



TOWN OF GROVELAND

2023 DEC 14 AM 9:10

TOWN CLERK  
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## BOARD OF SELECTMEN

### Meeting Agenda

Monday, December 18, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

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

#### Join Zoom Meeting

<https://zoom.us/j/93995174414?pwd=dnpQNjNmTVpOVHA0bWdUMHBMeFhwQT09>

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. Greater Amesbury Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant (continuation from December 4, 2023 meeting)
3. CPC Proposal to Purchase 114 Center Street, *Mike Dempsey*
4. 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 December 4, 2023 meeting)
5. FY25 Capital Improvement Plan, *Town Administrator* (continuation from December 4, 2023 meeting)

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

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

6. Board of Selectmen Meeting Minutes October 10, 2023
7. Board of Selectmen Meeting Minutes November 6, 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**

Housing Production Plan Update- Public Engagement Meeting Tuesday, December 19<sup>th</sup> at 6pm  
Board of Selectmen Meeting Minutes November 20, 2023

*The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, January 2, 2024, 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 15<sup>th</sup>, 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. To help better visualize also pictures are attached.

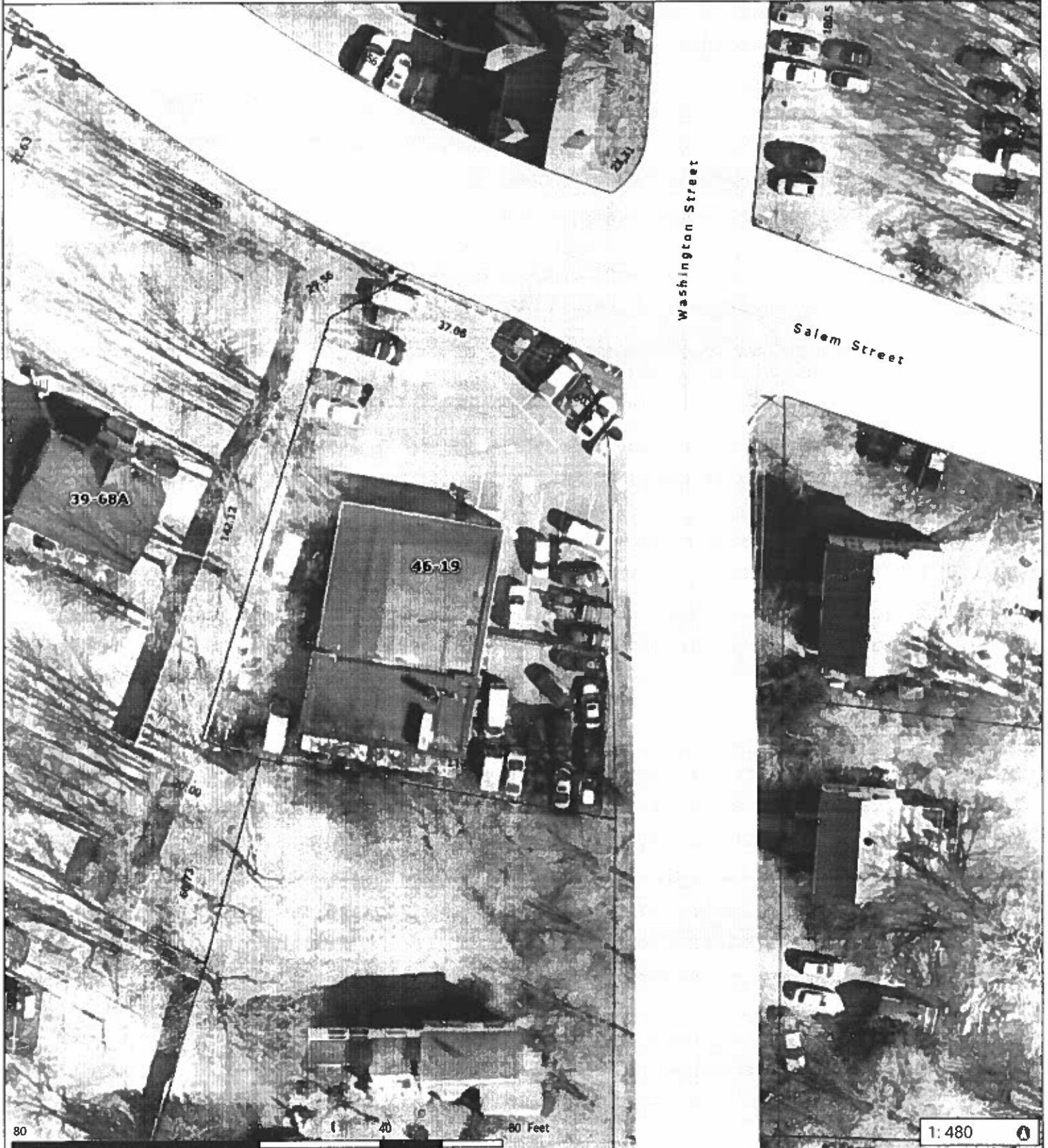
Kindly put this matter on your next meeting.

Thank you for your attention on this matter.

  
**Luciano Quintanilha**  
**Owner/ President**

# Town of Groveland

10/29/2023



Data Source: Provided by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of Groveland & MassGIS. MVPC AND THE TOWN OF GROVELAND MAKE NO WARRANTY, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE TOWN OF GROVELAND AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION.

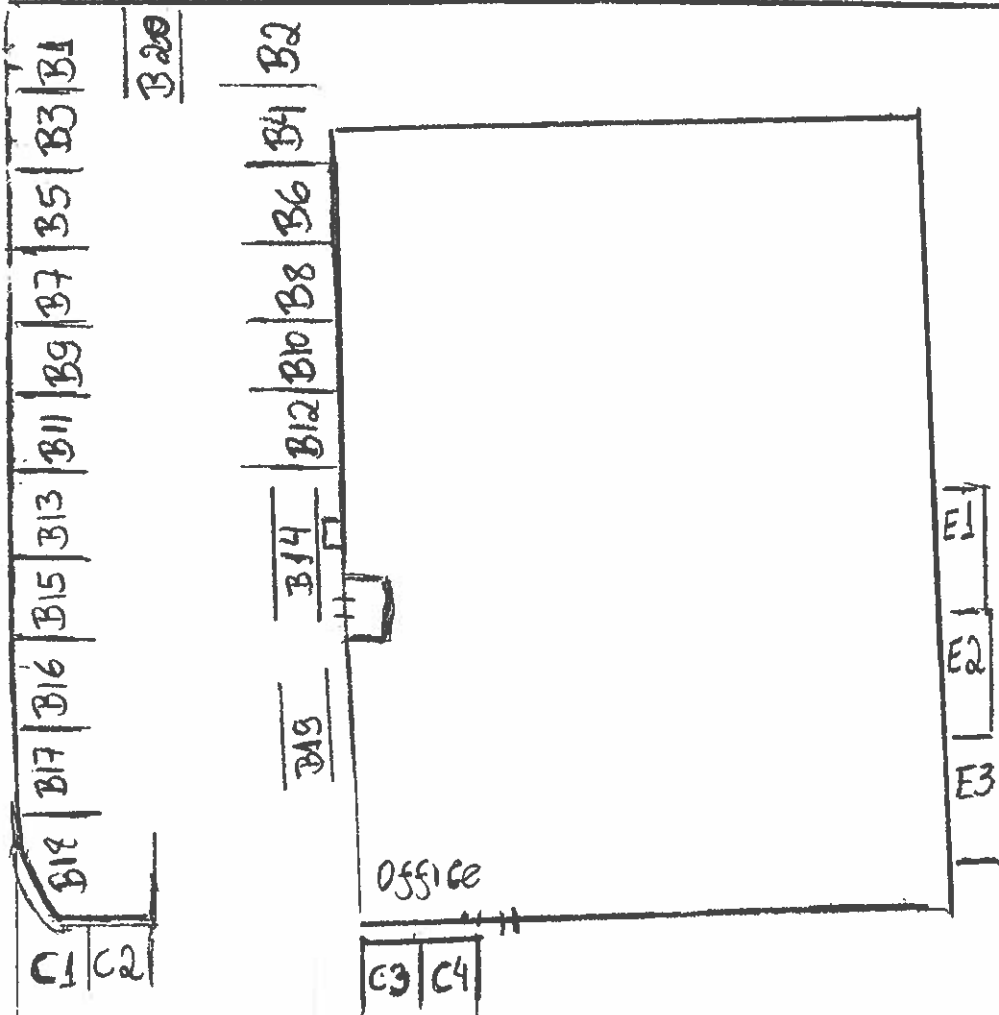


Legend  
 Roads: Interstate, Major Road, Local Road  
 Hydrographic Features: Streams, Wetlands  
 MVPC Boundary  
 Parcels  
 Easements  
 Road Right of Way

1:480

Washington St.

Side Walk



Office

C1 C2

C3 C4

E1

E2

E3

EP1

EP2

EP3

EP4

EP5

Tow Truck

EP6

A1 A2 A3 A4 A5 A6

Sidewalk

737

Salem St.

Parking :

A-(1-6) - Original spots

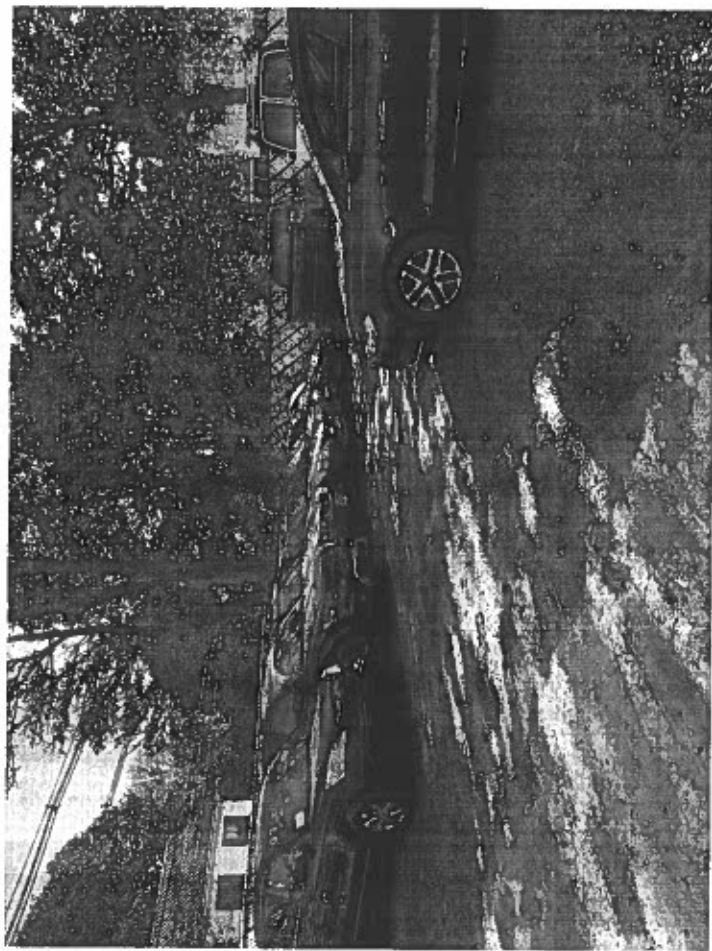
B(1-20) - Spots Requested

C(1-4) - Customers

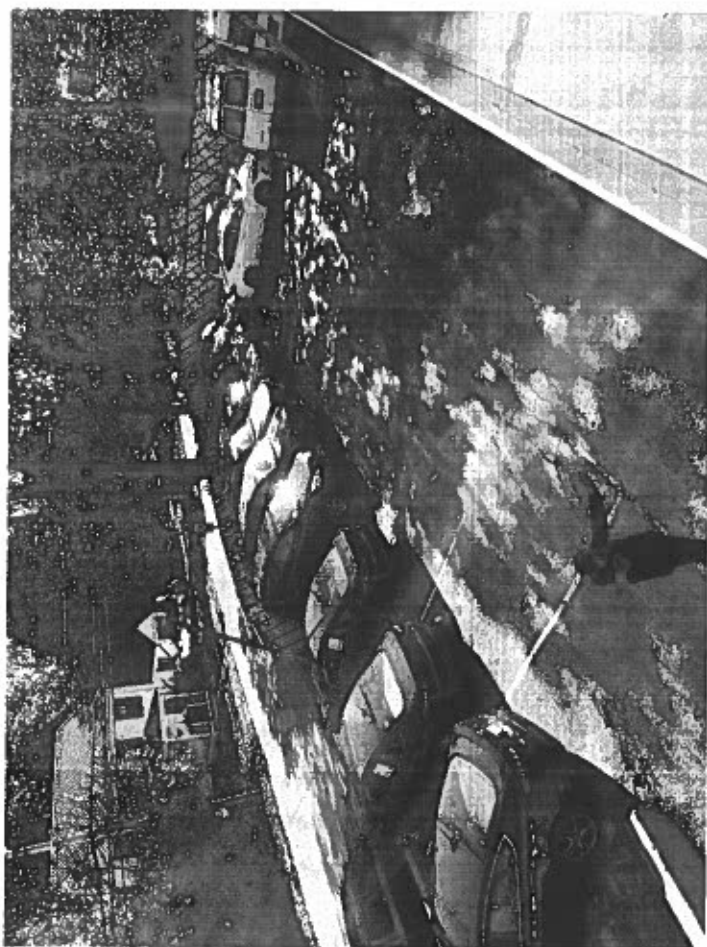
E(1-3) - Employee

EP - Extra Parking

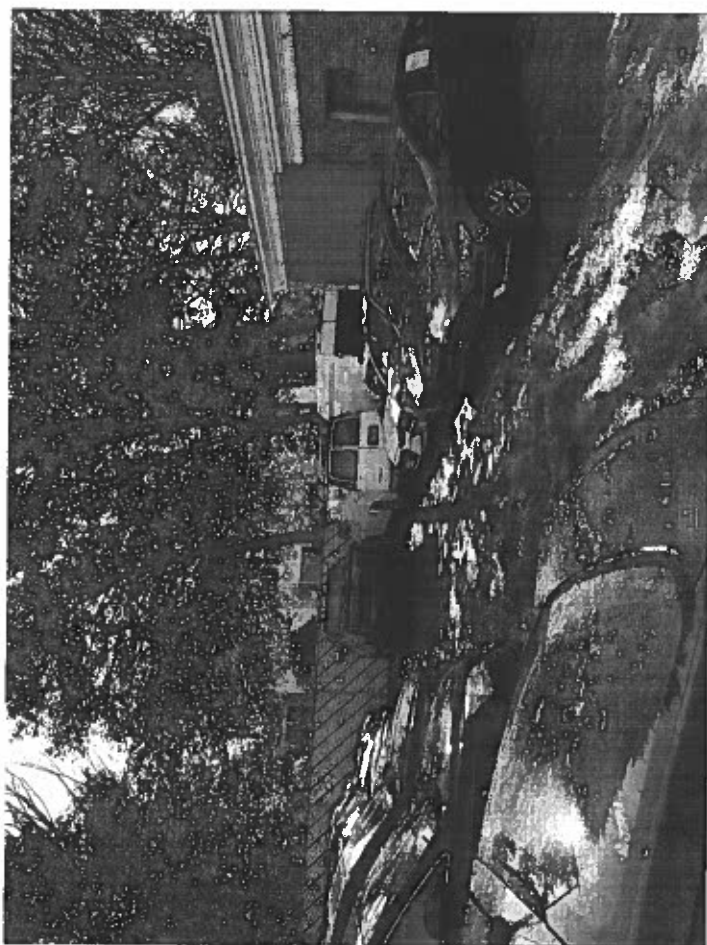




The cars in the picture are NOT for sale, they are there just to help visualize the layout of the space.

