numbers shall be displayed within 60 days of the enactment of this bylaw or within 60 days of the assignment of a new street number. Buildings under construction shall have the assigned street number displayed at the entrance to the property until such time that compliance with § 219-6 can be met. New buildings must have their numbers properly displayed prior to occupancy.

**§ 219-8 Enforcement.**

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

- (1) First offense: written warning.
  - (2) Second and subsequent offenses: \$25 per month for each month said violation continues to exist.
- B. This bylaw shall also be included within the scope of the provisions of MGL c. 40, § 21D, adopted at the fourth session of the 1995 Annual Town Meeting held on May 15, 1995, as Section XXVIII, Enforcement of Town Bylaws. In addition to police officers, the Building Inspector and officers of the Fire Department shall also be enforcing persons for this bylaw.

Article III  
**Hours of Construction**

**[Adopted 5-23-2022 ATM by Art. 9 (Ch. 4, Sec. 4-3, of the General Bylaws)]**

**§ 219-9 Compliance required.**

No work associated with a building permit shall be performed except as allowed in compliance with this bylaw.

**§ 219-10 Permitted hours of construction.**

Allowed hours of work:

- A. Monday through Friday from 7:00 a.m. to 6:00 p.m.
- B. Saturday from 8:00 a.m. to 4:00 p.m.
- C. Sundays and federal holidays, work is prohibited.

**§ 219-11 Exceptions.**

- A. Work may be performed outside the allowed hours due to emergencies with approval from the Building Inspector.
- B. Work may be performed outside of the allowed hours if approved as part of a site plan review approval process if there are special circumstances, as determined by the Building Inspector, that would warrant the deviation from the allowed hours due to practical difficulties.

**§ 219-12 Interior work.**

Interior work may be allowed with approval from the Building Inspector, provided no exterior equipment such as a generator or compressor is used and noise and light levels are kept such that they are not a nuisance to neighboring properties. Any complaint from a neighboring property regarding interior work outside of the allowed hours listed in § 219-10 above will be considered a nuisance and will be required to stop unless approved by either § 219-11A or B above.

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Chapter 223  
**Burning, Open**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 6, § 6-2 of the General Bylaws. Amendments noted where applicable.]**

§ 223-1 Definitions.  
[Added at time of adoption of Code]

As used in this bylaw, the following terms shall have the meanings indicated:

**OPEN BURNING**

Any fire set in the open air for the purpose of the disposal of brush, cane, driftwood and forestry debris, excluding grass, hay, leaves and stumps.

**§ 223-2 Permit required.**

A burning permit must be obtained through application with the Groveland Fire Department.

**§ 223-3 Time period for open burning.**

Open burning of certain allowable materials may only be conducted during the period of January 15 through April 30 of each year in accordance with Massachusetts Department of Environmental Protection regulations on file with the Groveland Fire Department.

**§ 223-4 Violations and penalties.**

A. Violation of this bylaw shall consist of the following penalties:

- (1) First offense: warning.
- (2) Second and subsequent offenses: \$50.

B. Violations of this bylaw are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code. **[Added at time of adoption of Code]**

**§ 223-5 Enforcement.**

In addition to other methods of enforcement available, this bylaw may be enforced by officers of the Groveland Fire and Police Departments.

Chapter 235  
**Earth Removal**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 5, Art. II, of the General Bylaws. Amendments noted where applicable.]**

**§ 235-1 Applicability.**

This bylaw shall apply to the removal of material in connection with the future issuance of a building permit or where any amount of material in excess of that required solely for foundations and utility work, as defined on duly filed plans, will be removed concurrent with construction or at a later date from the Town.

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**§ 235-2 Permit required.**

No person, persons, partnerships or corporations (hereinafter called "the applicant") shall remove, nor cause to be removed, nor permit the removal of any soil, loam, sand or gravel or aggregate from any land not in public use within the Town, unless such applicant is the holder of a written special permit duly issued by the Board of Selectmen (hereinafter called "the authority") after a public hearing in accordance with the provisions of this bylaw.

**§ 235-3 Public hearing; plans required.**

The authority's public hearing shall be held within 65 days after the filing of one application and two sets of preliminary plans with the authority. Preliminary plans may be drawn by a nonregistered engineer or land surveyor. If a special permit is granted by the authority, the applicant must then provide the authority with definitive plans as per § 235-6, drawn by a registered land surveyor who is licensed to practice in Massachusetts, before the applicant can proceed with earth removal operations. Failure of the authority to take final action upon an application for a special permit within said 90 days following the date of the public hearing shall be deemed a grant of the permit applied for.

**§ 235-4 Withdrawal of petition for permit.**

Any petition for an earth materials removal special permit which has been transmitted to the authority may be withdrawn without prejudice by the petitioner prior to the publication of the notice of public hearing thereon, but thereafter may be withdrawn without prejudice only with the approval of the authority.

**§ 235-5 Written recommendations of boards and agencies.**

Any proposed earth materials removal operation shall require the written recommendations of Town boards and/or agencies as specified in this bylaw. Any such board or agency to which petitions are referred for review shall make such recommendations as it deems appropriate and shall send copies thereof to the authority and to the applicant; provided, however, that failure of any such board or agency to make recommendations within 35 days of receipt by such board or agency of the petition shall be deemed lack of opposition thereto.

**§ 235-6 Contents of plans.**

A. The content of the application and plan(s) shall include at least the following information:

- (1) The legal name and address of the applicant (owner) of the property involved. Corporations or partnerships shall file with the authority a list of their officers and designate their authority to sign legal documents.
- (2) All boundaries of property where material is to be removed with the boundaries of removal areas shown in detail.
- (3) All buildings on and within 100 feet of said property, including buildings across private or public ways.
- (4) All internal roads and roads within 100 feet of said property, with their elevations and established grades.
- (5) All waterways, brooks, swamps and other water bodies on or within 100 feet of said property, with their elevations, boundaries and presently defined courses.
- (6) The height of the water table at its highest elevation as determined by a minimum of two observations spaced at least three weeks apart during the months of April and May. The observations shall be taken at locations as designated by the Selectmen or their agent(s).
- (7) Contour lines for the entire property at five-foot intervals, showing existing surface elevations and proposed elevations for the excavated earth prior to reloaming at the completion of operations.

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- (8) A profile through the property showing the steepest finished slopes or banks.
  - (9) Any and all easements, existing and proposed, public or private.
  - (10) Any and all benchmarks on or within 100 feet of said property.
  - (11) All land to be operated on, divided into square grids 300 feet on each side unless the property involved is less than such grid area, and in such case the grid shall constitute the lesser area.
  - (12) The above-mentioned plan shall be drawn by a registered land surveyor, licensed to practice in Massachusetts, to a scale of one inch equals 40 feet for areas up to 20 acres, and at a scale of one inch equals 80 feet for larger areas. All profiles shall be drawn to a scale of one inch equals four feet. In addition, a plan shall be provided which will show the relationship of said property to easily identifiable landmarks. The authority, after study, may make such corrections and revisions, in conjunction with the applicant, prior to the public hearing as it deems advisable in the public interest.
  - (13) Estimated quantities of each substance to be excavated as calculated by a registered professional engineer.
  - (14) Estimate and analysis by a registered professional engineer of materials and plantings required to repair the site and the approximate cost of restoration for completion of site after removal of authorized materials.
- B. The plan(s) and application shall be available at the public hearing.

**§ 235-7 Fees and other expenses.**

**[Amended at time of adoption of Code]**

The applicant shall pay a filing fee in an amount set from time to time by the Board of Selectmen and pay such expenses for consultants or other services as the authority may require in connection with the petition. This filing fee is to be used in connection with the special permit and its subsequent regulation, of which the unexpended amount is refundable if the petition is not granted.

**§ 235-8 Considerations for approval.**

- A. The authority shall consider, among other things, the following: method of removal, days and time of working, type of machinery to be used, limitation of area for excavation, clearance of brush, elimination of dust, soil, erosion, watershed areas, water table protection, drainage, placing and size of culverts, contour grading and conditioning of the land after operations are completed, routes of travel, planting of area to suitable cover, disposition of topsoil, and reestablishing of ground levels and grades. In case of soil or loam removal, the recommendations of the appropriate soil district supervisor and the county extension director or agent and their successors shall be considered, except where the removal of the soil or loam is, in the opinion of the authority, necessarily incidental to and in connection with the construction of a road or other facility involving a permanent change in the use of the land.
- B. In granting any special permit for the removal of material, the authority shall consider, in addition to the enforcing officer or Selectmen's agent(s) report in the case of renewal, a written report by the Conservation Commission whether the land is suitable for the removal of said material; and whether the operation will be injurious, noxious or offensive to a neighborhood for the reason of odor, fumes, dust, smoke, vibration or noise or other cause, and whether steps shall be taken so as not to hinder or endanger traffic on public or private ways. The authority may require, at its discretion, that police control of traffic be provided by the applicant at his expense.

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**§ 235-9 Security required.**

- A. Certificate of insurance. The applicant shall provide the Town counsel a certificate of insurance containing a public liability and property damage insurance with standard municipal "hold harmless" agreement. The amount of insurance is to be determined by the authority, and said certificate, after approval by the Town Counsel, is to be filed with the Town Treasurer. Operations shall not begin until said insurance is approved.
- B. Bond or cash deposit.
  - (1) A bond or cash deposit shall be required for all removal operations. The amount of the bond or cash deposit shall be determined by estimating the approximate cost of final grading, loaming and planting of seed and trees for the total parcel of land involved.
  - (2) The bond or cash deposit shall be held by the Town for 12 months after the termination of the project or until all conditions as required by the authority have been completed to the satisfaction of the authority. The terms of bond or cash deposit shall allow the authority, if after 12 months from the date of the termination of said special permit all conditions as required have not been completed, to use said monies to comply with the originally stated conditions.

**§ 235-10 Decision to grant, extend or renew permit.**

- A. Notice. Upon the granting of a special permit or any extension, modification or renewal thereof, the authority shall issue to the owners and to the applicant, if other than the owner, a copy of its decision, certified by the authority, containing the name and address of the owner, identifying the land affected, setting forth compliance with the requirements for the issuance of a special permit and certifying that copies of the decisions and all plans referred to in the decision have been filed with the Town Clerk.
- B. Filing. Such special permit, or any extension, modification or renewal thereof, shall not take effect until a copy of the decision has been filed with the Town Clerk.

**§ 235-11 Permit nontransferable and nonassignable.**

If such special permit is granted it shall be nontransferable and nonassignable.

**§ 235-12 Term of permit; renewal application.**

A special permit for earth materials removal shall lapse within one year after the granting date of the special permit (the granting date being included in the one-year period). Renewal of a special permit shall be applied for at least 90 days prior to the expiration of a special permit. Prior to the renewal of a special permit, to which mandatory specifications and restrictions shall be affixed and additional ones may be affixed, the authority will hold a public hearing. All procedures specified for the granting of an initial special permit shall apply to renewals.

**§ 235-13 Reports of compliance or noncompliance prerequisite to permit renewal hearing.**

Before the renewal public hearing, the authority shall require the enforcing officer or the Selectmen's agent(s) to submit in writing to the authority, within 15 days following receipt of an application for renewal, a statement of compliance or noncompliance with the restrictions and specifications as set forth in the special permit. If the statement reports noncompliance, the violations shall be indicated.

**§ 235-14 Action subsequent to reports of noncompliance.**

- A. When the statement of the enforcing officer or other Selectmen's agent(s) indicates noncompliance with the restrictions and specifications as set forth in the special permit, the authority shall cause a certified letter, return receipt requested, to be written to the applicant. This letter shall:
  - (1) Indicate the existing violations;



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- (2) Advise the applicant that he shall have 45 days from receipt of the letter to comply with this bylaw and with all specifications and restrictions set forth in the special permit under consideration for renewal; and
- (3) Advise him that the special permit will not be renewed unless he complies with the restrictions and specifications.
- B. At the end of the forty-five-day period allowed for compliance and prior to the date of public hearing for renewal, the enforcing officer shall be required to submit a follow-up report to the authority indicating whether all violations have been corrected.
- C. Failure of the applicant to correct said violations shall prohibit the authority from granting any extension, modification or renewal of said special permit, and, further, shall prohibit the applicant from applying for any other special permit under the earth removal regulations until such time as all existing violations have been corrected to the satisfaction of the enforcing officer and his written report, indicating full compliance, has been filed with said authority.

