



BOARD OF SELECTMEN

Meeting Agenda

Monday, December 4, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

TOWN OF GROVELAND

2023 NOV 30 AM 11:07

TOWN CLERK
RECEIVED/POSTED

This meeting will be in-person and also be broadcast live on Groveland Public Access, Channel 8, as well as through Zoom virtual meeting software for remote access.

Join Zoom Meeting

<https://zoom.us/j/93995174414?pwd=dnpQNjNmTVpOVHA0bWdUMHBMeFhvQT09>

Meeting ID: 939 9517 4414

Passcode: 948618One tap mobile

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

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

6:30 P.M.

CALL MEETING TO ORDER AT 6:30 P.M.

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.

DISCUSSION & POSSIBLE VOTE

1. Quick Auto Center Corp, Class II Auto License, Request for Additional Vehicles, *Luciano Quintanilha*
2. Approval of a Property Use Permit for the Bagnall PTA for use of the Town Hall lawn for event on December 10, 2023 from 3pm to 6pm.
3. Regular or Special Town Employees in accordance with the Conflict-of-Interest Law, *Elizabeth Cunniff, Town Clerk* (continuation from November 20, 2023 meeting)
4. Greater Amesbury Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant (continuation from November 20, 2023 meeting)
5. Policies and Procedures for Host Communities to Promote and Encourage the Full Participation in the Regulated Marijuana Industry by People from Disproportionately Harmed Communities as Required by Chapter 180 of the Acts of 2022 (continuation from November 20, 2023 meeting)
6. Vote of the Board of Selectmen to Transfer Surplus Bond Proceeds to Debt Service
7. FY25 Capital Improvement Plan, *Town Administrator*
8. Approve and ratify the contract for Town Administrator Rebecca Oldham for July 1, 2024 through June 30, 2027.

APPOINTMENTS OF THE BOARD

APPROVAL OF THE MINUTES

9. Board of Selectmen Meeting Minutes September 25, 2023

- 10. Board of Selectmen Meeting Minutes October 23, 2023
- 11. Board of Selectmen Executive Session Minutes November 6, 2023
- 12. Board of Selectmen Executive Session Minutes November 20, 2023

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

Pentucket Regional Agreement Update, *Selectmen Kastrinelis*

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

CORRESPONDENCE

- 13. Board of Selectmen Meeting Minutes October 10, 2023
- 14. Board of Selectmen Meeting Minutes November 6, 2023
- 15. Stephanie Bartelt, Conservation Commission Member awarded Certificate of Achievement for MACC
- 16. Correspondence from West Newbury Board of Selectmen concerning Whittier School Building Project

The next regularly scheduled meeting of the Board of Selectmen will be Monday, December 18, 2023, at 6:30PM.

Submitted by: *Chairman Daniel MacDonald*



Quick Auto Center Corp.
737 Salem St. Groveland. MA 01834
(978) 373-5302
quickcorp11@gmail.com

November 15th, 2023

Town of Groveland
183 Main St.
Groveland, MA 01834

Att: Rebecca Oldham,

RE: Increase of number of Used Car License.

Dear Ms. Oldham,

I'm contacting you in regards of some changes I'm doing at Quick auto Center Corp. located at 737 Salem St. Besides the exhausting cleaning, and the fact that Quick Auto Center Corp. no longer provide the towing services for the Town of Groveland, we no longer need the space initially designed for towing & storage yard. We decide to clean and put this space use towards the dealer. In order to do so we kindly request the increase of the number of motor vehicles for display in our license from 6 to 26. Attached we have a parking plan for the new layout of the property, including the customers & employees parking spots.

Kindly put this matter on your next meeting.

Thank you for your attention on this matter.

Luciano Quintanilha
Owner/ President

From: [Lisa Chandler](#)
To: [Rebecca Oldham](#)
Subject: Polar Express Scavenger Hunt
Date: Tuesday, November 28, 2023 4:28:43 PM

Rebecca,

Thank you so much for speaking with me yesterday.. It was great to see you. Below are the details of the event. If you have any questions, please let me know.

Thanks!
Lisa

Join us for the Bagnall **Polar Express Scavenger Hunt** on **Sunday, December 10th from 3pm-6pm.**

Each rider/participant will travel in their own train car (personal vehicle) from the train station (Bagnall Elementary School) through Groveland on a Polar Express-themed scavenger hunt.

The trip will take you to holiday-themed stops around town in hopes to see Santa. Along the route, there will be holiday surprises for each ticketed train rider. Your ride will culminate at the North Pole (Town Hall), where you will mingle with friends, enjoy some hot cocoa, crafts and a visit from Santa!



Town of Groveland

Office of the Town Clerk

*183 Main Street
Groveland, MA 01834
Tel: 978-556-7221*

*Elizabeth Cunniff
Town Clerk
ecunniff@grovelandma.com*

The following list will be submitted to the Ethics Commission, by the Office of the Town Clerk relative to special municipal employees for the Town of Groveland. Note that any position that was previously designated by the Board of Selectmen as a special municipal employee position that no longer qualifies because it is no longer unpaid or it is paid for more than 800 hours in a year (more than 15.384 hours per week) would no longer be considered a special municipal employee, Chapter 268A Section 1.

The attached list of town officers and boards were classified by vote of the Board of Selectmen on _____ as Regular or Special Town Employees in accordance with the Conflict of Interest Law.

The classifications were made considering the scope of the office and it is pointed out that: A Regular employee cannot do business with the town. A Special employee may do business with departments of the town other than their own department.

Date of the Vote: _____

Board of Selectmen voted: _____

Respectfully Submitted,

Elizabeth Cunniff, Town Clerk: _____

Date: _____

Obviously, any position on the Special Employee list must meet the eligibility requirements set out in Chapter 268A Sec 1.

(n) "Special municipal employee", a municipal employee who is not a mayor, a member of the board of aldermen, a member of the city council, or a selectman in a town with a population in excess of ten thousand persons and whose position has been expressly classified by the city council, or board of aldermen if there is no city council, or board of selectmen, as that of a special employee under the terms and provisions of this chapter; provided, however, that a selectman in a town with a population of ten thousand or fewer persons shall be a special municipal employee without being expressly so classified. All employees who hold equivalent offices, positions, employment or membership in the same municipal agency shall have the same classification; provided, however, no municipal employee shall be classified as a "special municipal employee" unless he occupies a position for which no compensation is provided or which, by its classification in the municipal agency involved or by the terms of the contract or conditions of employment, permits personal or private employment during normal working hours, or unless he in fact does not earn compensation as a municipal employee for an aggregate of more than eight hundred hours during the preceding three hundred and sixty-five days. For this purpose, compensation by the day shall be considered as equivalent to compensation for seven hours per day. A special municipal employee shall be in such status on days for which he is not compensated as well as on days on which he earns compensation. All employees of any city or town wherein no such classification has been made shall be deemed to be "municipal employees" and shall be subject to all the provisions of this chapter with respect thereto without exception.

Regular Employees:

Town Clerk
Treasurer/Tax Collector
Assistant Treasurer/Tax Collector
Assessing Manager
Building Inspector Inspectional Services
Town Administrator
Town Accountant
Town Planner
Economic Development, Conservation and Planning Director
Building and Facilities Supervisor
Board of Health, Health Agent
Board of Health, Administrative Assistant
Council on Aging Director
Council on Aging Assistant Director
Council on Aging Outreach
Highway Superintendent
Highway/Cemetery Laborer Full Time
Library Director
Municipal Electric Superintendent
Municipal Electric Administrator
Municipal Electric Laborer
Police Chief
Police Full Time
Fire Chief
Fire/EMT Full Time
Water & Sewer Superintendent
Water & Sewer Office Manager
Water & Sewer Administrative Assistant
Water & Sewer Laborer Full Time
Veterans Agent

Special Employees:

Assistant Town Clerk
Board of Assessors
Board of Health
Board of Health Nurse
Board of Registrars
Board of Selectmen
Board of Selectmen, Administrative Coordinator
Burial Agent
Cable Manager
Cable Technician
Cemetery Commission
Compost Operator
Conservation Agent
Constable
Election Officers
Economic Development, Conservation and Planning Administrative Assistant
School Committee
Housing Authority
Trustees of the Langley-Adams Library
Library Assistants
Municipal Light Commissioner
Planning Board Member
Moderator
Zoning Enforcement Officer
Assistant Building Inspector
Inspectional Services Electrical Inspector
Inspectional Services Plumbing/Gas Inspector
Parking Clerk
Tree Warden
Inspector of Animals
Animal Control Dog Officer
Emergency Management
Forest Fire Warden
Board of Fire Engineers
Reserve Police Officer
Special Police Officer
Call Firefighter/EMT
Harbor Master

Dock Keeper
Dock Master
Water/Sewer Laborer Part Time
Water/Sewer Commissioner
Highway/Cemetery Laborer Part Time
Municipal Electric Laborer Part Time
Merrimack Valley Planning Commission
Zoning Board of Appeals
Town Counsel
Sealer of Weights & Measures
Council on Aging Commission
Conservation Commission
Cultural Council
Economic Development Committee
Finance Board
Groveland Day Committee
Historical Commission
Recreation Committee
Trash Recycle Committee
Town Government Study Committee

Special Employee Positions no longer in existence vote to officially end:

Moth Superintendent
Surveyors of Wood and Lumber
Inspector of Slaughtering
Fence Viewers
Town Forestry Commission
Civil Defense Director
Public Weighers
Elementary School Building Committee
Finishing Committee
Master Plan Steering Committee
Master Plan Planning Committee
Board of Public Welfare
Road Commissioner

memo



To: Board of Selectmen
From: Rebecca Oldham, Town Administrator
cc:
Date: December 1, 2023
Re: Cannabis Control Equity Policy

On August 11, 2022, Governor Charlie Baker signed S. 3096, An Act Relative to Equity in the Cannabis Industry, into law. The new law requires host municipalities to establish initial policies to promote Equity in the cannabis industry no later than July 1, 2023, or be subject to monetary penalties.

On June 29, 2023, the Massachusetts Cannabis Control Commission (“CCC”) issued guidance on how to create a model Social Equity policy that encourages cities and towns in Massachusetts to consider incentives for increased participation by Social Equity applicants in their local cannabis ecosystem.

That guidance and memo issued by the CCC was the document that was before the Board on the November 20th meeting and caused much confusion. As a way of clarification of the matter.

The recent legislative changes required host communities, such as Groveland, to adopt initial social equity policies or procedures that comply with CCC Guidelines to promote social equity in the cannabis industry. The major requirement of the policy and the CCC regulations is to have a permitting webpage for cannabis social equity applicants that contains all relevant permitting materials and a contact person to answer any questions and assist with permitting. It also requires that social equity applicants be given priority in the selection process and recommends streamlined permitting and fee waivers where possible.

As a result of the CCC Regulations, the Town will also be required to implement additional measures relating to social equity in the future. The policy before you this evening, which addresses the limitation on marijuana establishments to medical only, models the current guidelines and ensures interim compliance with the statute and regulations. A vote to adopt the policy at a regularly scheduled meeting will bring Groveland into compliance under the law.

Due to the information as referenced above, and with the possibility of monetary penalties for failure to comply, it is recommended that the Board adopt the policy as drafted by Counsel and included with this memo.

Town of Groveland Cannabis Social Equity Policies

Purpose and Scope

On August 11, 2022, Governor Charlie Baker signed S. 3096, An Act Relative to Equity in the Cannabis Industry, into law. The new law requires host municipalities to establish initial policies to promote Equity in the cannabis industry no later than July 1, 2023, or be subject to monetary penalties. On June 29, 2023, the Massachusetts Cannabis Control Commission (“CCC”) issued guidance on how to create a model a Social Equity policy that encourages cities and towns in Massachusetts to consider incentives for increased participation by Social Equity applicants in their local cannabis ecosystem.

Based on cannabis Social Equity best practices, guidance from the CCC, and lessons learned from the Town of Groveland’s current cannabis business permitting program, the Town of Groveland adopts a set of policies to further promote Equity for new Social Equity applicants seeking to establish businesses in Groveland.

Applicability

The [CCC’s Social Equity programs](#) provide training and technical assistance to applicants who have been disproportionately impacted by the War on Drugs, marijuana prohibition, arrests, and incarceration and who meet certain income and residency requirements. The Town of Groveland defines qualifying Social Equity applicants under Groveland’s Cannabis Social Equity Policies as those that have been certified as eligible to participate in the CCC Social Equity Program or are Certified Economic Empowerment Priority Applicants according to the CCC.

The Town of Groveland Cannabis Social Equity Policies:

To encourage greater participation by Social Equity applicants in Groveland’s cannabis industry, when new Host Community Agreements (“HCAs”) becomes available for new businesses, there will be an exclusive period of six months limiting the availability of the HCAs to qualifying Social Equity and Economic Empowerment applicants. After the six-month period, 50% of any available licenses, but no less than 1, shall be reserved for social equity applicants. In evaluating requests for Host Community Agreements within the Town of Groveland, an evaluation form will be made available that scores components of an application. The evaluation form will include consideration of equity in the overall evaluation score, which will comprise not less than 25 percent of the total evaluation score. This equity component will include: (i) whether a License Applicant is pre-verified as a Social Equity Business by the Commission; (ii) whether the License Applicant is a Social Equity Program Participant; (iii) whether the License Applicant is an Economic Empowerment Priority Applicant; (iv) whether the License Applicant has a prior Marijuana related criminal conviction; (v) whether the License Applicant is part of an Area of Disproportionate Impact, as identified by the Commission; or (vi) a majority of the License Applicant entity is comprised of individuals from Black, African American, Hispanic, Latino, or Native American or indigenous descent.

1. The Town of Groveland will enhance marketing and outreach to potential Social Equity applicants by promoting available HCAs to the Cannabis Control Commissions’ Social Equity program, promoting on the Town’s website and social media, and enhanced business outreach as part of the Town’s Economic Development program.

2. The Town of Groveland will provide permitting technical assistance for Social Equity and Economic Empowerment applicants navigating the Town of Groveland's cannabis permitting process. The Town will create a website with guidance and resources for applicants and a list of all required permits, including necessary forms. A municipal contact will be listed on the Town website and will work closely with Social Equity applicants in the permitting process from initial inquiry through the special permit and building permit process.
3. Wherever possible, the Town of Groveland will reduce financial barriers and expedite the permitting for Social Equity and Economic Empowerment applicants. Throughout the Town of Groveland's special permit process, the Town will endeavor to streamline permitting for these applicants.
4. The Town of Groveland will update its municipal website pages regarding its medical cannabis approval process and centralize all information on one page, including a list of all documentation required by the Host Community's local approval process in downloadable form, in order to be user friendly and transparent.
5. The Town of Groveland will offer a 5% reduction of the Special Permit Fee for Social Equity Program or Certified Economic Empowerment priority applications to reduce barriers to entry.

Town of Groveland, Massachusetts

Suggested Vote of the Board of Selectmen to Transfer Surplus Bond Proceeds to Debt Service

VOTED: In accordance with the provisions of G.L. c. 44, §20, the following amounts are hereby transferred to the Town's debt service account: (i) \$18,927.83, representing the surplus amount originally borrowed for a water mains project as part of the Town's June 15, 2017 bond issue, and (ii) \$6,613.44 representing the surplus amount originally borrowed for a sewer pump station repair project, as part of the Town's January 19, 2012 bond issue.



Town of Groveland

Fiscal Year 2025 -Fiscal Year 2029 CAPITAL IMPROVEMENT PLAN

November 2023

Contents

Introduction	3
What is a capital budget? What is a capital project?	4
What is a capital plan? Why prepare one?	4
Capital Assets	5
Facilities.....	5
Information Technology	6
Parks and Open Space.....	7
Roads, Bridges, and Related Infrastructure.....	8
Dams & Culverts.....	8
Vehicles and Equipment.....	11
Fleet	11
Equipment.....	12
Possible Funding Sources	13
Local Resources.....	13
Federal, State, and Private Grants and Loans	15
Capital Planning Process	16
CIP Process Timeline	16
Project Requests	17
Scoring Capital Project Requests.....	17
Developing the Capital Investment Strategy.....	18
Managing the Plan in Future Years	18
Reserve Funds	19
Grants.....	20

American Rescue Funds	21
Community Preservation Act Funds.....	23
Debt Services.....	26
Existing Authorized Debt Service	26
Conclusion.....	33
Project Detail Sheets	34
Department Submittals	52

DRAFT

Introduction

Draft 5-year Capital Improvement Plan for the Town of Groveland

This year's planning process continues Groveland's commitment to making necessary capital improvements. Last year there was a focus on gathering information on needs, as well as solidifying our financial position and improving our financial policies. This year the plan has taken shape and involves more information on process, funding options, and strategy.

Per the General Bylaw **Sec. 2-122. Capital Improvement Planning Committee:**

The Capital Improvement Committee (CIC) reviews proposed capital projects involving the planning for and the 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 \$20,000 and/or 3) for which the town is authorized to borrow funds. 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. 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.

Note, if 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. Since the Committee currently has no members, the CIC is the Board of Selectmen.

Each year, the CIC approves a plan which becomes part of the warrant for Town Meeting. Town Meeting then reviews the proposed Capital Budget and adopts the budget by voting to appropriate funds for each recommended capital project. The financing plan developed for these projects includes various funding sources, such as free cash, debt, CPA funds, state sources, and various grant programs, including the American Rescue Plan Act of 2021 (ARPA). The Town would seek grants and alternative funding mechanisms whenever possible before recommending an appropriation from General Fund revenues.

In Fiscal Year 2025 (FY25), due our current debt ratios outlined in our Finance Policy we propose funding projects using available funds such as Free Cash and grants, without incurring debt.

This year, 9 projects were submitted for funding for FY25 for a total of \$867,012. Of those 9 projects only 6 were proposed to be funded for a total of \$378,419. Funding sources range from Free Cash, American Rescue Funds, Proceeds of Sale of Town Buildings and Bond Premiums.

Due to unused funds from the debt incurred in 2019 for the School Building Project, a total of \$113,148 will be applied to the Bagnall Elementary School capital projects proposed for FY25. Such projects are required to be like-terms projects that would be eligible for a 20-year note and be of a capital nature.

What is a capital budget? What is a capital project?

A capital budget is distinct from an operating budget in that the items included in a capital budget are typically large or infrequent expenses, such as construction of a new building or acquisition of a new dump truck, whereas an operating budget includes recurring expenses or are modest in magnitude, such as supplies or vehicle maintenance. A capital budget identifies the array of resources to be used to fund a series of capital projects. In many instances, municipalities establish minimum dollar thresholds for projects to be included in a CIP. The Massachusetts Association of Town Finance Committees defines capital projects as “major, non-recurring expenditures, for one of the following purposes:

- acquisition of land for a public purpose;
- construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water and sewer lines, roads and playing fields;
- purchase of vehicles or major equipment items;
- planning, feasibility, engineering or design study related to a capital project or to a capital improvement program consisting of individual projects;
- equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment;
- major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment.”