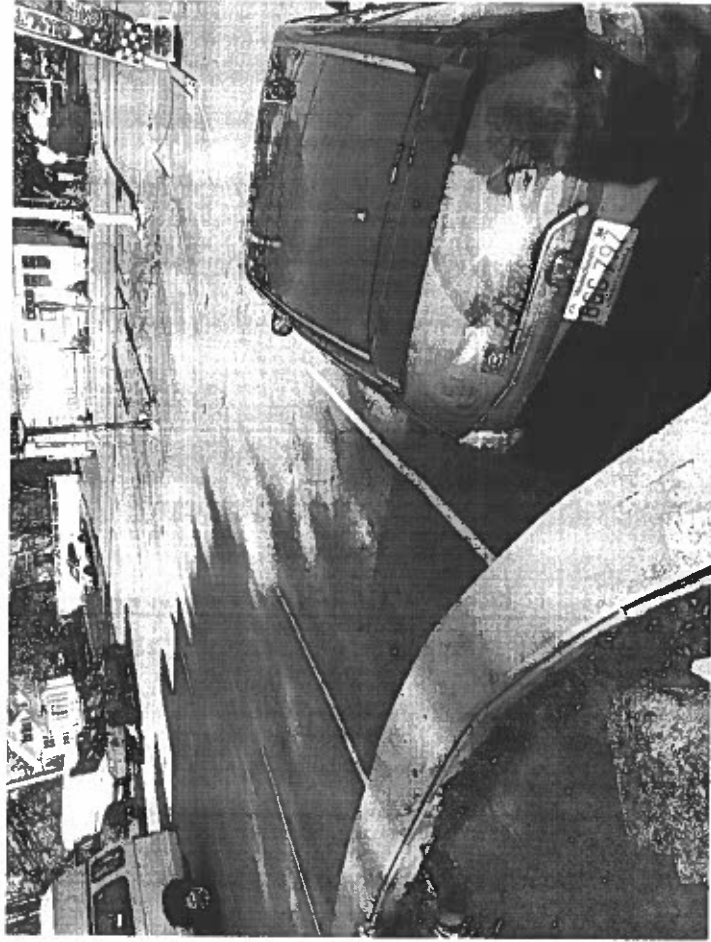


The cars in the picture are NOT for Sale,  
they are there just to help visualize the layout  
of the space.

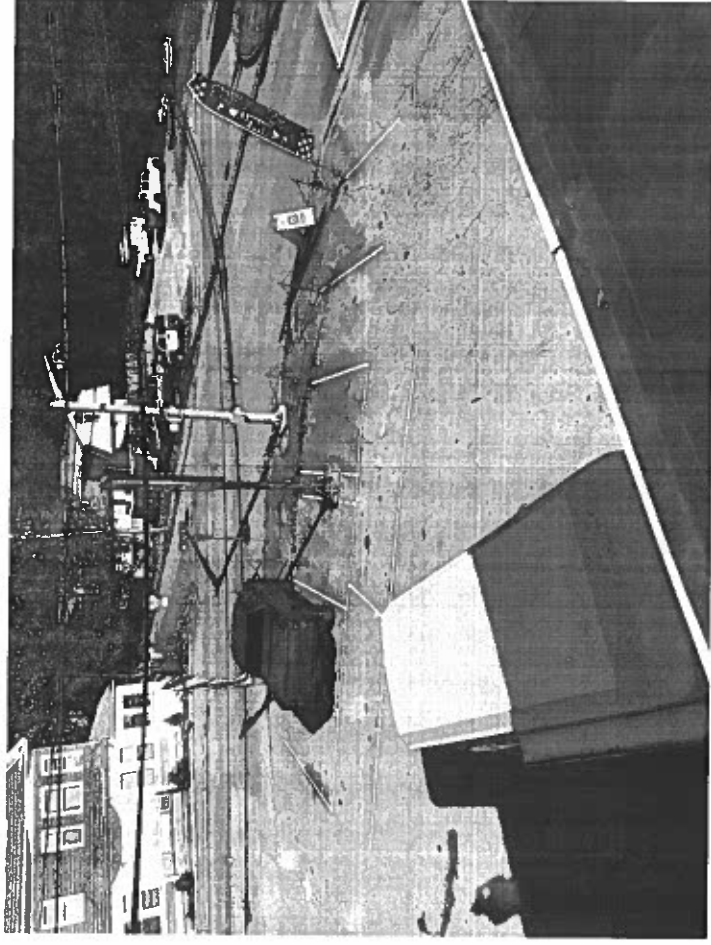


The cars in the picture are NOT for Sale,  
They are there just to help visualize the  
layout of the space.





Customers designated spots.



*The original dealer's 6 spots.*

**Greater Amesbury Public Health Excellence Group**  
**Inter-Municipal Agreement (IMA)**  
**for the Public Health Excellence for Shared Services Grant**

This Intermunicipal Agreement (hereinafter “Agreement”), is entered into by and between cities and/or towns of Amesbury, Georgetown, Groveland, Merrimac, Newbury, Newburyport, Rowley, and West Newbury, hereinafter referred to collectively as the “Municipalities,” and individually as a “Municipality,” and Amesbury, in its capacity as Host Agent of the Greater Amesbury Public Health Excellence Group, (hereinafter referred to as “Greater Amesbury PHE Group”) this \_\_\_\_ day \_\_\_\_ 2023, as follows:

**WHEREAS**, the City of Amesbury was awarded a Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts (the “Grant Program”) to create a cross-jurisdictional public health services sharing program consistent with the recommendations of the Special Commission on Local and Regional Public Health’s (SCLRPH) June 2019 Report; and

**WHEREAS**, the purpose of the Grant Program is to implement the recommendations made in the SCLRPH’s June 2019 Report by increasing local public health capacity through cross-jurisdictional shared services programs and agreements; and

**WHEREAS**, each of the Municipalities offers public health services and resources, and desires to increase its capacity to provide said services and resources and improve regional public health and meet performance standards set by the Commonwealth by entering this Agreement; and

**WHEREAS**, the City of Amesbury, entering into an agreement with the Commonwealth of Massachusetts governing its participation in the Grant Program, is willing and able to manage the administrative obligations of the Grant Program through its Director of Inspectional Services, who shall hereinafter be referred to as the “Program Manager”, and

**WHEREAS** each Municipality has authority to enter into this Agreement pursuant to M.G.L. c. 40, §4A;

**NOW THEREFORE**, the municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. The Public Health Services Collaborative. There is hereby established a collaborative of the Municipalities to be known as the (“Greater Amesbury PHE Group”), which shall hereinafter be referred to as the “Collaborative.” The Collaborative, acting by and through an Advisory board (“Advisory Board”) as established in Section 5 of this Agreement, and Shared Services Manager, supervised by the Program Manager will coordinate, manage, and direct the activities of the parties with respect to the subject matter of the Grant Program, this Agreement, and the agreement between the (City of Amesbury), and the Commonwealth of Massachusetts, attached hereto as Exhibit A, the terms of which are expressly incorporated herein and shall bind all parties hereto, and any other programs and services related thereto. The purpose of the

Collaborative is to design and implement a program by which the public health staff and resources of the Municipalities are consolidated and shared such that cross-jurisdictional services, investigations, enforcement and data reporting may be carried out and the public health and safety of the Municipalities may be better protected (the “Shared Services Program”).

2. Term. The term of this Agreement shall commence on the date set forth above and shall expire when the funds for the Grant Program are no longer available, or when terminated in accordance with this Agreement, but in no event shall the Term of this Agreement exceed twenty-five (25) years unless permitted by statute. Nothing herein shall be interpreted to prevent the Municipalities from extending the term of this Agreement beyond the exhaustion of the Grant Funds with the written consent of all parties hereto.
3. Lead Municipality. During the term of this Agreement, the (City of Amesbury), acting as the “Lead Municipality,” shall oversee the Grant Program and the shared services program provided for herein (the “Shared Services Program”).

As the Lead Municipality, the (City of Amesbury) shall act for the Collaborative with respect to all grant applications to be submitted and gifts and grants received collectively by the Municipalities. The (City of Amesbury) shall act as the Municipalities’ purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized by the Advisory Board, established pursuant to Section 5 of this Agreement, to be entered into collectively by the Municipalities. Final approval of any such contract is subject to approval of the Advisory Board and appropriation by each Municipality, to the extent required.

4. Shared Services Coordinator. The (City of Amesbury), as Lead Municipality, shall hire and employ a Shared Services Coordinator who may or may not be the (City of Amesbury)’s Director of Public Health, and, through the Shared Services Coordinator and its Health Department, shall perform all necessary fiscal and administrative functions necessary to provide the services contemplated under this Agreement, and shall be the holder of all grant funds related to the Grant Program, and may retain up to 15% of the funds received through the Grant Program for wages and resources related to the performance of such duties, in accordance with the Grant Program Scope of Services, attached hereto as Exhibit B and incorporated herein. The Shared Services Coordinator shall report to the Advisory Board and shall keep records of all funding and expenditures for review by the Board and provide periodic financial status updates. For the purposes of employment status and health, retirement and other benefits, and immunities and indemnification as provided by law, the Shared Services Coordinator and any participating Collaborative staff working on behalf of the Collaborative, or the Advisory Board shall be considered employees of (City of Amesbury) and shall be accorded all benefits enjoyed by other (City of Amesbury) employees within the same classification as they are or shall be established.

## 5. Advisory Board

There shall be a Advisory Board which shall be convened not less than quarterly by the Advisory Board Chair/Co-Chairs.

- a. Composition: one member and one alternate, both appointed by the Board of Health from each municipality. One representative from each municipality shall be a full voting member whose term shall be as determined by each municipality's local Board of Health. The voting member shall be a Board of Health member or designee of that municipality's Board of Health. Each participating municipality shall also have a second representative who shall be an associate member and who may vote only when the full member is not in attendance. Each municipality shall maintain its individual local Board of Health, which shall retain its own legal authority and autonomy as provided by law. The Shared Services Coordinator will be a non-voting member of the Advisory Board; however, in the event of a tie would be permitted to cast a deciding vote.
- b. Voting: Each participating municipality shall be entitled to one vote on the Advisory Board. Every voting member shall have an equal voice in determining shared priorities, and services to be provided.
- c. Quorum: A majority of the voting members of the Advisory Board shall constitute a quorum for the purposes of transacting business. The Advisory Board may act by a simple majority of members present and voting unless otherwise provided herein.
- d. Roles and Responsibilities of the Advisory Board:
  - 1) Meet on a regular basis and at least quarterly.
  - 2) Develop annual and long-term goals for the Collaborative.
  - 3) Advise on Collaborative staff priorities.
  - 4) Collaborate in developing a sustainability plan for (Greater Amesbury PHE Group).
  - 5) Adopt any Collaborative-wide policies and recommended regulations.
  - 6) Review and provide recommendations on operating budgets.
  - 7) Assure compliance with all mandatory reporting requirements as proscribed by the Department of Public Health ("DPH") and Office of Local and Regional Health ("OLRH").
  - 8) Assure attendance at monthly or other grant holder meetings convened by DPH and OLRH.
  - 9) Review financial status and financial statements provided by the Shared Services Coordinator.
  - 10) Review and provide recommendations on reports from staff.
  - 11) Hire, evaluate and terminate staff.
- e. Meetings. The Advisory Board shall meet no less than quarterly and may schedule additional meetings, as necessary. All meetings shall be conducted in compliance with the Massachusetts Open Meeting Law M.G.L. c. 30A, §§ 18-25 as may be amended from time to time if required.

6. Shared Services Program Participation. Each Municipality as part of this Agreement shall participate in the Shared Services Program as follows:
- a. Each Municipality will consent to the Collaborative's duly-authorized agents and representatives exercising the powers provided for herein and by the Advisory Board within the boundaries of said Municipality and will direct its agents and employees to work in good faith with the Collaborative's health agents, nurses, and any other employees the Collaborative may employ from time to time.
  - b. Each Municipality will be a member of the Advisory Board as established pursuant to this Agreement, and appoint and maintain two Advisory Board representatives at all times.
  - c. Each Municipality will use best efforts to ensure that a representative of the Municipality will attend all Advisory Board meetings (either in-person or via remote access) throughout the life of this Agreement.
  - d. Each Municipality will use best efforts to ensure that a representative of the Municipality will attend all training sessions which are offered in conjunction with the Grant Program geared towards stakeholders under the Program, as required by the DPH or its representative.
  - e. Each Municipality will assist in collecting the necessary data as agreed to by the Committee and pursuant to the data reporting policy established pursuant to Section 5 of this Agreement to help meet the goals of the Shared Services Program and the Grant Program. The data collection provided for herein will include, but not be limited to, reporting to the Advisory Board, through the Shared Services Coordinator, public health outcomes and services related to the Shared Services Program and the Collaborative's agents and nurses.
  - f. Each Municipality will request from the appropriate legislative body appropriation for any services, costs and expenses associated with the Collaborative and not covered by the Grant Program. Notwithstanding this provision or any other terms of this Agreement, no party shall be obligated to incur any financial cost above the amount made available herein through grants and gifts or other sources, unless the financial obligation is supported by an appropriation made in accordance with law.
  - g. Each Municipality will help promote and market the Shared Services Program and its services within their community.
7. Payment and Funding. Pursuant to G.L. c. 40, §4A, any funds received by the Shared Services Program, Advisory Board, or the (City of Amesbury) pursuant to this Agreement, shall be deposited with the treasurer of the (City of Amesbury) and held as a separate grant account and may be expended, with the approval of the Advisory Board, under the provisions of G.L. c. 34, §23 and G.L. c. 44, §53A, for contribution



toward the cost of the Shared Services Program and in compliance with established grant guidelines from grantors only.