**§ 235-15 Specifications and restrictions on permits, earth removal operations.**

- A. Upon the granting of any special permit, the following minimum specifications and requirements shall be imposed and be affixed to all special permits:
  - (1) Trees which are to be removed shall be cleared (not bulldozed).
  - (2) All cleared trees, brush and stumps shall be chipped or removed from the site. Wood chips may be placed on finished grade.
  - (3) All loam and soil must be bulldozed into piles for future spreading. No loam or soil may be removed from the property unless otherwise provided for in this bylaw.
  - (4) Material other than loam or soil may be removed relative to contours as specified by the authority and as shown on the original plan or amended plan submitted by the applicant and approved by the authority. In material removal areas, ledge shall not be left exposed above the approved grade and boulders shall be removed or buried at least such that their tops are six feet below the approved grade. In the event that ledge is encountered prior to reaching the approved grade, a revision of the approved grade plan must be submitted to the authority within 30 days and no work affecting the proposed revision shall be done until the authority gives approval.
  - (5) After the material has been removed from the first grid (300 feet by 300 feet) and before proceeding to the next grid, the excavation shall be graded to the approved grade and all loam and soil shall then be respread over the entire excavation, except in such areas as are required for egress in subsequent operations; and this shall be limited to thirty-foot-wide roadways and 100-foot-wide turnarounds. All banks prior to and resulting from operations shall be graded to a slope no steeper than two feet horizontal to one foot vertical. After all operations are completed, areas used for egress shall be brought to grade and finished in accordance with regulations pertaining to other areas as specified in this bylaw.
  - (6) All timbers, temporary structures and the like shall be removed as the operation is terminated.
  - (7) Rye grass shall be seeded on this reloamed area at the rate of 200 pounds per acre.
  - (8) Fingerling fir or other approved trees shall be planted over the entire area, 12 feet on centers.

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- (9) Upon completion and approval by the authority of each 300-foot by 300-foot grid, the security may be advanced to the next grid.
  - (10) The authority shall reserve the right to limit the days and hours of operation and shall require anti-dust treatment in those areas that, in the authority's opinion, require such treatment.
  - (11) Under no circumstances and at no time shall material be removed to an elevation less than six feet above the maximum water table elevation, such maximum water table elevation being previously defined herein. Material shall also not be excavated at any time to a level that will produce standing water, and drainage of surface water shall be maintained.
  - (12) Backfilling shall be accomplished to the completed grades specified in the original petition and shall be accomplished with suitable material as approved by the authority, such backfilling to be covered by a minimum of six inches of loam and rehabilitated in a manner previously prescribed.
  - (13) Operations authorized herein shall not be conducted closer than 100 feet to the boundary of all adjoining property without the written consent of the owner of such property being on file with the authority. Excavations shall not be closer than 75 feet to the right-of-way line of any existing street, road or highway, or one approved but not constructed, or a private way, except where such excavation is necessary to establish the approved grades of a street.
  - (14) At the applicant's expense, the authority shall require that property markers be set to determine the total extent of the owner's property to be involved in operations, and that each grid (300 feet by 300 feet) of land, or less than a grid in the case of a complete parcel, being operated shall be so marked. Furthermore, the level of the water table as previously described herein shall be shown on said parcels at a convenient location and in such a manner to allow for measurements by the enforcing officer or other enforcing agent(s) as they believe are necessary to ensure compliance with this bylaw.
  - (15) All provisions of the Hatch Act and the Inland Wetlands Act shall be observed.
- B. The authority may also affix any additional specifications as are considered necessary.

**§ 235-16 Statutory authority; enforcement; violations and penalties.**

- A. This bylaw is adopted under MGL c. 40, § 21, Clause 17, for prohibiting or regulating the removal of soil, loam, sand or gravel from land not in public use in the whole or in specified districts of the Town.
- B. The Superior Court shall have jurisdiction in equity to compel compliance with any ordinance or bylaw made hereunder.
- C. The penalty for violation of any ordinance or bylaw made hereunder shall be-as follows:
  - (1) For the first offense: \$50;
  - (2) For the second offense: \$100; and
  - (3) For each subsequent offense: \$200.
- D. Violations of this bylaw are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code. **[Added at time of adoption of Code]**

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**§ 235-17 Exceptions.**

- A. This bylaw shall not prohibit the removal of such material as may be excavated solely for the purpose of construction of foundations from buildings and other allowable structures for which plans showing the limits of subsurface construction and excavation have been filed and building permits have been issued or for the purpose of constructing ways, utilities, services or other engineering works in accordance with lines and grades shown on plans submitted to and approved by the authority and other Town officials and boards having jurisdiction.
- B. This bylaw shall not apply to the transference of material from one part of a duly registered lot, tract or parcel of land to another part of said lot, tract or parcel of land.
- C. Any order or bylaw prohibiting such removal hereunder shall not apply to any soil, loam, sand or gravel, or aggregate which is the subject of a permit or license issued under the authority of the Town or by the appropriate licensing board of the Town or by the Board of Appeals, or which is to be removed in compliance with the requirements of a subdivision plan approved by the Town Planning Board.

**§ 235-18 Conflicting provisions.**

If any of the regulations in this bylaw are in conflict with other regulations contained in the bylaws, the most stringent regulation shall apply.

**Chapter 240**  
**Fees and Charges**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

**Article I**  
**Underground Tank Removal Fee**

**[Adopted as Ch. 6, § 6-3, of the General Bylaw; amended in its entirety at time of adoption of Code]**

**§ 240-1 Fee for removal.**

The fee for removal of underground tanks shall be set from time to time by the Board of Selectmen.

**Chapter 242**  
**Fences**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland 5-23-2002 ATM by Art. 10 (Ch. 8, § 8-23, of the General Bylaws). Amendments noted where applicable.]**

**§ 242-1 Building permit required.**

A building permit shall be obtained for all fences as required by the Massachusetts State Building Code.

**§ 242-2 Location restrictions.**

- A. Fences greater than four feet in height and/or having less than 50% open surface shall not extend into the required front yard setback or beyond the existing principal building, whichever is closer to the street.
- B. All fences requiring a building permit shall be accompanied by a plot plan showing the location of the proposed fencing.

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- C. Fences may be installed up to but not on the property line, provided that partition fences may be erected and maintained in accordance with MGL c. 49.
- D. Fences shall be installed with the finished or "good" side facing the adjoining property.
- E. If the location of the fence is in dispute, it is the responsibility of the owner of the fence to certify its location and relocate the fence to a compliant location.
- F. No fence, regardless of height or location, shall be placed so as to obstruct sight lines from public ways, private ways or driveways. If a location is in question, compliance shall be determined by the Building Inspector.

**§ 242-3 Compliance with other laws and standards.**

Fences shall comply with all applicable legal requirements, including, but not limited to, 310 CMR 10.00 et seq., and Groveland's Wetland Bylaw, and if enclosing a swimming pool, spa or hot tub, with the barrier requirements of the Massachusetts State Building Code.

Chapter 245  
**Food Establishments**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland 10-5-2009 STM by Art. 6 (Ch. 7, Art. I, § 7-6, of the General Bylaws). Amendments noted where applicable.]**

**§ 245-1 Alcoholic beverage restrictions.**

No person who is licensed to sell food products shall allow the consumption of alcoholic beverages on their premises unless they are licensed to sell such beverages on their premises under MGL c. 138, § 12, or hold a one-day license issued pursuant to MGL c. 138, § 14.

Chapter 252  
**Garbage, Rubbish and Refuse**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 8, §§ 8-12, 8-13, 8-14, 8-15, of the General Bylaws. Amendments noted where applicable.]**

**§ 252-1 Sweeping rubbish onto sidewalks or streets.**

**[Amended at time of adoption of Code]**

No person shall sweep rubbish onto any sidewalk or street in the Town. Violations of this section are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code.

**§ 252-2 Throwing posters or handbills onto public or private property.**

**[Amended at time of adoption of Code]**

- A. Prohibited. No person shall throw posters, handbills, flyers, advertising sheets or any form of waste or rubbish in or upon any public way or upon any way to which the public has a right of access, parks or playgrounds, school grounds, or private land or place, without permission of the legal owner or person in control thereof.

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- B. Penalty. Whoever violates this section shall be subject to a fine of \$100 for the first offense, \$200 for the second offense and \$300 for the third and each subsequent offense, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code.

**§ 252-3 Noxious accumulations.**

**[Amended at time of adoption of Code]**

No person shall put or suffer to accumulate on his premises any refuse, animal or vegetable matter, rubbish or filth, whereby any offensive or obnoxious stench of effluvia shall be created, and the health or comfort of the citizens be injuriously affected. Violations of this section are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code

**§ 252-4 Importing decayed or damaged vegetable products.**

No person shall bring into Town any decayed or damaged grain, rice, coffee, fruit, potatoes or other vegetable product, or any tainted or damaged meat or fish, without a permit therefor from, and in such manner as directed by, the Board of Health.

**Chapter 259**  
**Hunting and Firearms**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 8, § 8-16, of the General Bylaws. Amendments noted where applicable.]**

**§ 259-1 Consent of owner required for activity on private property.**

**[Amended at time of adoption of Code]**

No person shall hunt or fire or discharge any firearms on any private property except with the written consent of the owner or the legal occupant thereof, and such consent shall be carried at all times by any person hunting and upon request shall be shown to any police officer or officer of the Department of Conservation and Recreation, or the property owner or his agent.

**§ 259-2 Exceptions.**

This bylaw shall not be applied to the lawful defense of life or property or to any law enforcement officer in the defense of his duties.

**§ 259-3 Violations and penalties.**

**[Amended at time of adoption of Code]**

Any person violating any provisions of this bylaw shall be punished by a fine of not more than \$50 for each offense, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code.

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Chapter 267  
**Junk Collectors**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 7, Art. I, § 7-2, of the General Bylaws. Amendments noted where applicable.]**

**§ 267-1 Authority to license junk collectors and examine vehicles.**

The Selectmen may license suitable persons as junk collectors, to collect, by purchase or otherwise, junk, old metals and secondhand articles from place to place in the Town; and they may provide that such collectors shall display badges upon their persons or upon their vehicles, or upon both, when engaged in collecting, transporting or dealing in junk, old metals or secondhand articles; and may prescribe the design thereof. They may also provide that any vehicle or receptacle used for the collection or keeping of the articles aforesaid may be examined at all times by the Selectmen, or by any person by them authorized thereto.

Chapter 274  
**Licenses and Permits**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

Article I  
**Fingerprint-Based Criminal History Background Checks**  
**[Adopted 12-3-2018 STM (Ch. 7, Art. I, § 7-8, of the General Bylaws)]**

**§ 274-1 Licenses subject to checks; procedure.**

A. The Police Department, as authorized by this bylaw and the MGL c. 6, § 172B 1/2, shall conduct state and federal fingerprint-based criminal history checks for individuals applying for the following licenses:  
**[Amended at time of adoption of Code]**

- (1) Hawking and peddling or other persons soliciting and canvassing.
- (2) Manager of alcoholic beverage license.
- (3) Owner or operator of public conveyance.
- (4) Dealer of secondhand articles.
- (5) Pawn dealers.
- (6) Hackney drivers.
- (7) Ice cream truck vendors.

B. At the time of fingerprinting, the Police Department shall notify the individual fingerprinted that the fingerprints will be used to check the individual's criminal history records and obtain the individual's consent. The Police Chief shall periodically check with the Executive Office of Public Safety and Security (EOPSS) to ensure the Town remains in compliance with guidance issued by that office.

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- C. Upon receipt of the fingerprints and payment of the applicable fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this bylaw to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services (DCJIS) and/or the Federal Bureau of Investigation (FBI) or the successors of such agencies as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks of license applicants specified in this bylaw.

**§ 274-2 Authorization to conduct checks; use of information.**

The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information System (DCJIS) and the Federal Bureau of Investigation (FBI), and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks, including FBI records, consistent with this bylaw. The Town authorizes the Police Department to receive and utilize state and FBI records in connection with such background checks, consistent with this bylaw. The criminal history will not be disseminated to unauthorized entities.

**§ 274-3 Notice to licensing authority.**

The Police Department shall confidentially communicate the results of fingerprint-based criminal record background checks to the appropriate governmental licensing authority within the Town.

**§ 274-4 Promulgation of regulations.**  
**[Amended at time of adoption of Code]**

The Board of Selectmen is authorized to promulgate regulations for the implementation of this bylaw.

**§ 274-5 Use of criminal record by licensing authorities.**

- A. Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in this bylaw. A Town licensing authority may deny an application for a license based on the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed occupational activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination.
- B. Licensing authorities of the Town are hereby authorized to deny an application for any license specified herein and in the implementing regulations, including renewals and transfers of said licenses, from any person who is determined unfit for the license due to information obtained pursuant to this bylaw. Factors that shall be considered in making a determination of fitness shall include, but not be limited to, whether the record subject has been convicted of, or is under pending indictment for, a crime that bears upon the subject's ability or fitness to serve in that capacity, including any felony or a misdemeanor that involved force or threat of force, possession of a controlled substance or sex-related offense.

