

# TOWN OF GROVELAND

## ANNUAL TOWN REPORT 2022





### **IN MEMORIAM**

We are deeply saddened by the death of James M. Sheehan, Water and Sewer Commissioner, who passed on December 19th, 2021.

James was a Groveland resident for his entire life and was deeply passionate about giving back to his community. He started on the Groveland Fire Department in 1986 and retired as a Captain of the Department in 1998. In 1996, he officially graduated from the Massachusetts Fire Academy, and he was also certified as an EMT.

He was elected to the Water and Sewer Commission in 2002, where he served until his passing in 2021. During this time, he was involved in many town projects, such as the Water Tower on Wood Street and the Solar Field on Main Street. His love and dedication for Groveland shines through the 30+ years of service that he lovingly devoted, and his memory is embedded into the fabric of the Town now and always.

# Table of Contents

|   |    |
|---|----|
| <b>INTRODUCTION</b> .....                         | 1  |
| <b>Board of Selectmen</b> .....                   | 3  |
| <b>Town Clerk</b> .....                           | 6  |
| <b>Finance Board</b> .....                        | 8  |
| <b>Town Meeting</b> .....                         | 12 |
| <b>Board of Assessors</b> .....                   | 14 |
| <b>Accountant</b> .....                           | 16 |
| <b>Treasurer</b> .....                            | 26 |
| <b>Cable Department</b> .....                     | 28 |
| <b>Fire Rescue</b> .....                          | 29 |
| <b>Police</b> .....                               | 31 |
| <b>Highway Department</b> .....                   | 35 |
| <b>Cemetery Commission</b> .....                  | 36 |
| <b>Water and Sewer Commission</b> .....           | 37 |
| <b>Inspectional Services</b> .....                | 38 |
| <b>Board of Health</b> .....                      | 39 |
| <b>Economic &amp; Community Development</b> ..... | 42 |
| <b>Planning Board</b> .....                       | 43 |
| <b>Master Plan Steering Committee</b> .....       | 44 |
| <b>Zoning Board of Appeals</b> .....              | 44 |
| <b>Elm Square Committee</b> .....                 | 45 |
| <b>Historic Commission</b> .....                  | 45 |
| <b>Recreation Committee</b> .....                 | 46 |
| <b>Community Preservation Committee</b> .....     | 47 |
| <b>Conservation Commission</b> .....              | 49 |
| <b>Cultural Council</b> .....                     | 52 |
| <b>Council on Aging</b> .....                     | 53 |
| <b>Library Board of Trustees</b> .....            | 56 |

|  |            |
|--|------------|
| <b>Pentucket Regional School District .....</b>  | <b>57</b>  |
| <b>Pentucket Regional High School .....</b>  | <b>58</b>  |
| <b>Pentucket Regional Middle School .....</b>  | <b>58</b>  |
| <b>Dr. Elmer S. Bagnall Elementary School .....</b>  | <b>59</b>  |
| <b>Grants .....</b>  | <b>61</b>  |
| <b>APPENDIX .....</b>  | <b>65</b>  |
| <b>APPENDIX A: Board and Committees Town Appointments, Elected Officials<br/>    and Terms .....</b> | <b>66</b>  |
| <b>APPENDIX B: May 2, 2022 Local Election Results .....</b>  | <b>73</b>  |
| <b>APPENDIX C: 2021 Special Town Meeting Warrant .....</b>   | <b>77</b>  |
| <b>APPENDIX D: 2022 Annual Town Meeting Warrant .....</b>  | <b>82</b>  |
| <b>APPENDIX E: Organizational Charts .....</b>   | <b>137</b> |



# INTRODUCTION

## From the Desk of the Town Administrator

Fiscal Year 2022 brought many firsts for the Town of Groveland. I am honored to serve as the first Town Administrator for the Town of Groveland, and am excited about the opportunity and eager to serve in this new capacity. I have had the pleasure of working with the Town as the Economic Development Director and Town Planner over the last few years. Through these roles I have been fortunate to see the Town develop and take strides towards creating a more efficient and professional town government. My goal is to help further those efforts and provide quality services, leadership, and accountability, and perform in a manner warranting the highest level of public confidence.