The Advisory Board may authorize a disbursement of funds for any shared contractor, salary, or wages consistent with the terms of this Agreement, and/or for any program, service or benefit that is consistent with the terms of this Agreement.

Except for the 15% of Grant Program funding for administrative costs that the (City of Amesbury) may retain pursuant to Section 4 of this Agreement, a Municipality may draw on grant funds individually, with prior approval by the Advisory Board, and provided such funds are available, by submitting invoices to the Shared Services Coordinator for reimbursement from the funds, for expenditure consistent with the purposes of the Shared Services Program and applicable grant funding guidelines.

The (City of Amesbury), as the holder of Grant Program funds, will pay the invoice within 30 days, subject to the availability of funds; provided, however, that the (City of Amesbury) shall not be obligated to supply any funding or incur any cost in excess of the amounts made available to the Advisory Board and the Shared Services Program through the Grant Program and/or any other and gifts, grants, or other sources appropriated for the purposes of this Agreement. Individual municipal costs incurred outside the scope of this Agreement and specific to the needs of that Municipality will be borne solely by that Municipality. Any funds contributed by the Grant Program shall only be used for shared public health services consistent with the purposes of this Agreement.

Annually, the Advisory Board will develop and approve a public health services budget for contractual shared services. Initially, these services are funded by a 3-year Public Health Excellence Grant from the Department of Public Health administered by the (City of Amesbury). It is the intention of the (City of Amesbury) to seek additional grant funds to sustain these services but if that is unsuccessful, participating Municipalities will revisit this Agreement and determine whether they will allocate municipal funds to continue participation. The Shared Services Coordinator will provide each Municipality with sufficient notice to allow that Municipality's funding authority to authorize any such expenditure. Until grant funds are expended, there will be no cost to participating municipalities. Execution of this Agreement does not obligate any other participating Municipality to fund the Grant Program and a mutually acceptable written contract amendment would be required to do so.

Pursuant to G.L. c. 40, §4A, any party may, but shall not be required to, raise money by any lawful means to further the purposes of the Shared Services Program and any such funds shall be held by the (City of Amesbury) and expended pursuant to the terms of this Agreement.

8. Other Municipal Services. The Municipalities of the Collaborative may request the Advisory Board to add or remove associated services to be delivered as part of the

Shared Services Program, and such shall take effect only after this Agreement is so amended in writing and approved by each Municipality. The Municipalities are not limited exclusively to the Grant Program and are not required to use all services of the Grant Program. Municipalities may apply for other grants outside the Collaborative.

The Collaborative through a vote of the Advisory Board may apply for other grants, opportunities, funds, and awards for shared services on behalf of the Municipalities. The Advisory Board must approve any and all grants or grant applications submitted as a Collaborative. The Advisory Board may appoint other Municipalities to act as host agencies for these other grant opportunities and the Municipalities agree that this Agreement shall be amended to account for any associated grant terms and conditions.

9. Employees. Employees and personnel of each Municipality providing services pursuant to this Agreement shall be deemed employees of their respective Municipalities, and not shared services employees or employees of any other Municipality. An employee who performs services, pursuant to this Agreement on behalf of another member Municipality, shall be deemed to be acting within the scope of his current Municipal job duties at all times and remain an employee of the employee's Municipality for insurance coverage purposes. Said Municipal employee shall retain all accrued benefits and shall be subject to standard hiring and personnel practices of such municipality.
10. Indemnification & Insurance. To the extent permitted by law, each Municipality shall defend, indemnify, and hold the other Municipalities harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs and expenses, including attorney's fees, arising out of the indemnifying Municipality's acts or omissions, breach of this Agreement, or the negligence or misconduct of the indemnifying Municipality or its agents or employees. In entering into this Agreement, no Municipality waives any governmental immunity or statutory limitation of damages. Should the Collaborative or a Municipality incur any liabilities on behalf of the Grant Program such as unemployment insurance or other unforeseen expenses, each of the member municipalities will proportionally share in the liability for such expenses.

The (City of Amesbury) and the Municipality shall obtain and keep in full force and effect public liability insurance in the amount of One Million Dollars (\$1,000,000) combined single limit for bodily injury, death and property damage arising out of any one occurrence, protecting the other party against all claims for bodily injury, Three Million Dollars (\$3,000,000) aggregate, death, or property damage arising directly or indirectly out of the Indemnification Provisions of this Agreement.

11. Entrance. Any municipality may petition the Collaborative to join this Agreement to the extent permitted by the grants. In order to approve the addition of a new entity to the Agreement for the Grant Program requires the approval of the Massachusetts Department of Public Health and no less than a two-thirds vote of the Advisory Board.
12. Withdrawal. Any Municipality other than the Lead Municipality, by votes of its respective authorizing, may withdraw from this Agreement with the provision of at least three (3) months prior written notice to the Lead Municipalities. Withdrawal requires the vote of both the Select Board and the Board of Health. Upon such withdrawal, the Shared Services Coordinator shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. To the extent permitted by the Grant Program and its agreement with the Commonwealth of Massachusetts pursuant thereto, the Lead Municipality, by a vote of its Select Board and Board of Health, may withdraw from this Agreement upon the provision of at least three (3) months prior written notice to the participating Municipalities and the Advisory Board, and a new Lead Municipality shall thereafter be designated by the Advisory Board, by a vote of the representatives of the remaining parties. Prior to the effective date of its withdrawal, the Lead Municipality shall transfer all funds held pursuant to this Agreement to the new Lead Municipality as designated by the Advisory Board any pay any outstanding unpaid financial obligations under this Agreement within thirty (30) days thereafter. Any Municipality may withdraw at the end of any fiscal year in which the Municipality's legislative body has not appropriated funds sufficient to support that Municipality's continued participation in the subsequent fiscal year if such funds are required. In such an event, the Municipality shall give as much notice to the other Municipalities to this Agreement as the circumstances allow. The Advisory Board, by vote of the remaining members, has the authority to reallocate grant resources or other outside funding that would have been allocated to the withdrawing Municipality. Any data collected from the terminating Municipality through a Shared Services Program project, service, or program will remain with the Advisory Board for analysis by the Shared Services Coordinator and the Advisory Board.
13. Termination. This Agreement may be terminated by a vote of a majority of the Municipalities' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose; provided that the representative's vote has been authorized by the Municipality's Chief Executive Officer. Any termination vote shall not be effective until the passage of at least sixty (60) days and until the Municipalities have agreed to an equitable allocation of all remaining costs, expenses and assets.

14. Conflict Resolution. The Advisory Board may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality, administration of the shared services programs, the terms of this Agreement, data reporting and any other matters the parties deem necessary.
15. Financial Safeguards. The Lead Municipality shall maintain separate, accurate, and comprehensive records of all services performed for each of the Municipalities, and all contributions received from the Municipalities.
16. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.
17. Amendment. This Agreement may be amended only in writing pursuant to an affirmative vote of all Municipalities' (Chief Executive Officer/Appointing Authority).
18. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.
19. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.
20. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement, and shall not affect the interpretation of this Agreement.
21. Non-Discrimination. Neither the Lead Municipality nor the Municipalities shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service, or any other protected class under the law with respect to admission to, access to, or operation of its programs, services, or activities.
22. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

City of Amesbury:  
Mayor Kassandra Gove

[govek@amesburyma.gov](mailto:govek@amesburyma.gov)

978-388-8121

Amesbury City Hall

62 Friend St.

Amesbury, MA 01913

Town of Georgetown:

(contact name)

(email)

(phone)

(address)

Town of Groveland:

(contact name)

(email)

(phone)

(address)

Town of Merrimac:

(contact name)

(email)

(phone)

(address)

Town of Newbury:

(contact name)

(email)

(phone)

(address)

City of Newburyport:

(contact name)

(email)

(phone)

(address)

Town of Rowley:

(contact name)

(email)

(phone)

(address)

Town of West Newbury:

(contact name)

(email)

(phone)

(address)

23. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

WITNESS OUR HANDS AND SEALS as of the first date written above.

\_\_\_\_\_  
Mayor, City of Amesbury

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Health, City of Amesbury

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board, Town of Georgetown

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Health, Town of Georgetown

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board, Town of Groveland

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Health, Town of Groveland

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board, Town of Merrimac

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Health, Town of Merrimac

\_\_\_\_\_  
Date



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Select Board, Town of Newbury

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Date

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Board of Health, Town of Newbury

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Date

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Mayor, City of Newburyport

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Date

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Board of Health, City of Newburyport

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Date

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Select Board, Town of Rowley

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Date

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Board of Health, Town of Rowley

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Date

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Select Board, Town of West Newbury

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Date

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Board of Health, Town of West Newbury

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Date

## EXHIBIT A

Grant agreement between the Greater Amesbury Public Health Excellence Group and the  
Commonwealth of Massachusetts – to be attached

## EXHIBIT B

The scope of services the Greater Amesbury Public Health Excellence Group shall provide the following services in coordination with member municipalities:

TO BE FILLED IN



Conservation Commission

Town of

# Groveland

Groveland, Massachusetts

Town Hall

183 Main Street

Groveland, MA 01834

## 114 Center St Property Purchase (Portion of Lot 40-008) Proposal

Groveland Community Preservation Committee  
December 30, 2023



Groveland Conservation Commission  
Town of Groveland  
183 Main St  
Groveland MA 01834

December 30, 2023

Community Preservation Committee  
Town of Groveland  
183 Main Street  
Groveland, MA 01834

Dear Committee Members:

Enclosed are copies of an application requesting Community Preservation funding for an open space purchase for the 114 Center Street project.

The application includes a request for up to \$ 170,000.00. The property located off Main St will be a great addition to the town's open space, further protect our aquifer, and provide a potential future location for community housing.

We hope that you will give the application careful consideration. We would be happy to provide you with further information you may need or to meet with you to discuss the proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Dempsey", with a stylized, flowing script.

Michael Dempsey  
Chairman



Applicant Information:

Name of Applicant: Groveland Conservation Commission  
Contact Name: Michael Dempsey  
Mailing Address: 183 Main Street  
City: Groveland  
State: MA  
Zip Code: 01834  
Daytime Phone: 978-265-5756  
Email Address: mdempsey444@comcast.net

Location of Project

Name of Project: *114 Center Street Purchase*  
Address of Project: Lot 40-008, 114 Center St, Groveland, MA

CPA Category: (Include all that apply):

X Open space  
Historic preservation  
Recreation  
Community housing

Project Cost:

CPA Funding Requested: Up to \$ 170,000.00  
Total Cost of Proposed Project: \$ 170,000.00

Description:

The land we are purchasing is part of the St Patrick's Church property, consisting of approximately 17 acres of forest, wetlands, and stream. The project seeks to protect this private parcel of 17 acres and tie it together with over 200 acres of Groveland open space lands that rest on a critical aquifer feeding our most productive well. This effort will meet our goals of providing more trails and protecting wildlife habitat, while also providing alternative access a potential development at 150 Center St and a future site of community housing.

## Goals

This additional parcel of the Center Street Greenway will be used for multiple purposes including open space, habitat protection, passive recreation, aquifer protection and a community housing site. An existing building on the site will serve as a location for much needed community housing. A corner of the acreage can be set aside for potential access to the front portion of 150 Center St for future development. The purposes of community housing and the access road will be assigned to distinct portions of the property at the time of purchase. The remaining acreage of current open space will be used for open space, passive recreation and habitat protection. It will be under the control and management of the Groveland Conservation Commission and protected by a permanent conservation restriction.

Most of the 17 acres of this parcel is within Core Habitat as indicated by NEHSP BioMap2. Rare and threatened species such as Blue Spotted Salamander, Wood Turtle and Blanding's Turtle potentially make their home on the parcel. Groveland has actively sought to protect as much open space habitat as possible particularly in this sensitive area. By protecting this parcel, we can offer required mitigation area under Natural Heritage and Endangered Species Program (NHESP) for any future development at 150 Center St.

## Background & Overview

To accomplish these goals, we have had to plan and prepare. Groveland chose to adopt the Community Preservation Act at the full 3% level. We have successfully undertaken four prior state grant funded projects in the past 27 years to acquire other large parcels, so we know how to win citizen support. For this project we have chosen to partner with other organizations to assist in this effort. We will be requesting Essex County Greenbelt Association be given a Conservation Restriction on the Conservation Commission designated acreage. In addition, we will partner with the Groveland Housing Authority to pursue development of a future community housing project for the building on the site. With our partners and by grouping this property project within the Center St Greenway we expect to have a better long-term management plan for the property.

This parcel was part of an Environmental Protection Agency (EPA) funded site to remove contamination from the drinking water supply wells on the site known as the Groveland Wells Superfund Site. A groundwater treatment facility was funded (1999) and began operating in April 2000. By 2013 the EPA completed an optimization study that concluded contamination was mostly removed and the concentrations in the groundwater were substantially reduced. The Massachusetts Department of Environmental Protection (MassDEP) continued to monitor the groundwater monthly which showed concentrations of contaminants continued to meet shutdown criteria previously established by the EPA. In May 2014 the MassDEP, with approval from the EPA, stopped active groundwater treatment but continued annual groundwater monitoring. In December 2019, MassDEP with oversight from EPA, began the decommissioning and auctioning process for the groundwater treatment system and equipment. The EPA has certified the groundwater treatment is no longer necessary and free from actionable levels of hazardous substances and has been decommissioned. All utilities were shut off by the MassDEP and the EPA officially transferred the decommissioned auxiliary brick building to the current owner, The Archdiocese of Boston. The owner must continue to comply with all applicable requirements of the original consent order (1999) including providing the EPA and MassDEP with access to the property, if necessary.