**§ 274-6 Fees.**

The fee charged by the Police Department for conducting fingerprint-based criminal record background checks shall be \$100. A portion of the fee, as specified in MGL c. 6, § 172B 1/2, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

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Article II

**Denial or Revocation of Licenses and Permits of Delinquent Taxpayers**

**[Adopted as Ch. 7, Art. II, of the General Bylaw]**

**§ 274-7 Notice to licensing authorities.**  
**[Amended at time of adoption of Code]**

The Tax Collector or other Town official responsible for records of all Town taxes, assessments, betterments and other Town charges, hereinafter referred to as the "Tax Collector," shall annually, and may periodically, furnish to each department, board, commission or division, hereinafter referred to as the "licensing authority," that issues licenses or permits, including renewals and transfers, a list of any person, corporation or business enterprise, hereinafter referred to as the "party," that has neglected or refused to pay any Town taxes, fees, assessments, betterments or other Town charges and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

**§ 274-8 Authority to deny, revoke or suspend license or permit; notice to party and Tax Collector.**  
**[Amended at time of adoption of Code]**

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

**§ 274-9 Payment agreement; penalty for noncompliance.**

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit, and the validity of said license shall be conditioned upon satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder shall be given notice and a hearing as required by applicable provisions of law.

**§ 274-10 Waiver of denial, suspension or revocation.**  
**[Amended at time of adoption of Code]**

The Board of Selectmen may waive such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family (as defined in MGL c. 268A, § 1) in the business or activity conducted in or on said property.



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**§ 274-11 Exceptions.**

**[Amended at time of adoption of Code]**

This bylaw shall not apply to the following licenses and permits: open burning, MGL c. 48, § 13; sales of articles for charitable purposes, MGL c. 101, § 33; children work permits, MGL c. 149, § 69; clubs, associations dispensing food or beverage licenses, MGL c. 140, § 21E; dog licenses, MGL c. 140, § 137; fishing, hunting, trapping license, MGL c. 131, § 12; marriage licenses, MGL c. 207, § 28; and theatrical events, public exhibition permits, MGL c. 140, § 181.

**Chapter 281**  
**Marijuana Establishments**

**[HISTORY: Adopted by the voters of the Town of Groveland 5-6-2019 ATM (Ch. 8, § 8-23, of the General Bylaws). Amendments noted where applicable.]**

**§ 281-1 Prohibited operations.**

Consistent with MGL c. 94G, § 3(a)(2), all types of nonmedical "marijuana establishments," as defined in 935 CMR 500.002, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, shall be prohibited within the Town of Groveland.

**§ 281-2 When effective.**

This prohibition shall apply in the Town upon approval by the voters at a Town Election.

**Chapter 300**  
**Peace and Good Order**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 8, §§ 8-2 through 8-6, of the General Bylaws. Amendments noted where applicable.]**

**§ 300-1 Nude swimming or bathing.**

No person shall swim or bathe in any waters within the limits of the Town so as to be exposed in a nude state, to the view of any persons passing, or being upon any railroad or street, or in any dwelling house in the Town.

**§ 300-2 Disorderly conduct.**

**[Amended at time of adoption of Code]**

No person shall behave himself in a disorderly manner in any public place in the Town. Violations of this section are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code.

**§ 300-3 Frightening or scaring horses.**

No person shall, by any noise, gesture or other means, wantonly or designedly frighten any horse in any street or other public place in the Town.

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**§ 300-4 Tying horses to trees; climbing trees.**  
**[Amended at time of adoption of Code]**

No person shall tie a horse to a tree in any street, and no person, except an employee of the Town, or of a utility company, shall climb any tree on any public way or ground in the Town.

**Chapter 305**  
**Peddling and Soliciting**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories.**  
**Amendments noted where applicable.]**

**Article I**  
**Soliciting and Canvassing**

**[Adopted as Ch. 7, Art. I, § 7-5, of the General Bylaws]**

**§ 305-1 License required; applicability.**

It shall be unlawful for any solicitor or canvasser, as defined in this bylaw, to engage in such business within the Town without first obtaining a license therefor in compliance with the provisions of this bylaw. The provisions of this bylaw shall not apply to any person exempted under Chapter 101 of the General Laws or to any person duly licensed under Chapter 101 of the General Laws or to any person exempted by any other General Law, nor shall this bylaw be construed to prevent route salesmen or other persons having established customers to whom they make periodic deliveries from calling upon such customers or from making calls upon prospective customers to solicit an order for future periodic deliveries.

**§ 305-2 Definitions.**

As used in this bylaw, the following terms shall have the meanings indicated:

**SOLICITOR/CANVASSER**

Any person who, for himself or for another person, firm or corporation, travels by foot, automobile or any other type of conveyance from place to place, from house to house or street to street, taking or attempting to lease or take orders for wholesale/retail sale of goods, wares, merchandise or services, including, without limiting, the selling, distributing, exposing for sale or soliciting of orders for magazines, books, periodicals or other articles of a commercial nature, the contracting of all types of home improvements or for services to be performed in the future, whether or not such individual has, carries or exposes for wholesale/retail sale a sample of the subject of such sale or whether he/she is collecting advance payment for such wholesale/retail sales.

**§ 305-3 Application for license.**

A. Applicants for a license shall file with the Chief of Police, on a form issued by the Police Department, a written application signed under the penalties of perjury, containing the following information:

- (1) Name of applicant.
- (2) Address of applicant (both local and permanent home address).
- (3) Applicant's height, weight, eye and hair color.
- (4) Applicant's social security number.

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- (5) The length of time for which the right to do business is desired.
  - (6) A brief description of the nature of the business and the goods to be sold.
  - (7) The name and home office address of the applicant's employer. If self-employed, it shall so state.
  - (8) A photograph of the applicant, taken within the last six months, which picture shall be submitted by the applicant and be two inches by two inches, showing the head and shoulders of the applicant in a clear and distinguishing manner. **[Amended at time of adoption of Code]**
  - (9) If operating a motor vehicle: the year, make, color, VIN #, registration number, state of registration, vehicle's owner and address.
- B. Upon filing said application, each applicant shall pay a fee in an amount set from time to time by the Board of Selectmen. **[Amended at time of adoption of Code]**

**§ 305-4 Investigation of applicant; issuance of license.**  
**[Amended at time of adoption of Code]**

- A. Upon receipt of the application form, the Chief of Police or his designee shall investigate the applicant's reputation as to morals and integrity and shall conduct the fingerprint-based criminal history check required by Chapter 274, Article I, of the Town Code.
- B. After said investigation, but within seven business days of the filing of the applicant or of the Chief's receipt of the results of the required background check, whichever is earlier, the Chief of Police or his designee shall endorse on such application his approval or disapproval. Failure of the Police Chief or his designee to act on said permit within seven business days of the applicant's filing or of the Chief's receipt of the results of the required background check, whichever is earlier, shall constitute approval. If disapproved, the applicant shall have the right to appeal to the Board of Selectmen in writing within seven days of the denial by the Chief of Police or his designee. The Board of Selectmen must act upon the appeal at one of its next two regularly scheduled meetings. Failing to do so shall be deemed approval.
- C. Such license, when issued, shall contain the signature of the Chief of Police and/or the Board of Selectmen and shall show the name, address and photograph of said licensee, the date of issuance and the length of time the license shall be effective, as well as the license number.
- D. The Police Department shall keep a record of all licenses issued for a period of six years. Solicitors and canvassers, when engaged in the business of soliciting or canvassing, are required to display an identifying document issued by the Police Department by wearing said document on their outer garment. Each licensee is required to possess an individual license.

**§ 305-5 Enforcement; license not transferable.**

The police officers of the Town shall enforce this bylaw. No license shall be transferred or is transferable.

**§ 305-6 Revocation of license; appeals.**

The Chief of Police or his designee is vested with the authority and jurisdiction to revoke said licenses. Any person aggrieved by said revocation may appeal to the Board of Selectmen within seven business days, and a hearing will be scheduled for one of the next two regularly scheduled meetings of the Board of Selectmen.

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**§ 305-7 Expiration of license.**

**[Amended at time of adoption of Code]**

Each license issued under the provisions of this bylaw shall continue in force from the date of issue until the date set forth on the license in accordance with § **305-4C** of this bylaw or the 31st of December following, unless sooner revoked.

**§ 305-8 Renewal of license.**

A license issued under the provisions of this bylaw may be renewed by the Chief of Police or his designee. An applicant requesting a renewal of a license must apply in person for such renewal, and provide such information as is required to obtain an initial license.

**§ 305-9 Misrepresentation prohibited.**

- A. No solicitor or canvasser licensed or exempted from license, may misrepresent in any manner the buyer's right to cancel as stipulated by Chapters 93, 93A and 255D of the Massachusetts General Laws.
- B. No solicitor or canvasser licensed or exempt from license may use any plan, scheme or ruse which misrepresents the true status or mission of the person making the call in order to gain admission to a prospective buyer's home, office or other establishment with the purpose of making a sale of consumer goods or services.

**§ 305-10 Trespassing prohibited.**

It shall be unlawful for any canvasser or solicitor to enter the premises of a resident or business who or which has displayed a "No Trespassing" or "No Soliciting" sign or poster. Further, it shall be unlawful for canvassers or solicitors to ignore a resident or business person's "no solicitation" directive or remain on private property after its owner has indicated that the canvasser or solicitor is not welcome.

**§ 305-11 Exemptions.**

The following may be exempt from licensing requirements upon first contacting the Chief of Police or his designee:

- A. Persons engaged in soliciting for charitable, benevolent, religious or political activities.

**§ 305-12 Violations and penalties.**

Any person violating any provision of this bylaw shall, upon conviction thereof, be punished by a fine not to exceed \$50 for each and every offense.

**Chapter 310**  
**Planning and Zoning**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 9 of the General Bylaws. Amendments noted where applicable.]**

**§ 310-1 Zoning bylaws adopted by reference.**

The zoning bylaws are hereby incorporated herein by reference thereto.

**§ 310-2 Quorum required for amendments.**

No zoning bylaw shall be adopted or amended at a Special Town Meeting having a quorum of less than 100 of the legal voters of the Town.

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Chapter 318  
**Recycling**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 8, § 8-20, of the General Bylaws; amended in its entirety at time of adoption of Code. Subsequent amendments noted where applicable.]**

**§ 318-1 Recycling required.**

**In order to implement a program of recycling in conjunction with ordinary waste disposal, residents of every household in the Town shall separate waste materials before depositing the same for disposal in accordance with the recycling guidelines available from the Board of Health and the policies and procedures of the Town's solid waste collection and disposal contractor.**

Chapter 325  
**Sewers**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 11, Art. III, of the General Bylaws. Amendments noted where applicable.]**

**§ 325-1 Installation, maintenance and use of sanitary sewers.**

The Rules Regulating the Use of Public and Private Sewers and Drains, the Installation and Connection of Building Sewers, and the Discharge of Waters and Wastes into the Public Sewer System(s); and Providing Penalties for Violations thereof: in the Town of Groveland, County of Essex, Commonwealth of Massachusetts," as promulgated by the Board of Selectmen and passed and adopted at the Town Meeting of April 15, 1976, are set forth in Appendix E of this volume.

~~**330-1 Smoking in public buildings.**~~

~~No person shall smoke or have in his possession any lighted cigar, cigarette or other tobacco product in any building or room owned or occupied by the Town other than in a specifically designated area. The Board of Health shall designate area(s) in which smoking shall be allowed, and shall post an appropriate number of signs indicating those areas in which smoking is prohibited.~~

~~**§ 330-2 Violations and penalties; enforcement.**~~

~~Violators shall be subject to fines consisting of \$10 for a first offense, \$20 for a second offense, and \$25 for a third offense and any subsequent offenses. This Bylaw shall be enforced by the Groveland Police Department.~~

Chapter 335  
**Storm Drains**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland 4-29-2019 ATM (Ch. 15 of the General Bylaws). Amendments noted where applicable.]**

**§ 335-1 Purpose and objectives.**

- A. Increased and contaminated stormwater runoff is a major cause of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding. Regulation of illicit connections and discharges

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to the municipal storm drain system is necessary for the protection of the Town of Groveland's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.

B. The objectives of this bylaw are:

- (1) To prevent pollutants from entering the Town of Groveland's municipal separate storm sewer system (MS4);
- (2) To prohibit illicit connections and unauthorized discharges to the MS4;
- (3) To require the removal of all such illicit connections;
- (4) To comply with state and federal statutes and regulations relating to stormwater discharges; and
- (5) To establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

**§ 335-2 Definitions.**

~~For the purposes of~~As used in this bylaw, the following terms shall ~~mean~~have the meanings indicated:

**AUTHORIZED ENFORCEMENT AGENCY**

The Highway Department (hereafter ~~"the Department";~~), its employees or agents designated to enforce this bylaw.

**BEST MANAGEMENT PRACTICE (BMP)**

An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**CLEAN WATER ACT**

The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq~~;~~), as hereafter amended.

**DISCHARGE OF POLLUTANTS**

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.

**GROUNDWATER**

Water beneath the surface of the ground.

**ILLICIT CONNECTION**

A surface or subsurface drain or conveyance, which allows an illicit discharge into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sump pumps, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

**ILLICIT DISCHARGE**

Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in § 335-7. The term does not include a discharge in compliance with an NPDES stormwater discharge permit or a surface water discharge permit, or resulting from firefighting activities exempted pursuant to § 335-7, Subsection **D**, of this bylaw.