Since taking my position in November of 2021 there has been a focus on the strategic vision and the long-term mission of Groveland. There has been an emphasis on bringing back structure in the day-to-day operations, while also being mindful of the long-term plans of the Town. We also worked towards cultivating public engagement and improving the way in which we share and interact with the residents.

One way in which we prioritized these goals was by improving our website. Working with John Guilfoil Public Relations we provided much needed upgrades to the website. We modernized features and performed a branding initiative. This effort spanned multiple departments, which included the Langley-Adams Library, Fire Department, Police Department and the Water and Sewer Department. Each now have their own website and logo. The websites complement each other and provide a modern theme. All websites are linked providing residents a smooth transition. Most importantly, the new Town Hall website now offers improved ways to share information with residents and they can easily navigate the site. Additionally, residents can communicate with the Town more effectively. Through the use of MIMAP, an interactive GIS mapping platform, we offer residents the ability to share zoning concerns, infrastructure needs and development issues. There is now an online form to ask trash and recycling related questions and to report missed trash pick-ups. This alleviates the burden of residents reporting to Waste Management and has resulted in the issue being remedied quickly. Lastly, there is the general public input tool allowing residents to ask questions, seek information and get a response from the appropriate Town personnel.

This year we also began a number of longer-term projects. I am very excited for the Comprehensive Master Plan process and for the meaningful community engagement that has already begun this year. Together we are crafting a blueprint for the future of the Town. I am also eager to see the end results of our infrastructure upgrades, such as, the reconstruction of Uptack Culvert, sidewalks along Route 97/School Street and the signal at Route 97/School and Salem Street.

I am proud of the work we have been able to accomplish this year and thank our staff, boards, committees, and commissions for staying focused on their mission and getting important work done.

Sincerely,

*Rebecca Oldham*



# Fiscal Year in Review



# Board of Selectmen

- Edward H. Watson, Chair
- Kathleen Kastrinelis, Vice-Chair
- William G. O’Neil (5/2020-5/3/2022)
- Mark Parenteau (5/2022-5/2025)
- Daniel J. MacDonald
- Jason Naves

The Board of Selectmen is comprised of five members who are elected, for three-year terms, in the Annual Town Election. As the Chief Elected and Executive Officers of the Town, the Board of Selectmen members are vested with all the municipal authority not specifically retained by the Town’s legislative body, town meeting, or other elected boards.

The Board of Selectmen is responsible for all facets of governmental duties. The Warrants for the Annual and Special Town Meetings are generated from their office. They also issue the Warrants for any elections or override votes scheduled. The Board works together

with the Finance Board members to establish the annual operating budget for the Town and to provide a stable economic environment for its citizens. They adopt town administrative policies and provide a valuable link to other boards through their liaison system.

The Board of Selectmen appoint residents to various official boards and commissions; approve all employee hirings; hold public hearings on important town issues and enforce town bylaws and regulations.

The Board of Selectmen is the statutory licensing agents for the Town, and in this capacity, they authorize new licenses, hold hearings to consider infractions of existing licensees, and approve renewals. Licenses include common victualer, automatic amusement, entertainment, Class I, Class II & Class III auto, alcohol and special one day alcohol. They also supervise and approve all earth removal permits issued within the Town.

## Licenses for 2022

- 1 CLUB LICENSE
- 4 RETAIL PACKAGE GOODS STORE LICENSES
- 2 GENERAL ON PREMISE LICENSE
- 2 COMMON VICTUALER LICENSES
- 5 CLASS II AUTO LICENSES

## Capital Improvement Committee

In Fiscal Year 2022, the membership of the Capital Improvement Committee was below three members, therefore the authority for making decisions regarding capital improvements for the Town reverts to the Board of Selectmen, per the General Bylaw Sec. 2-122.