### Community Need

In Massachusetts, there exists tremendous variety of plants and animals, natural communities, and ecosystems. Many of these species and natural communities are uncommon and under protected. As residents of Groveland we believe it's our responsibility to protect and preserve biodiversity. This property, as part of the Center St Greenway is a rich habitat for many endangered species. In acquiring this land, the Town of Groveland will greatly benefit from the biodiversity this open, undeveloped space will provide to its residents.

Focusing on passive recreational uses such as trail walking, bird watching and nature observance in general, this area will continue to thrive as a source of rich and diverse habitat in which residents will be enabled to take part in an on-going effort of education in the area of preservation of our natural resources. School field trips during non-sensitive times of the year

will be encouraged in order to bring about awareness on the importance of open space preservation. Our management plans for this area will include excluding off-road vehicles and other activities that will disturb existing habitats.

Finally the property sits on top of an important aquifer that feeds the most productive well in our town. Thousands of residents depend upon this aquifer for their water supply. This is a resource that cannot be replaced. By protecting the open space with the purchase of this parcel we are protecting this aquifer from any pollution sources that could be created.

### Community Support

The residents of Groveland continue to support the protection of open space and wildlife habitat demonstrated by land purchases in the past, particularly the Center Street Greenway project. The Groveland Board of Selectmen has actively participated in the plans to purchase this property and support its purchase. With a potential site for community housing becoming available through this project, we can expect community support to address this growing need in town.

### Success Factors

The success of this project will be measured by the ability to get an agreement to purchase the property at a reasonable price with the owner and purchase it.

### Project Management:

The project will be managed by Michael Dempsey. Mr. Dempsey is the chairman of the Commission. His multiple years as a manager and conservationist make him more than qualified for overseeing this project. In 2014 he led the team that facilitated the purchase of the Center Street Greenway. Our town administrator will manage the financial aspects of the project.

### Budget

The total budget for the purchase is \$ 170,000.00. This budget was derived from an estimate received from our negotiations with the current owner of the property. The Town of Groveland will negotiate a final purchase and sales agreement with the owner for approximately \$ 150,000. Expenses to complete the project amount can be covered with the remainder including appraisal updates, subdivision filings, conservation restriction endowment, and property survey.

**114 Center St Parcel  
Project Budget**

Costs

Church property purchase	\$	150,000	
Legal fees	\$	2,000	
Closing costs	\$	2,000	
Appraisal	\$	5,000	
Signage	\$	500	
Conservation Restriction	\$	5,500	
Survey costs	\$	3,000	
Contingency	\$	7,500	
<b>Total</b>	<b>\$</b>	<b>170,000</b>	



### Timeline

If the proposed project is approved by the CPC and the Town, project implementation would begin as soon as funding is available. The project would start immediately with completion by December 2024.

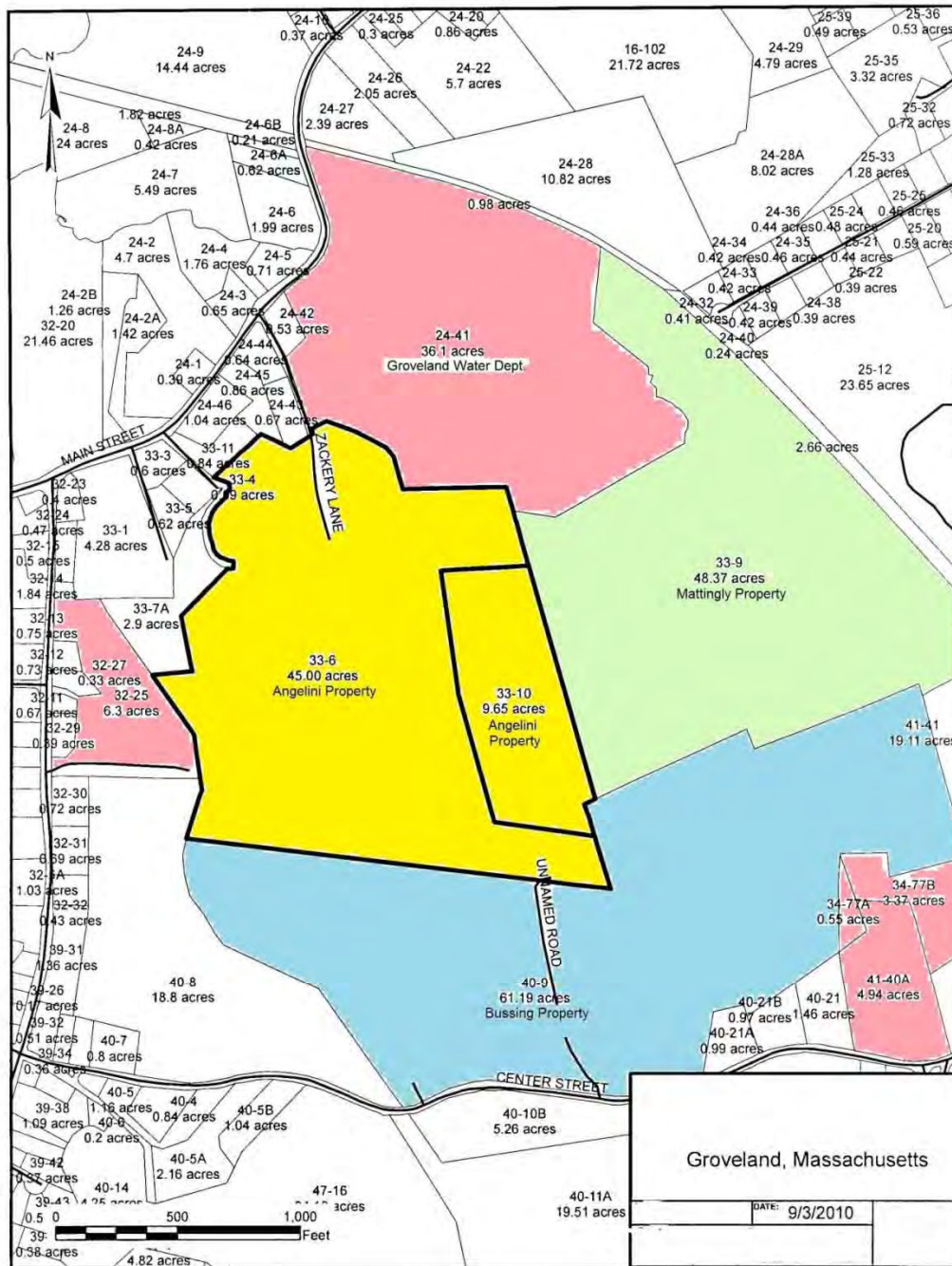
### Appraisals

A previous appraisal of the parcel was completed one year ago in 2022 and established a value of \$210,000. This document can be made available to the CPC. The town cannot pay more than the appraised value of the parcel according to Massachusetts statute.

Map of Parcel



# Map of Center Street Greenway



2012 Center Street Focus Area  
Groveland Open Space and Trails Committee  
Groveland Conservation Commission

### Compliance

There is no compliance issue related to the purchase of this property. It meets all current environmental and zoning requirements.

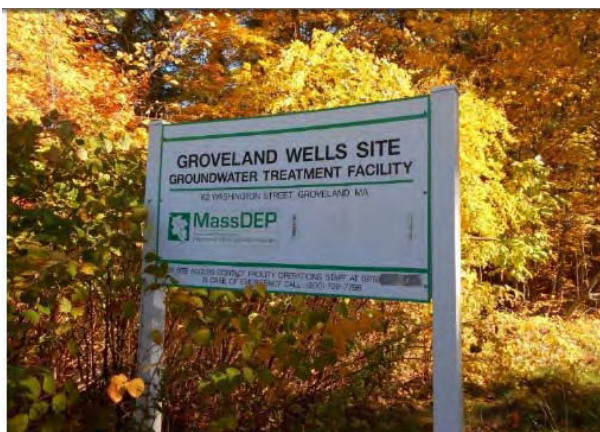
### Environmental Hazards

There are no environmental hazards on the property.

### Maintenance

No maintenance is included in this proposal.





Signage of former Groundwater Treatment Facility



Exterior former Groundwater Treatment Facility



Interior Groundwater Facility provided by Client



Exterior Groundwater Facility provided by Client



Interior Parcel



Mill Pond View from Northern End of Parcel

**From:** [Elizabeth Lydon](#)  
**To:** [Rebecca Oldham](#)  
**Subject:** RE: Cannabis Social Equity Policy  
**Date:** Tuesday, December 5, 2023 1:21:49 PM  
**Attachments:** [image001.png](#)  
[image005.png](#)  
[image009.png](#)  
[image010.png](#)  
[image012.png](#)

---

Rebecca,

The initial policy was required to be adopted by July 1<sup>st</sup> but since the Commission did not provide any guidance prior to that deadline, and the regulations were not final, it has not been enforced yet. Under the recently promulgated regulations, fine assessments will not take effect until after May 1, 2025. A Host Community will be fined in an amount equal to the annual total of CIFs received from all Marijuana Establishments and MTCs operating in the Host Community during the prior calendar year.

Here are the exact requirements of 935 CMR 500.181 in relation to the Plan:

A Host Community shall develop an equity plan to promote and encourage full participation in the regulated cannabis industry by individuals from communities disproportionately harmed by cannabis prohibition and enforcement and shall publicize its equity plan in a conspicuous location at its offices and on its website.

A Host Community's equity plan shall:

- a. Encourage applications from business and individuals that would meet the definition of Social Equity Businesses, Social Equity Program Participants, and Economic Empowerment Priority Applicants as determined by the Commission; and
- b. Include goals, programs, and measurements a Host Community will utilize to promote and encourage equity participation.

Additional requirements will need to be met under these regulations, which include adoption of a score sheet for reviewing applicants and reporting requirements, as well as adoption of local rules or a bylaw to comply with 935 CMR 500.181(3) on or before **May 1, 2024**. The Commission is required to put out a model score sheet, model rules/bylaws, and a model HCA under the Regs, but this has not been done yet.

The policy that I sent was modeled after the current guidance materials posted on the Cannabis Control Commission's website. However, these materials were posted before the Regulations were promulgated and I expect they will be updated as well.

I interpret streamline to mean prompt scheduling and review of social equity applications. I don't know how many municipalities have enacted initial policies under the CCC requirements as there is no data available in that regard. I have sent similar policies to all of the municipalities that my firm represents and many of them have been adopted, but I don't know the exact number.

Elizabeth Lydon  
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**From:** Rebecca Oldham <ROldham@Grovelandma.com>  
**Sent:** Monday, December 4, 2023 7:24 PM  
**To:** Elizabeth Lydon <liz@mtclawyers.com>  
**Subject:** RE: Cannabis Social Equity Policy

Hi Liz,

The Board had the following questions.

- When are the policies required to be adopted, since not July 1<sup>st</sup>.
- What are the monetary penalties?
- They also have an issue with the word “streamline”. What are our expectations to streamline –“it is ambiguous and not clearly defined”.
- They also want to know how many municipalities have already enacted these policies.

*Rebecca*

Rebecca Oldham | Town Administrator  
Town of Groveland

---

**From:** Elizabeth Lydon <[liz@mtclawyers.com](mailto:liz@mtclawyers.com)>  
**Sent:** Wednesday, November 22, 2023 3:11 PM  
**To:** Rebecca Oldham <[ROldham@Grovelandma.com](mailto:ROldham@Grovelandma.com)>  
**Subject:** RE: Cannabis Social Equity Policy

Rebecca,

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 by July 1st. However, the CCC did not issue any guidelines on these policies until the end of June and the Regulations were not promulgated until 10/31, making compliance with that deadline nearly impossible. The policy that I sent to you would be adopted to comply with the July 1<sup>st</sup> mandate. It can then be adjusted as the CCC guidelines and model policies evolve. 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 models the current guidelines and ensures interim compliance with the statute and regulations.

Please let me know if you have any questions.

Liz

Elizabeth Lydon  
[she/her/hers]  
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227 Union Street · New Bedford, Massachusetts · 02740  
Phone 774.202.5414  
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**From:** Rebecca Oldham <[ROldham@Grovelandma.com](mailto:ROldham@Grovelandma.com)>

**Sent:** Wednesday, November 22, 2023 2:27 PM

**To:** Elizabeth Lydon <[liz@mtclawyers.com](mailto:liz@mtclawyers.com)>

**Subject:** RE: Cannabis Social Equity Policy



Hi Liz,

I think an email would be fine. As long as it is straightforward and not too detailed. I think they got lost in all the specifics of the CCC memo. Especially when we are only a medical only community.

*Rebecca*

Rebecca Oldham | Town Administrator  
Town of Groveland

---

**From:** Elizabeth Lydon <[liz@mtclawyers.com](mailto:liz@mtclawyers.com)>  
**Sent:** Wednesday, November 22, 2023 1:38 PM  
**To:** Rebecca Oldham <[ROldham@Grovelandma.com](mailto:ROldham@Grovelandma.com)>  
**Subject:** RE: Cannabis Social Equity Policy

Hi Rebecca,

Would you like me to summarize for them in an email or attend a meeting?

Liz

Elizabeth Lydon  
[she/her/hers]  
Mead, Talerman & Costa, LLC  
227 Union Street · New Bedford, Massachusetts · 02740  
Phone 774.202.5414  
[liz@mtclawyers.com](mailto:liz@mtclawyers.com) · [www.mtclawyers.com](http://www.mtclawyers.com)

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---

**From:** Rebecca Oldham <[ROldham@Grovelandma.com](mailto:ROldham@Grovelandma.com)>  
**Sent:** Wednesday, November 22, 2023 11:35 AM  
**To:** Elizabeth Lydon <[liz@mtclawyers.com](mailto:liz@mtclawyers.com)>

**Subject:** RE: Cannabis Social Equity Policy

Hi Liz,

Thank you for passing this information along and making us aware of this mandate. As we only allow for medical establishments I did not think we were required to comply, but I was incorrect. I brought the subject up with the BOS on their meeting on the 20<sup>th</sup> and they requested that counsel explain the information in 'layman terms'. I tried to explain that the mandate also impacted medical only communities and that the policy provides guidance as to how we provide more equitable advantages for the permitting of such facilities. But they seemed to focus on the memo from the CCC and questioned what they were being required to do.