**IMPERVIOUS SURFACE**

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Any material or structure on or above the ground that prevents water infiltrating the underlying soil.  
Impervious surface includes without limitation roads, paved parking lots, sidewalks; and rooftops.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM**

The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir; and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Groveland.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT**

A permit issued by United States Environmental Protection Agency or jointly with the state that authorizes the discharge of pollutants to waters of the United States.

**NON-STORMWATER DISCHARGE**

Discharge to the municipal storm drain system not composed entirely of stormwater.

**PERSON**

An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the commonwealth or the federal government, to the extent permitted by law, and any officer, employee; or agent of such person.

**POLLUTANT**

- A. 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.
- B. Pollutants shall include, without limitation:
- (1) Paints, varnishes; and solvents;
  - (2) Oil and other automotive fluids;
  - (3) ~~Non-hazardous~~Nonhazardous liquid and solid wastes and yard wastes;
  - (4) Refuse, rubbish, garbage, litter; or other discarded or abandoned objects, ~~ordinances~~ordinance, accumulations and floatables;
  - (5) Pesticides, herbicides; and fertilizers;
  - (6) Hazardous materials and wastes; sewage, fecal coliform and pathogens;
  - (7) Dissolved and particulate metals;
  - (8) Animal wastes;
  - (9) Rock, sand, salt, soils;
  - (10) Construction wastes and residues; and
  - (11) Noxious or offensive matter of any kind.

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**PROCESS WASTEWATER**

Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

**RECHARGE**

The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

**STORMWATER**

Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

**SURFACE WATER DISCHARGE PERMIT**

A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

**TOXIC OR HAZARDOUS MATERIAL OR WASTE**

Any material, which, because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as toxic or hazardous under ~~G.L. Ch.~~MGL c. 21C and ~~Ch.c.~~ 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

**WASTEWATER**

Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that, during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, ~~by-product~~by-product or waste product.

**WATERCOURSE**

A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

**WATERS OF THE COMMONWEALTH**

All waters within the jurisdiction of the commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

**§ 335-3 Applicability.**

This bylaw shall apply to flows entering the municipally owned storm drainage system.

**§ 335-4 Authority.**

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

**§ 335-5 Responsibility for administration.**

The Department shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Department may be delegated in writing by the Department to employees or agents of the Department.



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**§ 335-6 Regulations.**

The Department may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Department to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

**§ 335-7 Prohibited activities.**

- A. Illicit discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal separate storm sewer system (MS4), into a watercourse, or into the waters of the commonwealth.
- B. Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.
- C. Obstruction of municipal storm drain system. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Department.
- D. Pumping of water. No person, owner of property, or person controlling property shall discharge or permit to be discharged into the Town's stormwater drainage system, including catch basins, leaching basins, manholes, outfalls, or pipes, or upon any street, court, lane, public roadway, or roadway to which the public has a right to use, any water by pumped means so as to create a nuisance or safety hazard.

**§ 335-8 Exemptions.**

The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters, provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:

- A. Discharge or flow resulting from firefighting activities;
- B. ~~Waterline~~Water line flushing;
- C. Flow from potable water sources;
- D. Springs;
- E. Natural flow from riparian habitats and wetlands;
- F. Diverted stream flow;
- G. Rising groundwater;
- H. Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(b)(20);
- I. Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
- J. Incidental discharges from landscape irrigation or lawn watering;
- K. Water from individual residential car washing;

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- L. Discharge from dechlorinated swimming pool water (less than one ppm chlorine)), provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- M. Discharge from street sweeping;
- N. Dye testing, provided verbal notification is given to the Department prior to the time of the test;
- O. Non-stormwater discharge permitted under an NPDES permit or a surface water discharge permit, waiver; or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver; or order and applicable laws and regulations; and
- P. Discharge for which advanced written approval is received from the Department as necessary to protect public health, safety, welfare or the environment.

**§ 335-9 Emergency suspension of storm ~~drainage~~ drain system access.**

The Department may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the authorized enforcement agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

**§ 335-10 Notification of spills.**

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system or waters of the commonwealth, the person shall take all necessary steps to ensure containment; and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal Fire and Police Departments and the Highway Department. In the event of a release of ~~non-hazardous~~nonhazardous material, the reporting person shall notify the authorized enforcement agency no later than the next business day. The reporting person shall provide to the authorized enforcement agency written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

**§ 335-11 Enforcement; ~~violations and penalties.~~**

- A. The Department or an authorized agent of the Department shall enforce this bylaw, regulations, orders, violation notices; and enforcement orders, and may pursue all civil and criminal remedies for such violations.
- B. Civil relief. If a person violates the provisions of this bylaw, regulations, permit, notice; or order issued thereunder, the Department 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.
- C. Orders. The Department or an authorized agent of the Department may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include:
  - (1) Elimination of illicit connections or discharges to the MS4;

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- (2) Performance of monitoring, analyses, and reporting;
  - (3) That unlawful discharges, practices, or operations shall cease and desist; and
  - (4) Remediation of contamination in connection therewith.
- D. If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Groveland may, at its option, undertake such work, and expenses thereof shall be charged to the violator.
- E. Within 30 days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town of Groveland, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Department within 30 days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within 30 days following a decision of the Department affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. ChMGL c. 59, § 57 after the 31st day at which the costs first become due.
- F. Criminal penalty. Any person who violates any provision of this bylaw, regulation, order or permit issued thereunder, shall be punished by a fine of not more than \$100. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- G. ~~Non-criminal~~Noncriminal disposition. As an alternative to criminal prosecution or civil action, the Town of Groveland may elect to utilize the ~~non-criminal~~noncriminal disposition procedure set forth in G.L. ChMGL c. 40, § 21D. The penalty for the ~~1st~~first violation shall be \$100. The penalty for the ~~2nd~~second violation shall be \$200. The penalty for the ~~3rd~~third violation shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense. The Town of Groveland may also impose additional penalties for reimbursement of labor and/or materials used to temporarily remedy the violation.
- H. Entry to perform duties under this bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Department, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Department deems reasonably necessary.
- I. Appeals. The decisions or orders of the Department shall be final. Further relief shall be to a court of competent jurisdiction.
- J. Remedies not exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

**§ 335-12 Severability.**

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

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§ 335-13 **Transitional provisions.**

Residential property owners shall have 90 days from the effective date of the bylaw to comply with its provisions, provided good cause is shown for the failure to comply with the bylaw during that period.

Chapter 340  
**Streets, Sidewalks and Public Ways**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

Article I  
**Selling from Vehicles on Public Ways**

**[Adopted as Ch. 7, Art. I, § 7-3, of the General Bylaws]**

§ 340-1 **Stopping, ~~or~~ standing prohibited.**

No person shall stand or stop any vehicle upon any public way in the Town for the purpose of selling or offering for sale any food, beverage or goods, wares or merchandise therein or therefrom.

§ 340-2 **Exceptions.**

This ~~section~~[bylaw](#), however, shall not prevent the stopping of vehicles of hawkers, and peddlers at dwelling houses for the purpose of selling goods, wares, or merchandise to occupants thereof in accordance with the provisions of Chapter 101 of the General Laws and regulations made under authority thereof.

Article II  
**Use and Obstruction of Public Ways**

**[Adopted as Ch. 8, §§ 8-7 through 8-11; Ch. 10, §§ 10-1, 10-2, 10-3, of the General Bylaws]**

§ 340-3 **Building materials on public ways.**

[\[Amended at time of adoption of Code\]](#)

No person shall put, place, or pile wood, lumber, stones, or other materials within the limits of any public street or way within the Town, [except](#) with permission of the Selectmen.

§ 340-4 **Obstructing free passage; loitering.**

[\[Amended at time of adoption of Code\]](#)

No person shall continue to stand or remain, alone or with others, near, on any sidewalk or in any public place, in such a manner as to obstruct a free passage for travelers thereon, or loiter on any sidewalk or street after having been requested by a constable or police officer to move on. [Violations of this section are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code](#)

§ 340-5 **Congregations obstructing pedestrian traffic.**

- A. Prohibited. Three or more ~~person(s)~~[persons](#) shall not stand together or near each other in any street or way dedicated to public use, or on any footwalk or sidewalk or upon any land left open between the street and building facing thereon and left open and used as a sidewalk in the Town, so as to obstruct the free passage of foot passengers; and any person or persons so standing shall move immediately after a request to do so by any police officer of the Town.

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B. Violators subject to arrest. Any person(s) in violation of ~~the Subsection A~~ above ~~subsection~~ may be arrested by any police officer empowered to arrest in the Town, and prosecuted according to law.

C. Penalty. Whoever violates this section shall be subject to a fine of \$50 for each offense, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code. [Amended at time of adoption of Code]

**§ 340-6 Use of public ways for bonfires, playing games, and throwing missiles, ~~etc.~~**

No person shall make a bonfire or other fire, or kick a football, or play at any game in which a ball is used, or fly a kite or balloon, or throw stones or snowballs, or other missiles, in any public street or way in the Town.

**§ 340-7 Sleds, and similar vehicles on sidewalks and streets.**

No person shall coast or slide on any sled or other like vehicle in or upon any public sidewalk or street or way in the Town, except at such times; and in such places as may from time to time be designated by the Selectmen.

**§ 340-8 Driveways entering accepted streets.**

~~Entering any~~ [Amended at time of adoption of Code]

No one shall construct or expand a driveway entering upon any accepted street without permission of the Board of Selectmen and the ~~Road Commissioner is prohibited~~ Highway Superintendent.

**§ 340-9 Coaches, carts, and wheelbarrows, ~~etc.~~, prohibited on sidewalks.**

[Amended at time of adoption of Code]

No person shall drive, wheel or draw any coach, cart, wheelbarrow, hand-cart, or any carriage of burden or pleasure (except children's carriages drawn by hand or personal assistive mobility devices) upon any sidewalk in the Town.

**§ 340-10 Obstructing sidewalks for construction.**

A. License, and bond required. The Selectmen may grant a written license to any person to occupy or obstruct a sidewalk for a limited time for the more convenient erection, alteration, repair of a building, and they shall require the person to whom such license is given to furnish a satisfactory bond to the Town to hold it harmless from all claims for loss or damage from such occupancy or obstruction.

B. Alternative walkway. Whenever any sidewalk becomes obstructed under such license, the person doing the work or causing the same to be done shall place a good and convenient walk around such obstructions when ordered to do so by the Selectmen or other officials having charge of the public streets.

Article III

**Street Opening and Trench Permits**

**[Adopted 4-27-2009 STM (Ch. 10, § 10-4, of the General Bylaws)]**

**§ 340-11 Street ~~openings~~ opening permit required; fee.**

[Amended at time of adoption of Code]

No person except the ~~Road Commissioner/Highway Superintendent of Streets~~, or his designee, shall excavate through, in or under any street or sidewalk, or any way or part thereof, without first obtaining a written street opening permit from the ~~Road Commissioner/Highway Superintendent of Streets~~. Such street opening permit shall be in a form and ~~containing~~ contain general conditions as developed and modified from time to time by the

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~~Road Commissioner/Highway~~ Superintendent ~~of Streets~~. Any excavation involving a public way shall be assessed a street opening fee to be used for future restoration and maintenance of the affected area.

**§ 340-12 Trench excavation.**

- A. Pursuant to the provisions of ~~M.G.L.~~MGL c. 82A, the Town hereby adopts and incorporates by reference the regulations of the Division of Occupational Safety as promulgated under 520 CMR 14.00, as same may be from time to time amended. The purpose of this bylaw is to establish reasonable standards to protect the safety of the citizens of the Town of Groveland.
- B. The ~~Road Commissioner/Highway~~ Superintendent ~~of Streets~~, or his designee, shall serve as the permitting authority and may promulgate additional regulations consistent with such state enactments. The Board of Selectmen may vote to designate a reasonable fee to defray the cost of the issuance and administration of said permit. [Amended at time of adoption of Code]
- C. No person shall, except in an emergency, make a trench excavation in any public way, public property or privately owned land until a permit is obtained from the permitting authority, or his designee. The permit holder shall be responsible for obtaining the appropriate permit for the excavation of trenches for each project from the ~~Permit~~permitting authority, or his designee.
- D. In the event a trench is determined to be unsafe and unattended, the Town's Highway Department shall take action to backfill, barricade, or cover the trench; and the permit holder shall be assessed and be responsible to the Town for the costs associated with the action, including any overtime costs for Highway Department employees or the department-authorized contractors.
- E. Whenever a permit holder is making multiple trenches over the course of a single project, the permitting authority, or his designee, may choose to issue a blanket permit allowing the permit holder to add to the list of trench locations as the permit holder becomes aware that a trench is required. The permit holder shall advise the permitting authority, or his designee, of the addition of each new trench.
- F. If any of the foregoing provisions are held invalid, such invalidity shall not affect the validity of any remaining provision.