What is a capital plan? Why prepare one?

According to the Massachusetts Department of Revenue (DOR), a capital plan is a blueprint for planning a community’s capital expenditure and “one of most important responsibilities of local government officials.” Putting together multiple years of capital spending into a plan, instead of looking at each year in isolation, has multiple benefits including:

- impacts on the operating budget can be minimized through thoughtful debt management;
- high-cost repairs and emergency acquisitions can be reduced by implementing regular vehicle and equipment replacement schedules, and by undertaking major facilities improvements, such as replacing roofs, before a problem becomes chronic and damage occurs;
- large scale, ambitious public improvements can be phased over multiple years;
- critical parcels of land can be purchased before costs increase;
- costly mistakes created by lack of coordination - such as paving a street one year and then cutting into it the next year to install a sewer line – can be avoided; and,
- methodical progress can be made toward meeting community goals.

Capital Assets

The Town of Groveland provides a variety of services to residents, businesses, and visitors from recreational opportunities to fire and emergency response, to snow and ice removal. In order to provide these services, the Town's capital assets must be maintained in good working order. These capital assets could be used directly by the public – such as a playground – or used internally by municipal staff in the course of conducting official business – such as servers and other IT assets. The proper care of the Town's assets not only protects the taxpayers' investments, but also can be critically important to the health and safety of the residents and businesses. Capital assets the Town of Groveland is responsible for include:

- Facilities and major components therein;
- Information Technology;
- Parks and open space;
- Roads, bridges, and related infrastructure; and
- Vehicles and equipment.

Facilities

The Town of Groveland manages buildings that serve a multitude of purposes from Town Hall Offices to the Langley-Adams Public Library to the Central Fire Station. Each of the facilities in the town must be maintained on a regular basis to ensure the safety and effectiveness of the working environment. Buildings and the major components therein, such as the HVAC system, roof, and flooring do have certain lifespans so major upgrades and/or replacements may be necessary or advantageous.

Name	Address
Public Safety Building	181 Main Street
South Fire Station	107 Washington Street
Cemetery	156 Main Street
Washington Hall (Leased)	101 Washington Street
Highway Facility	160 Center Street
Salt Shed	160 Center Street
Town Hall	183 Main Street
Library	185 Main Street
Bagnall School	253 School Street
Little Red School House (Leased)	26 Broad Street

There are other town owned facilities that are not included in this list and are managed and maintained by other Town entities. There is the Water & Sewer Department building at 23 School Street along with various pump stations, etc. and the Groveland Municipal Light Department building at 949 Salem Street. Those facilities are managed by an enterprise fund. An enterprise fund is a separate accounting and financial reporting mechanism for which revenues and expenditures are segregated into a fund with financial statements separate from all other governmental activities. An enterprise fund identifies the total direct and indirect costs to provide the service, and the sources and amounts of revenues that support the service for which a fee is charged in exchange for the service. Essentially, the fees charged for the services go towards the operation of the department and the infrastructure needed to provide the service. For example, the electric department calculates how much it will cost to supply electricity and run the department, and then charge for the service in the monthly bill sent to the consumer.

The other buildings were acquired with the understanding that they were to be maintained by a revolving account, specifically Veasey Memorial Park at 201 Washington Street and various buildings on the property. Those buildings are under the care, control, and custody of the Conservation Commission. The buildings are used for private and community events and functions and the revenue generated goes back into operating and maintaining the buildings. There are also housing rental units on the property, managed by the Conservation Commission, and those rental incomes go to support that effort as well.

Information Technology

The Town's core information technology (IT) infrastructure includes a fiber optic network, physical and virtualized servers, network area storage, network switches, routers, wireless access points, firewalls and content filters, VPN equipment, internet connections, redundant power supplies, data center environmental controls, VoIP (voice over Internet Protocol) and surveillance equipment.

Department	Software
All Users	Office 365
Assessor	Patriot System
All Users	VADAR
Human Resource	DocuSign
All Users	ClearGov
Inspectional Services	PermitLink
Fire	First Due, ESO, Lexipol
Police	MicroSystems CrimeTRACK, Aladtec, All-Comm Zetron MAX
Council on Agine	MySeniorCenter
Clerk	LL Data, LHS for Election Equipment
Cemetery	Chronicle

The Town migrated from an on-premises e-mail solution to fully cloud-based Office 365 system, which includes the full Microsoft Office productivity suite, SharePoint, and OneDrive for Business. Future projects include expanding the Town's fiber optic network while

eliminating redundancy and continuing the lifecycle system of purchasing and replacing technology assets including computing and network equipment. The Town must also be ready to adopt and implement new policies and mechanism to enhance cyber security.

The Town recently received a Community Compact grant for \$26,000 to review technology organizational structure, spending and business goals across the community and develop a strategy to prioritize technology investments. We have engaged the services of the Collins Center, and this project is currently underway. We expect next year's capital plan to include the recommendations of that report.

Parks and Open Space

The Town of Groveland provides the following sites for active and passive recreation:

Town Facility	Description
Playground at the Pines Pines Recreation Area	Playground Baseball, Softball, Lacrosse, Football, Soccer, Basketball
Pines Recreation Area Dog Park	Dog Park
Playground at Washington Park	Playground
Washington Park	Baseball, Basketball
Playground at Bagnall School	Playground
Bagnall School Fields	Baseball, Soccer
150 Center Street	Open Space, Cricket
Shanahan Fields	Soccer
Meadow Pond	Open Space & Trails
Town Forest	Open Space & Trails
Center Street Greenway	Open Space & Trails
Veasey Memorial Park	Open Space & Trails

The Town also has many acres of recreational areas and protected acreage owned by the State, such as the Parker Wildlife Area. The town also has the Community Trail, the Town holds a lease with National Grid for use of the trail. Running through the town of Groveland for 3.25 miles, this multiuse path provides a variety of opportunities for both recreational and transportations as it connects residential neighborhoods,

businesses, schools, parks, and more. The Groveland Community Trail is part of the Merrimack River Trail system and will eventually provide a connection to the Border to Boston Trail.

Roads, Bridges, and Related Infrastructure

There are nearly 54.44 miles of roadway in Town.

Route 113 is a MassDOT, state-owned, roadway that extends into West Newbury and has about 1.17 miles in Groveland. We have one bridge in Groveland, the Bates Bridge. The bridge is owned by MassDOT.

The upcoming FY25 pavement management focus is on the following roads:

- Route 97 (from Parker Road to Gardner Street)
- Briscoe Road
- Alpha Road

Dams & Culverts

The DCR Office of Dam Safety includes seven (7) Groveland dams on its statewide dam classification list. These include three privately owned: Dyes Pond Dam, Small Pond Dam, and White Pond Dam; and four municipally owned: Johnson’s Creek Dam, Johnson’s Pond Dam, Mill Pond Dam, and Pleasure Pond Dam. Of these, two dams – Johnson’s Creek Dam and Johnson’s Pond Dam – are classified as “significant hazard” dams. These two dams are described in Table below.

Dam Name	Impoundment Name	Year Complete	Hazard Class	Last Inspection
Johnsons Creek Dam	Johnsons Creek (220 acres-feet)	1913	Signification	11/3/2022
Johnsons Pond Dam	Johnsons Pond (1,08- acres-feet)	1930	Significant	12/5/2017

Most recently, the Johnsons Creek Dam has shown signs of decline and the Town has had to repair multiple sink holes. Johnson Creek passes under Salem Street. The culvert under the street is a 60-inch diameter corrugated metal pipe which is more than 50 years old. The bottom of the pipe is corroded, partially collapsed, and is causing sink holes at the surface of the road. This crossing creates in impoundment which qualifies as a dam per MADCR regulations. Because of the pipe condition and sinkholes, the dam has been classified as being in poor condition and the Town is under order to repair it.

We have many culverts here in Groveland and many that require repair. A culvert is a tunnel carrying a stream under a road or railway. They are typically found in a natural flow of water and serve the purpose of a bridge or a current flow controller. Common types of culverts include pipe, box, and arch culverts. The culvert type is based on hydraulic features of the stream, water surface elevation, roadway height and other conditions.

Most recently the Town received a \$1 million MassWorks STRAP grant to replace the Uptack Road culvert. The Town also received a Safe Routes to School grant to add sidewalks from the School Street/Center Street intersection to Atwood Lane. The funding amount is TBD since the project is currently in the design phase. This project includes the replacement of a culvert on Center Street as part of the sidewalk construction. These types of grants can be extremely helpful when addressing infrastructure needs that often times are very costly, especially when it is necessary to take into consideration design and permitting, not just construction.

Street Reference	Site Type	Coords (Lat, Long)
Lower Center St.	Culvert	42.7336, -71.0581
Washington St.	Culvert	42.7301, -71.0456
Washington St.	Dam	42.7325, -71.0457
Washington St.	Culvert	42.7325, -71.0457
Uptack Rd.	Culvert	42.7333, -71.0435
Salem St.	Dam	42.7386, -71.0428
Salem St.	Culvert	42.7386, -71.0428
Mill Street Ext.	Culvert	42.7418, -71.0410
Center St.	Culvert	42.7425, -71.0399
Center St.	Culvert	42.7426, -71.0392
Salem St.	Culvert	42.7381, -71.0310
E. of Washington St.	Dam	42.7459, -71.0406
E. of Washington St.	Culvert	42.7459, -71.0406
Washington St.	Culvert	42.7490, -71.0422

Main St.	Culvert	42.7495, -71.0420
Main St.	Culvert	42.7519, -71.0381
Baldwin Terr.	Dam	42.7505, -71.0331
Center St.	Culvert	42.7438, -71.0269
School St.	Culvert	42.7448, -71.0222
Pandora Dr.	Culvert	42.7447, -71.0205
Center St.	Culvert	42.7463, -71.0186
Stonebridge Rd.	Culvert	42.7465, -71.0167
Stonebridge Rd.	Culvert	42.7476, -71.0174
Center St.	Culvert	42.7498, -71.0174
King St.	Culvert	42.7519, -71.0162
King St.	Culvert	42.7451, -71.0104
Merrimack River Rd	Culvert	42.7778, -71.0156
Rt 113 and Broad St	Culvert	42.7699, -71.0189
Governors Rd	Culvert	42.7648, -71.0172
Balch Ave	Culvert	42.7686, -71.0202
Marjorie St	Culvert	42.7659, -71.0201
Burget St	Culvert	42.7674, -71.0231
Burget St	Culvert	42.7674, -71.0232
Garrison St	Culvert	42.7636, -71.0201
Evergreen Ln	Culvert	42.7394, -71.0067

Vehicles and Equipment

Town staff use an array of vehicles and equipment to complete their tasks on a daily basis. The Town owns 69 vehicles and pieces of equipment, ranging from pickup trucks and sedans to tractors and fire engines. The departments also have other small equipment and tools, such as generators, trailers, and hand tools.

Fleet

ITEM	DEPARTMENT	YEAR	MANUFACTURER & MODEL	VIN #	COST NEW	CONDITION
1	CEMETERY	2020	FORD - F250	1FT7X2B61LEE87207	\$39,898	Good
2	COA	2021	CHEVY STARCRAFT - ALLSTAR	1HA3GSBGXLN003943	\$63,395	Good
9	EMERG. MGMT	2005	MAGNUM - LIGHT TOWER TRAILER	5AJLS16195B004959	\$7,000	Good
11	FIRE	1995	FORD - LGTCON	2FDKF38F8SCA31585	\$125,000	Fair
12	FIRE	2001	KME - FIRE PUMPER	1K9AF64841N058386	\$300,000	Fair
13	FIRE	2004	WELLS - UTILITY TRAILER	1WC200J2558006231	\$9,878	Good
14	FIRE	2008	FORD - F450	1FDXW47R88ED12389	\$85,000	Fair
15	FIRE	2010	KME - PUMPER	1K9AF4286AN058820	\$393,809	Good
16	FIRE	2011	INTERNATIONAL - TANK	1HTMKAZR4BJ385128	\$210,000	Good
17	FIRE	2013	CHEVROLET - TAHOE	1GNSK2E09DR307151	\$31,789	Fair
18	FIRE	2015	ROSENBAUER - FIRE TRUCK	54F2DC60XFWM10979	\$750,000	Good
19	FIRE	2019	CHEVROLET - TAHOE	1GNSKFEC4KR178671	\$36,982	Good
20	FIRE	2021	FERRARA - CINDER H-6929	1F9454722MN140031	\$583,518	Good
21	HIGHWAY	1986	INTERNATIONAL - DUMP	1HTDUXN6GHA61669	\$30,000	Fair
22	HIGHWAY	1988	CHEVROLET - BUCKET TRUCK	1GBP7D1Y1JV115222	\$200,000	Poor
23	HIGHWAY	1988	MACK - TRACTOR	1M2P194C6JW001894	\$18,986	Poor
24	HIGHWAY	2000	CATERPILLAR - BACKHOE	1WR10205	\$70,000	Poor
25	HIGHWAY	2000	CATERPILLAR - LOADER SKID STEER	5FZ02311	\$20,000	Poor
26	HIGHWAY	2005	FORD - F450 4x4	1FDXF47P95EB06833	\$42,311	Poor
27	HIGHWAY	2006	PETERBILT - 335 DUMP		\$69,636	Fair
28	HIGHWAY	2006	CATERPILLAR - LOADER	930GTWR02058	\$170,000	Poor
29	HIGHWAY	2007	PETERBILT - 340 DUMP	2NPRLD9X77M731150	\$95,000	Fair
30	HIGHWAY	2007	TOW MASTER - TRAILER	4KNUT18227L162877	\$5,000	Good

31	HIGHWAY	2007	MORBARK - BLIZZARD TRAILER	4S8SZ16137W040580	\$32,000	Poor
32	HIGHWAY	2007	TOYOTA - TUNDRA	5TFLU52127X002435	\$4,000	Poor
33	HIGHWAY	2007	CHALLENGER - TRACTOR	S103063	\$77,175	Good
	HIGHWAY	2008	WANCO - SOLAR TRAILER	5F11S101481002688	\$4,500	Good
35	HIGHWAY	2008	WANCO - SOLAR TRAILER	5F11S101681002689	\$4,500	Good
36	HIGHWAY	2008	CHEVROLET - SILVERADO	2GCEK19J181193387	\$32,000	Fair
37	HIGHWAY	2009	DODGE - RAM	3D6WD66LX9G516078	\$39,998	Fair
38	HIGHWAY	2015	PETERBILT - DUMP TRUCK	2NP3HJ8X6FM277964	\$160,924	Good
39	HIGHWAY	2015	BOMBARDIER - TRACTOR	900200588	\$149,145	Good
42	POLICE	2007	FORD - EXPEDITION	1FMFU16587LA71863	\$26,500	Fair
43	HIGHWAY	2016	FORD - EXPLORER	1FM5K8AR9GGA36925	\$22,100	Good
44	POLICE	2017	FORD - EXPLORER	1FM5K8AR2HGA17392	\$22,197	Poor
45	POLICE	2017	FORD - EXPLORER	1FM5K8AR4HGD60253	\$35,000	Fair
46	POLICE	2018	FORD - EXPLORER	1FM5K8AR9JGC75091	\$32,320	Good
47	POLICE	2019	TRAIL - UTILITY TRAILER	1D9S30ES0K1827243	\$10,999	Good
48	POLICE	2020	FORD - EXPLORER	1FM5K8AW4LGA83957	\$48,000	Good
49	POLICE	2020	FORD - EXPLORER	1FM5K8AB4LGD01229	\$54,000	Good
50	POLICE	2020	FORD - F150	1FTEW1P47LKD80448	\$45,000	Good
51	POLICE	2021	FORD - EXPLORER	1FM5K8AW7MNA01720	\$49,847	Good

Equipment

ITEM	TYPE	DEPARTMENT	DESCRIPTION OF PROPERTY	VIN/SERIAL NUMBER	CONDITION
1	Contractors Equipment	DPW	CONTRACTORS EQUIPMENT - SNOW PLOW BLADES		Good
2	Contractors Equipment	DPW	MOWERS, SANDERS & ATTACHMENTS		Fair
7	Contractors Equipment	FIRE	1995 FORD LGTCON	2FDKF38F8SCA31585	Fair
8	Contractors Equipment	FIRE	2001 KME FIRE PUMPER	1K9AF64841N058386	Fair
9	Contractors Equipment	FIRE	2008 FORD F450	1FDXW47R88ED12389	Good
10	Contractors Equipment	FIRE	2010 KME PUMPER	1K9AF4286AN058820	Fair
11	Contractors Equipment	FIRE	2011 INTERNATIONAL TANK	1HTMKAZR4BJ385128	Good
12	Contractors Equipment	FIRE	2015 ROSENBAUER FIRE TRUCK	54F2DC60XFWM10979	Good
13	Contractors Equipment	FIRE	2021 FERRARA CINDER H-6929	1F9454722MN140031	Good

14	Contractors Equipment	HIGHWAY	2011 CATERPILLAR TERRAIN LOADER	MAS02070	Good
15	Contractors Equipment	HIGHWAY	2011 CATERPILLAR EXCAVATOR	XER00940	Fair
16	Contractors Equipment	HIGHWAY	CATERPILLAR WHEEL LOADER SG18B	KTG01991	Poor
17	Contractors Equipment	HIGHWAY	2014 DOOSAN PORTABLE AIR COMPRESSOR	461916UBYF08	Good
18	Contractors Equipment	HIGHWAY	1986 INTERNATIONAL	1HTDUXN6GHA61669	Fair
19	Contractors Equipment	HIGHWAY	1988 CHEVROLET BUCKET TRUCK	1GBP7D1Y1JV115222	Poor
20	Contractors Equipment	HIGHWAY	2000 CATERPILLAR BACKHOE	1WR10205	Poor
21	Contractors Equipment	HIGHWAY	2005 FORD F450 4x4	1FDXF47P95EB06833	Fair
22	Contractors Equipment	HIGHWAY	2006 PETERBILT 335 DUMP	2NPLHD8X56M630311	Fair
23	Contractors Equipment	HIGHWAY	2006 CATERPILLAR LOADER	930GTWR02058	Fair
24	Contractors Equipment	HIGHWAY	2007 PETERBILT 340 DUMP	2NPRLD9X77M731150	Good
25	Contractors Equipment	HIGHWAY	2007 CHALLENGER TRACTOR	S103063	Good
26	Contractors Equipment	HIGHWAY	2008 CHEVROLET SILVERADO	2GCEK19J181193387	Fair
27	Contractors Equipment	HIGHWAY	2015 PETERBILT DUMP TRUCK		Good
28	Contractors Equipment	HIGHWAY	2015 BOMBARDIER TRACTOR	900200588	Good
36	Scheduled Property	TOWN	KUBOTA MOWERS (2) & GCK60 GRASSCATCHER (1)	44089/42620	Good
	Contractors Equipment	CEMETERY	2019 JOHN DEERE Z920M MOWER w/ BAGGER		Fair
	Contractors Equipment	CEMETERY	2022 JOHN DEERE Z920 MOWER		Good

Possible Funding Sources

There are a number of ways to finance municipal capital improvement projects. Some of the most common methods are:

Local Resources

- Municipal Indebtedness:** The most commonly used method of financing large capital projects is general obligation bonds (also known as “GO Bonds”). They are issued for a period of time ranging from 5 to 30 years, during which time principal and interest payments are made. Making payments over time has the advantage of allowing the capital expenditures to be amortized over the life of the project. Funding sources used to pay back the debt can include:
 - Bonds funded within the tax limits of Proposition 2 ½:* Debt service for these bonds must be paid within the tax levy limitations of Proposition 2 ½. Funds used for this debt must be carefully planned in order to not impact the annual operating budget.
 - Bonds funded outside the tax limits of Proposition 2½:* Debt service for these bonds is paid by increasing local property taxes in an amount needed to pay the annual debt service. Known as a Debt Exclusion or Exempt Debt, this type of funding requires approval

by 2/3 vote of the local appropriating authority (Board of Selectmen) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications.