I am happy to discuss further.

Sincerely,  
*Rebecca*

**Rebecca Oldham | Town Administrator**

Town of Groveland, 183 Main Street, Groveland, MA 01834

(978)556-7204 | [ROldham@grovelandma.com](mailto:ROldham@grovelandma.com) | [www.grovelandma.com](http://www.grovelandma.com)

---

**From:** Elizabeth Lydon <[liz@mtclawyers.com](mailto:liz@mtclawyers.com)>

**Sent:** Tuesday, November 7, 2023 11:23 AM

**To:** Rebecca Oldham <[ROldham@Grovelandma.com](mailto:ROldham@Grovelandma.com)>

**Subject:** Cannabis Social Equity Policy

Hi Rebecca,

As you may be aware, the new marijuana legislation imposes a mandate on municipalities to develop and adopt a social equity policy for the Town that is consistent with CCC policies (see attached memo). To fulfill this requirement, I have drafted a policy for the Town's review and adoption, attached. This draft addresses the limitation on marijuana establishments to medical only and suggests a reduction of Special Permit fees for social equity applicants (see my comment in the attached). Please let me know if you have any questions or want to discuss. This would be voted on at a regularly scheduled meeting of the Board of Selectmen.

Liz

Elizabeth Lydon

[she/her/hers]

Mead, Talerman & Costa, LLC

227 Union Street · New Bedford, Massachusetts · 02740

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## 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

# Fiscal Year 2025 -Fiscal Year 2029 CAPITAL IMPROVEMENT PLAN

November 2023

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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

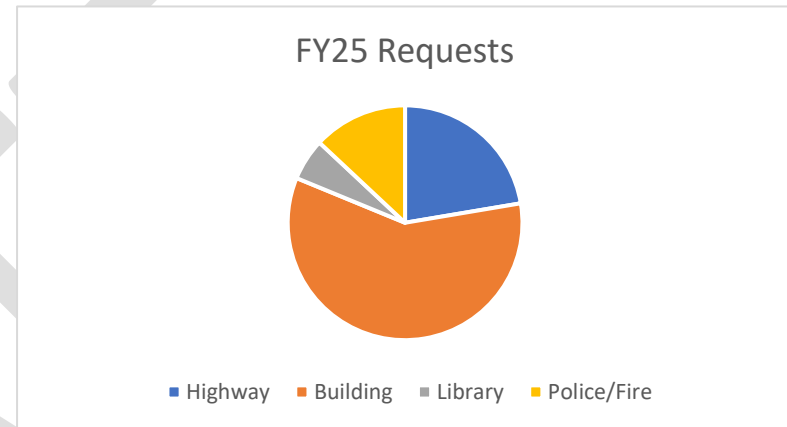
### Project Requests

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

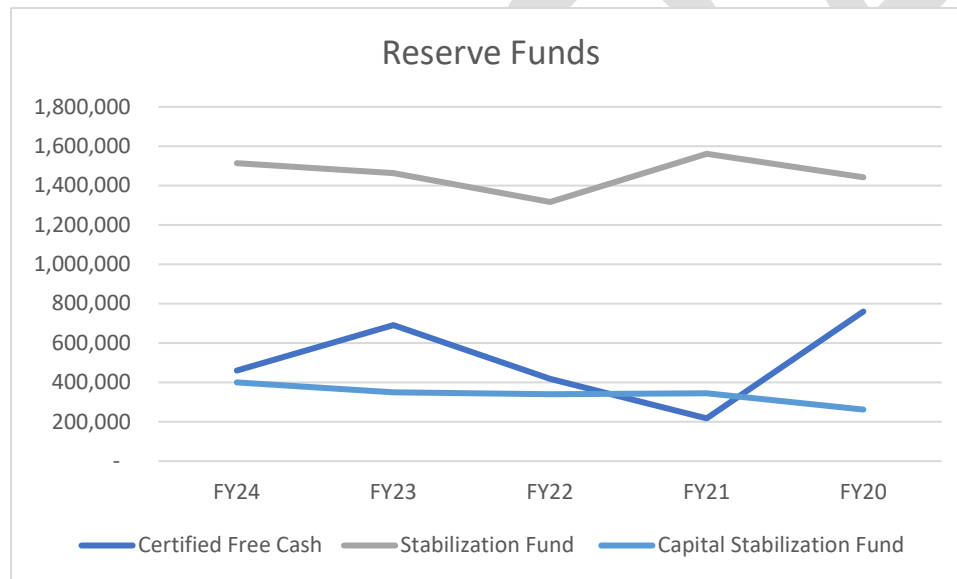
In FY22 the Town used Stabilization Funds to cover a deficit in the Pentucket Regional School District Assessment. The deficit was due to the removal of American Rescue Plan Act of 2021 (ARPA) Elementary and Secondary School Emergency Relief (ESSER) 2 funds as an allowable revenue source. Otherwise, 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
<b>FY23</b>	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
<b>FY24</b>	Municipal Vulnerability Preparedness (MVP) Action Grant	EOEEA	Design and permitting on Lower Center Street Culvert	82,168.00
<b>Total</b>				<b>\$ 2,939,998.36</b>

## 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:

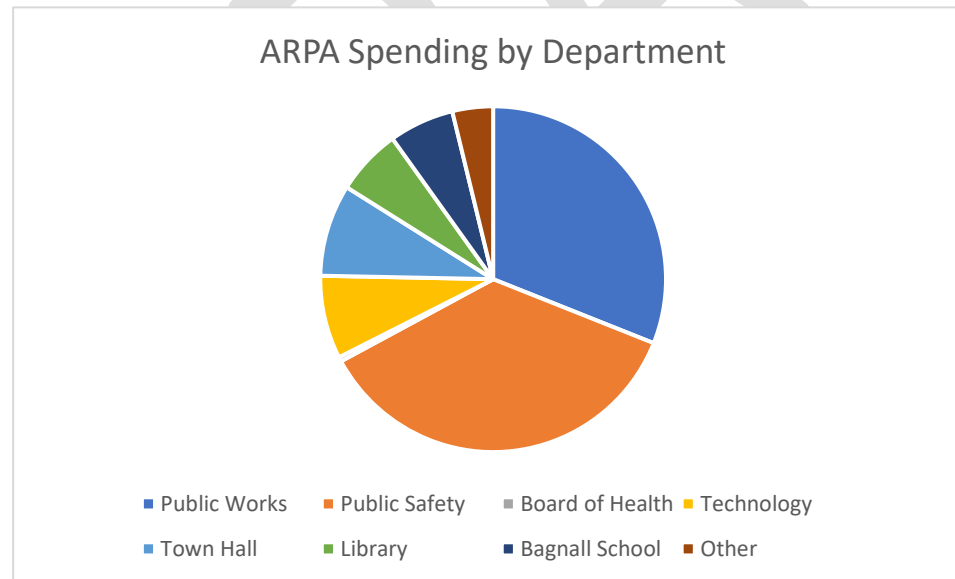
- Supporting public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.

- 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.

<b>Projects</b>	<b>Expense</b>
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
<b>Total Expended</b>	<b>\$ 1,935,992</b>

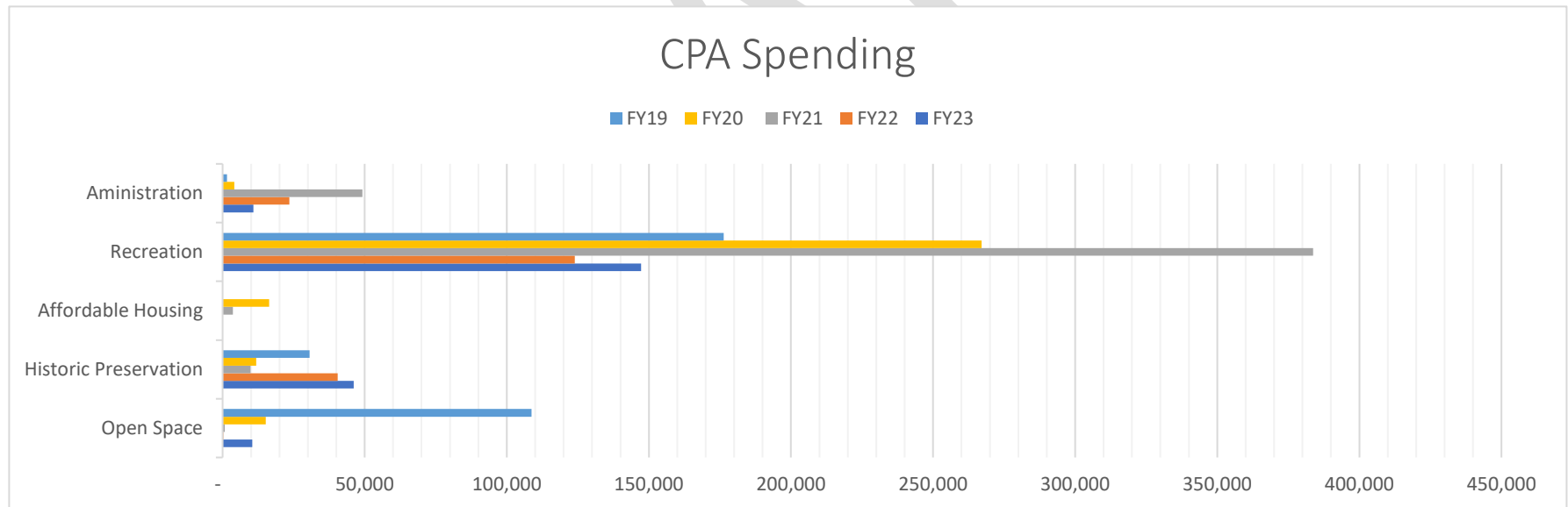
## Community Preservation Act Funds

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.

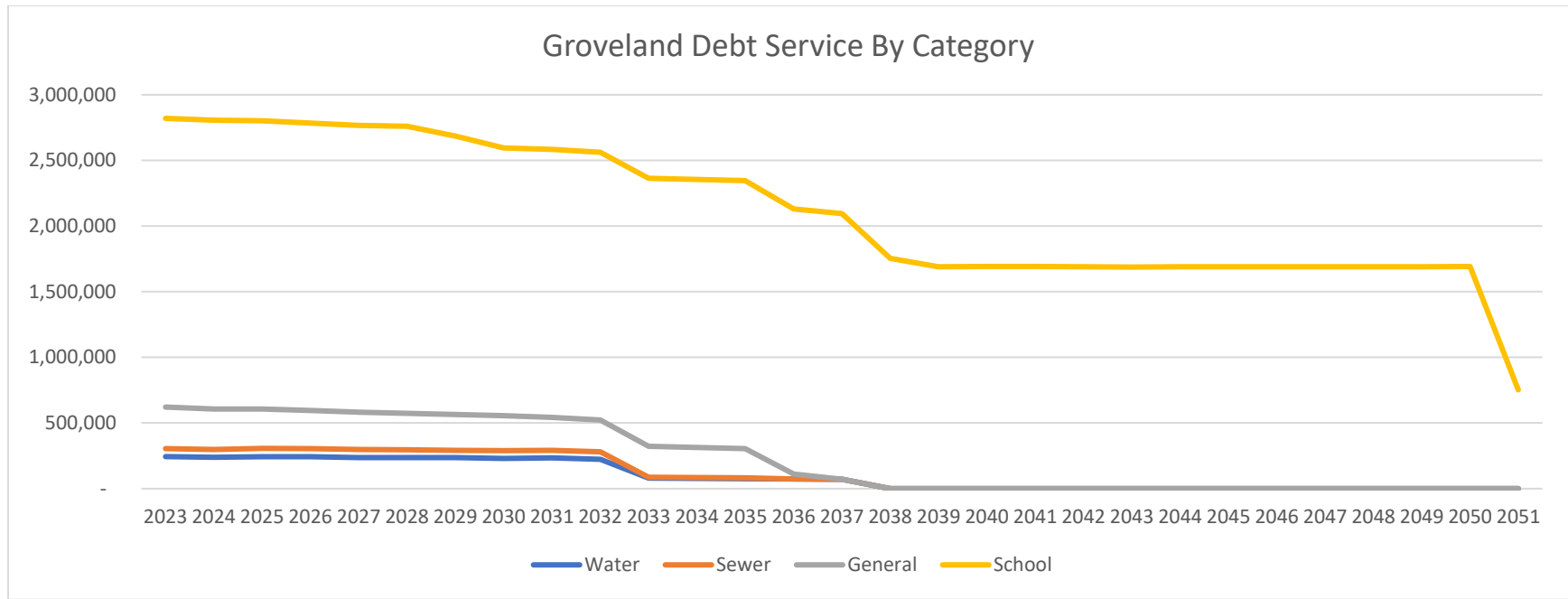
Outstanding long-term debt of the business type activities, as of June 30, 2022, totaled \$2.8 million, of which \$520,000 relates to sewer projects and \$2.3 million relates to water projects. The decrease over the prior year is attributable to scheduled principal payments.

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.