Article IV

**Temporary ~~Repairs~~Repair of Private Ways**

**[Adopted as Ch. 10, § 10-5, of the General Bylaws]**

**§ 340-13 Town authorized to make repairs.**

The Town of Groveland may make temporary repairs on private ways which have been opened to public use for a period of six years or more, provided the repairs are for the protection of the health and safety of the general public using such roads.

**§ 340-14 Scope of authorized repairs.**

Such repairs shall include the filling of holes in the subsurface of such ways and repairs to the surface material thereof. Materials for such repairs, where practical, should be as, or similar to, those used for the existing surfaces of such ways, but may include surfacing with bituminous materials, including but not limited to bituminous concrete.

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**§ 340-15 Drainage improvements.**

**[Amended at time of adoption of Code]**

Drainage improvements, as determined by the ~~Road Commissioner~~ Highway Superintendent to be necessary as a result of the repairs, may also ~~be~~ done. Drain repairs shall be made only if petitioned for ~~by~~ all the abutters who own frontage on such ways and with the approval of the landowner, if necessary, and if the Board of Selectmen declares that ~~they are~~ it is required by the public necessity and convenience to make such repairs based on an advisory opinion of the ~~Road Commissioner~~ Highway Superintendent. Drainage easements shall, if necessary, be the responsibility of the petitioners. The cost of such repairs shall be paid by the abutters by a cash deposit as herein provided.

**§ 340-16 Cash deposit required; no betterment charges.**

**[Amended at time of adoption of Code]**

No repairs shall be commenced unless and until a cash deposit equal in amount to the estimated cost of such repairs, as determined by the ~~Road Commissioner~~ Highway Superintendent, is paid to the Town and the Board of Selectmen ~~have~~ has given ~~their~~ its approval for the project. No betterment charges shall be assessed for such repairs.

**§ 340-17 Limitations on Town liability.**

The Town shall not be liable on account of any damage whatsoever caused by such repairs. The Board of Selectmen may require an indemnity agreement executed by the petitioning abutters, indemnifying the Town for all claims and damages which may result from making such repairs.

**§ 340-18 Temporary minor repairs.**

**[Amended at time of adoption of Code]**

The Town may, subject to the approval of the Board of Selectmen and based on the advisory report of the ~~Road Commissioner~~ Highway Superintendent, make temporary minor repairs to private ways not to exceed \$500 in total or aggregate per way in any one calendar year, provided the private way has been open to public use for a period of six years or more. The repair shall be limited to minor work such as filling, patching, and not more than grading or scraping twice per year. No such repairs shall be done unless there is unanimous agreement by all abutters that the work shall commence and the Town of Groveland shall be held harmless from any and all damages or claims arising out of such repairs.

Article V  
**Scenic Roads**

**[Adopted 6-24-2000 STM (Ch. 10, § 10-6, of the General Bylaws)]**

**§ 340-19 Authority and purpose.**

This bylaw is adopted under authority of ~~Chapter~~ MGL c. 40, ~~Section §~~ 15C ~~of the Massachusetts General Laws.~~ The purpose of the scenic roads bylaw is to protect the scenic qualities of a road which is being repaired, maintained, reconstructed or paved. If none of these activities are taking place, then the scenic roads bylaw does not apply.

**§ 340-20 Administering authority.**

As specified by Special Legislation of the Commonwealth of Massachusetts, a joint committee of four members from the Groveland Road Study Committee, appointed by the Road Study Committee, and the three members of the Board of Selectmen shall constitute the administering authority for the Scenic Roads Bylaw.



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**§ 340-21 Designating scenic roads.**

- A. The Board of Selectmen, the Planning Board, the Conservation Commission or the Historical Commission may recommend or request a road for scenic road designation by submitting a warrant article for approval at the Annual Town Meeting. The Annual Town Meeting must then vote to designate the road as a scenic road by majority vote. A state highway may not be designated as a scenic road. A numbered route may be so designated only if its entire length is contained within the Town and no part of the route is owned or maintained by the commonwealth. ~~G. L. Chapter (MGL c. 40, Section § 15C).~~
- B. In determining which roads or portions of roads should be recommended to Annual Town Meeting for designation as a scenic road, the following criteria shall be considered: overall scenic beauty; contribution of trees to scenic beauty; scenic views; historic stone walls; built features, including historic buildings, monuments, burial grounds, farm buildings and fencing; and age and historic significance of roads, trees and stone walls. Roads that have previously been designated as scenic roads may be re-evaluated using the foregoing criteria, and have the scenic road designation removed by majority vote at Annual Town Meeting.

**§ 340-22 ~~Procedures~~Procedure for requesting approval for cutting or removing trees or tearing down or destroying stone walls.**

Once a road is designated as a scenic road, any repair, maintenance, or paving work with respect to the road may not include cutting or removal of trees or tearing down or destruction of stone walls except with the prior written consent of the administering authority. The administering authority must first hold a public hearing within 30 days of receiving the request for consent for such work, duly advertised twice in a newspaper of general circulation, the last advertisement at least seven days prior to the hearing date. If the contemplated road work includes the cutting of public shade trees, the authorizing committee's hearing under the scenic roads statute shall be combined with the Tree Warden's public shade tree hearing.

**§ 340-23 Approval or denial of request for cutting or removing trees or tearing down or destroying stone walls.**

The administering authority, and the Tree Warden, if required, shall make a decision to authorize or deny the work request within 14 days of the public hearing, unless a longer time is agreed to by the applicant for the work. The administering authority, and the Tree Warden, if required, shall submit their decision in writing to the applicant and to the Town Clerk. Any consent granted must be implemented within two years of issue or it will become null and void and must be re-applied for.

Article VI  
**Removal of Snow and Ice**

**[Adopted 5-19-2003 ATM; amended 4-26-2004 ATM (Ch. 10, § 10-7, of the General Bylaws)]**

**§ 340-24 Placement on Town ways prohibited.**

No person other than an employee of the Town of Groveland Highway Department or its designated subcontractor operating under the direction of the Highway Department shall lay, throw, place or push any snow or ice into or across any street or public way within the Town in a manner which may obstruct the public way or constitute a safety hazard.

**§ 340-25 Enforcement; violations and penalties.**

Enforcement of this bylaw shall be in accordance with Chapter **100**, Article **I**, of the General Bylaws and subject to the following fines:

- A. First offense: warning<sup>+</sup>.
- B. Second offense: \$50<sup>+</sup>.



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- C. Third offense: \$150~~0~~.
- D. All subsequent offenses: \$300.

Chapter 347  
**Taxation**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

Article I  
**Senior Citizen Property Tax Work-Off Program**

**[Adopted 4-30-2001 ATM (Ch. 2, Art. III, § 2-41, of the General Bylaws)]**

**§ 347-1 Eligibility for participation.**

Participating taxpayers must be Groveland residents, 60 years of age or older and living in the residence to which the property tax abatement will be applied. Only one tax work-off abatement per household shall be allowed.

**§ 347-2 Hourly rate; maximum annual abatement.**  
**[Amended 4-30-2018 ATM]**

The hourly rate shall be based on the State of Massachusetts minimum hourly wage rate, to a maximum \$1,000 annual tax abatement.

**§ 347-3 Effective date.**

The program will start July 1, 2001.

**§ 347-4 ~~Limits on annual income.~~**  
**~~[Amended 4-25-2005]~~**

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

**~~§ 347-5~~ Interview and assignment by Council on Aging.**

All candidates are interviewed by the Council on Aging and then placed appropriately throughout the municipal department where they will perform their assigned services.

**§ 347-~~6~~5 Physical qualifications.**

Participants must be physically and mentally capable of doing the job.

**§ 347-~~7~~6 Procedures.**

- A. The Council on Aging will canvas departments- and request departments to fill out an application stating their needs for assistance for jobs within their department.
- B. The Council on Aging will recruit candidates to participate in programs through newsletter and local media and press.
- C. A client will fill out an employment application and be interviewed by the Director, Coordinator of the program, or social worker.

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- D. The application will be screened and assigned a position that most benefits the department as well as client abilities.
- E. The client must pass the Criminal Offender Record Information Check (CORI).
- F. The Council on Aging will send seniors to the requested department for an interview.
- G. Upon agreement of the department as well as the client, the position will be filled.
- H. A client may request from the Council on Aging change in job assignment if incapability arises.
- I. Department heads will report hours to the Assessors' office, with a copy to the COA and to the senior. This will be done on a monthly basis.
- J. Both the Assessors' office and the COA will keep records of hours.
- K. The Assessors' office will make the reduction on the client's tax bill ~~on~~ in the third and fourth ~~quarter~~ quarters. A copy of the certification will be given to the taxpayer and Assessors' office by the job provider before December ~~1st~~ 1.

Article II  
**Valor Act Property Tax Work-Off Program**

**[Adopted as Ch. 2, Art. III, § 2-41a, of the General Bylaws]**

§ 347-~~87~~ **Eligibility for participation; ~~annual income limits.~~**  
**[Amended 5-23-2022 ATM by Art. 12]**

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

§ 347-~~98~~ **Work exchange.**

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

Chapter 355  
**Traffic Regulations**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 12, Art. I and Art. II, of the General Bylaws. Amendments noted where applicable.]**

Article I  
**In-General Regulations**

§ 355-1 **Tampering with official traffic control signs, and signals, etc., tampering with.**  
**[Amended at time of adoption of Code]**

Any person who willfully defaces, injures, moves, obstructs or interferes with any official traffic sign, signal or marking shall be liable to a penalty not exceeding \$20 for each and every offense, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code.

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**§ 355-2 Failure to obey official traffic control signs, and signals, etc., disobedience to.**

No driver of any vehicle or of any street car shall disobey the instructions of any official traffic control signal, sign, marking, marker or legend, unless otherwise directed by a police officer.

**§ 355-3 Obstructing public streets.**

- A. No person having under his care or control any vehicle shall permit the same, or the animal or animals attached thereto, if any, to stand across any public highway or street, in such a manner as to obstruct the travel over the same, for an unnecessary length of time.
- B. No person shall stop with any vehicle in any public street so near to another vehicle as to obstruct public travel.

**§ 355-4 Storing carriages, vehicles on streets.**

No person shall occupy any part of any public street as a storage room for carriages or other vehicles.

**§ 355-5 Driving within single lane; passing.**

When any roadway has been divided into lanes, a driver of a vehicle shall drive so as to be entirely within a single lane and shall not move from the lane in which he is driving until he has first ascertained if such movement can be made with safety.

**§ 355-6 Driving on roads closed to travel-prohibited.**

No operator shall enter upon the road surface of any street or highway, or section thereof, when, by reasons of construction, surface treatment, maintenance or the like, or because of some unprotected hazard, such road surface is closed to travel, and one or more signs, lights or signals have been erected to indicate that all or part of the road surface of the street or highway is not to be used, or when so advised by an officer, watchman, member of a street or highway crew or employee of the Town, either audibly or by signals.

**§ 355-7 Loads on vehicles required to be secured.**

**[Amended at time of adoption of Code]**

No vehicle shall be driven or moved on any street or highway nor shall any owner of any vehicle knowingly permit such vehicle to be driven or moved on any street or highway unless such vehicle is so constructed or so loaded as to prevent its contents from spilling, dropping, sifting, leaking or otherwise escaping therefrom. Vehicles loaded with any material which may be blown about by the wind shall be suitably covered to prevent the contents from being blown upon the streets or highways. Violations of this section are punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code.

**§ 355-8 Vehicles to stop prior to crossing sidewalk.**

The operator of a vehicle emerging from an alley, driveway or garage shall stop such vehicle immediately prior to driving ~~on to~~onto a sidewalk or ~~on to~~onto the sidewalk area extending across an alleyway or driveway.

**§ 355-9 Duty of driver to report accident.**

**[Amended at time of adoption of Code]**

The driver of any vehicle involved in an accident resulting in the injury or death of any person or property damage to an apparent total extent in excess of \$2001,000 to any one vehicle or more other property shall, within ~~24 hours~~five days after such accident, make a full and complete report in writing of such accident to the police headquarters of ~~this~~the Town. A driver who has been incapacitated as a result of such accident, and to such extent as to make reporting it impossible or unfavorable to his recovery, shall not be required to report such accident until he has recovered sufficiently to be able to do so. The report shall be made on a form furnished by the Police

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Department, copies of which shall be available at the police station. Compliance with this section, however, shall not relieve such driver from the additional responsibility of reporting to the Registrar of Motor Vehicles any accident in which a person is killed or injured.

**§ 355-10 Duty to stop upon command of police officer.**

No person having the charge of a vehicle in any street shall neglect or refuse to stop the same~~-, or -~~ to place the - same when stopped as directed by a police officer.

**§ 355-11 Registered owner deemed prima facie responsible for violations ~~when driver cannot be determined.~~**

If any vehicle is found upon any street or highway in violation of any provisions of these rules and orders and the identity of the driver cannot be determined, the owner or person in whose name such vehicle is registered shall be held prima facie responsible for such violations.

Article II  
**Stopping, Standing and Parking**

**§ 355-12 Vehicles for sale.**

It shall be unlawful for any person to park upon a street or highway any vehicle displayed for sale.