- **Capital Outlay / Pay as You Go:** Pay as You Go capital projects are funded with current revenues (typically tax levy or free cash) and unexpended balances in previously approved projects. The entire cost is paid off within one year so no borrowing takes place. Projects funded with current revenues are customarily lower in cost than those funded by general obligation bonds because there are no interest costs. However, funds to be used for this purpose must be carefully planned in order to not impact the annual operating budget. For this reason, Pay as You Go capital projects are typically lower in value than projects funded by borrowing.
- **Capital Outlay / Expenditure Exclusion:** Expenditure Exclusion projects are similar to Pay as You Go, above, except taxes are raised outside the limits of Proposition 2 ½ and are added to the tax levy only during the year in which the project is being funded. As with a Debt Exclusion, Expenditure Exclusion funding requires approval by 2/3 vote of the local appropriating authority (Board of Selectmen) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. Capital outlay/ expenditures exclusions may be authorized for any municipal purpose for which the town would be authorized to borrow money.
- **Capital Stabilization Fund:** Local officials can set aside money in a stabilization fund – outside of the general fund - to pay for all or a portion of future capital projects. A majority vote of Town Meeting is required to appropriate money into the fund and a 2/3rds vote to appropriate money out of this fund.
- **Sale of Surplus Real Property:** Pursuant to Massachusetts General Laws, when real estate is sold, the proceeds must first be used to pay any debt incurred in the purchase of the property. If no debt is outstanding, the funds “may be used for any purpose or purposes for which the town, city, or district is authorized to incur debt for a period of five years or more...except that the proceeds of a sale in excess of five hundred dollars of any park land by a town, city, or district shall be used only by said town, city, or district for acquisition of land for park purposes or for capital improvements to park land” (MGL Chapter 44, Sec. 63).
- **Free Cash:** Represents the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year, actual receipts in excess of revenue estimated on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the June 30 balance sheet, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

- **Special Purpose Funds:** Communities also have established numerous “Special Purpose Accounts” for which the use is restricted for a specific purpose, some of which may be investment in department facilities and equipment. There are numerous state statutes that govern the establishment and use of these separate accounts. Examples include ambulance funds, recreation funds, the sale of cemetery lots, and off-street parking fees accounts.
- **Community Preservation Act Funds:** The CPA allows a community to establish a fund to support open space, historic preservation, outdoor recreation, and community housing. Community preservation monies are raised locally through the imposition of a surcharge of not more than 3% of the tax levy against real property, and municipalities must adopt CPA by ballot referendum. That state CPA Trust Fund provides matching distributions each year, at variable rates, (depending upon the amount of revenues collected that year, and the number of communities participating in the program) to communities that have adopted CPA.

Federal, State, and Private Grants and Loans

Other revenue sources may include grants or loans from federal, state, or private sources. For example, federal money is used for bridge and roadway projects listed on the State Transportation Improvement Plan. Private funds are sometimes available from “Friends of...” groups for local libraries or Councils on Aging. However, the State provides the most opportunities for funding through various programs. Key State funding sources for the Town of Groveland include:

- **Massachusetts Chapter 90 Roadway Funds:** Each year, the Massachusetts Department of Transportation (MassDOT) allocates funds to cities and towns for roadway construction, maintenance, or improvement. Funds may also be used for other work incidental to roadway work, such as the construction of a garage to house related vehicles, or the purchase of related vehicles, equipment, and tools. Chapter 90 is a 100% reimbursable program. Funding is accomplished through the issuance of transportation bonds and apportioned to municipalities based on three factors: 1) accepted road miles, 2) population, and 3) total employment within the municipal borders. Road miles are the most heavily weighted factor at 58.33%; the others are each weighted at 20.83%.
- **MassWorks Infrastructure Program:** This is a competitive grant program that provides capital funds for municipalities and other eligible public entities to complete public infrastructure projects that support and accelerate economic and housing development throughout the Commonwealth and/or address roadway safety concerns. Communities with populations under 7,000 are eligible to apply under the category for roadway safety in small towns, formally known as the STRAP program. Grant funding in this category does not exceed \$1 million per award. If awarded, towns are eligible to receive 1 grant every three fiscal years. These communities are also eligible to compete in the economic and housing development categories.

- **MassDOT Complete Streets:** A Complete Street grant is one that provides safe and accessible options for all travel modes – walking, biking, transit, and motorized vehicles – for people of all ages and abilities. MassDOT has a program to encourage municipalities to move toward a Complete Streets model. One component of the program is construction funding, after the municipality has passed a Complete Streets Policy and developed a Prioritization Plan.
- **Safe Routes to School (SRTS):** SRTS is a free, federally funded program administered by the Massachusetts Department of Transportation that works to increase safe walking, biking, and rolling among public elementary, middle, and high school students. The program uses a collaborative, community-focused approach that bridges the gap between health and transportation.
- **Massachusetts School Building Authority (MSBA):** The MSBA provides funding for school repair and construction via a series of programs. In the School Building Program, projects must be accepted into the process in response to the submission of a Statement of Interest which identifies a facility problem to be solved. Subsequently, the community must appropriate funding for schematic design and later for construction before the MSBA will commit to its share of the project. If accepted, the MSBA determines the amount of reimbursement it will offer based upon community need, with a minimum base rate of 31%. The percent of reimbursement can then be increased based upon three factors: community income factor, community property wealth factor, and community poverty factor. Through the Accelerated Repair Program, the MSBA will fund roof, window, and boiler projects with an expected 18-month completion date. Funding can be provided for multiple projects in a single district in a year. The Major Repair Program includes roofs, windows, and boilers, but can also include other significant building renovations. Districts are limited to one project per year under the Major Repair Program, but work can be more substantial than the Accelerated Repair Program.

Capital Planning Process

The Town Administrator met with Town departments to explain the process to be followed and discuss types of projects that would be eligible for funding in the capital plan. Departments were provided with the Capital Improvement Project Request Form asking them to describe their proposed project(s), the justification for why each project was needed, the priority placed on the project by the department, and the fiscal year or years in which the funds were needed. Particular attention was paid to equipment needs with a goal of developing a regular replacement schedule that would reduce, if not eliminate, emergency replacement and costly repairs.

CIP Process Timeline

- September: CIP solicitation sent to Department Heads
- October: CIP department requests due to Town Administrator and meetings with Department Heads to review requests
- November/December: CIC and Finance Board begins review
- December: Board of Selectmen approve CIP

- April: Annual Town Meeting

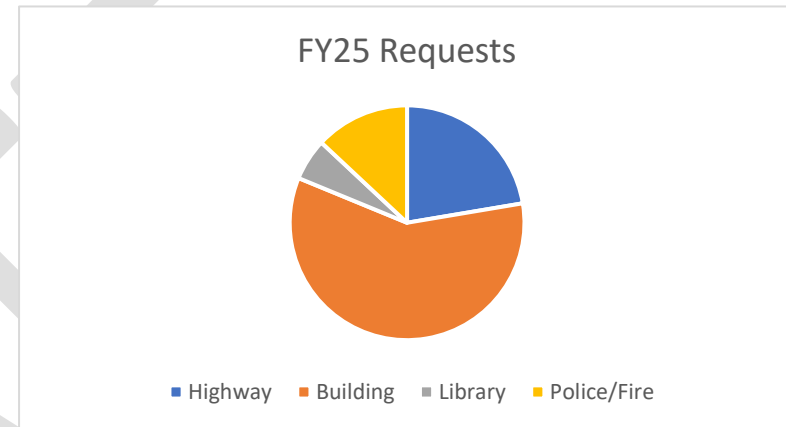
Project Requests

Altogether, there are 26 capital projects, totaling \$5,048,551.00 across all five years of the plan and across all funds.

The largest of the projects is the Salem Street Dam Reconstruction. The other larger of the requests is the roof replacements at the Town Hall Complex – Town Hall, Public Safety building and Library.

Project request for funding in FY25 included the generator for the Town Hall Complex, shelving at the Library, and replacement vehicles for the Police Fleet, Fire Chief and Highway Superintendent. The Highway Department is also looking at replacing the existing building at the Highway Yard, replacing a loader, and adding a clam shovel to help maintain catch basins and alleviate future flooding issues.

The Town is responsible for capital improvement associated with the Bagnall Elementary School. The requests for FY25 were the same as FY24. We removed the projects that were funded in FY24 and after speaking with the Pentucket Regional School District Executive Director of Operations and the facilities team, it was decided that the project with the most need was the entry roadway, sidewalks and front parking lot. The Town has continuously invested in capital improvements at the school such as the asbestos removal, clearing of the courtyards and most recently the installation of drinking water stations.



Scoring Capital Project Requests

After reviewing each project request to determine if it was complete and CIP-eligible, the Finance Team then evaluated the proposed projects based upon a series of criteria. The categories included:

- Preserve or enhance Town assets – Does the proposed project maintain or improve an existing facility? What is the anticipated useful life of the investment? Does the proposed project replace a piece of equipment needed to provide public services? Is the vehicle beyond its reasonable life? Is the acquisition part of a scheduled replacement plan that will keep vehicles operational and preclude major repair costs?
- Increase efficiency and effectiveness of government – Does the project reduce operating costs (e.g., eliminate costly repairs) or increase the effectiveness of government? Does the project reduce potential legal liability (e.g. repair of a broken sidewalk) or threats to operations (e.g., replacement of a needed street sweeper before it breaks down completely)? Does it improve customer service or provide a new, needed service?

- Good steward of public resources – Does the project increase revenues? Are outside grant funds available to cover a portion or all of the cost?
- Specific impacts on operating budget – What types of ongoing savings might be realized from the project? Does the project increase operating costs?

In addition, each project was evaluated to see how it would influence a series of key policy areas. These included:

- Aesthetics / Historic Preservation
- Cultural and Recreational Opportunities
- Economic Growth
- Education
- Environmental Sustainability
- Public Health
- Public Safety

Developing the Capital Investment Strategy

The project team worked with the Town Administrator and financial team, the Town Accountant and Treasure/Collector, to gather information about the Town's existing debt profile, authorized and unissued debt, capital leases, stabilization and special funds, and revenue and expenditures forecasts. After documenting General Fund spending over a three-year historical period, the team compared capital spending to net budget. Net budget is defined as the total amount raised on the tax rate recapitulation sheet less any excluded debt or capital exclusions, enterprise fund and community preservation funds, and available funds. Available funds are deducted under the rationale that these are typically reserves such as Free Cash that can vary from year to year. The goal is to measure General Fund capital spending as a percent of these recurring General Fund revenues to ensure that an appropriate share of General Fund revenues is reinvested through the CIP.

Recently, the Town passed a Financial Policy to guide local planning and decision making. As such it discusses, capital management, debt management and financial reserves. Therefore, we are committed to developing a capital investment strategy that will commit to the goals and funding levels as recommended.

Managing the Plan in Future Years

Annually, Town staff will reassess the capital needs of all Town departments and boards/committees, extending the outlook to include the next year (e.g., in FY25 the Town will complete a plan for the years FY26-FY30). This annual process allows for the reassessment of the scope, timing, and cost of projects that are included in the current CIP. In addition, the Town will update the assumptions in the capital investment strategy in order to determine the resources available for the plan's time period.

Reserve Funds

	FY24	FY23	FY22	FY21	FY20
Certified Free Cash	460,440	691,453	418,107	217,320	760,265
Stabilization Fund	1,513,741	1,463,741	1,316,875	1,561,621	1,442,693
Capital Stabilization Fund	400,025	350,025	340,724	344,248	262,042
Total	2,374,206	2,505,219	2,075,706	2,123,189	2,465,000

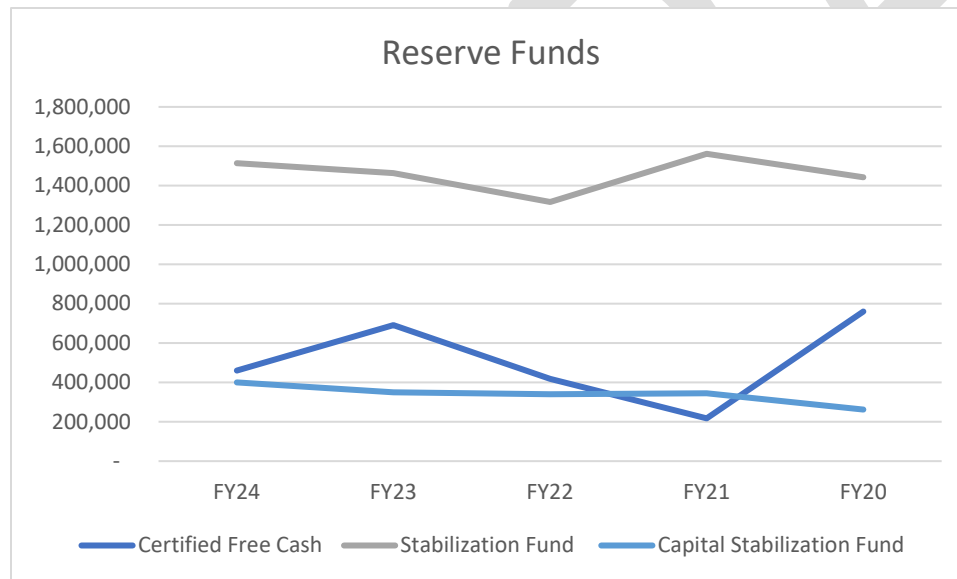
In FY22 the Town used Stabilization Funds to cover a deficit in the Pentucket Regional School District Assessment. The deficit was due to the removal of American Rescue Plan Act of 2021 (ARPA) Elementary and Secondary School Emergency Relief (ESSER) 2 funds as an allowable revenue source. Otherwise, both stabilization and capital stabilization remain on a positive trend. Efforts continue to fund both of these accounts annually to ensure our financial position.

The effect of the COVID19 Pandemic on July 1, 2019 Free Cash Certification also resulted in a free cash increase above normal trends. Normally, free cash cannot be appropriated until it has been certified by the Director of Accounts; any unappropriated balance expires after the next June 30 and is unavailable for appropriation after June 30 and must then be recertified after a new balance sheet has been submitted and reviewed as of July 1 to be used (is that what this means? This was a confusing sentence).

However, Section 6 of Chapter 53 of the Acts of 2020, "An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19," extended the free cash certification time period beyond June 30 as a funding source for the FY21 expenditures of a city, town or district if its annual budget was delayed beyond June 30, 2020 due to the COVID-19 emergency.

The increase in free cash in FY23 reflects the Town's conservative budgeting practices and the administration's efforts in managing the financial impacts created by the Pandemic, such as controlling spending and maximizing available federal and state reimbursements.

In FY24 it is important to note that the free cash allocation includes the funding required to be set aside as part of the Drug Education - Opioid Settlement Funds, \$4,843.96. Starting



in July of 2021, Attorney General Healey announced resolutions with opioid distributors, which will provide about \$1 billion to the Commonwealth and its cities and towns for prevention, harm reduction, treatment, and recovery across Massachusetts. Funds from these settlements began flowing into Massachusetts in June 2022. Also, in FY24, there was an impact to free cash due to the write-off of an old vendor account, which brought the balance to \$284,449. The variance is from many years ago, possibly well over 20 years, and it most likely is not comprised of one single item. This write-off was necessary because the auditors were unable to issue a clean audit opinion stating that our financial statements are free from material misstatement.

Grants

The Town has done an exceptional job in the last four years obtaining grant funding for many projects in town. This list includes grants under the capital project threshold of \$20,000, as an increase was made this past year in 2023 from \$10,000.

	GRANT	AGENCY	PROJECT	AWARDED
FY20	Massachusetts Downtown Initiative (MDI)	DHCD	Parking Management Plan Town Center	15,000.00
	Massachusetts Office on Disability Planning Grant	MOD	Town ADA Transition and Evaluation Plan	10,000.00
FY21	Winter Shared Streets	MassDOT	Rapid Flashing Beacon (RFB) and other signage and roadway markings	29,590.00
	Santon Foundation	Private Foundation	Dog Park Design at the Pines	25,000.00
	Housing Choice Small Town Grant	DHCD	Water Supply Planning and Treatment Facility Feasibility Study	34,400.00
	Municipal Vulnerability Preparedness (MVP) Action Grant	EOEEA	Watershed-wide vulnerability study of Johnsons Creek	82,168.00
FY22	Shared Streets	MassDOT	Pedestrian Improvements and sidewalk mural along Main Street	59,452.36
	MassWorks-STRAP	MassDOT	Uptack Culvert Replacement	1,000,000.00
	Community One Stop - Community Planning	DHCD (One Stop)	Comprehensive Master Plan	75,000.00

	MassWorks	MassDOT (One Stop)	Signalization at Route 97/School and Salem Street	830,000.00
	Complete Streets	MassDOT	Sidewalk Construction along Route 97/School	400,000.00
	Safe Route to School (SRTS)	MassDOT	Sidewalk construction along Center Street to Atwood Lane	TBD
	Community Compact - Municipal Fiber	EOAF	Fiber connection of Town Complex Buildings	47,500.00
FY23	Massachusetts Office on Disability Action Grant	MOD	ADA Improvements at Town Hall and Public Safety	32,570.00
	Community One-Stop Site Readiness	MassDevelopment	Feasibility Study for 150 Center Street	191,150.00
	Community Compact - IT	EOAF	IT Assessment of Town	26,000.00
FY24	Municipal Vulnerability Preparedness (MVP) Action Grant	EOEEA	Design and permitting on Lower Center Street Culvert	82,168.00
Total				\$ 2,939,998.36

American Rescue Funds

The American Rescue Plan Act, signed into law by President Biden on March 11th 2021, included the Coronavirus State and Local Fiscal Recovery Funds, which were intended to provide financial aid to local governments. These funds are being distributed through the Secretary of the Treasury, which notes that funds are intended to accomplish the following objectives:

- Supporting urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control.
- Replacing lost revenue for eligible state, local, territorial, and Tribal governments to strengthen support for vital public services and help retain jobs.
- Supporting immediate economic stabilization for households and businesses.
- Addressing the systemic public health and economic challenges that have contributed to the inequal impact of the pandemic.