## FISCAL YEAR 2022 CAPITAL IMPROVEMENT PLAN & 5 YEAR CAPITAL PLAN

| <u>DEPARTMENT</u>           | <u>Project</u>                                | <u>FY2022</u>    | <u>FY2023</u>  | <u>FY2024</u>  | <u>FY2025</u>  | <u>FY2026</u>  | <u>FY2027</u>  | <u>Totals</u>  |
|-----------------------------|---|------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                             |   | <u>Requested</u> |                |                |                |                |                |                |
| <b>BAGNALL IMPROVEMENTS</b> | Replace Johnson Control Unit                  | 150,000          |                |                |                |                |                | 150,000        |
|                             | Install Generator Café, Kitchen, Gym          | 100,000          |                |                |                |                |                | 100,000        |
|                             | Fire Alarm System Upgrade                     | 50,000           |                |                |                |                |                | 50,000         |
|                             | R&R Restroom Fixtures                         | 150,000          |                |                |                |                |                | 150,000        |
|                             | Grind/Topcoat Drive/Front Parking Lot         | 75,000           |                |                |                |                |                | 75,000         |
|                             | Library & Lab Carpet                          |                  | 20,000         |                |                |                |                | 20,000         |
|                             | Replace PA System/VOIP System                 |                  | 75,000         |                |                |                |                | 75,000         |
|                             | <b>Subtotal - Bagnall</b>                     | <b>525,000</b>   | <b>95,000</b>  |                |                |                |                | <b>620,000</b> |
| <b>CEMETERY DEPARTMENT</b>  | John Deere Z920M mower                        | 12,000           |                |                |                |                |                | 12,000         |
|                             | Tractor with front bucket                     |                  | 35,000         |                |                |                |                | 35,000         |
|                             | John Deere Z920M mower w/bagger               |                  |                |                | 15,000         |                |                | 15,000         |
|                             | <b>Subtotal- Cemetery Department</b>          | <b>12,000</b>    | <b>35,000</b>  |                | <b>15,000</b>  |                |                | <b>62,000</b>  |
| <b>COUNCIL ON AGING</b>     | Handicap Access Van                           | 60,000           |                |                |                |                |                | 60,000         |
|                             | <b>Subtotal - Council on Aging</b>            | <b>60,000</b>    |                |                |                |                |                | <b>60,000</b>  |
| <b>FACILITIES</b>           | Police/Fire Building Fascia Bd./EMS Shed Roof | 100,000          | 100,000        | 100,000        | 100,000        | 100,000        | 100,000        | 600,000        |
|                             | Small Pickup Truck                            |                  | 35,000         |                |                |                |                | 35,000         |
|                             | <b>Subtotal - Facilities</b>                  | <b>100,000</b>   | <b>135,000</b> | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> | <b>535,000</b> |
| <b>FIRE DEPARTMENT</b>      | Pumper Engine                                 | 500,000          |                |                |                |                |                | 500,000        |
|                             | Jaws of Life                                  | 48,000           |                |                |                |                |                | 48,000         |
|                             | Replace Squad 2                               |                  | 75,000         |                |                |                |                | 75,000         |
|                             | Replace Car 1                                 |                  | 75,000         |                |                |                |                | 75,000         |
|                             | <b>Subtotal - Fire Department</b>             | <b>548,000</b>   | <b>150,000</b> |                |                |                |                | <b>698,000</b> |
| <b>HIGHWAY DEPARTMENT</b>   | 8-Ton Truck (Replacing 2006 Peterbilt)        | 180,000          |                |                |                |                |                | 180,000        |
|                             | Backhoe (split between Highway/Water/Sewer)   | 180,000          |                |                |                |                |                | 180,000        |