**§ 355-13 State snow and ice parking regulations adopted by reference.**

~~General Laws Chapter 322~~[Amended at time of the Acts adoption of 1961 Code]

MGL c. 40, § 22D, as amended, relating to towing of vehicles from Town ways where such vehicles are parked blocking removal of snow or ice or parked in violation of parking prohibitions, is adopted herein by this reference thereto.

**§ 355-14 One-hour parking.**

[Amended at time of adoption of Code]

Between March 16 and November 14, it shall be unlawful for the driver of any vehicle, other than one acting in an emergency, to park said vehicle on any street for a period of time longer than one hour between the hours of 1:00 a.m. ~~and 6:00 a.m. and 6:00 a.m.~~ Between November 15 and March 15, the parking prohibitions in § 355-17B of this article apply. Any vehicle parking in violation of this section will be towed away by the police at the expense of the owner.

**§ 355-15 ~~Parking~~—General parking prohibitions.**

No person shall park a vehicle in any of the following places. Vehicles found in violation of the provisions of this section may be issued a violation tag, moved by or under the direction of a police officer, or both. If moved or towed, the moving or towing shall be at the expense of the owner.

- A. Within an intersection.
- B. Upon any sidewalk.
- C. Upon any crosswalk.
- D. Obstructing traffic on the roadway in a rural or residential area.

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- E. Upon the roadway in a residential or business district where parking is permitted unless both wheels on the right side of the vehicle are within 12 inches of the curb or edge of the roadway, except where angle parking is permitted.
- F. Upon any roadway where parking a vehicle will not leave a clear and unobstructed lane at least 10 feet wide for passing traffic.
- G. Upon any street or highway within 10 feet of a fire hydrant.
- H. In front of any private road or driveway.
- I. Upon any street or highway within 20 feet of an intersecting way.
- J. No person shall "double park" so as to obstruct traffic.
- K. Upon any street or roadway posted "No Parking~~-.,"~~
- L. In any area designated "Handicapped Only" without a handicap plate or certificate issued by the Registry of Motor Vehicles.

§ 355-16 **Parking prohibited on certain streets.**

Upon the following streets or highways or parts thereof parking is hereby prohibited:

Name of Street	Side	Location
Center Street [Amended 4-25-2011 ATM by Art. 12]	Both	From the Boxford Town line, easterly 900 feet
Elm Park West	East	From Gardner Street northerly to the entrance to the parking area
Elm Park West	West	From its intersection with Main Street west to 200 feet southerly
Salem Street [Amended 10-11-2012 STM by Art. 2]	Both	From the Georgetown Town line, to the City of Haverhill line

§ 355-17 **Parking prohibited at certain times.**

- A. No person shall park or leave a vehicle on any street or highway during an emergency or snow storm. Vehicles parked in violation of this provision may either be tagged, moved by or at the direction of a police officer, or both. Vehicles will be moved or towed at the expense of the owner.
- B. No vehicles may be parked on any streets or highways between the hours of 1:00 a.m. to 6:00 a.m. November 15<sup>th</sup> to March 15<sup>th</sup> of any year unless otherwise directed by the Chief of Police.

§ 355-18 **Angle parking.**

- A. The Board of Selectmen or ~~their~~its designee shall determine upon what streets angle parking shall be permitted and shall mark or post such streets or cause ~~somesame~~ to be marked or posted.

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- B. Upon those streets which have been marked or posted for angle parking vehicles shall be parked within 12 inches to the curb and at the angle to the curb indicated by such marks or official signs.

§ 355-19 **Parking time limited in designated areas.**

No person shall park a vehicle for a period of time longer than hereinafter specified.

Name of Street	Side	Location	Time Limit
Elm Park East	East	132 feet to the end of the parking area	1 hour
Elm Park East	East	170 feet to the end of the parking area	15 mins.
Elm Park East	West	170 feet from Main Street to the end of the parking area	1 hour
Elm Park West	West	637 feet to the intersection of Spring Street and Elm Park West	15 mins.

Chapter 365  
**Vehicles, Motorized**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as indicated in article histories. Amendments noted where applicable.]**

Article I  
**Motor Bikes, Trail Bikes, Motorcycles and Skimobiles**  
**[Adopted as Ch. 8, § 8-21, of the General Bylaws]**

§ 365-1 **Permission required for operation on private property.**

No person shall operate a motor bike, trail bike, motorcycle, skimobile or any other similar motor-driven vehicle on or upon any private property in the Town of Groveland without written permission of the owner or legal occupant thereof.

§ 365-2 **Permission required for operation on public property.**

No person shall operate a motor bike, trail bike, motorcycle, skimobile or any other similar motor-driven vehicle on or upon any property of the Town of Groveland, other than a traveled public way, without written permission of the Board of Selectmen and the Chief of Police.

§ 365-3 **Violations and penalties.**

**[Amended at time of adoption of Code]**

Any person in violation of the above shall be punished by a fine of not more than \$100 for each offense, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code.

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Article II  
**Motorized Scooters**

**[Adopted 11-13-2002 STM (Ch. 8, § 8-22, of the General Bylaws)]**

**§ 365-4 Definition.**

As used in this ~~article~~bylaw, the following terms shall have the meanings indicated:

**MOTORIZED SCOOTER**

Unregistered, two wheels, with handle grips, ~~power~~powered by a gasoline two-stroke or four-stroke engine. A "motorized bicycle" or motorcycle, as defined in ~~Massachusetts General Laws, Chapter~~MGL c. 90, § 1, ~~are~~is not a motorized ~~scooters~~scooter.

**§ 365-5 Operating restrictions.**

It shall be unlawful for any person to operate or permit to operate the defined motorized scooter within the Town of Groveland under any of the following circumstances:

- A. On public sidewalks.
- B. On public and private roadways by a person not possessing a valid driver's license or learner's permit.
- C. In public parks and recreational areas.
- D. On public school property.
- E. On private property without the prior written consent of the owner or occupant of said property. No written consent shall be required for operation of any motorized scooter upon the property of any private club or other organization that permits the use of similar recreational vehicles by the club members.
- F. In such manner as to create loud or unnecessary noise so as to unreasonably disturb or interfere with persons in the peaceful and quiet enjoyment of their property. To this end, no person shall operate a scooter before the hour of 9:00 a.m. and after the hour of 7:00 p.m.
- G. To have a second rider on the same scooter.
- H. Failing to wear protective headgear conforming to Registry of Motor ~~Vehicle's~~Vehicle standards.

**§ 365-6 Compliance with traffic laws required.**

[Amended at time of adoption of Code]

Any person legally entitled to operate a ~~motor~~motorized scooter, as set forth herein, must conform with all traffic laws and regulations of the commonwealth.

**§ 365-7 ~~Penalty~~Violations and penalties.**

[Amended at time of adoption of Code]

Any violation of ~~the within~~this bylaw shall be subject to a \$25 fine for the first offense and a \$50 fine for all subsequent offenses, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code.

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Chapter 370  
**Vehicles, Unregistered**

[**HISTORY:** Adopted by the Town Meeting of the Town of Groveland as Ch. 12, Art. III, of the General Bylaws. Amendments noted where applicable.]

§ 370-1 ~~Number permitted.~~ Storage restrictions.

The keeping of more than one unregistered motor vehicle, assembled or disassembled, except by a person licensed under ~~General Laws, Chapter~~ MGL c. 140, ~~Section §~~ 59, on any premises shall not be permitted, unless said motor vehicle is stored within an enclosed building.

§ 370-2 **Special permit required.**

A special permit to keep more than one unregistered motor vehicle on any premises not within an enclosed building, after a duly called public hearing ~~to~~for which all abutters to the premises have received notice, may be granted by the Board of Selectmen if it finds that such keeping:

- A. Is in harmony with the general purpose and intent of this ~~section~~bylaw;
- B. Will not adversely affect the neighborhood; and
- C. Will not be a nuisance.

§ 370-3 **Limits on special permit.**

All such special permits shall limit the number of unregistered motor vehicles to be kept on the premises by the permit holder, shall not run with the land; and shall be limited to a reasonable length of time.

§ 370-4 **Exceptions.**

This ~~article~~bylaw shall not apply to motor vehicles which are designed for and used for agricultural purposes.

§ 370-5 ~~Penalty~~ Violations and penalties.  
[Amended at time of adoption of Code]

Whoever violates any provisions of this ~~article of the by-laws~~bylaw shall be liable to a penalty of \$5 per day for each day of violation, commencing 10 days following date of receipt of written notice from the Board of Selectmen, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § 100-2 of the Town Code.

Chapter 379  
**Water Use**

[**HISTORY:** Adopted by the Town Meeting of the Town of Groveland 5-21-2001 ATM (Ch. 11, Art. II, of the General Bylaws). Amendments noted where applicable.]

Article I  
Connections

§ 379-1 **Permit required prior to water service connection.**

The owner or contractor of any completely new construction, residential or business, is required to obtain a permit from the Board of Selectmen and/or the Board of Health before water service shall be connected.



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~~§ 379-2 Article II~~

**Water Use ~~restriction bylaw~~ Restrictions**

**§ 379-2 Authority.**

This bylaw is adopted by the Town of Groveland under its police powers to protect public health and welfare and its powers under M.G.L.MGL c. 40, § 21 et seq., and implements the Town's authority to regulate water use pursuant to M.G.L.MGL c. 41, § 69B. This bylaw also implements the Town's authority under M.G.L.MGL c. 40, § 41A, conditioned upon a declaration of water supply emergency as determined by the Massachusetts Department of Environmental Protection.

**§ 379-3 Purpose.**

The purpose of this bylaw is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a State of Water Supply Conservation or State of Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the Department of Environmental Protection.

**§ 379-4 Definitions.**

As used in this bylaw, the following terms shall have the meanings indicated:

**PERSON**

Any individual, corporation, trust, partnership or association, or other entity.

**STATE OF WATER SUPPLY CONSERVATION**

A State of Water Supply Conservation declared by the Town pursuant to § 379-5 of this bylaw.

**STATE OF WATER SUPPLY EMERGENCY**

A State of Water Supply Emergency declared by the Department of Environmental Protection under M.G.L.MGL c. 21G, §§ 15 through 17.

**WATER USERS or WATER CONSUMERS**

All public and private users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular facility.

**§ 379-5 Declaration of State of Water Supply Conservation.**

The Town, through its Board of Water Commissioners, may declare a State of Water Supply Conservation upon a determination by a majority vote of the Board that a shortage of water exists and conservation measures are appropriate to ensure an adequate supply of water to all water consumers. Public notice of a State of Water Conservation shall be given under § 379-7 of this bylaw before it may be enforced.

**§ 379-6 Restricted water uses.**

A declaration of a State of Water Supply Conservation shall include one or more of the following restrictions, conditions; or requirements to protect the water supply. The applicable restrictions, conditions; or requirements shall be included in the public notice required under § 379-7 of this bylaw.

- A. Odd/Even day outdoor watering. Outdoor watering by water users with odd-numbered addresses is restricted to odd-numbered days. Outdoor watering by water users with even-numbered addresses is restricted to even-numbered days.

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- B. Alternate day outdoor watering. Outdoor watering by all water users is restricted to alternate days of the week. No outdoor watering on the other days as specified in the declaration of a State of Water Supply Conservation and the public notice.
- C. Outdoor watering ban. Outdoor watering is prohibited.
- D. Outdoor watering hours. Outdoor watering is permitted only during daily periods of low demand, to be specified in the declaration of a State of Water Supply Conservation and the public notice thereof.
- E. Filling swimming pools. Filling of swimming pools is restricted or prohibited.
- F. Automatic sprinkler use. The use of automatic sprinkler systems is restricted or prohibited.

**§ 379-7 Public notification of State of Water Supply Conservation; notification of DEP.**

Notification of any provision, restriction, requirement or condition imposed by the Town of Groveland as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the Town, or by such other means reasonably calculated to reach and inform all users of water of the State of Water Supply Conservation. Any restriction imposed under § 379-6 of this bylaw shall not be effective until such notification is provided. Notification of the State of Water Supply Conservation shall also be simultaneously provided to the Massachusetts Department of Environmental Protection.

**§ 379-8 Termination of State of Water Supply Conservation.**

A State of Water Supply Conservation may be terminated by a majority vote of the Board of Water Commissioners, upon a determination that the water supply shortage no longer exists. Public notification of the termination of a State of Water Supply Conservation shall be given in the same manner required in § 379-7 of this bylaw.

**§ 379-9 State of Water Supply Emergency; compliance with DEP orders.**

Upon notification to the public that a State of Water Supply Emergency has been issued by the Department of Environmental Protection, no person shall violate any provision, restriction, requirement or condition of any order approved or issued by the Department of Environmental Protection intended to bring about an end to the state of emergency.