In their Interim Final Rule, which outlines potential eligible spending for these funds, the Treasury further outlines five broad categories for spending:

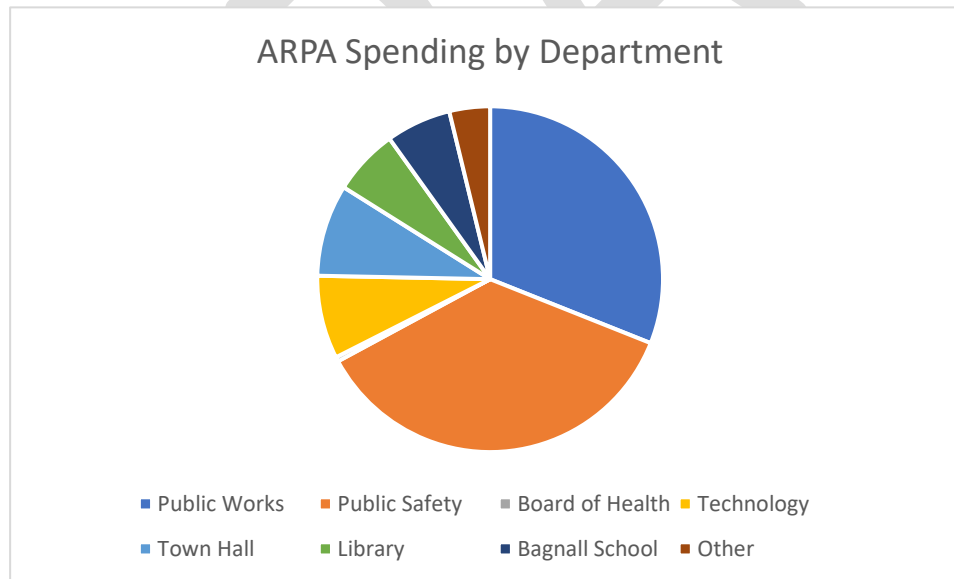
- Supporting public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.

- Addressing negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.
- Providing premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors.
- Investing in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.
- Replacing lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.

Under this interim rule there is an option, that if the allocation of funds if under \$10 million recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” This category reduced the reporting requirements and is easier for small municipalities.

Local governments received the funds in two allocations. The first arrived in the Spring of 2021, and the second arrived in May 2022. Funding must be obligated by December 31st, 2024, and spent by December 31st, 2026.

The Town of Groveland was allocated a total of \$2,407,212.90. The Board of Selectmen has since allocated a majority of the funding for capital expenditures. The table below provides more details on these expenditures.



This plan includes a proposal to allocate the remaining unallocated funds so that we are in compliance with the requirements to obligate funds by December 31, 2024.

Projects	Expense
Software and Website Update	\$ 51,945
Office 365 Migration	\$ 23,128
Town Hall HVAC	\$ 167,000
Public Safety Premium Pay	\$ 62,500
Public Safety Fire Truck	\$ 585,597
Public Safety Cruiser	\$ 52,321
Board of Health - COVID Testing Kits	\$ 5,400
Board of Health Nurse Hours	\$ 2,636
Bagnall Plumbing Evaluation	\$ 43,940
Bagnall Courtyard Restoration	\$ 26,378
Bagnall Drinking Water Fountains	\$ 47,873
Town Complex Phone Upgrade	\$ 76,023
Town Wide Wage Classification Study	\$ 30,000
Garden Club Lot Revenue	\$ 2,000
Town Hall Employees Premium Pay	\$ 41,800
Public Works - Mower Equipment	\$ 9,418
Public Works - Backhoe	\$ 65,300
Public Works Trackless Tractor	\$ 206,210
Public Works - Swap Loader	\$ 321,468
Library HVAC	\$ 58,420
Library Floor	\$ 56,635
Total Expended	\$ 1,935,992

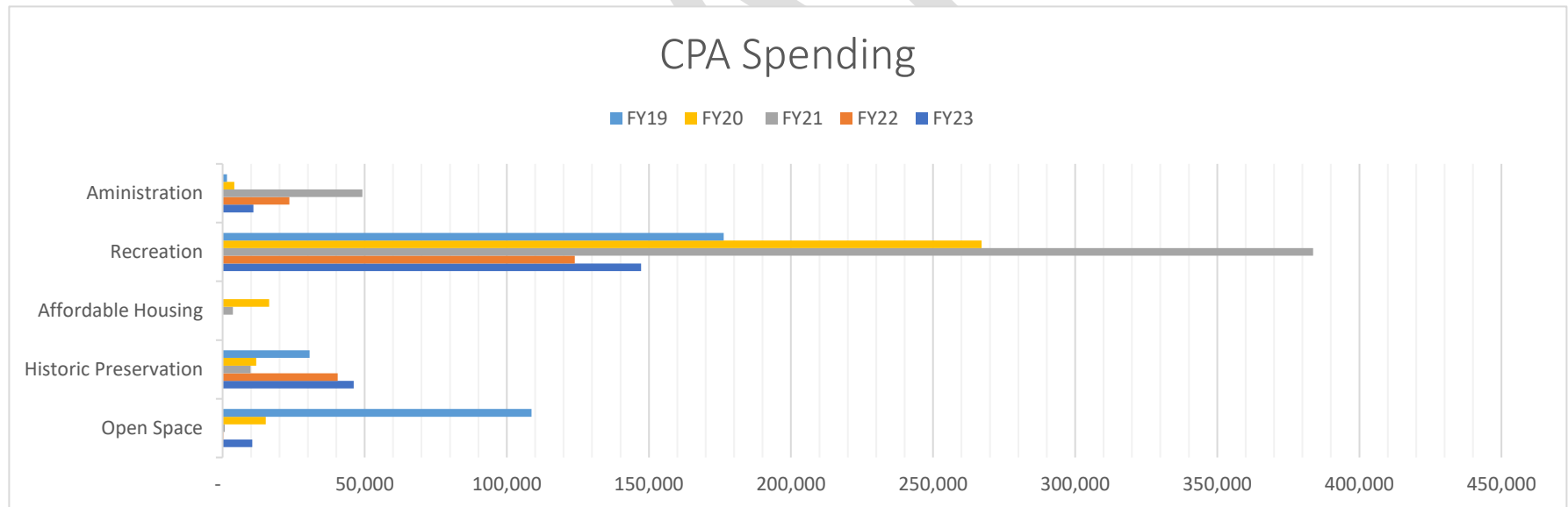
Community Preservation Act Funds

The Massachusetts Community Preservation Act (CPA) was signed into law by former Governor Paul Cellucci and Lt. Governor Jane Swift on September 14, 2000 (Chapter 267 of the Acts of 2000). The CPA allows communities to create a local Community Preservation Fund to raise

money through a surcharge of up to 3% of the real estate tax levy on real property for open space protection, historic preservation, outdoor recreation and the provision of affordable housing. The act also creates a significant state matching fund, which serves as an incentive to communities to pass the CPA. In Groveland there is a 3% surcharge. Groveland has consistently received among the largest match amount from the state, due to the Town's demographics and 3% rate, generally putting the Town within the top 25 communities. Under CPA, communities can also issue bonds against their future CPA revenue stream in order to fund large projects for which adequate CPA funds are not currently available. The authorization to bond CPA funds is in Section 11 of the Community Preservation Act (MGL c.44B), which states that CPA communities may issue general obligation bonds in anticipation of revenues to be raised through the local CPA surcharge.

<u>2019</u>	Update the Open Space and Recreation Plan	\$ 28,875
	Roadway Improvements at Veasey Park	\$ 106,000
	Window control and Parking Improvements at Washington Hall	\$ 24,140
	Bagnall Trail Preservation Project	\$ 20,000
<u>2020</u>	Housing Implementation Plan	\$ 20,000
	Washington Hall Restoration	\$ 23,000
	ADA Compliance at Veasey Park	\$ 26,000
	Revitalization of the Pines Recreation Area	\$ 70,000
	Acquisition of 733 Rear Salem Street	\$ 20,000
	Bagnall Trail Preservation Project	\$ 40,000
	Revitalization of the Pines Recreation Area	\$ 155,000
<u>2021</u>	Preparing a Parks and Recreation Operations Plan	\$ 20,000
	Creation of a Dog Park	\$ 25,000
	Historical Documenting System in Library	\$ 24,277
	All-Inclusive ADA Playground at Bagnall School	\$ 330,000
	Groveland Community Trail	\$ 17,000
	Crosstown Recreational Trail	\$ 18,000
<u>2022</u>	New Mill Pond Phase 1	\$ 21,000
	Buy Down Program	\$ 408,000
	Community Trail Supplemental	\$ 97,000
	Veasey Park ADA Compliance Phase 2	\$ 31,000
	Johnsons Pond Weed Removal Phase 2	\$ 28,500
	Cemetery Fencing	\$ 24,000

	Veasey Park ADA Compliance Phase 3	\$	214,000
	Walking Path/Trail at Pines Recreation Area	\$	88,000
	Lucile's Cottage Design Plans	\$	17,500
<u>2023</u>	Skatepark at the Pines Recreation Area	\$	450,000
	Pines Tennis / Pickleball Court	\$	154,110
	Washington Hall Paving and Hydroseeding	\$	21,538
	Splashpad at the Pines Recreation Area	\$	110,393
	Riverview Cemetery Monument Restoration	\$	32,000
	Visioning and Feasibility Plan for Veasey Memorial Park	\$	20,000
	Planting, Maintaining, and Preserving Our Historic Trees	\$	99,000
	Basketball Court Restoration/Reconstruction at Washington Park	\$	44,395
	Rehabilitation of Lucile's Cottage Project Phase 2	\$	19,250



Debt Services

During 2022, the Town expended \$1.2 million on governmental activities capital assets mainly consisting of various vehicles, building and improvements, machinery and equipment, and infrastructure purchases. The business-type activities, those that tie to the consumer, expended approximately \$835,000 on capital assets, mainly consisting of equipment, and infrastructure purchases in the water and electric enterprise funds. While those activities are supported by the enterprise fund they do impact the Town's overall bond rating.

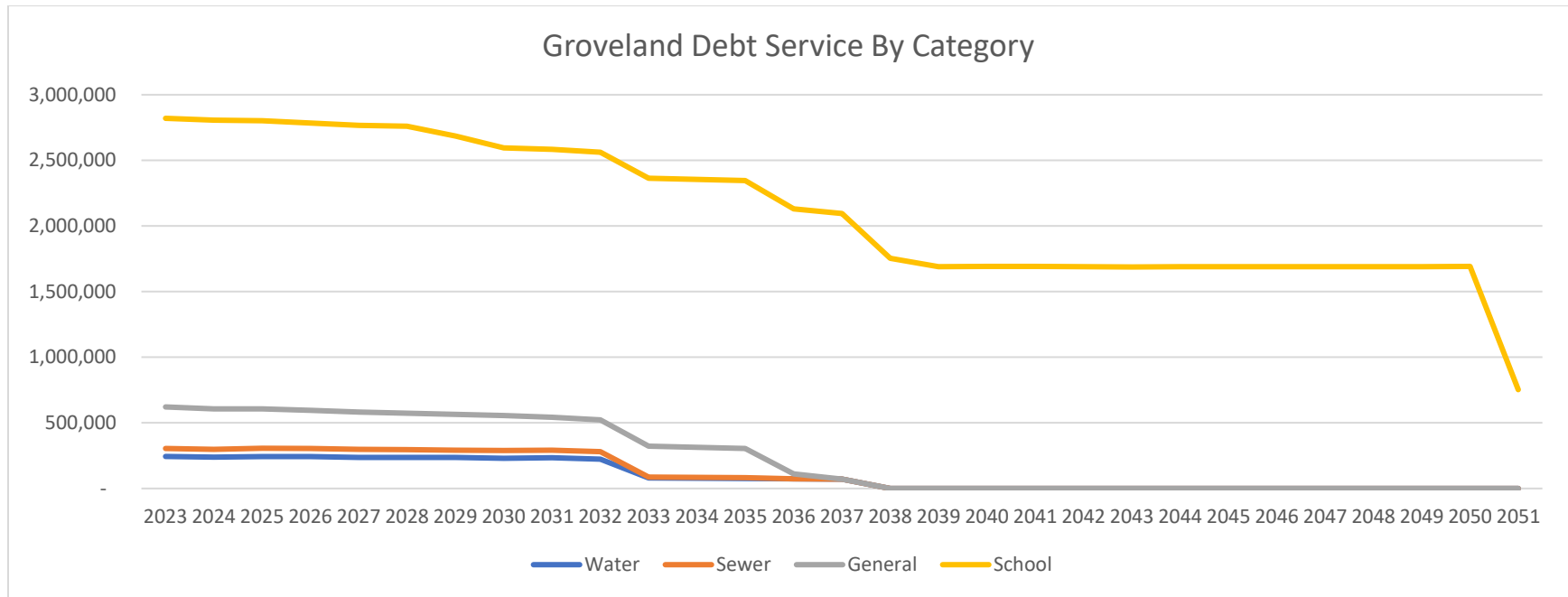
Outstanding long-term debt of the governmental activities, as of June 30, 2022, totaled \$3.0 million. The decrease over the prior year , as shown in the chart below, is mainly attributable to scheduled principal payments.

Outstanding long-term debt of the business type activities, as of June 30, 2022, totaled \$2.8 million, of which \$520,000 relates to sewer projects and \$2.3 million relates to water projects. The decrease over the prior year is attributable to scheduled principal payments.

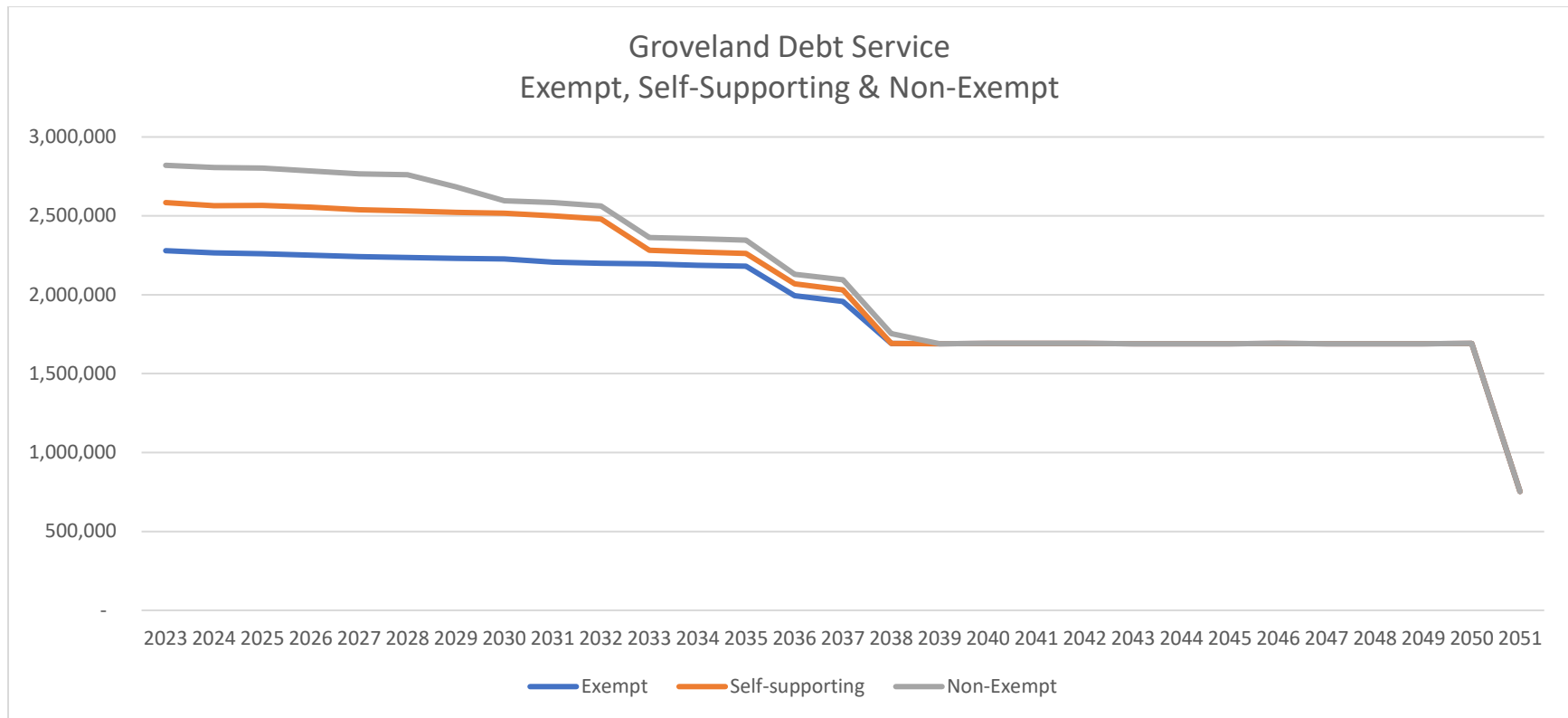
Town has also recorded a liability of \$4.6 million in capital assessments payable to Pentucket Regional School District associated with the construction and renovation of the Bagnall School.