| ** SHARED WITH<br>GEORGETOWN - FUNDING<br>IN BUDGET | Used Street Sweeper **               | 15,000           | 15,000           |
|---|--------------------------------------|------------------|------------------|
|   | Stetco Catch Basin Cleaner           | 95,000           | 95,000           |
|   | Ford F550 1 ton Dump                 | 85,000           | 85,000           |
|   | Cat 420 F Back Hoe                   | 180,000          | 180,000          |
|   | <b>Subtotal - Highway Department</b> | <b>375,000</b>   | <b>375,000</b>   |
| <b>POLICE DEPARTMENT</b>                            | Replacement of Line Cruiser          | 52,000           | 53,000           |
|   | <b>Subtotal - Police Department</b>  | <b>52,000</b>    | <b>54,000</b>    |
| <b>LIBRARY</b>                                      | Carpeting                            | 9,100            | 9,100            |
|   | <b>Sub-total - Library</b>           | <b>9,100</b>     | <b>9,100</b>     |
|   | <b>Totals</b>                        | <b>1,680,600</b> | <b>3,035,600</b> |

American Rescue Plan Act (ARPA) funds provided the Town of Groveland with \$ 2,047,212.90. The Town has been utilizing these funds for capital related projects and has been able to replace aging infrastructure and fund capital projects that we were unable to in years past.

THE TOWN CONTINUES TO WORK ON CAPITAL PLANNING FOR THE UPCOMING FISCAL YEAR. THE FOCUS OF THIS EFFORT IS ON DEVELOPING A LONG-TERM FUNDING STRATEGY TO ENSURE ADEQUATE CAPITAL RESOURCES AND CONTINUED DELIVERY OF SERVICES.

# Town Clerk

**Elizabeth Cunniff, Town Clerk**  
**Julie Fabri, Assistant Town Clerk**

## BOARD OF REGISTRARS

Susan D'angelo, Republican

M. Kathleen Greaney, Unenrolled

A thank you to Shauna Gray, the first Assistant Town Clerk who started in August 2021, her stay was short as she moved on to follow her passion of working with children at the Dr. Elmer S Bagnall School, I wish her well. Julie Fabri filled the position of Assistant Town Clerk and I thank her for making the office successful in all it's endeavors. She is an asset to the Town of Groveland and much appreciated, I am so fortunate that she joined the Clerk's Office.

A Town Clerk's duties are mandated by Massachusetts General Laws. The Town Clerk is the Chief Election Official. The Clerk is responsible for all elections, the certification of election results, voter registration, certifying petitions and nomination papers. We take pride in serving the community honorably.

The Town Clerk conducts the annual census, the creation of the annual street listing, certifies residency, posts meeting notices, administers and records Oath of Office to elected and appointed town officials, tracks Open Meeting

Law and ethics compliance, certifies all votes taken at Town Meetings; submits bylaws to the Attorney General as needed per town meeting discussions. The Town Clerk keeps, maintains, and preserves all vital records.

The Town Clerk issues marriage licenses, dog licenses, storage of flammables permits, business certificates, raffle permits, yard sale permits and serves as the Chief Public Records Access Officer. As a member of the Massachusetts Town Clerk Association and North Shore City & Town Clerk's Association the office looks forward to continuing education classes, workshops, and conferences in 2023.

Goals for the coming year will be to continue to have permanent records preserved. The office will continue to increase the awareness and importance of dog registrations in cooperation with the Police Department. Looking forward, there will be a busy election year ahead; the office is hopeful that the expected legislative changes will increase voter participation.

### Fiscal Year Elections 2022

- A Special Town Meeting, held on Monday December 6, 2021.
- The Annual Town Election, held on Monday, May 2, 2022.
- The Annual Town Meeting and Special Town Meeting, held on Monday, May 23, 2022.

To our election workers – Working together as a team is essential which you do remarkably well and you are amazing. I am impressed at your willingness to meet the challenges that the new laws may bring. I am grateful to each of you.

Groveland had 5,419 registered voters for the May 2, 2022 town election; 1,206 votes cast for a total turnout of 22.2%.