**§ 379-10 Violations and penalties.**

Any person, tenant, trustee or agent with control of water use, violating this bylaw, shall have a copy of the notice of the declared State of Water Supply Conservation or State of Water Supply Emergency, including any provisions, restrictions, requirements or conditions and the penalties pertaining to such violation, personally delivered to the offending address by Water Department personnel. Any person continuing to violate this bylaw shall be notified by registered letter that, this being their second violation, they are liable to the Town of Groveland in the amount of \$50 for this violation. Under a declared State of Water Supply Conservation a \$50 fine shall be assessed for the third and each subsequent day a violation occurs. Under a declared State of Water Supply Emergency the third violation shall result in the termination of water service. There will be a \$50 fee payable to the Water Department prior to the restoration of water service. ~~Fines shall be recovered by indictment, or on complaint before the District Court, or by non-criminal disposition in accordance with section 21D of chapter 40 of the Massachusetts General Laws.~~ Each day that a violation exists shall constitute a separate offense.

**§ 379-11 Severability.**

The invalidity of any portion or provision of this bylaw shall not invalidate any other portion or provision ~~thereof~~.

**Town of Groveland General Bylaws**  
**FINAL DRAFT, RED-LINE**

Chapter 388  
**Yard Sales**

**[HISTORY: Adopted by the Town Meeting of the Town of Groveland as Ch. 7, Art. I, § 7-4, of the General Bylaws. Amendments noted where applicable.]**

**§ 388-1 Permit required.**

No yard, garage, porch or barn sale shall be held on any property in the Town without the property owner or occupant of said property first obtaining a permit from the Board of Selectmen.

**§ 388-2 Term of permit.**

Each permit granted by the Board of Selectmen shall not be for more than two consecutive days of sale.

**§ 388-3 Sale items.**

Only articles and items owned by the property owner or occupant shall be sold at the yard, garage, porch or barn sale.

**§ 388-4 Number of sales per year.**

Not more than two yard, garage, porch or barn sales shall be held by any property owner or occupant of said property within a one-year period.

## **APPENDIX D**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## APPENDIX E

### TABLE OF MOTIONS

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

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#### 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 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 10th day of April in the year of our Lord two thousand twenty-three.

\_\_\_\_\_  
*Edward Watson, Chairman*

\_\_\_\_\_  
*Daniel MacDonald, Selectman*

\_\_\_\_\_  
*Jason Naves, Vice-Chair*

\_\_\_\_\_  
*Kathleen Kastrinelis, Selectman*

\_\_\_\_\_  
*Mark Parenteau, Selectman*

A true copy, attest:

\_\_\_\_\_  
*Elizabeth Cunniff, Town Clerk*

\_\_\_\_\_  
*Jeffrey T. Gillen, Police Chief*

#### **OFFICER'S RETURN**

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

\_\_\_\_\_  
*Elizabeth Cunniff, Town Clerk*

\_\_\_\_\_  
*Jeffrey T. Gillen, Police Chief*

**TOWN OF GROVELAND  
MASSACHUSETTS  
2022-2023**

**BOARD OF SELECTMEN**

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

**TOWN ADMINISTRATOR/FINANCE DIRECTOR**

Rebecca Oldham

**FINANCE BOARD**

**TERM EXPIRES**

Ruth Rivard, Chair	2023
Sarah Sheehan McGrath, Vice Chair	2024
Melissa Baker, Secretary	2024
William O'Neil	2023
James Scanlon	2023
Alexander Wood	2023
VACANT	2023

March 6, 2023

Groveland Board of Selectmen  
Attn: Rebecca Oldham  
Town of Groveland  
183 Main Street  
Groveland, MA 01834

RE: Transfer Application for Annual On-Premises Liquor License from T&B Clifford LLC d/b/a PUB 97, 935 Salem Street, Groveland, MA to Carbone Pub 97 LLC d/b/a PUB 97, 935 Salem Street, Groveland, MA

Dear Ms. Oldham:

Attached please find the following documents in support of the above-referenced application for transfer of an Annual On-Premises Liquor License:

- 1) Monetary Transmittal Form with Proof of ABCC Payment
- 2) Massachusetts DOR Certificate of Good Standing and DUA Certificate of Compliance
- 3) ABCC Online Transfer Application Forms, including:
  - a. Retail Application
  - b. Floor Plan
  - c. Applicant's Statement
  - d. Corporate Vote
  - e. CORI Request Forms
  - f. Proof of Citizenship
- 4) Corporate Documents – Copy of Certificate of Organization
- 5) Sales Agreement – Copy of Asset Purchase & Sale Agreement
- 6) Proof of Legal Right to Occupy – Copy of Lease Agreement

Thank you in advance for your time and consideration in this matter. If you have any questions or need additional information, please contact me at 978-578-9176.

Sincerely,

Monica Carbone





*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

APPLICATION FOR A TRANSFER OF LICENSE

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00015-RS-0480

ENTITY/ LICENSEE NAME

Pub 97

ADDRESS

935 Salem Street

CITY/TOWN

Groveland

STATE

MA

ZIP CODE

01834

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input checked="" type="checkbox"/> Transfer of License                | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  | <input type="checkbox"/> Change of DBA                                    |   |

**THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL**

Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358



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[Legal Notices](#)

[Public Notices](#)



## Legal Notices

[Back](#)

Source Eagle-Tribune

Category Legal Notices

Published Date March 27, 2023

### Notice Details

**TOWN OF GROVELAND BOARD OF SELECTMEN LIQUOR LICENSE TRANSFER HEARING** The Groveland Board of Selectmen will hold a public hearing on Monday, April 10, 2023 at 6:30 P.M. at Town Hall, 183 Main Street, Groveland, MA on the application for Transfer of an On-Premises, Restaurant All Alcoholic Beverages License from T&B Clifford LLC d/b/a PUB97, 935 Salem Street, Groveland, MA to Carbone Pub 97, LLC d/b/a Pub 97, 935 Salem Street, Groveland, MA. Peter M. Carbone is the proposed Manager. Description of premises: 935 Salem Street. Two Story Building with business on first floor. Approximately 3,888 square feet.

**GROVELAND BOARD OF SELECTMEN AND LICENSING BOARD ET - 3/27/23**



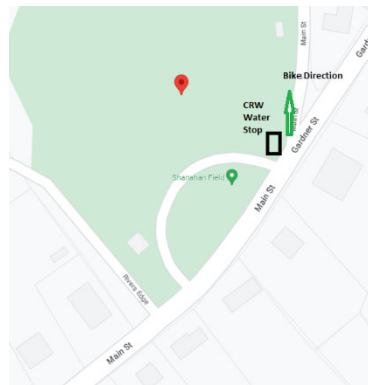
**Town of Groveland**  
**Office of the Town Administrator**  
183 Main Street  
Groveland, Massachusetts 01834



## Memorandum

**To:** Board of Selectmen  
**From:** Rebecca Oldham, Town Administrator  
**Date:** April 7, 2023  
**RE:** Field Use/Property Use Permits on the April 10, 2023 Agenda

---



### Charles River Wheelers Water Stop

Shanahan Field, May 13, 2023

Approx. 400 cyclists will be entering the Shanahan Field area from approx. 9AM to noon for a water stop and/or porta potty. There will be 1 car from CRW for day that will not need onsite parking.

### NorthShore Cyclist

Pines Recreation Area, August 6, 2023

Hold an organized ride and picnic. This is not open to the public, it's only for club

members. There would be about 60 people.

### Ride to End ALZ Pit Stop

Elm Park, June 3, 2023

Volunteers handing out water/snacks, a small table set up and restrooms.

### Pentucket Youth Lacrosse

Pines Recreation Area Utility Field #1

April 6, 2023 through June 8, 2023

Thursdays from 5:30PM to 7PM.

### Pentucket Babe Ruth

Pines Recreation Area Baseball Field

April 2023 through June 2023

### Pentucket Regional School – Varsity Team

Pines Recreation Area Baseball Field

April 2023 through May 2023

Practices Monday through Friday 3PM to 6PM.

Game 4PM to 7PM. Saturday practices/games will begin at 9AM and be done by 1PM.



### Pentucket Youth Softball

Pines Recreation Area Baseball Field

April 3, 2023 through June 30, 2023

Monday Through Friday 5:30PM to 8:30PM

Saturday & Sunday 8AM to 6PM

### Groveland Day

Pines Recreation Area

September 9, 2023

\*More details to follow

**Groveland Conservation Commission  
Land Donation Parcel 52-003A**

**Criteria**

The Commission will consider accepting the donation of land in Groveland according to the following criteria.

- Parcels of open space that protect wetland resources
- Parcels with low annual tax valuations
- Parcels that abut current Conservation land or land that fits with our trail plans or the current Groveland Open Space and Recreation Plan

Donations must be approved by a majority vote of the Commission and the Groveland Board of Selectmen.

**Parcel 52-03A**

Located at Johnsons Pond across from 180 Washington Street. It is a 0.57-acre parcel that abuts the pond and is assessed at \$4,100. The annual property tax is \$ 54.

**Does it meet the criteria?**

YES, The parcel is located on Johnsons Pond, a jurisdictional resource.

YES, The annual property taxes are \$54.

YES, The parcel is listed as a priority in the Groveland 2020 Open Space and Recreation Plan, it abuts Veasey Park, and will be part of the future Johnsons Pond trail.

**Recommendation**

The parcel donation has been approved by the Commission; we recommend the Selectmen also approve it.



*April 10, 2023*

## **03-27-2023 Town Administrator Evaluation Summary Report**

This is the first summary evaluation for Groveland's newly created position of Town Administrator. As part of this evaluation each member of the Board of Selectmen was asked to complete an evaluation form consisting of ratings in four (4) categories-A. Relationship with the Board of Selectmen; B. Town Administrator; C. Budget and Finance; and D. Community Relations. Each category includes a list of items and a rating scale ranging from 1 to 5, with 1 indicating Unsatisfactory; 2 as Needs Improvement; 3 as Satisfactory; 4 as Excellent and 5 as Distinguished. This same evaluation form has been used in other Massachusetts municipalities and was recommended to the Board of Selectmen by the Department of Revenue as part of the town's financial management review. In addition, Town Administrator, Rebecca Oldham, was asked to submit evidence of her activities and accomplishments in the four categories.

Appendix A includes the completed Town Administrator Evaluation Forms. The Town Administrator's Evidence is included in Appendix B. It should be noted that during this first year of service the Board of Selectmen did not vote specific goals for the Town Administrator, but instead indicated as the year progressed by votes at Board of Selectmen meetings, the priorities that the Board expected the Town Administrator to address. It is my opinion, that based on my knowledge of the Board's votes, that the Town Administrator accomplished all goals as requested throughout the first year.

After careful review and consideration of the evaluation forms, I recommend an overall rating of "Excellent" in all categories. I note that in the area of Community Relations, Ms. Oldham received a rating of "Distinguished" from all evaluators.

It is no easy task to be hired as the first Town Administrator in any town, but in Groveland, this was further complicated by the fact that the town had been operating for about 6 months without either a Finance Director or a Town Administrator. There were numerous backlogs of work that needed to be addressed in addition to turnover in key positions and establishing working relationships with town departments, neighboring towns and state legislative representatives. Ms. Oldham had to carve out a new path in all of these areas and she did so with integrity, patience, professionalism and a positive attitude.



## **03-27-2023 Town Administrator Evaluation Summary Report**

Below are some highlights from the evaluation process:

### **A. Relationship with the Board of Selectmen**

- Rebecca does an excellent job keeping us informed on all issues of town and its employees.
- Due to her (Rebecca's) steadfast support and expertise, the Board of Selectmen is on schedule and getting things done.
- I would like to see Rebecca's advice become more directional to aid the Selectmen.

### **B. Town Administration**

- The Town is lucky to have someone who is as frugal as Rebecca, but still achieves an incredible amount.
- Rebecca puts in a lot of hours every week performing her duties as a Town Administrator.
- During her first thirteen (13) months, the Town Administrator has created strong working relationships with neighboring towns.

## **03-27-2023 Town Administrator Evaluation Summary Report**

In closing:

It has been my honor and pleasure to serve as a member of the Board of Selectmen these past four years. As I look back to November 2021 when the Board of Selectmen voted unanimously to appoint Ms. Oldham as our first Town Administrator, I am amazed at how quickly the time has passed and how much has been accomplished by our first Town Administrator. I took on this task of summarizing the first evaluation without reservation as I knew that this initial evaluation would document the excellent start made by our Town Administrator. I recognize and applaud the long hours and extensive work that went on behind the scenes by Ms. Oldham and her team to get our town back "on track" during a period of strained finances and personnel turnover. In all instances, Ms. Oldham never took credit for herself and is always the first to recognize achievements by town employees and/or departments. I recognize that there is more to do but I can state unequivocally that I have the utmost confidence in Ms. Oldham's ability and expertise to fulfill her responsibilities as Town Administrator during her second year and beyond.

I respectfully submit this summary report of the Town Administrator Evaluations to my fellow members of the Board of Selectmen for review and acceptance.