Existing Authorized Debt Service

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water	244,125	238,875	243,625	243,075	237,375	236,675	235,825	229,825	233,825	222,525
Sewer	60,756	59,306	62,906	61,356	59,881	58,394	56,906	60,419	58,769	57,119
General	316,563	307,963	299,363	290,763	284,938	278,650	272,363	266,075	249,325	242,875
School	2,198,912	2,200,088	2,196,190	2,189,710	2,184,765	2,187,417	2,119,435	2,039,265	2,042,088	2,039,300



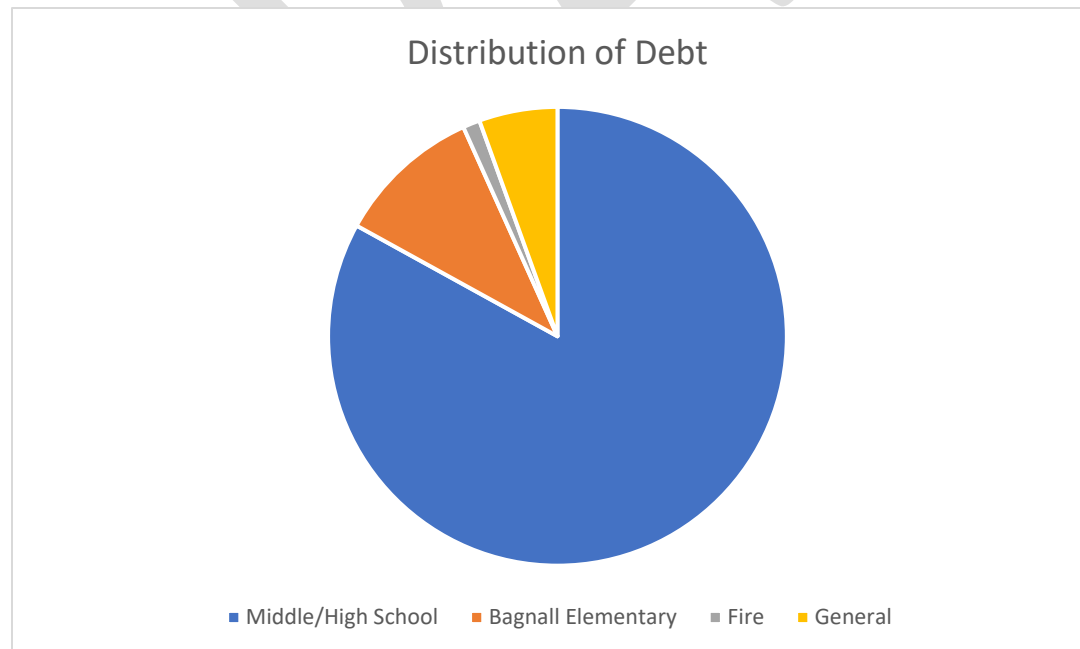
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Exempt	2,279,296	2,266,142	2,259,724	2,251,031	2,241,705	2,236,397	2,230,349	2,227,199	2,207,252	2,199,876
Self-supporting	304,881	298,181	306,531	304,431	297,256	295,069	292,731	290,244	292,594	279,644
Non-Exempt	236,179	241,909	235,828	229,442	227,998	229,670	161,449	78,141	84,161	82,299



Exempt Debt is debt that has been excluded from the limits of Proposition 2 ½ by a referendum vote. Exempt debt has a dedicated funding source from property taxes. This dedicated funding source expires when the debt is fully amortized. Non-Exempt debt is subject to Proposition 2 ½ and needs to be supported within the operating budget. Self-supporting debt are debt issues that carry the Issuer’s ULTGO pledge and have a revenue stream separate from the Issuer’s taxing authority to repay the bonds.

The majority of outstanding debt is due to the new middle/high school project. The new school was a Debt Exclusion. Debt Exclusions do not become part of the base used to calculate the annual 2.5 % increase in the Town’s Levy Limit. Instead, the increase is temporary and lasts only for the life of the bonds. The other school debt is associated with the Bagnall Elementary school and the addition added in 2016. On the town side, the largest outstanding debt is from the purchase of 150 Center Street. That bond is expected to be paid in 2035. The Fire Truck, a smaller outstanding balance is expected to be paid by 2036. Otherwise, the short-term bond anticipation note (BAN), for purchase of equipment and radios will be paid this year 2024.

PROJECT/ITEM/EQUIPMENT	Balance 6/30/2023	Payment Through 6/30/2023	Balance Remaining After 6/30/2023	
Bagnall Addition Borrowing #1 P&I	3,050,000	2,020,000	1,030,000	66.23%
New Middle/High School	17,829,987	4,916,226	12,913,761	27.57%
New Middle/High School - Borrowing #2	15,426,367	4,242,499	11,183,868	27.50%
Bagnall School Green Repair (QECB)	403,976	403,976	-	100.00%
Bagnall Addition Borrowing #2	730,000	445,000	285,000	60.96%
Middle / High School Athletic Fields	392,347	392,347	-	100.00%
High School Auditorium	21,797	21,797	-	100.00%
Middle School Roof and Boilers	196,301	157,041	39,260	80.00%
Center Street	2,195,000	1,835,000	360,000	83.60%
Fire Truck	490,000	385,000	105,000	78.57%
Short Term BAN Payment for Town Equip	59,981	59,981	-	100.00%
<i>Total</i>	40,795,756	14,878,866	25,916,890	



FY2025 Proposed Capital Budget & Funding Sources

PROJECTS BY DEPARTMENT			EXPENDITURES	FREE CASH	ARPA	PROCEEDS SALE OF BUILDING	BOND PREMIUMS (20YRS)	BOND PREMIUMS (5 YRS)
Police	Marked Cruiser - Ford Utility Police Interceptor	64,967		64,967				
	Public Safety Generator	90,000		84,959	2,000			3,041
	Police Subtotal	154,967						
Fire	Fire Chief Command Vehicle	63,570			63,570			
	Fire Subtotal	63,570						
Facilities	Electrical Replacement at Town Hall Complex	25,000			25,000			
	Building Subtotal	25,000						
Library	Library Shelving Replacement	20,460			20,460			
	Library Subtotal	20,460						
Highway	Highway Garage Replacement	114,422				89,727	41,916	
	Highway Subtotal	114,422						
TOTAL FY2025 CAPITAL BUDGET			\$378,419	\$149,926	\$111,030	\$89,727	\$41,916	\$3,041

Capital Improvement Program Summary Fiscal Years 2025-2039

Project Name	Department	Category	Expected Life	Source of Funds	Five-Year Total	2025	2026	2027	2028	2029
Marked Cruiser - Ford Utility Police Interceptor	Police	Vehicle	5 Years	Free Cash	338,087	64,967	66,266	67,591	68,942	70,321
Public Safety Generator	Police	Equipment	20 Years	Free Cash/Other	90,000	90,000				
Fire Chief Command Vehicle	Fire	Vehicle	5 Years	Grant	63,570	63,570				
All-Terrain Vehicle for the Trail	Police/Fire	Equipment	10 Years		53,228		53,228			
Library Shelving Replacement	Library	Equipment	20 Years	Grant/Free Cash/Other	102,300	20,460	20,460	20,460	20,460	20,460
Central Fire Station Entry Doors	Building	Facilities	40 Years		19,043				19,043	
Police Station Entry Doors	Building	Facilities	40 Years		19,043				19,043	
Public Safety Building Roof	Building	Facilities	40 Years		680,000		680,000			
Town Hall Roofing	Building	Facilities	50 Years		325,000		325,000			
Library Building Roof	Building	Facilities	50 Years		285,000		285,000			
Electrical Replacement at Town Hall Complex	Building	Facilities	N/A	Grant	25,000	25,000				
Highway Garage Replacement	Highway	Equipment	30 Years	Free Cash/Other	114,422	114,422				

Highway Superintendent Vehicle	Highway	Vehicle	5 Years	57,230	57,230				
Track Loader	Highway	Equipment	15 Years	112,000				112,000	
Clam Shovel Catch Basin Cleaner	Highway	Equipment	20 Years	219,363		219,363			
Riverside Drive Sidewalks	Highway	Infrastructure	40 Years	240,265					240,265
Salem Street Dam	Highway	Infrastructure	50 Years	1,200,000					
Replace Classroom Unit Ventilators	School	Facilities	20 Years	200,000				200,000	
Asbestos Abatement & VCT Flooring in Remaining Rooms	School	Facilities	20 Years	208,000	16,000	160,000	16,000		16,000
Library & Computer Lab Carpet Remove and Replace	School	Facilities	40 Years	20,000		20,000			
Install NG Generator in Café, Kitchen, Gym wing	School	Facilities	40 Years	100,000					100,000
Replace all Potable Water Plumbing Tap Fixtures and Branch Plumbing Distribution	School	Facilities	20 Years	25,000					25,000
Fire Alarm System Upgrade, Install addressable Components and CO Detection	School	Facilities	20 Years	250,000	50,000			200,000	
Remove and Replace Restroom Fixtures & Hardware	School	Facilities	20 Years	2,000					2,000
Replace Public Address System/Clocks/Phone/Security w/ VOIP Integrated System	School	Facilities	20 Years	200,000					200,000
Grind & Topcoat Asphalt on Roadway & Front Parking Lot	School	Facilities	40 Years	Grant 100,000	100,000				
TOTAL				\$5,048,551	\$478,419	\$1,553,184	\$487,414	\$655,488	\$674,046

Conclusion


This Capital Plan is a fluid document that will change with time and as situations evolve and funding becomes available. The Plan takes a closer look at how we can fund our ongoing capital needs and provides a structure of how we should be reviewing those needs as time goes on. This year's Plan is the first comprehensive Plan that looks at funding sources and our financial policies in connection with our capital requests and needs. This Plan is built from the inventory of assets and information we collected last year, and next year there will be even further updates. There is still work that needs to be done with merging our infrastructure improvement needs, such as roadway paving and culvert/drainage updates. We would also like to focus on improving the capital improvement process, such as updating our capital requests forms and department meeting.

We are a small community, and we understand the need to be thoughtful about the use of monies that are invested in Town. We appreciate the work of our departments and employees who go above and beyond to provide the resources and services to the residents. It can be a struggle at times when budgets are minimal and resources are scarce but our team continues to be creative with searching for alternative options to make sure the Town is set up for success.


DRAFT

Project Detail Sheets


PROJECT DETAIL SHEET

Project Title: POLICE CRUISER REPLACEMENT								
Department: Police				Category: Equipment Replacement				
Description and Justification: A reliable marked cruiser compliments the department's image, supports officer safety and it is a tool for the officers to effectively patrol and respond to calls for service. A properly functioning cruiser helps control maintenance costs and other related expenses. As the patrol vehicle reaches the end of its useful life, the officers' safety is compromised. The cruiser that is to be replaced will be over 5 years old and have over 100K miles on the engine with an exorbitant amount of running hours on the engine as well. Patrol vehicles are typically used for four years/100,000 miles, while detective and administrative vehicles have about a six to eight year/ 100,000 expected useful life. Included in the funding request is the cost of outfitting the vehicles with equipment, including radar, emergency warning lights, prisoner transport cages and radio consoles. Whenever possible, emergency equipment is moved from the old vehicles to the new ones.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	409,814	64,967	66,266	67,591	68,942	70,321	
F. Other								
TOTAL		\$409,814	\$64,967	\$66,266	\$67,591	\$68,942	\$70,321	
Source of Funds Legend (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								


PROJECT DETAIL SHEET

Project Title: EMERGENCY GENERATOR REPLACEMENT								
Department: Police				Category: Equipment Replacement				
Description and Justification: A reliable backup generator for the Town Complex is an essential piece of equipment needed to ensure the public safety community in Groveland can continue to provide the citizens of the town with a high level of service. During events where power is lost to the area, the backup generator provides power to the Police Station including the Communications Center, the Central Fire Station, and the Town Hall. The current generator has become unreliable for use at such a critical location. Technicians called to services the generator are having a hard time finding parts due to the age of the machine. At one of the latest service calls, the technician noted the generator is undersized for what it is being used for. There have been a couple instances recently, just this past month, when the generator was delayed in “kicking in” and providing power to the Communications center.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	90,000	90,000					
F. Other								
TOTAL		\$90,000	\$90,000					
Source of Funds Legend								
(1) Operating Revenues			(3) State Aid		(5) Revolving Fund Fees		(7) Grant	
(2) Municipal GO Bonds			(4) Trust Funds		(6) Free Cash / Other			


PROJECT DETAIL SHEET

Project Title: COMMAND CAR 1 REPLACEMENT								
Department: Fire				Category: Equipment Replacement				
<u>Description and Justification:</u> The current Car 1 command vehicle is ten years old, similar to a Police Cruiser the life expectancy of this vehicle is 5 years, we have done our best to keep this vehicle in good condition, but as you can imagine the over 67,000 miles are hard miles and hours of running at idle while on scene of our incidents. The vehicle is starting to show its age as maintenance costs are rising. The \$85,000.00 cost includes the new vehicle, Emergency equipment to include, Emergency Lighting, Siren, Command Center, Radio installation and lettering. Once this vehicle is replaced the fire department fleet will be in great shape for the next several years.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	63,570	63,570					
E. Furnishings/Equipment								
F. Other								
TOTAL		\$63,5700	\$63,570					
<u>Source of Funds Legend</u>								
(1) Operating Revenues		(3) State Aid		(5) Revolving Fund Fees		(7) Grants		
(2) Municipal GO Bonds		(4) Trust Funds		(6) Free Cash / Other				


PROJECT DETAIL SHEET

Project Title: ALL-TERRAIN VEHICLE FOR THE GROVELAND COMMUNITY TRAIL								
Department: Fire/Police				Category: New Equipment				
<u>Description and Justification:</u> The new Groveland Community Trail will be the first of its kind in Groveland. Because of this, the Police and Fire Department are going to have to implement new strategies to be able to provide their services to residents who utilize the trail for recreation. This vehicle will allow them to monitor the trail more quickly and efficiently than they would be able to on foot. Additionally, it will be beneficial for people who use the trail to know there is a regular public safety presence.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	53,228	53,228					
F. Other								
TOTAL		\$53,228	\$53,228					
<u>Source of Funds Legend</u>								
(1) Operating Revenues			(3) State Aid			(5) Revolving Fund Fees		
(2) Municipal GO Bonds			(4) Trust Funds			(6) Free Cash / Other		
						(7) Grants		


PROJECT DETAIL SHEET

Project Title: HIGHWAY YARD GARAGE REPLACEMENT								
Department: Highway				Category: Facility Improvements				
Description and Justification: This project will replace the existing building. The existing buildings' side walls have rotted out and are not fully supported at the ground level. The roll up doors have become unreliable because of the lack of support and wear and tear on the motors due to wall movement and fluctuation. The new building will be slightly larger and accommodate the growing need for more heated covered space during winter months and adequate ventilation. This is becoming a slight safety concern now and will not improve with our climate change that is increasingly concerning. The price also includes removing the existing building, which is \$10,000.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	114,422	114,422					
E. Furnishings/Equipment								
F. Other								
TOTAL		\$114,422	\$114,422					
Source of Funds Legend								
(1) Operating Revenues			(3) State Aid		(5) Revolving Fund Fees		(7) Grants	
(2) Municipal GO Bonds			(4) Trust Funds		(6) Free Cash / Other			


PROJECT DETAIL SHEET

Project Title: SUPERINTENDENT VEHICLE REPLACEMENT								
Department: Highway Department				Category: Equipment Replacement				
<u>Description and Justification:</u> The Department is looking to purchase a Dodge Ram Big Horn 2500. The vehicle will replace the aging explorer that was gifted to the department from the Police Department. This vehicle serves as a response truck during emergencies or when there are severe flooding issues. The Superintendent during these times needs to be able to respond, assess and assist in these situations.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	57,230						
F. Other								
TOTAL		\$57,230						
<u>Source of Funds Legend</u> <div style="display: flex; justify-content: space-between; padding: 0;"> <div style="width: 25%;"> (1) Operating Revenues (2) Municipal GO Bonds </div> <div style="width: 25%;"> (3) State Aid (4) Trust Funds </div> <div style="width: 25%;"> (5) Revolving Fund Fees (6) Free Cash / Other </div> <div style="width: 25%;"> (7) Grants </div> </div>								


PROJECT DETAIL SHEET

Project Title: TRACK LOADER REPLACEMENT								
Department: Highway Department				Category: Equipment Replacement				
<u>Description and Justification:</u> The 2005 Track Loader is beyond its useful life by about 5 years and will need to be replaced in the next 1-2 years. Because of the age of the vehicle the repairs are becoming more and more costly, and it is no longer cost effective to make these repairs.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	112,000						
F. Other								
TOTAL		\$112,000						
<u>Source of Funds Legend</u> (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								


PROJECT DETAIL SHEET

Project Title: STETCO CLAM SHOVEL CATCH BASIN CLEANER								
Department: Highway Department				Category: New Equipment				
<u>Description and Justification:</u> This stormwater maintenance equipment has been needed for the past 5-6 years. We currently outsource this task; however, it is challenging to find a contractor for the small number of catch basins in the town. Recent flooding has shown that keeping the catch basins clean can make a big impact with increased rain events. This equipment will also help the Town be in compliance with MS4 requirements and maintain our current drainage infrastructure.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	219,363	219,363					
F. Other								
TOTAL		\$219,363						
<u>Source of Funds Legend</u>								
(1) Operating Revenues		(3) State Aid		(5) Revolving Fund Fees		(7) Grants		
Municipal GO Bonds		(4) Trust Funds		(6) Free Cash / Other				


PROJECT DETAIL SHEET

Project Title: LIBRARY SHELVING REPLACEMENT								
Department: Library				Category: Facility Improvements				
Description and Justification: The Library's shelving will be replaced/converted to individual wooden bays on wheels, allowing for Library staff to make the most of the space that our building has by moving the shelving to fit the space. Our current shelving has been cut at the top and cannot support any top displays. Finished wooden shelving on casters would allow us to provide better service to the community by allowing them to take advantage of more displays and find our items more easily. This project can take place in increments over several years, allowing for the Town to budget for this replacement in parts rather than all at once. The current shelving has been in the Library since the 1980s. This new shelving will have a long life of at least 20 years. Currently, the shelving we have does not allow us to take advantage of the space we have. Because it is attached to the walls, we cannot easily move it. It has also been cut at the top, which can impact a library patron's safety if they touch it in different parts and are not careful.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	6	122,760	20,460	20,460	20,460	20,460	20,460	
F. Other								
TOTAL		\$122,760						
Source of Funds Legend								
(1) Operating Revenues			(3) State Aid		(5) Revolving Fund Fees		(7) Grants	
(2) Municipal GO Bonds			(4) Trust Funds		(6) Free Cash / Other			