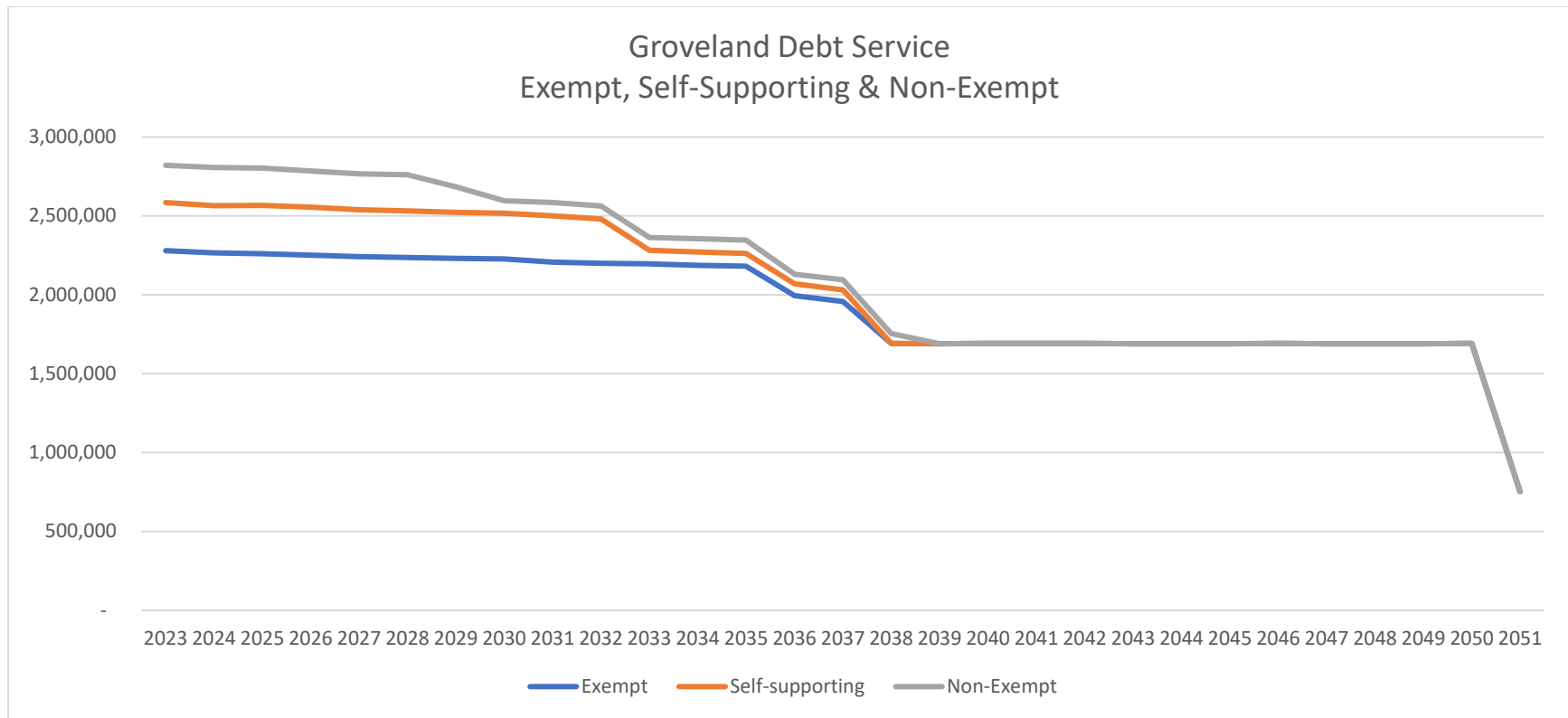
## Existing Authorized Debt Service

	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





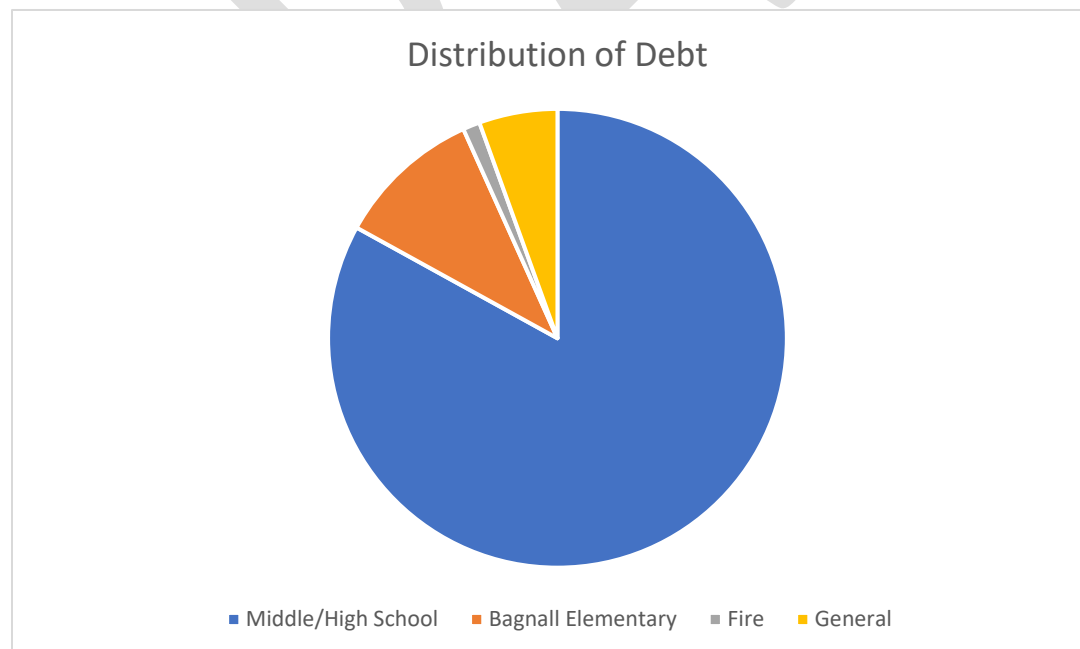
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Exempt	2,279,296	2,266,142	2,259,724	2,251,031	2,241,705	2,236,397	2,230,349	2,227,199	2,207,252	2,199,876
Self-supporting	304,881	298,181	306,531	304,431	297,256	295,069	292,731	290,244	292,594	279,644
Non-Exempt	236,179	241,909	235,828	229,442	227,998	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				
<b>TOTAL</b>				\$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.


Project Detail Sheets




## PROJECT DETAIL SHEET

<b>Project Title: POLICE CRUISER REPLACEMENT</b>								
<b>Department: Police</b>				<b>Category: Equipment Replacement</b>				
<b>Description and Justification:</b> 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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$409,814</b>	<b>\$64,967</b>	<b>\$66,266</b>	<b>\$67,591</b>	<b>\$68,942</b>	<b>\$70,321</b>	
<b>Source of Funds Legend</b> (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

<b>Project Title: EMERGENCY GENERATOR REPLACEMENT</b>								
<b>Department: Police</b>				<b>Category: Equipment Replacement</b>				
<b>Description and Justification:</b> 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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$90,000</b>	<b>\$90,000</b>					
<b>Source of Funds Legend</b>								
(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: <b>COMMAND CAR 1 REPLACEMENT</b>								
Department: <b>Fire</b>				Category: <b>Equipment Replacement</b>				
<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 \$63,570.00 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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$63,5700</b>	<b>\$63,570</b>					
<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: <b>ALL-TERRAIN VEHICLE FOR THE GROVELAND COMMUNITY TRAIL</b>								
Department: <b>Fire/Police</b>				Category: <b>New Equipment</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$53,228</b>	<b>\$53,228</b>					
<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


<b>Project Title: HIGHWAY YARD GARAGE REPLACEMENT</b>								
<b>Department: Highway</b>				<b>Category: Facility Improvements</b>				
<b>Description and Justification:</b> 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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$114,422</b>	<b>\$114,422</b>					
<b>Source of Funds Legend</b>								
(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


<b>Project Title: SUPERINTENDENT VEHICLE REPLACEMENT</b>								
<b>Department: Highway Department</b>				<b>Category: Equipment Replacement</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$57,230</b>						
<u>Source of Funds Legend</u> <div style="display: flex; justify-content: space-between; padding: 5px;"> <span>(1) Operating Revenues</span> <span>(3) State Aid</span> <span>(5) Revolving Fund Fees</span> <span>(7) Grants</span> </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <span>(2) Municipal GO Bonds</span> <span>(4) Trust Funds</span> <span>(6) Free Cash / Other</span> </div>								



## PROJECT DETAIL SHEET


Project Title: <b>TRACK LOADER REPLACEMENT</b>								
Department: <b>Highway Department</b>				Category: <b>Equipment Replacement</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$112,000</b>						
<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: <b>STETCO CLAM SHOVEL CATCH BASIN CLEANER</b>								
Department: <b>Highway Department</b>				Category: <b>New Equipment</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$219,363</b>						
<u>Source of Funds Legend</u>								
(1) Operating Revenues Municipal GO Bonds		(3) State Aid (4) Trust Funds	(5) Revolving Fund Fees (6) Free Cash / Other		(7) Grants			




## PROJECT DETAIL SHEET

Project Title: <b>LIBRARY SHELVING REPLACEMENT</b>								
Department: <b>Library</b>				Category: <b>Facility Improvements</b>				
<u>Description and Justification:</u> <p>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.</p>								
<b>RECOMMENDED FINANCING</b>								
	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	<b>122,760</b>	20,460	20,460	20,460	20,460	20,460	
F. Other								
<b>TOTAL</b>		<b>\$122,760</b>						
<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			

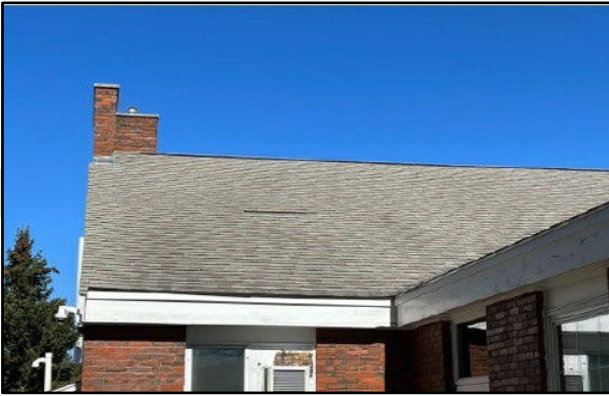
## PROJECT DETAIL SHEET

<b>Project Title: PUBLIC SAFETY ROOF REPLACEMENT</b>								
<b>Department: Police &amp; Fire</b>				<b>Category: Facility Improvements</b>				
<b>Description and Justification:</b> 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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$680,000</b>						
<b>Source of Funds Legend</b> (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

<b>Project Title: ELECTRICAL PANEL REPLACEMENT</b>								
<b>Department: Town Administrators</b>				<b>Category: Facility Improvements</b>				
<b>Description and Justification:</b> 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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$25,000</b>	<b>\$25,000</b>					
<b>Source of Funds Legend</b>								
(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


<b>Project Title: LIBRARY ROOF REPLACEMENT</b>								
<b>Department: Library</b>				<b>Category: Facility Improvements</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$285,000</b>						
<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


<b>Project Title: TOWN HALL ROOF REPLACEMENT</b>								
<b>Department: Town Administrators</b>				<b>Category: Facility Improvements</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$325,000</b>						
<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

<b>Project Title: RIVERSIDE SIDEWALK RECONSTRUCTION</b>								
<b>Department: Town Administrators</b>				<b>Category: Infrastructure Improvements</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$250,000</b>						
<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


<b>Project Title: SALEM STREET DAM REPAIR/REPLACEMENT</b>								
<b>Department: Town Administrators</b>				<b>Category: Infrastructure Improvements</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$1,200,000</b>						
<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

<b>Project Title: CENTRAL FIRE STATION ENTRY DOORS</b>								
<b>Department: Town Administrators</b>				<b>Category: Facility Improvements</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$19,043</b>						
<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: <b>POLICE STATION ENTRY DOORS</b>								
Department: <b>Town Administrators</b>				Category: <b>Facility Improvements</b>				
<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.								
<b>RECOMMENDED FINANCING</b>								
	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								
<b>TOTAL</b>		<b>\$19,043</b>						
<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: Highway

Purpose of Project Request: (Check One)

Submitted by: Renny Carroll

New ☒

Date: 10/16/20

Replacement ☐

Amount Requested: \$ 57,230.00

Addition/Alteration ☐

Project or Equipment being Requested: Dodge Ram big horn 2500

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 vehicle will replace the aging explorer that was gifted to us from PD. although the car has some life in it it has lots of hard driving miles on it and

is in need updating as it has long term effects that will require expensive repairs moving forward. This vehicle also does serve as the best optionfor a resonse truck during

snow and ice emergancies or when we have serious flooding issues. the ability for me to be assisting the Highway dept during theses times is serverely limited.

---

**Benefits of Project/Requested Equipment:**

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

Have the Ability to respond to all emergencies and carry tools and equipment necessary to address all issues

**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 town will continue to fix aging vehicle and not update the bigger issue at hand

**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.*

should be less strain on the maintenance budget then the present vehicle.



# 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 expectancy by about 5 years and will need to be replaced in the next 1-2 years.

---

**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)

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:**

*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:**

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

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

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

*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.***


---

**Benefits of Project/Requested Equipment:**

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

**Impact if Not Completed/Purchased:**

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

**Ongoing maintenance costs of project or equipment:**

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

<b>BAGNALL SCHOOL</b>					
<b>Category</b>	<b>Detail</b>	<b>Estimated Cost</b>	<b>Fiscal Year for Repair</b>	<b>Other</b>	<b>Priority 1-3</b>
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



## BOARD OF SELECTMEN

### Meeting Minutes Tuesday, October 10, 2023

*Groveland Town Hall  
183 Main Street, Groveland, MA 01834*

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

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

**CALL MEETING TO ORDER AT 6:30PM** – Chair MacDonald called the meeting to order at 6:30 pm and introduced members of the Board and 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. Accept the resignation of Daniel Rio from the Highway Department effective October 5, 2023.  
A motion was moved by Selectman Watson and seconded by Selectman Parenteau to accept the resignation of Daniel Rio from the Highway Department effective October 5, 2023. Voted: 5-0.  
Selectman Parenteau asked why Daniel resigned. Renny Carroll, Highway Superintendent was present and addressed the Board and responded that Daniel found another position closer to the City with an \$8-\$9 pay increase.
2. Sunset Circle Parking Restrictions and Complaint, *Steve Baker. 5 Sunset Circle.*  
Steve Baker, 5 Sunset Circle was present and addressed the Board. The BOS held a public hearing on July 17<sup>th</sup> regarding adding no parking signs to establish a no-parking zone on Sunset Circle. According to Steve Baker, the Highway Department came about a week ago and the signs were installed on the wrong side of the road. Steve Baker read the vote that was approved by this Board at the July Public Hearing. Steve was here tonight to ask for this to be remedied.  
Renny Carroll, Highway Superintendent was present and explained that he did not realize the motion that was made on July 17<sup>th</sup> was for the Westerly side of the Road. Renny Carroll suggested the Board amend the vote to move the signs to the easterly side.  
Selectman Kastrinelis asked Renny to put this in writing to the BOS and ask the Police Chief to also submit a letter and to include regulations.  
Chair MacDonald viewed this as a procedural defect which needs to be remedied and agreed with Selectman Kastrinelis about putting this in writing and then the Board will discuss this again at a future meeting and invite abutters into that meeting as well.  
A motion was moved by Selectman Kastrinelis and seconded by Chair MacDonald to table.  
Voted: 5-0.
3. Review draft FY25 budget schedule, *Town Administrator:*  
TA Oldham noted that the draft FY25 budget schedule was not in the packet tonight. TA Oldham provided an overview. Meetings/discussions are beginning to take place.