Sincerely,



Kathleen Kastrinelis, Board of Selectmen

## **03-27-2023 Town Administrator Evaluation Summary Report**

### **C. Budget and Finance**

- The Town Administrator brought more grants into the town for use by town departments, than has ever been done before.
- I believe when hired this was going to be the most challenging for Rebecca, coupled with the unprecedented inflation. While the process is not known for making friends, and I believe there is room for improvement, Rebecca exceeded expectations.
- The Town Administrator does a great job constantly looking into future grants to help fund future projects.

### **D. Community Relations**

- I have heard from a lot of citizens that Rebecca is very informative, friendly and professional.
- The Town Administrator has a natural outgoing personality that welcomes new employees, new volunteers and residents. I anticipate that in the next year, the Town Administrator will continue to exceed expectations.
- Over and above to satisfy, work with, as well as provide amenities to the residents.



**03-27-2023 Town Administrator Evaluation  
Summary Report**

**Summary of Town Administrator Evaluations**

Category	A. Relationship with the Board of Selectmen	B. Town Administration	C. Budget and Finance	D. Community Relations	Summary: Average of All Ratings
<b>Selectmen Member</b>					
<b>Jason Naves</b>	3.75	4	4.25	5	4.25
<b>Mark Parenteau</b>	5	4.5	5	5	4.88
<b>Kathleen Kastrinellis</b>	5	4.67	4.75	5	4.85
<b>Ed Watson</b>					
<b>Dan MacDonald</b>					
<b>Summary: Average of All Ratings</b>	4.58	4.39	4.67	5.00	4.66



## BOARD OF SELECTMEN

### Meeting Minutes

**Monday, March 13, 2023**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

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

**Present:** Acting Chair Jason Naves, Selectmen Kathleen Kastrinelis, Mark Parenteau.  
Rebecca Oldham, Town Administrator  
Selectman MacDonald arrived at approximately 7:10 pm.

**Absent:** Selectmen Ed Watson

**CALL MEETING TO ORDER AT 6:30PM** – Acting Chair Naves called the meeting to order at 6:30 pm.

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

- *None.*

#### **APPROVE WARRANTS:**

PW # 23-37 \$ 189,647.28

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW #23-37 in the amount of \$ 189,647.28. Voted: 3-0. Two absent.

BW# 23-37 \$ 586,918.57

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #23-37 in the amount of \$ 586,918.57. Voted: 3-0. Two absent.

#### **APPROVAL OF THE MINUTES:**

Board of Selectmen Meeting Minutes January 3, 2023

Board of Selectmen Meeting Minutes January 17, 2023

Board of Selectmen Meeting Minutes January 30, 2023

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Board of Selectmen Meeting Minutes from January 3, 2023, January 17, 2023, and January 30, 2023. Voted: 3-0. Two absent.

#### **APPOINTMENTS OF THE BOARD:**

1. Appoint John Gray of 90 School Street to the Historic Commission effective March 13, 2023, to June 30, 2023.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint John Gray of 90 School Street to the Historic Commission effective March 13, 2023, to June 30, 2023. Voted: 3-0. Two absent.

## **DISCUSSION & POSSIBLE VOTE:**

2. Request from Jeff and Maria's Food and Ice Cream for to extend the hours of operation for one night in July and one night in August by four (4) hours, from 10 PM to 2 AM, to host an "All - Nighter" Event:

TA Oldham noted that exact dates are not known at this time. Another vote will not be needed.

The Zoning Board has already voted on this for three years, this is an annual vote by the BOS.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Request from Jeff and Maria's Food and Ice Cream for to extend the hours of operation for one night in July and one night in August by four (4) hours, from 10 PM to 2 AM, to host an "All - Nighter" Event for 2023. Voted: 3-0. Two absent.

3. Request to add a streetlight on Main Street across from the entrance at Pentucket Middle/High School, Pole 149:

TA Oldham, noted this was a request by Kevin Snow, General Manager at Groveland Electric.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Request to add a streetlight on Main Street across from the entrance at Pentucket Middle/High School, Pole 149. Voted: 3-0. Two absent.

4. Vote to sign GHA 2023 Capital Funds Form

TA Oldham noted that the Groveland Housing Authority requested that the Town sign off on this form. Selectman Kastrinelis requested further information.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to table the vote to sign the GHA 2023 Capital Funds Form. Voted: 3-0. Two absent.

5. Presentation from Powers and Sullivan, LLC. FY2022 Reports:

Michael Nelligan and Laura Stone were present and addressed the Board to review the FY2022 Annual Audit. Michael stated that the Audit went very smoothly this year. The "books" are in good shape. This was one of the best audits that Powers and Sullivan, LLC has completed for the Town of Groveland.

6. FY24 Budget Discussion:

TA Oldham briefly reviewed the budget. An override of about \$1.2 million dollars is being proposed.

The Board took a five-minute recess to wait for Selectman MacDonald to be in attendance.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to take a five-minute recess. Voted: 3-0. Two absent.

Selectman MacDonald joined the meeting at approximately 7:10 pm.

Ruth Rivard and Sarah McGrath from the Finance Board were present and addressed the Board. Ruth explained the process that the Finance Board went through; they met with the School and the strain on the budget for the school has nothing to do with the new High School. The override includes fair wage adjustments for employees based on the wage and classification study – this will be taking a proactive approach. Retaining employees is a priority.

Selectman Kastrinelis noted that Groveland has not had a successful General Override since 2007.

Selectman Parenteau noted that he worked for the town for ten years and left because of the pay. There are talented employees that work for the town now and we keep losing them – if we pay them a fair rate they might stay on.

Selectman MacDonald noted he considers it to be poor management practices when it comes to the school budget. The school has all the “bells and whistles”. The problem will continue year after year because they don’t have the courage to address the structural defects in the school district. They need to consolidate resources. Selectman MacDonald stated he is vehemently opposed to an override and does not feel the School Committee did everything they could and expressed his disappointment in the School Committee.

Selectman Kastrinelis noted it was not okay to “campaign” during this meeting.

Selectman MacDonald noted that he has an absolute right to express his opinion and encouraged Selectman Kastrinelis to call State Ethics if she feels he is breaking the law.

Ruth Rivard noted that the school has worked very hard this year to be open and transparent and gave information to the Finance Board to make informed decisions.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to place on the ballot the following question:

Shall the Town of Groveland be allowed to assess an additional \$1,250,000 in real estate and personal property taxes for the purpose of paying the Pentucket Regional School District annual assessment for the FY beginning July 1, 2023.  
Yes or No. Voted: 4-0. One absent.

Selectman MacDonald asked for the cost of this if it passes for each household and for that information to be part of the ballot question and TA Oldham responded that it could not be added to the ballot but is available. This will go on the election ballot and will also go on the Town Meeting Warrant.

#### **VOTES OF THE BOARD:**

- None.

#### **TOWN ADMINISTRATOR’S TIME:**

TA Oldham reported: In the process of drafting the Warrant. Asked the Board to consider closing the Warrant at their next meeting.

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

**Selectman MacDonald:** Explained the reason for being late to the meeting; he was attending a sports banquet at the school for his son.

#### **OLD OR UNFINISHED BUSINESS:**

- Selectman Kastrinelis asked if Selectman MacDonald had the evaluation for the TA done and Selectman MacDonald responded no. Today was the deadline noted Acting Chair Naves.

#### **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**

#### **CORRESPONDENCE**

- Board of Selectmen Executive Session Meeting Minutes October 20, 2022

*Groveland Board of Selectmen Meeting  
Monday, March 13, 2023 at 6:30PM  
Page 3 of 4*

- Board of Selectmen Meeting Minutes February 13, 2023
- Board of Selectmen Meeting Minutes February 27, 2023

**ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting at 8:00 pm. Voted: 4-0. One absent.

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, March 27, 2023, at 6:30PM.*

***Respectfully submitted,***

***Katherine T. Ingram***

**23-37 BILLS WARRANT BREAKDOWN:**

<i>Town:</i>	<i>\$ 139,302.89</i>
<i>W/S:</i>	<i>\$ 12,467.95</i>
<i>Payroll Withholding:</i>	<i>\$ 31,717.43</i>
<i>Health Insurance:</i>	<i>\$</i>
<i>Light Bills:</i>	<i>\$ 178,783.27</i>
<i>Grants &amp; Revolving:</i>	<i>\$ 107,361.03</i>
<i>Chapter 90:</i>	<i>\$</i>
<i>Pentucket Assessment:</i>	<i>\$</i>
<i>Essex Tech Assessment:</i>	<i>\$</i>
<i>Whittier Assessment:</i>	<i>\$ 117,286.00</i>
<i>Capital:</i>	<i>\$</i>



# OUTDOOR FLEA MARKET

# FUND RAISER

**SATURDAY, APRIL 29, 2023**

**RAIN DATE SUNDAY APRIL 30**

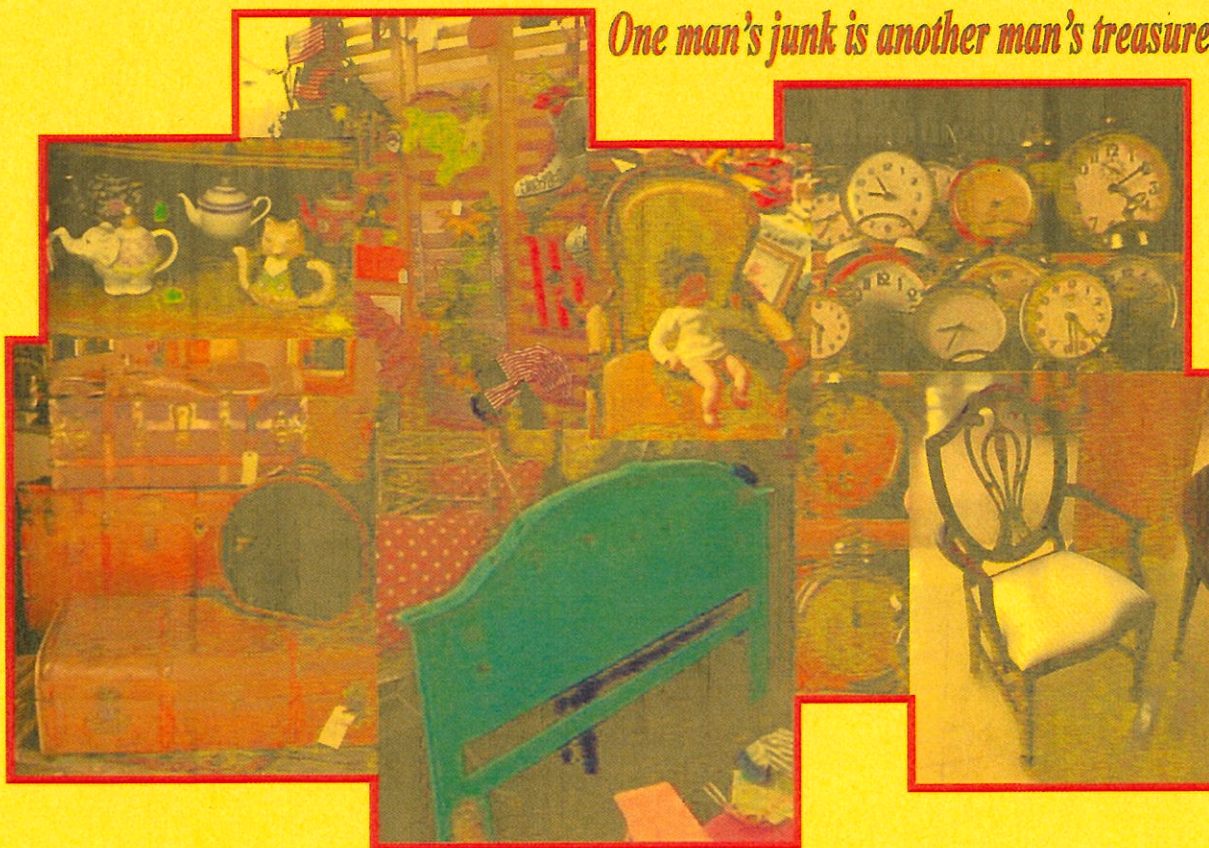
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- PRESENTS -

**A PROGRAM ON THE  
FRENCH AMERICAN WAR**

With

*Tom Spitalere*

Guest Speaker, Local Historian And Past Chairman Of  
The Haverhill Historical Commission

WEDNESDAY APRIL 12, 2023 AT 7:00 PM

**Followed By a Question  
and Answer Session**

Admission  
**\$10.00**



Refreshments  
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For Questions Call Claire @ 978-376-6779



## Rebecca Oldham

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**From:** Renny Carroll  
**Sent:** Wednesday, March 29, 2023 3:25 PM  
**To:** Rebecca Oldham  
**Cc:** Michele Beegan  
**Subject:** resignation of highway operator/labor.

Hi Rebecca,

I regret to inform you that John Souza turned in his keys and remote access to William Greene on Monday 3/27/23 and informed bill it was his last day.no letter was given or offered.

All the best,

Renny Carroll  
Highway Superintendent  
Town of Groveland  
183 Main Street  
Groveland, MA 01834  
978-556-7208