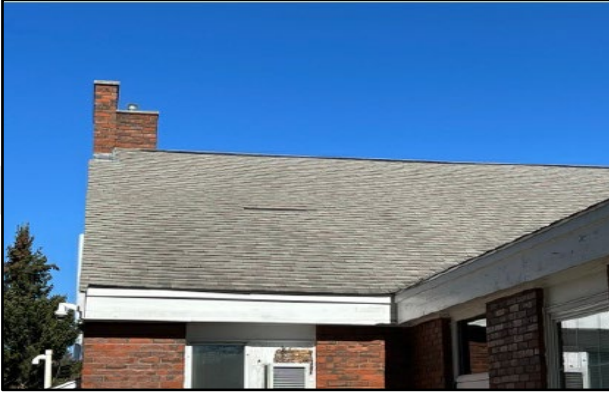
PROJECT DETAIL SHEET

Project Title: PUBLIC SAFETY ROOF REPLACEMENT								
Department: Police & Fire				Category: Facility Improvements				
Description and Justification: The Public Safety Building Roof (17,000SF) continues to age and needs to be replaced. The fascia boards on the public safety building are rotting and this has begun to cause mold and water damage is beginning to show inside the building. The shingles were observed to be in fair/poor condition. Granule loss was observed and the shingle were moderately brittle - both of which are associated with end of life cycle. There are also open joints on step flashing. The project proposes to replace the roof, slashing and fascia boards.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	2	680,000						
E. Furnishings/Equipment								
F. Other								
TOTAL		\$680,000						
Source of Funds Legend (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								


PROJECT DETAIL SHEET

Project Title: ELECTRICAL PANEL REPLACEMENT								
Department: Town Administrators				Category: Facility Improvements				
Description and Justification: Federal Pacific Electric produced panels from the 1950's – 1980's. A class action fraud suit was filed against them due to the unsafe conditions caused by the panels showing they do not meet safety standards of UL 489 test conditions. The panels have been shown to provide significant risk in that the breakers fail to trip, causing fire and electrocution hazards. This causes a risk to the town buildings utilizing the panels as well as to the occupants of the buildings. Currently the Town Hall, Library and PD/Fire buildings all utilize these panels and a main facility shut-off (pictured here with smaller panels beyond) which in case of emergency would cut power from all facilities. This type of Federal Pacific main shut-off has been shown to fail after use resulting in an inability to restore power to the facilities controlled by it. Federal Pacific parts are no longer produced making repairs or improvements utilizing the current panels difficult, if not possible. For safety, maintenance and insurance purposes, all Federal Pacific panels and associated equipment should be immediately replaced.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design	6	25,000	25,000					
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Other								
TOTAL		\$25,000	\$25,000					
Source of Funds Legend (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								


PROJECT DETAIL SHEET

Project Title: LIBRARY ROOF REPLACEMENT								
Department: Library				Category: Facility Improvements				
<u>Description and Justification:</u> The Library Building Roof (8,000SF) continues to age. The fascia boards on the library building are rotting and this has begun to cause mold and water damage is beginning to show inside the building. The shingles were observed to be in fair/poor condition. Granule loss was observed, and the shingles were moderately brittle - both of which are associated with end of life cycle. The project proposes to replace the roof, slashing and fascia boards.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	2	285,000						
F. Other								
TOTAL		\$285,000						
<u>Source of Funds Legend</u> (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								


PROJECT DETAIL SHEET

Project Title: TOWN HALL ROOF REPLACEMENT								
Department: Town Administrators				Category: Facility Improvements				
<u>Description and Justification:</u> The Town Hall Roof (8,900SF) continues to age with some specific areas of concern. There are penetrations in the membrane in numerous areas. This is a source of water infiltration to the roofing assembly. There is failed step flashing at shingle to chimney transition. The fascia boards on the Town Hall are rotting and this has begun to cause mold and water damage is beginning to show inside the building. The shingles were observed to be in fair/poor condition. Granule loss was observed, and the shingle were moderately brittle - both of which are associated with end-of-life cycle.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment	2	325,000						
F. Other								
TOTAL		\$325,000						
<u>Source of Funds Legend</u> (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								


PROJECT DETAIL SHEET

Project Title: RIVERSIDE SIDEWALK RECONSTRUCTION								
Department: Town Administrators				Category: Infrastructure Improvements				
<u>Description and Justification:</u> This Project is ranked #34 within the approved Tier 2 Prioritization Plan. It is the vehicular and pedestrian access to the Groveland Housing Authority apartment complex. Sidewalk is currently provided on both sides of River Pines Drive; however, the sidewalk is in poor condition, with heaving from tree roots, cracking, and sinking. The existing crosswalks between the Police Department and the Town Hall/Library do not provide ADA-compliant wheelchair ramps. Sidewalk is provided along Main Street (Route 113), which River Pines Drive intersects, and connects the Town services to other residential areas and businesses in downtown Groveland. The Project includes reconstruction of the existing sidewalk and curb ramps along both sides of River Pines Drive between Main Street (Route 113) and the Groveland Housing Authority housing to improve pedestrian access.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	7	250,000						
E. Furnishings/Equipment								
F. Other								
TOTAL		\$250,000						
<u>Source of Funds Legend</u>								
(1) Operating Revenues		(3) State Aid	(5) Revolving Fund Fees		(7) Grants			
(2) Municipal GO Bonds		(4) Trust Funds	(6) Free Cash / Other					


PROJECT DETAIL SHEET

Project Title: SALEM STREET DAM REPAIR/REPLACEMENT								
Department: Town Administrators				Category: Infrastructure Improvements				
<u>Description and Justification:</u> Johnson Creek passes under Salem Street. The culvert under the street is a 60-inch diameter corrugated metal pipe which is more than 50 years old. The bottom of the pipe is corroded, partially collapsed, and is causing sink holes at the surface of the road. This crossing creates in impoundment which qualifies as a dam per MADCR regulations. Because of the pipe condition and sinkholes, the dam has been classified as being in poor condition and the Town is under order the repair it.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	7	1,200,000						
E. Furnishings/Equipment								
F. Other								
TOTAL		\$1,200,000						
<u>Source of Funds Legend</u> (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								

PROJECT DETAIL SHEET

Project Title: CENTRAL FIRE STATION ENTRY DOORS								
Department: Town Administrators				Category: Facility Improvements				
<u>Description and Justification:</u> Wood frame rot impacts the door's structural integrity, leading to increased air drafts, higher energy bills, various structural issues, and water damage. This project proposes removal and disposal of the existing door and frame and to furnish and install new doors, transom and sidelight frame and hardware.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	19,043						
E. Furnishings/Equipment								
F. Other								
TOTAL		\$19,043						
<u>Source of Funds Legend</u> (1) Operating Revenues (3) State Aid (5) Revolving Fund Fees (7) Grants (2) Municipal GO Bonds (4) Trust Funds (6) Free Cash / Other								

PROJECT DETAIL SHEET

Project Title: POLICE STATION ENTRY DOORS								
Department: Town Administrators				Category: Facility Improvements				
<u>Description and Justification:</u> Wood frame rot impacts the door's structural integrity, leading to increased air drafts, higher energy bills, various structural issues, and water damage. This project proposes removal and disposal of the existing door and frame and to furnish and install new doors, transom and sidelight frame and hardware.								
RECOMMENDED FINANCING								
	Source of Funds	Total Five-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	19,043						
E. Furnishings/Equipment								
F. Other								
TOTAL		\$19,043						
<u>Source of Funds Legend</u>								
(1) Operating Revenues		(3) State Aid		(5) Revolving Fund Fees		(7) Grants		
(2) Municipal GO Bonds		(4) Trust Funds		(6) Free Cash / Other				

Department Submittals



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

Department: _____

Purpose of Project Request: (Check One)

Submitted by: _____

New

Date: _____

Replacement

Amount Requested: _____

Addition/Alteration

Project or Equipment being Requested: _____

Yes

No

Was the project submitted last year?

Departmental Priority (Check all that apply)

Imminent threat to health and safety of citizens, employees, or property

Maintenance and improvement of capital assets.

Requirement of state or federal law.

Improvement of the infrastructure.

Improvement/maintenance of productivity.

Improvement of an overburdened situation.

Newly identified need.

Departmental Priority Ranking (Check One):

Very High (Needed ASAP)

High (Needed in 1 to 2 years)

Medium (Needed in the next 5 years)

Planned (Needed in the next 10 years)

Estimated Useful Life in Years (Check One):

3	7	15	30+
4	8	20	
5	9	25	
6	10	30	

Have you received an estimate as a basis for cost?	Yes	No	If Yes, please provide estimate
Are grant or other funds available to offset this cost?	Yes	No	If Yes, please specify source of funds
Is this expected to require annual maintenance costs?	Yes	No	If Yes, please specify source of funds and estimate of cost

Description:

<i>Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. Be as specific as possible; attach all backup supporting material.</i>

Benefits of Project/Requested Equipment:

<i>Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.</i>

Impact if Not Completed/Purchased:

<i>Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.</i>

Ongoing maintenance costs of project or equipment:

<i>Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.</i>



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

Department: Highway

Purpose of Project Request: (Check One)

Submitted by: Renny Carroll

New ☒

Date: 10/16/20

Replacement ☐

Amount Requested: \$ 112,000.00

Addition/Alteration ☐

Project or Equipment being Requested: Cat 265D

Was the project submitted last year? Yes ☒ No ☐

Departmental Priority (Check all that apply)

- ☐ Imminent threat to health and safety of citizens, employees, or property
- ☐ Maintenance and improvement of capital assets.
- ☐ Requirement of state or federal law.
- ☐ Improvement of the infrastructure.
- ☒ Improvement/maintenance of productivity.
- ☒ Improvement of an overburdened situation.
- ☐ Newly identified need.

Departmental Priority Ranking (Check One):

- Very High (Needed ASAP) ☐
- High (Needed in 1 to 2 years) ☒
- Medium (Needed in the next 5 years) ☐
- Planned (Needed in the next 10 years) ☐

Estimated Useful Life in Years (Check One):

3 ☐

7 ☐

15 ☒

30+ ☐

4 ☐

8 ☐

20 ☐

5 ☐

9 ☐

25 ☐

6 ☐

10 ☒

30 ☐

Have you received an estimate as a basis for cost?

Yes



No



If Yes, please provide estimate

Are grant or other funds available to offset this cost?

Yes



No



If Yes, please specify source of funds

Is this expected to require annual maintenance costs?

Yes



No



If Yes, please specify source of funds and estimate of cost

Description:

*Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

The 2005 Track loader we have is beyond its useful life expectance by about 5 years and will need to be replaced in the next 1-2 yearsrs.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

Better economy and cheaper operational costs are the driving force behind this replacement. We also have concerns that the hydraulics on this machine are going to cause more problems moving forward and most likely will not be cost effective to repair.

Impact if Not Completed/Purchased:

Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.

Loss of this machine will serverly hamper the Dept. abilities during construction season

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

Maintenance for this Equipment is going to be much less over time than the present one.



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

Department: Highway

Purpose of Project Request: (Check One)

Submitted by: Renny Carroll

New ☐

Date: 10/10/23

Replacement ☐

Amount Requested: \$ 114,422.00

Addition/Alteration ☐

Project or Equipment being Requested: Replacement Steel building at 160 Center ST

Was the project submitted last year? Yes ☒ No ☐

Departmental Priority (Check all that apply)

- ☒ Imminent threat to health and safety of citizens, employees, or property
- ☐ Maintenance and improvement of capital assets.
- ☐ Requirement of state or federal law.
- ☒ Improvement of the infrastructure.
- ☒ Improvement/maintenance of productivity.
- ☐ Improvement of an overburdened situation.
- ☐ Newly identified need.

Departmental Priority Ranking (Check One):

- Very High (Needed ASAP) ☒
- High (Needed in 1 to 2 years) ☐
- Medium (Needed in the next 5 years) ☐
- Planned (Needed in the next 10 years) ☐



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

Department: Highway

Purpose of Project Request: (Check One)

Submitted by: Renny Carroll

New ☒

Date: 10/16/20

Replacement ☐

Amount Requested: \$ 219,362.48

Addition/Alteration ☐

Project or Equipment being Requested: Storm/Water: Stetco Clam shovel CB cleaner

Was the project submitted last year? Yes ☒ No ☐

Departmental Priority (Check all that apply)

- ☐ Imminent threat to health and safety of citizens, employees, or property
- ☒ Maintenance and improvement of capital assets.
- ☒ Requirement of state or federal law.
- ☒ Improvement of the infrastructure.
- ☒ Improvement/maintenance of productivity.
- ☒ Improvement of an overburdened situation.
- ☐ Newly identified need.

Departmental Priority Ranking (Check One):

- Very High (Needed ASAP) ☒
- High (Needed in 1 to 2 years) ☒
- Medium (Needed in the next 5 years) ☐
- Planned (Needed in the next 10 years) ☐

Estimated Useful Life in Years (Check One):

3 ☐

7 ☐

15 ☐

30+ ☐

4 ☐

8 ☐

20 ☒

5 ☐

9 ☐

25 ☐

6 ☐

10 ☐

30 ☐

Have you received an estimate as a basis for cost? Yes ☒ No ☐ If Yes, please provide estimate

Are grant or other funds available to offset this cost? Yes ☐ No ☒ If Yes, please specify source of funds

Is this expected to require annual maintenance costs? Yes ☒ No ☐ If Yes, please specify source of funds and estimate of cost

Description:

*Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

This Storm water maintenance equipment has been a need for the town the past 5-6 years. the aded and already disposed equipment was unsafe to operate

and was in constant need of repair. we currently out source this task to a contractor which for a small town is tough to get contractors to do,

simply due to the small number of catch basins in the town its not always possible to accomplish on schedule.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

having the ability to do this work in-house will have us better prepared as our storm water issue grow so does our need to address them especially

during emergency situations this can be fixed in a matter of minutes verses days.

Impact if Not Completed/Purchased:

Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.

The cost for the town will only increase as time goes by and the budget set forth doesn't have a line item for this service.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

Maintenance for this Equipment is going to be much less over time than the older one.

Estimated Useful Life in Years (Check One):

3 ☐

7 ☐

15 ☐

30+ ☐

4 ☐

8 ☐

20 ☐

5 ☐

9 ☐

25 ☒

6 ☐

10 ☐

30 ☐

Have you received an estimate as a basis for cost? ☒ Yes ☐ No If Yes, please provide estimate

Are grant or other funds available to offset this cost? ☐ Yes ☒ No If Yes, please specify source of funds

Is this expected to require annual maintenance costs? ☒ Yes ☐ No If Yes, please specify source of funds and estimate of cost

Description:

*Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

This project will replace the existin, aging steel building at the Highway DPW yard that has rot/rust on 3 sides.

If this building doesn't get updated in the next few years the existig conditions could worsen to the point the building structural

Integrity will be compromised and render this vital much needed infrastructure uninhabitable and make repairs to the towns equipment during inclimate

weather nearly impossible. Costing the town more time/monies to make repairs and also not have the needed space for the union employee's.

Benefits of Project/Requested Equipment:

<i>Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.</i>

Impact if Not Completed/Purchased:

<i>Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.</i>
Stated above!

Ongoing maintenance costs of project or equipment:

<i>Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.</i>
Should be less expensive than the present budget as the new building won't need expensive repairs.



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

NOTE:

Cost updated \$63,570

Department: Fire Department

Purpose of Project Request: (Check One)

Submitted by: Chief Robert Valentine

New ☐

Date: _____

Replacement ☒

Amount Requested: \$ 85,000.00

Addition/Alteration ☐

Project or Equipment being Requested: Replace Car1 (Command Vehicle)

Was the project submitted last year? Yes ☒ No ☐

Departmental Priority (Check all that apply)

- ☐ Imminent threat to health and safety of citizens, employees, or property
- ☒ Maintenance and improvement of capital assets.
- ☐ Requirement of state or federal law.
- ☐ Improvement of the infrastructure.
- ☐ Improvement/maintenance of productivity.
- ☐ Improvement of an overburdened situation.
- ☐ Newly identified need.

Departmental Priority Ranking (Check One):

- Very High (Needed ASAP) ☒
- High (Needed in 1 to 2 years) ☐
- Medium (Needed in the next 5 years) ☐
- Planned (Needed in the next 10 years) ☐

Estimated Useful Life in Years (Check One):

3 ☐

7 ☐

15 ☐

30+ ☐

4 ☐

8 ☐

20 ☐

5 ☒

9 ☐

25 ☐

6 ☐

10 ☐

30 ☐

Have you received an estimate as a basis for cost?

Yes



No



If Yes, please provide estimate

Are grant or other funds available to offset this cost?

Yes



No



If Yes, please specify source of funds

Is this expected to require annual maintenance costs?

Yes



No



If Yes, please specify source of funds and estimate of cost

Description:

*Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

This request was on last years list, was originally listed for FY-26. Quotes were forwarded with last request.

Vehicle is a year older and showing more wear and tear, needs to be placed on FY-25 plan.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

With this purchase Fire Department fleet will be in excellent shape for the foreseeable future.

Impact if Not Completed/Purchased:

Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.

Maintenance issues are increasing causing spending to rise.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

Vehicles life expectancy is 5 to 6 years this vehicle is 11 years old.



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

Department: Police

Purpose of Project Request: (Check One)

Submitted by: Chief Gillen

New ☐

Date: 10/03/23

Replacement ☒

Amount Requested: \$ 64,967.00

Addition/Alteration ☐

Project or Equipment being Requested: Replace Marked Patrol Car

Was the project submitted last year? Yes ☒ No ☐

Departmental Priority (Check all that apply)

- ☐ Imminent threat to health and safety of citizens, employees, or property
- ☒ Maintenance and improvement of capital assets.
- ☐ Requirement of state or federal law.
- ☐ Improvement of the infrastructure.
- ☐ Improvement/maintenance of productivity.
- ☒ Improvement of an overburdened situation.
- ☐ Newly identified need.

Departmental Priority Ranking (Check One):

- Very High (Needed ASAP) ☐
- High (Needed in 1 to 2 years) ☒
- Medium (Needed in the next 5 years) ☐
- Planned (Needed in the next 10 years) ☐

Estimated Useful Life in Years (Check One):3 ☐7 ☐15 ☐30+ ☐4 ☐8 ☐20 ☐5 ☒9 ☐25 ☐6 ☐10 ☐30 ☐

Have you received an estimate as a basis for cost?

Yes



No



If Yes, please provide estimate

Are grant or other funds available to offset this cost?

Yes



No



If Yes, please specify source of funds

Is this expected to require annual maintenance costs?

Yes



No



If Yes, please specify source of funds and estimate of cost

Description:

*Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

This request is for a fully equipped, including emergency lights, 2 way radio,

mobile data terminal, cage, 2022 Ford Explorer Police Interceptor Hybrid marked cruiser.