4. Healey-Driscoll Administration Feedback Letter:

The deadline for a response letter is October 20, 2023.

The Board discussed adding Chapter 90 and Chapter 70 for Regional School Districts and Recycling as Groveland's concerns in the letter. Selectman Watson suggested adding that Groveland does not have a large commercial base and also that the letter be copied to the State Senator and State Representative.

A motion was moved by Chair MacDonald and seconded by Selectman Watson to authorize the Town Administrator to draft a letter on behalf of the BOS to the Healey-Driscoll Administration and copy the State Senator and State Representative and include Chapter 90, Chapter 70, Recycling and Senior Circuit Breaker increase as talking points. Voted: 5-0.

\*\*\***Note:** This motion was amended during Old or Unfinished Business below.

5. Board of Selectmen FY24 goals, *Selectman Kastrinelis*:

Selectman Kastrinelis drafted goals for the Board.

1. Seek alternate company for cable/internet services.
2. Seek to provide balanced budgets that provide the best possible level of service to the residents without an override.
3. Trash and Recycling Committee; this is already getting started. The Board can support the best possible trash and recycling contract.
4. Adopt policies and procedures for the BOS that set the standard for other elected and appointed boards/committees. Be the role model for civil discourse and debate that encourages public participation while accomplishing town goals and objectives.
5. Seek a stable solution for the Salem Street Dam and stay on top of the situation.
6. Ensure that road repairs crosswalks and other road maintenance are following the plan developed by Merrimack Valley Planning Authority, vote to adopt the plan and review progress quarterly.
7. The Regional Agreement - support changes that will ensure transparency in the school budget process, encourage public participation by holding one or meetings in Groveland.
8. Support and advocate for the Financial Policies presented by the Town Administrator.

Chair MacDonald added to the list:

9. Invite Department Heads into BOS Meetings to provide departmental updates, ask questions and communicate concerns.

**APPROVAL OF THE MINUTES:**

6. Board of Selectmen Meeting Minutes August 28, 2023

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes August 28, 2023. Voted: 4-0-1. Selectman Naves abstained.

**APPOINTMENTS OF THE BOARD:**

7. Appoint Christian Armata, of School Street in Groveland, as an Alternate member of the Zoning Board of Appeals effective October 11, 2023, until June 30, 2024.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to appoint Christian Armata, of School Street in Groveland, as an Alternate member of the Zoning Board of Appeals effective October 11, 2023, until June 30, 2024. Voted: 5-0.

8. Appoint Andrew Clark, of Main Street Groveland, as Junior Operator/Driver/ Laborer for the Highway Department effective October 11, 2023.

TA Oldham explained that this is an employee at will, 40 hours per week with a rate of \$22.49 per hour, per the Collective Bargaining Agreement.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to appoint Andrew Clark, of Main Street Groveland, as Junior Operator/Driver/ Laborer for the Highway Department effective October 11, 2023. Voted: 5-0.

**TOWN ADMINISTRATOR'S TIME:**

TA Oldham reviewed the Payroll & Vendor Warrant that was approved.

TA Oldham reported:

- The Annual Pumpkin Fest is scheduled for October 19<sup>th</sup> with a rain date of October 20<sup>th</sup>. Chair MacDonald asked this to be referred to as the Sixth Annual Pumpkin Fest.
- The Capital Plan is in the process of being assembled.
- The next focus will be on drafting information for the BOS to review regarding the Regional Plan.
- Attended the MMA Conference on Friday and have upcoming meetings to attend.
- Working on MCPPO recertification.
- Looking to close out the Comprehensive Master Plan and the 150 Center Street Feasibility Study and the

- documents will be shared with the BOS. Also looking at closing out the 97 Signal Project.
- Received another Grant – will report on this at a future meeting. Waiting to hear back on another couple of grants.
- Received another Grant through the Sustainable Materials Recovery in the amount of \$2,500.
- The HR Policy has been drafted and is being reviewed by the Town Counsel.
- We will need to begin Collective Bargaining Agreements with the Highway Department and the Water and Sewer Department in December.
- Would like to review her own contract (Town Administrator) sometime in November.

**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 Kastrinelis:** encouraged people to stand together.

**Selectman Naves:** expressed Gratitude for the Police Department.

**Selectman Watson:** Getting complaints regarding the brown water. Asked to invite the Water Commissioners and/or Water Superintendent to a future meeting. This should be part of the BOS Goals to give residents quality water. TA Oldham would like to add something to the Healy/Driscoll Administration letter additional funding mechanisms to move forward with a water treatment facility. Selectman Watson suggested drafting a letter to the Federal Representatives regarding this issue as well.

**Chair MacDonald:** Agreed with Selectman Watson and asked the Board members to add Selectman Watson's suggestion to the letter to Healy/Driscoll Administration.

A motion was moved by Chair MacDonald and seconded by Selectman Naves to circle back to item #4 on the agenda under Old or Unfinished Business. Voted: 5-0.

#### **OLD OR UNFINISHED BUSINESS:**

A motion was moved by Chair MacDonald and seconded by Selectman Naves to amend the motion under Agenda Item #4 discussed this evening and to authorize TA Oldham to include additional language in the Healy/Driscoll Administration letter regarding additional funding mechanisms to move forward with a water treatment facility for clean drinking water and to also copy Representatives. Voted: 5-0.

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

- None.

#### **CORRESPONDENCE:**

Board of Selectmen Meeting Minutes from August 14, 2023.

Board of Selectmen Meeting Minutes from September 11, 2023.

Invitation from American Legion for the City of Haverhill's Annual Veterans Day Parade on November 11, 2023.

Whittier Technical School informational Session - New Building

#### **ADJOURNMENT:**

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

The next regularly scheduled meeting of the Board of Selectmen will be Monday, October 23, 2023, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram



## BOARD OF SELECTMEN

### Meeting Minutes

**Monday, November 6, 2023**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

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

**PRESENT:** Vice-Chair Kathleen Kastrinelis, Selectmen Edward Watson, Mark Parenteau  
Rebecca Oldham, Town Administrator

**ABSENT:** Chair Daniel MacDonald, Selectman Jason Naves.

**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 and 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.*

### **PUBLIC HEARING:**

1. Pursuant to: G. L. c. 40, § 22 provides the Groveland Board of Selectmen with the authority to promulgate parking regulations within the town. Therefore, the Board of Selectmen, on November 6, 2023 at 6:40pm will hold a public hearing to discuss parking restrictions on Sunset Circle. Sunset Circle is an accepted public right of way, accepted at Annual Town Meeting on April 29, 2019 and as laid out on Plan Book 470 Plan 70 recorded at the Southern Essex Registry of Deed on April 2, 2019. Such regulations will state that:

There shall be no parking on the **easterly** side of Sunset Circle from the street entrance to the furthest point of the cul-de-sac.

Vice-Chair Kastrinelis called the Public Hearing at 6:40 pm and read the above notice and explained that the Board had previously voted on this item; the vote was inadvertently approved for the westerly side of Sunset Circle, and it should have been on the easterly side. Vice-Chair Kastrinelis read a memo from Renny Carroll, Highway Superintendent. This vote will correct the previous action of the Board.

- No members of the public were present.  
A motion was moved by Vice-Chair Kastrinelis and seconded by Selectman Parenteau that there shall be no parking on the **easterly** side of Sunset Circle from the street entrance to the furthest point of the cul-de-sac. Voted: 3-0. Two absent.

### **DISCUSSION & POSSIBLE VOTE:**

2. Approval of Property Use Permit for Perry Park by the Groveland Congregational Church for parking for their Snowflake Fair on November 10<sup>th</sup> and November 11<sup>th</sup> from 12pm to 7pm on Friday and 7:30am to 6pm on Saturday.

A motion was moved by Selectman Parenteau and seconded by Selectman Watson to approve the Property Use Permit for Perry Park by the Groveland Congregational Church for parking for their Snowflake Fair on November 10<sup>th</sup> and November 11<sup>th</sup> from 12pm to 7pm on Friday and 7:30am to 6pm on Saturday. Voted: 3-0. Two absent.

3. Approve and accept utility easements at 3 Katie Lane, 6 Katie Lane and 8 Katie Lane. Selectman Watson asked what the time frame is for King Street. Rebecca Oldham, Town Administrator, will find out.  
A motion was moved by Selectman Parenteau and seconded by Selectman Watson to approve and accept utility easements at 3 Katie Lane, 6 Katie Lane and 8 Katie Lane.  
Voted: 3-0. Two absent.  
The Board signed the documents.
4. Year End Review, *Town Accountant, Ellen Petrillo*:  
Ellen Petrillo, Town Accountant was present and addressed the Board to provide a year-end review. Collections remained strong. Ellen commended the Town Administrator and departments for doing a great job managing their budgets. Ruth Rivard, Finance Committee was present and congratulated the Financial Team; the new policies are helping.
5. PRSD Regional Agreement Discussion:  
TA Oldham investigated and compiled information regarding the PRSD Regional Agreement as was requested and provided an overview to the Board. TA Oldham was able to clarify some of the questions that Board members had. TA Oldham included a copy of the Newburyport proposed recommendations that will be discussed at a meeting tomorrow night. TA Oldham asked if the Board wanted to propose any changes.

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

- None.

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

6. Appointment of DJ McNulty, Merrimack River Road, Groveland, to the Economic Development Committee effective November 7, 2023, through June 30, 2024.  
A motion was moved by Selectman Parenteau and seconded by Selectman Watson to appoint DJ McNulty, Merrimack River Road, Groveland, to the Economic Development Committee effective November 7, 2023, through June 30, 2024. Voted: 3-0. Two absent.
7. Appointment of Shawn Greene of Uptack Road in Groveland, to Senior Laborer/Operator/Driver in the Highway Department effective November 13, 2023. The position is 40 hours/week at a rate of \$27.81/hour.  
A motion was moved by Selectman Parenteau and seconded by Selectman Watson to appoint Shawn Greene of Uptack Road in Groveland, to Senior Laborer/Operator/Driver in the Highway Department effective November 13, 2023. The position is 40 hours/week at a rate of \$27.81/hour. Voted: 3-0. Two absent.

#### **TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported:

- Reviewed the Payroll and Bill Warrants.
- The Town received an MVP Grant in the amount of \$143,666 to improve resiliency in the Johnsons Creek Watershed by building a new culvert at lower Center Street and designing a construction bioretention area to capture run off from the town owned parking lot over at Washington Park. Plans are underway.
- Working on the Capital Plan – will hopefully have the information for the next meeting.
- Liquor Licenses, Auto Licenses and Common Victualler Licenses will be on the next agenda as well as the Tax Classification Hearing.



- Whittier School will no longer be holding their public engagement sessions. The November 18<sup>th</sup> meeting will not be held. They do plan on moving forward with the District Wide Vote on January 27 from 11:00 am – 7:00 pm.

**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 Watson:** asked for an agenda item to discuss the vote for the Whittier Regional Vocational Technical School Building Project.

#### **OLD OR UNFINISHED BUSINESS**

1. Trash & Recycling Committee Update:  
Vice – Chair Kastrinelis noted that there have been two meetings, and they are looking at anything and everything. Input from the BOS is welcome.
2. Board of Selectmen Policies Update:  
Vice-Chair Kastrinelis noted these updates have not been finalized yet.

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

- None.

#### **CORRESPONDENCE**

3. Resignation of Dave Evans from the Groveland Fire Department
4. Invitation from Fire Chief Robert Valentine for a Live Burning Training on November 18<sup>th</sup> and 19<sup>th</sup>
5. Pentucket Regional School District State of the District and Regional Agreement Discussion invite for November 7<sup>th</sup> at 6pm
6. Letter from Rowley Board of Selectmen concerning Whittier Regional Vocational Technical School Building Project
7. Veterans Day Ceremony on November 10<sup>th</sup> at 10:30am at the Central Fire Station: Selectman Watson agreed to attend and speak.

**EXECUTIVE SESSION:** *Town Hall 183 Main Street, Selectmen Conference Room – The Board will adjourn from Executive Session and not return to Open Session.*

- MGL Ch. 30A §21(a)2: To conduct contract negotiations with nonunion personnel (Town Administrator).

#### **ADJOURNMENT:**

A motion was moved by Vice-Chair Kastrinelis and seconded by Selectman Parenteau to adjourn the Open Session and enter Executive Session not to return to Open Session.

**Roll Call vote:** Watson; Aye, Parenteau; Aye, Kastrinelis; Aye.

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, November 20, 2023, at 6:30PM*

*Respectfully submitted,*

*Katherine T. Ingram.*

# Groveland Housing Forum

***Tuesday, December 19th  
Groveland Town Hall  
183 Main Street, Groveland  
6:00 PM - 7:30 PM  
Please RSVP at  
[event.mvpc.org/Groveland](https://event.mvpc.org/Groveland)***

***Refreshments  
provided!***



TOWN of  
**GROVELAND**  
MASSACHUSETTS



*Join fellow residents and Town staff to continue the conversation around housing needs in Groveland. This session will help inform the Town's 2023-2028 Housing Production Plan.*

*There will be opportunity to learn, ask questions, and provide feedback on strategies that can be used to diversify housing stock and increase affordable housing options, including:*

***Use of 150 Center Street***

***Section 3A  
(MBTA Communities)***

***Other Housing Strategies***



## BOARD OF SELECTMEN

### Meeting Minutes

**Monday, November 20, 2023**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 8, 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 6:00 P.M.:** Chair MacDonald called the meeting to order at 6:00 pm and introduced members of the Board as well as the Town Administrator.

**EXECUTIVE SESSION** – Pursuant to M.G. L. c. 30A, §21 (a)2, for the purpose of conducting contract negotiations with nonunion personnel (Town Administrator).

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to enter Executive Session.

Roll Call: Watson; Aye, Parenteau; Aye, Naves; Aye, Kastrinelis; Aye, MacDonald; Aye

The BOS voted in Executive Session to end the Executive Session and return to Open Session at 6:50pm.