The marked cruiser being replaced is a 2017 model and will be over 5 yrs. old and have a proximately 120,000 miles with an exorbitant amount of engine running hours. This cruiser was placed in service on 11/28/17.

The replacement cruiser most likely would not be available until 12/2022.

Benefits of Project/Requested Equipment:

Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.

A reliable marked cruiser compliments the department's image, supports officer safety and it is a tool for the officers to effectively patrol and respond to calls for service. A properly functioning cruiser helps control maintenance costs and other related expenses.

Impact if Not Completed/Purchased:

Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.

The short term consequences of not being granted a new cruiser is the other cruisers have extra wear and tear once the oldest cruiser is not operable. The long term consequences are the other marked cruiser all will have to last an extra year before they are replaced which is almost impossible. The maintenance expense to maintain an older cruiser is extremely costly and there is no trade in value.

Ongoing maintenance costs of project or equipment:

Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.

General maintenance along with unforeseen more catastrophic repairs can be expected once a patrol vehicle reaches the 5 yr. mark. In the past it has been blown engines, transmission failures etc..

As the patrol vehicles reaches the end of it useful life, the officers' safety is compromised.



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

Department: Emergency Management

Purpose of Project Request: (Check One)

Submitted by: Chief Gillen

New ☐

Date: 10/03/23

Replacement ☒

Amount Requested: \$ 90,000.00

Addition/Alteration ☐

Project or Equipment being Requested: Replace Generator for PD/FD/Town Hall

Was the project submitted last year? Yes ☒ No ☐

Departmental Priority (Check all that apply)

- ☒ Imminent threat to health and safety of citizens, employees, or property
- ☒ Maintenance and improvement of capital assets.
- ☐ Requirement of state or federal law.
- ☒ Improvement of the infrastructure.
- ☐ Improvement/maintenance of productivity.
- ☐ Improvement of an overburdened situation.
- ☐ Newly identified need.

Departmental Priority Ranking (Check One):

- Very High (Needed ASAP) ☐
- High (Needed in 1 to 2 years) ☒
- Medium (Needed in the next 5 years) ☐
- Planned (Needed in the next 10 years) ☐

Estimated Useful Life in Years (Check One):

3 ☐

7 ☐

15 ☐

30+ ☐

4 ☐

8 ☐

20 ☒

5 ☐

9 ☐

25 ☐

6 ☐

10 ☐

30 ☐

Have you received an estimate as a basis for cost? ☒ Yes ☐ No If Yes, please provide estimate

Are grant or other funds available to offset this cost? ☐ Yes ☒ No If Yes, please specify source of funds

Is this expected to require annual maintenance costs? ☒ Yes ☐ No If Yes, please specify source of funds and estimate of cost

Description:

<i>Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. Be as specific as possible; attach all backup supporting material.</i>

Benefits of Project/Requested Equipment:

<i>Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.</i>

Impact if Not Completed/Purchased:

<i>Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.</i>

Ongoing maintenance costs of project or equipment:

<i>Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.</i>



TOWN OF GROVELAND

Capital Improvement Project and Equipment Request

Fiscal Year 2025

Department: Library

Purpose of Project Request: (Check One)

Submitted by: Darcy Lepore

New ☐

Date: 10/04/23

Replacement ☒

Amount Requested: \$ 129,579.24

Addition/Alteration ☐

Project or Equipment being Requested: Shelving for Library

Was the project submitted last year? Yes ☐ No ☒

Departmental Priority (Check all that apply)

- ☒ Imminent threat to health and safety of citizens, employees, or property
- ☐ Maintenance and improvement of capital assets.
- ☐ Requirement of state or federal law.
- ☐ Improvement of the infrastructure.
- ☒ Improvement/maintenance of productivity.
- ☒ Improvement of an overburdened situation.
- ☐ Newly identified need.

Departmental Priority Ranking (Check One):

- Very High (Needed ASAP) ☐
- High (Needed in 1 to 2 years) ☒
- Medium (Needed in the next 5 years) ☐
- Planned (Needed in the next 10 years) ☐

Estimated Useful Life in Years (Check One):

3 ☐

7 ☐

15 ☐

30+ ☐

4 ☐

8 ☐

20 ☒

5 ☐

9 ☐

25 ☐

6 ☐

10 ☐

30 ☐

Have you received an estimate as a basis for cost? Yes ☒ No ☐ If Yes, please provide estimate

Are grant or other funds available to offset this cost? Yes ☐ No ☒ If Yes, please specify source of funds

Is this expected to require annual maintenance costs? Yes ☐ No ☒ If Yes, please specify source of funds and estimate of cost

Description:

*Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life. If requested equipment is a replacement, please provide the age (based on first in service date) and condition of current item. **Be as specific as possible; attach all backup supporting material.***

The Library's shelving will be replaced/converted to individual wooden bays on wheels, allowing for Library staff to make the most of the space that our building has by moving the shelving to fit the space. Our current shelving has been cut at the top and cannot support any top displays. Finished wooden shelving on casters would allow us to provide better service to the community by allowing them to take advantage of more displays and find our items more easily. This project can take place in increments over several years, allowing for the Town to budget for this replacement in parts rather than all at once. The current shelving has been in the Library since the 1980s. This new shelving will have a long life of at least 20 years.

Benefits of Project/Requested Equipment:

<i>Highlight project benefits, including efficiencies created, service enhancements, etc. Be as specific as possible; attach all backup supporting material.</i>
Library staff are finding it hard to manage the library space. The library is small and it was built when the Town's population was smaller than it is now.
With this new shelving, we can move it to accommodate for the space we have while allowing patrons to still use tables to study/work, and we will
be able to display items for circulation more easily, which will increase our circulation numbers. Patrons also prefer a space that is more visually appealing.

Impact if Not Completed/Purchased:

<i>Describe any short- and long- term consequences of not funding the project/equipment. Be as specific as possible; attach all backup supporting material.</i>
Currently, the shelving we have does not allow us to take advantage of the space we have. Because it is attached to the walls, we cannot easily move it.
It has also been cut at the top, which can impact a library patron's safety if they touch it in different parts and are not careful.
The shelving also leans forward. Even though it is attached to the walls, it is unsafe due to its leaning. The new shelving will be completely finished, upright, and safe.

Ongoing maintenance costs of project or equipment:

<i>Describe any expected ongoing costs associated with this request. Be as specific as possible; attach all backup supporting material.</i>
After the assembly of the shelving, there would be no maintenance costs for the Town. The Library staff will manage where
the shelving is located, as it will be on wheels, and volunteers will keep the shelving clean.

BAGNALL SCHOOL					
Category	Detail	Estimated Cost	Fiscal Year for Repair	Other	Priority 1-3
HVAC	Replace all classroom unit ventilators & connect to DDC	\$200,000.00			3
Flooring/Carpet	Asbestos Abatement & VCT Flooring in Remaining Rooms	\$16,000 x 1 room			2
Flooring/Carpet	Library & Computer Lab Carpet Remove and Replace	\$20,000.00			2
Electrical/Lighting	Install NG Generator in Café, Kitchen, Gym wing	\$100,000.00			3
Plumbing	Replace all potable water plumbing tap fixtures and branch plumbing distribution with certified lead free materials	\$250,000.00			3
Building Equipment	Fire Alarm System upgrade to original building areas, install addressable components and CO detection. Requested by GFD Chief.	\$50,000.00			2
Building Equipment	Remove and Replace Restroom Fixtures & Hardware	\$200,000.00			1
Building Equipment	Replace Public Address System/Clocks/Phone/Security w/ VOIP Integrated System, upgrade for reverse 911 access and expand door access and camera system	\$200,000.00			1
Grounds/Fields	Grind & Topcoat Asphalt on Roadway & Front Parking Lot	\$100,000.00	FY 24		1

**EMPLOYMENT AGREEMENT BETWEEN
TOWN OF GROVELAND AND
TOWN ADMINISTRATOR**

THIS AGREEMENT, pursuant to Chapter 41, Section 108N of the Massachusetts General Laws, made and entered into this 4th day of December, 2023, by and between the Town of Groveland, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town," acting by and through its Board of Selectmen hereinafter called "Board" and Rebecca Oldham, hereinafter called "Town Administrator", as follows:

WITNESSETH:

WHEREAS, the Town desires to employ the services of Rebecca Oldham of Amesbury, Massachusetts as Town Administrator of the Town of Groveland;

WHEREAS, the Board, under Chapter 41, Section 108N of the General Laws may contract with the Town Administrator for such services;

WHEREAS, it is the desire of the Board to contract for the salary and benefits of said Town Administrator;

WHEREAS, it is the desire of the Board to obtain the services of the Town Administrator, and to provide inducement to remain in such employment; and

WHEREAS, Rebecca Oldham, agrees to accept employment as Town Administrator of said Town.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section I. Functions and Duties of the Town Administrator.

The Town Administrator shall be the Chief Administrative Officer of the Town. The Town Administrator shall perform the duties specified in Massachusetts General Laws Chapter 41, Section 23A and such other duties as the Board shall from time to time legally assign.

Section II. Term.

This agreement shall be for a term commencing on July 1, 2024, and shall be in full force and effect until June 30, 2027. The Agreement shall be subject to Section XIV, and shall be binding on the Town in each year of its duration.

The Board may terminate the services of the Town Administrator, in accordance with the provisions set forth in Section III.

Section III. Termination and Severance Pay.

Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Board to terminate the services of the Town Administrator at any time, subject only to the provisions of this Section III.

In the event the Town Administrator is terminated by the Board of Selectmen either prior to the expiration of the term of this Agreement and if in such event the Town Administrator is otherwise willing to perform the duties of Town Administrator, the Town shall pay to the Town Administrator a lump sum cash severance payment equal to three (3) months of salary as a termination payment. In addition, the Town will pay the Town Administrator for any unused, accrued vacation time. Provided, however, that in the event the Town Administrator is terminated for cause, the Town shall have no obligation to pay the termination payments designated in this paragraph.

In the event the Town Administrator voluntarily terminates said position with the Town before the expiration of the term of this Agreement, the Town Administrator shall give the Town not less than ninety (90) written notice in advance, unless the parties agree otherwise. A copy of the resignation shall be filed with the Town Clerk. In the event of a voluntary resignation, the termination payment enumerated in the first paragraph of this section shall not apply.

Section IV. Compensation.

The Town shall pay the Town Administrator an annual base salary of \$127,296 effective July 1, 2024, subject to applicable withholdings and deductions. The salary for the Town Administrator shall be payable in installments at the same time as other employees of the town are paid.

After the initial year of this Contract, and on each succeeding year of this Contract, the Town shall pay the Town Administrator the sum of \$133,661 in the fiscal year 2026 and \$140,344 in the fiscal year 2027.

Section V. Town Administrator Evaluation.

The Board shall review and evaluate the Town Administrator by no later than May 1st of each year and as voted by the Board of Selectmen. Said review and evaluation shall be based on the goals and objectives developed jointly by the Board and the Town Administrator. Further, the Chairman of the Board shall provide the Town Administrator with a summary written statement of the evaluation findings of the Board and shall provide an adequate opportunity for the Town Administrator to discuss her evaluation with the Board.

Annually the Board and the Town Administrator shall define the goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a general priority among those various goals and objectives, said goals and objectives to be reduced to writing. Such goals and objectives shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the Town and the events that have occurred during the year.

Section VI. Hours of Work.

The Town Administrator will devote full time and attention to the business of the Town and will not engage in any other business during office hours, except with the approval of the Board.

It is recognized that the Town Administrator must devote a great deal of time outside the normal office hours to the business of the Town including meetings of the Board, the Finance Committee and other Town boards and committees. and to that end the Town Administrator will be allowed to take reasonable time off as the Town Administrator deems appropriate during said normal office hours and that time will not be charged to accrued, unused leave entitlements.

Section VII. Other Benefits.

The Town Administrator shall receive other benefits as follows:

- A. The Town shall provide the Town Administrator with health insurance and life insurances as provided to other Town employees
- B. The Town Administrator shall be entitled to four weeks paid vacation per contract year. A week shall be defined as five (5) working days. Unused vacation days may be carried over from one year to another but shall not exceed ten days. In the event of the town administrator's death, payment of unused vacation time shall be made to a designated beneficiary.
- C. The Town Administrator shall be granted fifteen (15) sick days per fiscal year earned a rate of 1 1/4 day for each month worked. Unused sick days may be accumulated up to a maximum of One Hundred Fifty (150) days. There shall be no payment of accumulated sick days at the termination of the Agreement, unless said separation is by the Town Administrator's retirement in which case twenty percent (20%) of the unused sick days up to a maximum of thirty (30) days shall be paid at the rate in effect at the time of said retirement. Upon the execution of this Agreement, the Town Administrator shall also be credited by the Town with any days sick leave in her sick leave account.
- D. Any unused vacation or sick leave remaining at the expiration of this Agreement shall carry over and be credited to the Town Administrator if this Agreement is extended.
- E. Unused sick leave remaining at the end of employment with the Town shall not be paid, unless it complies with item C of this section.
- F. The Town Administrator shall enjoy all retirement, insurance and holiday benefit entitlements available to full-time, non-union personnel of the town under the same terms and conditions unless such benefits are specifically limited under the terms of this agreement.
- G. This Agreement shall prevail over any conflicting personnel provisions of the Town By-Laws or Rules and Regulations
- H. The Town Administrator will be eligible for bereavement leave consisting of four (4) days per death (non-cumulative) in her immediate family, defined as follows: father, mother, wife, husband, son, daughter, sister, brother, mother-in-law, father-in-law, grandfather, grandmother. Such absence will not be in excess of four (4) working days from the date of death until the day after the funeral.
- I. The Town Administrator will be eligible for three (3) personal days per year, which are non-cumulative.

Section VIII. Professional Development.

The Town agrees to pay for the registration, travel and subsistence expenses of the Town Administrator for short courses, meetings, institutes and seminars that are necessary for his or her professional development.

The Town shall pay the Town Administrator's registration fee(s), travel and subsistence expenses to and from any conference the Town Administrator deems necessary to carry out the duties of her job, including, but not limited to the Massachusetts Municipal Association Annual Conference, and the Massachusetts Municipal Management Association regular meetings and its Fall and Spring Conferences. Should the Town Administrator attend professional conferences, time spent at such conferences shall not be deducted from vacation leave and shall be considered as professional development leave.

Section IX. Dues and Subscriptions.

The Town agrees to pay for the professional dues and subscriptions of the Town Administrator necessary for her membership in the Massachusetts Municipal Management Association (MMMA), the Massachusetts Municipal Human Resource Association (MMHR); and any other professional organizations deemed necessary and desirable for continued professional participation, growth and advancement and for the good of the Town.

Section X. Expenses.

The Town Administrator shall be reimbursed for any expenses incurred in the performance of duties, or as an official representative of the Town, including attendance at civic or social events.

The Town Administrator shall be reimbursed for travel related to Town business at the mileage reimbursement rate determined annually by the US Internal Revenue Service.

If the Town Administrator leaves the employment of the Town and serves as a witness for the Town, payment shall be made for each day of preparation and attendance at the trial on a per diem basis based the salary at the time of separation from employment with the Town.

Additionally, the Town Administrator shall be allowed, through the appropriate expense budget, to purchase or lease, and maintain a cellular telephone, so as to be available to the Board and other Town departments as needed. There will be no additional reimbursement for cell phone usage.

Section XI. Indemnification.

To the extent permitted by law, the Town shall defend, save harmless and indemnify the Town Administrator against any tort, professional liability, claim or demand, or other legal action whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duties as Town Administrator, even if said claim has been made following termination from employment, provided that the Town Administrator acted within the scope of duties. The Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise and settle any such claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the Town Administrator.

The Town shall reimburse the Town Administrator for any attorneys' fees and costs incurred by the Town Administrator in connection with such claims or suits involving the Town in his or her professional capacity.

This section shall survive the termination of this Agreement.

Section XII. Bonding

The Town shall bear the full cost of any fidelity or other bonds required of the Town Administrator.

Section XIII. Non-Renewal of Agreement

If the Board decides not to renew this Agreement at its termination, the Board shall give the Town Administrator written notice at least one hundred and twenty (120) days in advance of its intent not to renew this Agreement. If the Board fails to give such written notice, this Agreement and its terms and conditions shall be extended for an additional one-year period.

If the Board does not give a notice of non-renewal and the parties fail to negotiate a successor contract by the scheduled termination date of this Agreement, this Agreement and its terms and conditions shall be extended for an additional one-year period.

Section XIV. No Reduction in Benefits

The Town shall not at any time during the term of the Agreement reduce the salary, or other benefits of the Town Administrator, except to the degree such a reduction is across the board for all other employees of the Town.

Section XV. General Provisions

The text herein shall constitute the entire Agreement between the parties.

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Town Administrator.

If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

For the purposes of the Fair Labor Standards Act, the Town Administrator shall be an "exempt employee."

Section XVI. Notices.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

I.TOWN: Board of Selectmen
Groveland Town
Hall 183 Main Street
Groveland, MA 01834

2. TOWN ADMINISTRATOR: Rebecca Oldham
48 Pamela Lane
Amesbury, MA 01913

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed as given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the date first above written.

**TOWN OF GROVELAND
Acting by and through its
BOARD OF SELECTMEN:**

Town Administrator

Rebecca Oldham



BOARD OF SELECTMEN

Meeting Minutes

Monday, September 25, 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: Chair Daniel MacDonald, Selectmen Edward Watson, Mark Parenteau, Jason Naves, Kathleen Kastrinelis
Rebecca Oldham, Town Administrator

CALL MEETING TO ORDER AT 6:30PM: Chair MacDonald called the meeting to order at 6:30 pm and introduced the members of the BOS and the TA.

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.

DISCUSSION & POSSIBLE VOTE:

1. Approval of a One-Day Liquor License for Susan Winslow on behalf of the Georgetown Music Parents, Inc. for October 7, 2023 from 5pm to 9pm for a public event at Veasey Memorial Park.
A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the One-Day Liquor License for Susan Winslow on behalf of the Georgetown Music Parents, Inc. for October 7, 2023 from 5pm to 9pm for a public event at Veasey Memorial Park. Voted: 5-0.
2. Approval of a Special Event Permit for the use of Perry Park by the Groveland Congregational Church for the Blessing of Animals on October 8, 2023.
A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Special Event Permit for the use of Perry Park by the Groveland Congregational Church for the Blessing of Animals on October 8, 2023. Voted: 5-0.
3. Approval of a Property Use Permit from Norwood Insurance for the use of Elm Park to display signs promoting the Run for the Troops 5k from October 1, 2023 through November 11, 2023.
A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Property Use Permit from Norwood Insurance for the use of Elm Park to display signs promoting the Run for the Troops 5k from October 1, 2023 through November 11, 2023. Voted: 5-0.
4. Approve a Field Use Permit for the use of the Pines Softball Field by Pentucket Youth Softball for September 10, 2023 through October 28, 2023 for Saturday games from 8am to 1pm and Friday nights practice 5:30 to 7pm.
A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Field Use Permit for the use of the Pines Softball Field by Pentucket Youth Softball for September 10, 2023 through October 28, 2023 for Saturday games from 8am

to 1pm and Friday nights practice 5:30 to 7pm and ensure that the Certificate of Insurance is provided. Voted: 5-0.