**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.

### **PUBLIC HEARING:**

- FY2024 Tax Classification Hearing - The Board of Selectmen will hold a classification hearing at 7:30pm on Monday, November 20th. The Board of Selectmen, upon hearing data relevant to the fiscal effects of the available alternatives and upon recommendations made by the Assessors, will decide whether the town will continue with one tax rate for all classes of property or adopt multiple tax rates. The public is welcome to attend and give comments.

At 7:30 pm Chair MacDonald read the Public Hearing notice and opened the Public Hearing. TA Oldham noted that Julie Yebba, Assessing Manager is participating via Zoom. TA Oldham read the letter from the Board of Assessors. Julie Yebba joined the meeting and explained that the Assessment Classification Report was sent to the BOS and is in their packet tonight. It looks like right now the tax rate will be \$13.55 so long as the Accountants numbers remain the same – this is not etched in stone yet. It is recommended to stay with the single tax rate.

There were no public comments.

Select Board comments:

Selectman Kastrinelis recommended continuing with the single tax rate.

Selectman Naves agreed and stated that until we could build a larger commercial base to justify any kind of change, we do not want to deter businesses from coming to Groveland.

Selectman Parenteau and Selectman Watson stated they agreed with the recommendation.

Chair MacDonald felt this should be left alone, we need to be pro-business and not anti-business.

A motion was moved by Selectman Naves and seconded by Chair MacDonald that we maintain the single tax rate. Voted: 5-0.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to close the Public Hearing. Voted: 5-0.

#### **DISCUSSION & POSSIBLE VOTE:**

1. Approval of Special Event Permit for Stephanie Douphinette on December 24, 2023 for use of Elm Park for a private event from 12pm to 12:30pm.

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to approve the Special Event Permit for Stephanie Douphinette on December 24, 2023 for use of Elm Park for a private event from 12pm to 12:30pm. Voted: 5-0.

2. Greater Amesbury Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant, *David Greenbaum, Board of Health Chair and Rosemary Decie, Health Agent:*

David Greenbaum, Board of Health Chair and Rosemary Decie, Health Agent were present and addressed the Board to present the IMA. The purpose of the grant is to increase public health services in the participating communities; there are several participating communities with Amesbury as the Host Community. Initially this is for a three-year period; money has been earmarked – commitments have been made by the State to fund these grants. Rosemary will be the representative for the Town of Groveland. Duties can be shared amongst the shared communities; this is mutual aid. Kopelman & Paige has already reviewed this for other communities; Chair MacDonald would like to have Town Counsel review this. Selectman Kastrinelis asked if there would be a yearly report that comes out. David noted that he supports having Town Counsel review this.

A motion was moved by Chair MacDonald and seconded by Selectman Kastrinelis to approve the Greater Amesbury Public Health Excellence Group Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant contingent on Town Counsel review and approval. Voted: 5-0.

3. Regular or Special Town Employees in accordance with the Conflict-of-Interest Law, *Elizabeth Cunniff, Town Clerk:*

Town Clerk Cunniff was present and addressed the Board. This was last voted on in 1989. Ethics has asked if the town could reevaluate and update their list if necessary. A Special Town Employee is one who is either not paid by the town or paid less than 800 hours per 365 days a year and can work for the Town because they don't do enough to

produce a conflict of interest with the Town. The population has to be under 10,000 which Groveland is. This is a task that should be performed by the BOS on a regular basis. Chair MacDonald asked for communication to go out to anyone affected by this. The list has already been reviewed by Town Counsel and TA Oldham.

A motion was moved by Chair MacDonald and seconded by Selectman Naves to table this until the next meeting. Voted: 4-0-1. Selectman Parenteau abstained.

4. Whittier School Building Project Discussion, *Maureen Lynch, Superintendent*  
Selectman Kastrinelis recused herself the discussion citing that she is an employee of the Whittier School and does not want there to be any Ethics Violations.  
Maureen Lynch, Superintendent was present and addressed the Board. Maureen showed the BOS a short video and reviewed a Power Point presentation. Whittier School is fifty years old, there are 1,280 day students and 400 night students and summer CTI programs. In 2014 there was a feasibility study performed which was used to start submitting Statements of Interest in 2016 to the MSBA; in 2021 Whittier Tech was invited to conduct a Feasibility Study; the Feasibility study has been completed and the school has submitted their schematic design to MSBA and are looking for final approval on the design to be voted on December 13<sup>th</sup>. Superintendent Lynch presented photos of current conditions and highlighted some of the issues. A tour of the building will take place at 9:00 am on January 13<sup>th</sup>. Potential costs for renovations to bring the school up to code is 364 million dollars versus a new school at 444.6 million dollars minus a 165.1 million dollar reimbursement from MSBA and another 15.4 million dollars in anticipated Federal Incentive & State Rebates leaving an anticipated district share of 267.5 million dollars. MSBA required Whittier Tech to explore various building options including:
  - Code Upgrade – there will be no reimbursement under this option and will take about ten years to complete.
  - Renovation/Addition
  - New Building – this will take about three years to complete.

Through a comprehensive qualitative and quantitative analysis of multiple options, the Building Committee determined that constructing a new facility would be the optimal and most cost effective solution. Assuming the project is approved on December 13<sup>th</sup>, an anticipated District Approval (election ballot) will take place on January 23, 2024. Construction would begin in mid-2025 and take three years. Information is available on the Whittier's website.

Tia Gerber, Director of Community Partnerships at Whittier Tech, addressed the Board and talked about alumni and evening and free summer education programs.

Selectman comments:

Selectman Watson requested hard copies be available at the Town Hall and the Library in the individual towns to help educate the public; not everyone uses technology.

Selectman Watson asked why the decision was made to hold the election in January. Superintendent Lynch explained that the decision was made after consulting with the Town Clerks in the district. Selectman Watson expressed concern for the Seniors in Groveland.

Selectman Naves asked why the new school would only maintain 1280 capacity and not the expanded version. Maureen Lynch noted expanding could really hurt the local schools, due to taking students away and it would cost significantly more money to add 120 students to the number. A couple of teachers at Whittier who are also residents were present and addressed the Board to express their support of the project.

TA Oldham reported that she has been meeting with other town leaders in the district and noted that there are a couple of letters in the BOS packet that have been produced from these meetings. Letters have been sent to the MSBA and the legislatures and TA Oldham asked if the Board would like to sign onto these letters or draft their own letter. Groveland has 35 students at Whittier.

After the discussion, Selectman Kastrinelis returned to the meeting.

5. Vote to approve and sign the following Liquor License Renewals:

**(vote to be contingent upon receipt of all required paperwork)**

1. Rte. 97 Liquors – 908-D Salem St., Package Store All Alcohol
2. Groveland Market – 1 Washington St., Package Store All Alcohol
3. Gerry's Variety – 15 Elm Pk, Package Store All Alcohol
4. Nierod's, Inc., 192 Main St., Package Store All Alcohol
5. Nichols Village – One Nichols Way – Club License
6. Pub 97, 935 Salem St. – Restaurant License
7. Tea Garden, 904 Salem St. – Restaurant License
8. Groveland Fairways, LLC, 156 Main St., General on premise License

A motion was moved by Chair MacDonald and seconded by Selectman Naves to take Agenda Item #5 out of order before Item #4. Voted: 5-0.

A motion was moved by Selectman Watson and seconded by Selectman Naves to approve the Liquor License Renewals for agenda item 1, 2, 3, 5, 6, 7 and 8 contingent upon receipt of all required paperwork. Voted: 5-0.

Nierod's Inc. – voted separately.

A motion was moved by Selectman Watson and seconded by Selectman Naves to approve the Liquor License Renewal for agenda item # 4 contingent upon receipt of all required paperwork). Voted: 4-0-1. Selectman Parenteau abstained.

6. Vote to approve and sign the Class II Used Car License Renewals:

**(vote to be contingent upon receipt of all required paperwork)**

- Quick Service Transportation Corp., d/b/a Quick Auto Center, 737 Salem Street – maximum of 6 vehicles.
- Greenwood Auto Body, Richard Alan Greenwood, 863 Salem Street – no more than 10 vehicles.
- Groveland Auto Repair and Sales, Inc., 944 Salem Street – maximum of 10 vehicles.
- Auto Repairs Etc. (Fast Lane Motors, LLC), 923 Salem Street – no more than 40 vehicles.



A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Class II Used Car License Renewals as read contingent upon receipt of all required paperwork. Voted: 5-0.

7. Vote to approve and sign the following Common Victualler License Renewals:  
**(vote to be contingent upon receipt of all required paperwork)**

- Nichol's Village, One Nichol's Way
- Carbone Pub 97, LLC, Peter Carbone: d/b/a Pub 97, 935 Salm Street
- J & S Restaurant Corp, d/b/a Tea Garden Restaurant, 904 Salem Street
- Robert Arakelian, d/b/a Groveland Fairways, 156 Main Street
- Ultimate Perk Coffee Co Inc, 921 Salem Street
- NexDine, LLC d/b/a NexDine at Chesterton Cafe, 860 Salem Street
- Riverside Pizza, Zehra Mirzai, 180 Main Street
- Pentucket Regional School District, 253 Main Street
- Conservation Commission, d/b/a Veasey Memorial Park, 201 Washington Street
- Pizza Grove, LLC, 990 Salem Street
- Jeff and Maria's Ice Cream & Food, 928 Salem Street

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Common Victualler License Renewals as read contingent upon receipt of all required paperwork. Voted: 5-0.

8. 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:

Information is in the BOS packet. TA Oldham explained that she was contacted by Town Counsel who noted that we don't have a policy and there is now a mandate to establish a policy, so Town Counsel drafted the attached and encouraged the BOS to adopt this policy. Selectman Kastrinelis asked if it was possible to see what other towns have adopted. Chair MacDonald asked for a summary from Town Counsel; this document includes very technical information.

A motion was moved by Selectman Watson and seconded by Chair MacDonald to table this discussion. Voted: 5-0.

9. FY25 Capital Improvement Plan, *Town Administrator*:

TA Oldham is still in the process of drafting the Capital Plan.

Fire Chief Robert Valentine was present and addressed the Board to discuss a capital project to purchase a new Tahoe Command Vehicle and an opportunity to change the funding source; during research, he found that we would save several thousand dollars by buying a leftover 2023 vehicle; waiting until fall of 2024 the price for lighting will increase – if we act now we can save 10-15 thousand dollars on this purchase if we use AARPA Funding. TA Oldham felt it made sense to find an alternative funding source and save 10 – 15 thousand dollars and free up money for another Capital Project. The cost of the project will be around \$70,000 versus \$85,000. AARPA Funding is sitting at about \$100,000 of undesignated funds. TA Oldham noted that the proper procurement process will be followed.

A motion was moved by Chair MacDonald and seconded by Selectman Naves to approve the allocation of AARPA Funding for the purchase of a new Chevy Tahoe for the Fire Department of Groveland, Massachusetts up to and not to exceed \$75,000. Voted: 5-0.

10. Pentucket Regional School Agreement Update, *Town Administrator*:

TA Oldham reported that along with Selectmen Naves and Kastrinelis she attended the State of the District presentation that was given by the Pentucket Regional School District as well as the meeting concerning the Regional Agreement. In terms of the Regional Agreement it was noted that they would take the advisory committee as a segway to explore the Regional Agreement changes that were proposed. In order to do that this Board would have to vote to appoint one SB member to sit on the committee to move forward with those discussions. Selectman Kastrinelis would like to be on the Board.

A motion was moved by Selectman Naves and seconded by Chair MacDonald to appoint Kathy Kastrinelis to serve on the board. Voted: 5-0.

11. Accept the resignation of Kerry Goodwin from the Board of Assessors, Finance Board and Recreation Committee effective November 20, 2023. Thank you Kerry.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to Accept the resignation of Kerry Goodwin from the Board of Assessors, Finance Board and Recreation Committee effective November 20, 2023. Voted: 5-0.

**APPOINTMENTS OF THE BOARD:**

12. Appointment of Jillian Terry, Parker Circle Groveland, MA to a full-time police officer effective November 13, 2023 through June 30, 2024.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint Jillian Terry, Parker Circle Groveland, MA to a full-time police officer effective November 13, 2023 through June 30, 2024. Voted: 5-0.

13. Appointment of Wayne Lawver, Beechwood Drive Haverhill, MA to reserve dispatcher effective November 20, 2023 through June 30, 2024.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Wayne Lawver, Beechwood Drive Haverhill, MA to reserve dispatcher effective November 20, 2023 through June 30, 2024. Voted: 5-0.

14. Appointment of Michael McIntosh, Montclair Road Haverhill, MA to reserve dispatcher effective November 20, 2023 through June 30, 2024.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Michael McIntosh, Montclair Road Haverhill, MA to reserve dispatcher effective November 20, 2023 through June 30, 2024. Voted: 5-0.

**APPROVAL OF THE MINUTES:**

- None.

**TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported:

- We received a \$92,000 grant from the Department of Housing & Community Development to take a look at zoning specifically in relation to the requirement under the MBTA Zoning Bylaw.
- The Water & Sewer Department also received a MIIA Grant for Safety Equipment to help with trenching work.
- Finalizing the budget on ClearGov, this will go out to the departments.
- The charging station at the Pines was a collaborative effort with the Municipal Light Department and MassEVIP Grant from the MassDEP and it was installed by the Municipal Light Department. The users pay for this not the Town or the residents. Payment is handled through an app.



**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 Kastrinelis:** Hoping that everyone gets a chance to slow down and enjoy time with family and friends, have a good Thanksgiving. Selectman Naves and Chair MacDonald agreed.

**OLD OR UNFINISHED BUSINESS**

- Trash & Recycling Committee Update – will report on this at the next meeting.
- Board of Selectmen Policies Update

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

- None.

**CORRESPONDENCE**

- Board of Selectmen Meeting Minutes September 25, 2023
- Board of Selectmen Meeting Minutes October 23, 2023
- Flier for the Create a Wreath Workshop at Washington Hall on December 3, 2023 from 2:00 pm – 4:30 pm.

**ADJOURNMENT:**

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

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, December 4, 2023, at 6:30PM.*

*Respectfully submitted,*

*Katherine T. Ingram*