5. Pavement Management Plan Presentation, *Highway Superintendent Renny Carroll*:
Renny Carroll, Highway Superintendent was present and addressed the Board to review a presentation regarding the Pavement Management Plan. This has been a challenging year due to sidewalk projects and issues with the Salem Street dam; some road projects had to be pushed back to concentrate on the sidewalks. Selectman Kastrinelis recommended the BOS vote to approve the Road Plan and asked for a list of the completed roads. Thirty-eight percent of roads are in poor or deficient condition according to the plan. Selectman Kastrinelis would like a list of roads that are anticipated to be worked on as laid out in the plan. Renny Carroll reported that Chapter 90 Funds have stayed about the same since 2012 and as everyone knows costs are on the rise and this limits the amount of work that can be done. In 2012 the Chapter 90 Funds were \$214,000 and this year they are \$227,000. Chapter 90 is calculated based on a lot of factors. Selectman Naves would like to see this plan updated on a regular basis. Renny reviewed some of the completed projects. If residents call Renny to ask about their particular Street and when it will be worked on, Renny will look at the list and provide an estimated time. Becky Beaucher, 765 Salem Street joined via Zoom to ask if there are additional concerns for her road when we get snow and the heavy trucks driving on it. Renny Carroll responded it is a concern but feels the repairs have stabilized the issue; this road is always monitored.
6. Presentation on 150 Center Street, Strawberry Fields Feasibility Study– Project Team: Nitsch Engineering, Innes Associates and RKG Associates:
Brian Creamer, Nitsch Engineering, Associates was present and addressed the BOS and reviewed a presentation on 150 Center Street, Strawberry Fields Feasibility Study. Feedback from the public was that they do not want to see additional housing. Chair MacDonald added that we need additional business. Emily Innes, Innes Associates was present and addressed the Board and discussed balancing critical resources which is critically important. This is a unique sight and the market study that RKG did reviewed how much commercial would come to this type of site; there have to be draws; Housing is a driver of the net revenue to the town. The draft report should be ready for the town by the end of the week. Traffic impacts are part of the study, but it is not a complete Traffic Study.

APPROVAL OF THE MINUTES:

- None.

APPOINTMENTS OF THE BOARD:

7. Accept the resignation of Stephen Sargeant of Hamilton, MA as full-time dispatcher effective September 25, 2023.
A motion was moved by Selectman Naves and seconded by Selectman Parenteau to accept the resignation of Stephen Sargeant of Hamilton, MA as full-time dispatcher effective September 25, 2023. Voted: 5-0.
8. Appointment of Stephen Sargent as a full-time officer effective September 25, 2023, through September 25, 2024.
A motion was moved by Selectman Watson and seconded by Selectman Naves to appoint Stephen Sargent as a full-time officer effective September 25, 2023, through September 25, 2024. Voted: 5-0.

9. Appoint Kimberly Bourque of Hampstead, NH to the position of Administrative Assistant in the Water and Sewer Department effective September 26, 2023. The position is non-exempt for 37.5 hours per week at \$27.67/hour.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Kimberly Bourque of Hampstead, NH to the position of Administrative Assistant in the Water and Sewer Department effective September 26, 2023. The position is non-exempt for 37.5 hours per week at \$27.67/hour. Voted: 5-0.

10. Appoint Steven Baker of Sunset Circle in Groveland as a member of the Cultural Council effective September 26, 2023. This is a six-year term.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Appoint Steven Baker of Sunset Circle in Groveland as a member of the Cultural Council effective September 26, 2023 through June 30, 2030. Voted: 5-0.

11. Appointment of Jason Naves of Main Street in Groveland as a member of the Cultural Council effective September 26, 2023. This is full fill the remainder of a six-year term and will expire June 30, 2027.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Jason Naves of Main Street in Groveland as a member of the Cultural Council effective September 26, 2023 through June 30, 2027. Voted: 4-0-1. Selectman Naves abstained.

12. Appointment of Dave Petrillo of Briscoe Road Groveland to the Cultural Council effective September 26, 2023. This will expire June 30, 2030.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Dave Petrillo of Briscoe Road Groveland to the Cultural Council effective September 26, 2023 through June 30, 2030. Voted: 5-0.

TOWN ADMINISTRATOR'S TIME

TA Oldham reported: read the payroll and vendor warrant amounts.

FY23 budget to actual numbers – revenue is approximately \$96,000 more than was estimated. This can largely be attributed to permits and fees as well as the sale of surplus vehicles. Expenditures were down. Free Cash is estimated at about \$450,000 to be certified; asked the Board to invite the Town Accountant to the next meeting to review end of year and reporting requirements. Sam Joslin was elected to the position President of MA Building Commissioners and Inspectors – Congratulations Sam! Pumpkin Fest is scheduled to be October 19th with a rain date of October 20th.

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 Naves: The Governor's Office is looking for feedback for ideas of things we would like to see reformed; Selectman Naves listed Inadequate Funds for Chapter 90 and Chapter 70 Funds inequalities, Senior Circuit Breaker Tax updates, increasing the recycle value on bottles to encourage recycling and incentives for larger recycle barrels. Chair MacDonald suggested this be discussed at the next meeting agenda. Feedback is due October 20th.

Selectman Kastrinelis: asked to prioritize the information Selectman Naves discussed and asked to add the minimum requirement for regional school districts. Asked about a light on the crosswalk on the corner of School and Center Street; this will be added as an agenda item.

OLD OR UNFINISHED BUSINESS

13. Board of Selectmen FY24 Goals, *Selectman Kastrinelis*

Selectman Kastrinelis would like to add at least some Goals. Selectman Kastrinelis will draft a list of goals for discussion at the next meeting.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

- None

CORRESPONDENCE

Pentucket Regional School District – FY20 Capital Funds

Board of Selectmen Meeting Minutes August 28, 2023

2023 Pines Speedway Reunion Flyer

ADJOURNMENT:

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

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, October 10, 2023, at 6:30PM.



BOARD OF SELECTMEN

Meeting Minutes

Monday, October 23, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

This meeting was in-person and also broadcast live on Groveland Government Access, Channel 8, as well as through Zoom virtual meeting software for remote access.

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

Absent: Chair Daniel MacDonald

CALL MEETING TO ORDER AT 6:30PM – Vice-Chair Kastrinelis called the meeting to order at 6:30 pm and introduced the members of the Board as well as the Town Administrator.

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.

DISCUSSION & POSSIBLE VOTE:

1. Sunset Circle Parking Restrictions and Complaint, *Steve Baker, 5 Sunset Circle:*
Renny Carroll, Highway Superintendent was present and addressed the Board.
The concerns are that the road is too narrow, and signage was installed. The Highway Superintendent and Police Chief looked at the road and agreed the road is too narrow. Parking is now restricted on one side. The Highway Superintendent now feels that the parking restriction should be on the opposite side; there is a very specific way that parking restrictions are put in place. The BOS previously voted to restrict parking on the Westerly Side.
Steve Baker, 5 Sunset Circle was present and addressed the Board. Signs are posted facing peoples windows; mailboxes and trash pickup are blocked as well as the electrical box.
Denise, 2 Sunset Circle was present and addressed the Board. The signs face the house, when pulling onto the street you cannot see them.
Marianne, 4 Sunset Circle agreed with Steve and Denise.
Selectman Parenteau asked if repositioning the signs would help.
Selectman Naves felt another Public Hearing would need to be held in order to correct this.
Selectman Kastrinelis would like to work out something that is mutually acceptable to the Town and the residents.
Renny Carroll explained that the signs should be tilted, and they are not but that can easily be rectified.
A motion was moved by Selectman Watson and seconded by Selectman Parenteau to hold another Public Hearing for Sunset Circle parking issues. Voted: 4-0. One absent.
2. Discussion on Water Quality Concerns with Superintendent Colin Stokes, *Selectman Watson:*
Colin Stokes, Water Superintendent was present and addressed the Board.
Selectman Watson explained that he was still getting complaints regarding the discolored water, prior to the flushing and it is not getting better. Superintendent Stokes responded that this will not be getting better on its own. The Water Department will be rolling out a new fee on the water

bill for Water Improvements; the goal is to do one main water upgrade each summer with this additional funding. Regulations are expected to change in the next couple of years; we are looking at potentially needing to have our own water treatment plant. There are about 2,000 water customers in town. The Department is always looking for grants. Not everyone has the same issues with the water. Complaints are logged. Filtration systems can help, but the homeowners are responsible for the cost.

3. Road Pavement Management Plan, *Selectman Kastrinelis*:

Selectman Kastrinelis noted this was reviewed at a previous BOS meeting and felt this should be voted and accepted by the BOS.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Road Pavement Management Plan, including the Cemetery that was presented by the Highway Department and the BOS will receive updates as they come up. Voted: 4-0. One absent.

4. Discussion of BOS Policies

Vice-Chair Kastrinelis noted some of the policies are outdated. The Board reviewed the policies and offered amendments. Selectman Watson suggested taking this under advisement and discussing this further when there is a full board in attendance.

APPROVAL OF THE MINUTES:

5. Board of Selectmen Meeting Minutes from August 14, 2023.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes from August 14, 2023. Voted: 4-0. One absent.

6. Board of Selectmen Meeting Minutes from September 11, 2023.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes from September 11, 2023. Voted: 4-0. One absent.

APPOINTMENTS OF THE BOARD:

7. Accept the Resignation of Susan D'Angelo from the Cultural Council effective October 23, 2023. Selectman Naves thanked Susan for being on the Cultural Council for 10 years.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to accept the Resignation of Susan D'Angelo from the Cultural Council effective October 23, 2023. Voted: 4-0. One absent.

8. Appoint Larry Elardo, Mill Street of Groveland, to the Cultural Council for October 24, 2023, thru June 30, 2024.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to appoint Larry Elardo, Mill Street of Groveland, to the Cultural Council for October 24, 2023, thru June 30, 2024. Voted: 4-0. One absent.

TOWN ADMINISTRATOR'S TIME

TA Oldham reported: Groveland Municipal Light Dept. and the Town received a grant for electric charging stations in town, there will be three locations; 23 School Street in the Municipal lot, Pines Recreation area and Municipal Light Building on Salem Street. Shout out to Kevin Snow for making this happen. Thank you to all those that participated with Pumpkin Fest; it was very successful and there was more attendance this year than in prior years. The Whittier School project is coming down the pipeline; there is a public meeting with the Whittier School scheduled for November 18th, 10:00 am – 12:00 pm at

the Langley Adams Library; this will be added as a future agenda item and the Superintendent will be invited to a BOS meeting to do a presentation.

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

- None.

OLD OR UNFINISHED BUSINESS

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

TA Oldham noted there was a questions regarding residential yard sales. Right now the bylaw says the SB approve them, but this is very inconvenient since the BOS only meets every other week. This will be on the next agenda to review.

CORRESPONDENCE:

- Invitation from Pentucket Regional School District for the meeting on November 7th State of the District Regional School Agreement Meeting.
- The final letter that was assembled by the Massachusetts Association of Select Boards that was submitted to the Lt. Governor and the Governor, our comments are included in some capacity.
- American Legion notification regarding the Veterans Day Ceremony to be held on Friday, November 10th at 10:30 am at the Fire Station.

ADJOURNMENT:

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to adjourn the meeting at 8:15 pm. Voted: 4-0. One absent.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, November 6, 2023, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram



Massachusetts Association of Conservation Commissions

protecting wetlands, open space and biological diversity through education and advocacy

November 14, 2023

Select Board
Groveland Town Hall
183 Main Street
Groveland, MA 01834

Dear Select Board:

I am very pleased to inform you that Stephanie Bartelt associated with the Groveland Conservation Commission, successfully completed eight units of the Massachusetts Association of Conservation Commissions (MACC) Fundamentals for Massachusetts Conservation Commissioners training program, and has received a Certificate of Achievement for that accomplishment.

The Fundamentals program provides conservation commissioners and others with the basic knowledge and practical tools essential to carry out the many responsibilities of administering the Wetlands Protection Act and open space planning. Such training promotes sound, consistent fact-based decision-making and builds respect for conservation commission decisions. Each person who completes the course validates the wisdom of locally-based protection of wetlands and open space for current and future generations.

We congratulate Stephanie for undertaking this training, as well as you and the Groveland Conservation Commission for recognizing the value of training in commission work and supporting this important training for your commission. Enclosed is a media release announcing Stephanie's achievement for forwarding to your local newspaper.

We believe participation in continuing education on wetland and open space issues is an essential aspect of the work of conservation commission members and staff. We hope you will encourage commissioners to participate and assure that the commission budget includes adequate funding for the modest training fees necessary for participation.

Sincerely,

Massachusetts Association of Conservation Commissions

Dorothy A. McGlincy
Executive Director
Email: dorothy.mcglincy@maccweb.org

Enclosure

cc: Groveland Conservation Commission



Massachusetts Association of Conservation Commissions

protecting wetlands, open space and biological diversity through education and advocacy

FOR IMMEDIATE RELEASE:

Date: November 21, 2023

FOR INFORMATION CONTACT:

Dorothy A. McGlincy

617-489-3930

dorothy.mcglincy@macccweb.org

LOCAL RESIDENT COMPLETES

CONSERVATION COMMISSION CERTIFICATE TRAINING PROGRAM

The Massachusetts Association of Conservation Commissions (MACC) announced that it has awarded Stephanie Bartelt associated with the Groveland Conservation Commission, a Certificate of Achievement for successfully completing eight units of MACC's Fundamentals for Conservation Commissioners certificate training program.

The Fundamentals program provides conservation commissioners and others with the basic knowledge and practical tools essential to carrying out many responsibilities of administering the Wetlands Protection Act and for open space planning and protection. Such training promotes sound, consistent fact based decision-making and builds respect for commission determinations. MACC's training program is the only comprehensive program offered to those involved with the Wetlands Protection Act and open space planning.

By achieving his certificate, Stephanie has shown dedication to the good work of the conservation commission to protect our natural resources for current and future generations.

MACC is a non-profit environmental organization founded in 1961 to support, educate and advocate on behalf of conservation commissions. MACC works for strong, workable, science-based laws and regulations regarding wetlands, other water resources, open space, and biological resources. MACC offers educational programs throughout the state. Call MACC at 617-489-3930 or visit www.maccweb.org for more information.



Town of West Newbury

Select Board

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115

selectboard@wnewbury.org

November 29, 2023

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

RE: Whittier Regional Vocational Technical High School Building Project

Dear Superintendent Lynch,

We greatly appreciated you joining us for a special Select Board meeting on November 13, 2023 to review the Whittier School Building Project. We as a board fully support the role of vocational programming in the education of the young people of West Newbury and throughout our region. Although we were asked to sign onto a letter of opposition to this project and the voting approach prepared by other members of Whittier's region, we decided to share our comments and suggestions in a separate letter. Our hope is that we can offer constructive feedback on the project and its path forward so that it will gain the support of all regional members and ultimately be successful.

At the outset, we want to say that we do not think renovation of the building is a wise or cost-efficient option. We agree that the only logical choice is to construct a new building with updated equipment and facilities that will last well into the future. The fact that the MSBA will only provide funding for a new building, thereby reducing the cost to region members, is evidence that renovation is not a desirable choice.

We therefore understand the decision to take advantage of the option for a majority rule regional vote. Given the relatively small proportion of students attending Whittier in many of the region towns, the project is unlikely to pass if individual town votes are taken. The consequence of this choice must also be understood, however. To communities that already feel that they have been blindsided by the cost of this project, having a regional vote makes it seem that their authority as a municipal entity is being undermined. In light of the public outcry over the cost of this project, it also remains a distinct possibility that even a regional vote may fail. That would force the option of rehabilitation, ending up costing taxpayers considerably more and resulting in an unsatisfactory facility for vocational programming. Given the urgency of a successful vote for this building project, it is imperative that a pause in the schedule as proposed occurs. We propose that a formal request be submitted to the MSBA asking for a

delay on their vote in order to allow Whittier time to provide the proper outreach and consideration of regional member concerns. If they are willing and able to consider this, the following could be accomplished without the building project having to start over in the MSBA process:

- Allowing regional members to add these costs to their five-year capital plans and educate voters about long term costs
- The opportunity for clarification about alternative design and site options to reduce costs
- Establishment of regular communication updates to municipal officials and their residents
- Identification of potential additional sources of funding
- Review and revision of the Whittier Regional Agreement by members

If the request for such a pause was successful, we envision a kickoff meeting with municipal officials from all member towns and cities. A list of questions would be provided to Whittier ahead of time so that specific and thoughtful answers could be provided at this meeting. It would be important to consider and be responsive to these questions as an opportunity to educate the voters and move the project forward efficiently. Municipal officials and taxpayers seem to accept the need for a new school. They want to know what other designs were considered, why they were not chosen and what the cost impact of this was, though. We understand that the Building Committee and consultants have spent a lot of time evaluating the options. It's difficult for those being asked to pay for the project to just accept the final design without an understanding of what other options were considered, though.

Please let us know if there's a role we can play in supporting a proposal to the MSBA for pausing the project. Given that this has the potential to turn the significant opposition to this project around and build consensus among the 11 members of the region, it seems well worth the delay in final approval of the project.

Sincerely,


West Newbury Select Board



Wendy Reed
Select Board Chair



Richard Parker
Select Board Vice Chair



Christopher Wile
Select Board Clerk

cc: Chip O'Connor, WN Representative to Whittier School Committee
Kassandra Gove, Mayor Amesbury
Amy Smith, Chair, Board of Selectmen Georgetown
Daniel MacDonald, Chair, Board of Selectmen, Groveland
James Fiorentini, Mayor Haverhill
Melinda Barrett, Mayor-Elect Haverhill
Sarah Player, Chair, Select Board, Ipswich
Sean Reardon, Mayor Newburyport
Chris Manni, Chair, Select Board, Merrimac
Alicia Greco, Chair, Select Board, Newbury
Cliff Pierce, Chair, Board of Selectmen, Rowley
Ronalee Ray-Parrott, Chair, Board of Selectmen, Salisbury
Massachusetts School Building Authority
Senator Bruce Tarr
Representative Adrienne Pusateri Ramos