**CALENDAR YEAR 2022 VITAL STATISTICS**

| VITAL               | TOTAL | MALES     | FEMALES |
|---------------------|-------|-----------|---------|
| Births              | 57    | 28        | 29      |
| Deaths              | 76    | 46        | 30      |
| Marriage Intentions | 22    | Marriages | 22      |

**LICENSES/CERTIFICATES ISSUED/RECORD REQUESTS**

|                        |     |                       |     |
|------------------------|-----|-----------------------|-----|
| Dog Licenses Issued    | 650 | Birth Certificates    | 116 |
| Dog Kennel Licenses    | 1   | Marriage Certificates | 75  |
| Business Certificates  | 34  | Marriage Intentions   | 22  |
| Raffle Permits         | 1   | Death Certificates    | 264 |
| Yard Sales             | 8   | Burial Certificates   | 13  |
| Fuel Storage Permits   | 6   |                       |     |
| Public Record Requests | 102 |                       |     |

**POPULATION AND VOTER TOTALS CALENDAR YEAR END 2022**

|                      |                         |                   |                         |
|----------------------|-------------------------|-------------------|-------------------------|
| Groveland Population | 6320                    | Registered Voters | 5475                    |
| Voter Detail:        |                         |                   |                         |
| Precinct 1           | Voters: 2510            | Precinct 2        | Voters: 2538            |
|                      | In Active: 213          |                   | In Active: 214          |
|                      | Non-Voters: 412         |                   | Non-Voters: 433         |
|                      | Precinct 1 Totals: 3135 |                   | Precinct 2 Totals: 3185 |

**Voter Breakdown:**

Unenrolled-3697, Democrat-984, Republican-724, United Independent Party-21, Libertarian-17, MA Independent-7, Inter 3rd-6, American Independent-6, Green Rainbow-5, Conservative-3, Rainbow Coalition-1, Green Party USA-1, Constitution-1, Pirate-1, Working Families-1

For a detailed list of Board and Committees Town Appointments, Elected Officials and Terms see Appendix A. For the May 2, 2022 Local Election Results see Appendix B.



# Finance Board

- Ruth Rivard, Chairperson
- Jim Scanlon, Vice Chair
- Melissa Baker, Secretary
- Theresa Dunn
- Sarah McGrath
- Susan Yaskell, Alternative Member

The Finance Board’s prime responsibility is to make recommendations on all financial matters, including the budget, to town meeting. The Board has oversight responsibility for all municipal financial matters, as well as other statutory authority granted to them by our town bylaws.

To make the recommendations presented to Town Meeting, the Finance Board interviewed all town departments over seven public meetings. The Board had discussions with employees, volunteers, the Board of Selectmen and our Town Administrator (‘TA’). The Board thoroughly reviewed the Pentucket Regional School District’s (‘PRSD’) education budget. We also

listened carefully to our residents and taxpayers. The Board heard concerns about tax rates and made decisions that provide value for tax dollars.

Just like many communities, Groveland struggles to balance the dynamic of increasing requests for town services and the continued reality of moderately increasing revenues. This is further complicated by significant increases in education related costs. At 64% of the operating budget, education funding continues to be challenging. PRSD’s three member towns (Groveland, Merrimac and West Newbury) aim to allocate a 3% annual increase to the operating budget. This year, Groveland’s 3% increase left little funding for increases to other town services. In fact, we were forced to recommend several reductions. Part of that is because last year our PRSD assessment increased by 5.24% and we needed to take funds from our stabilization account to cover a portion of this increase. As a result, we are continuing to catch up this year.

The Finance Board, as well as the Board of Selectmen, voted unanimously to recommend an original as well as a revised budget this year. First, we voted a budget which assumed that the PRSD budget override would pass. After the failure of the override, we reconvened and voted a new budget that allocated a 3% increase to PRSD and, in turn, made some difficult town reductions. Ultimately, PRSD cut their budget by \$1.34 million, which lowered our assessment below the 3% target. With this lower assessment, we have sufficient funding to bring back the first voted budget which is \$105,000 over the budget that is presented to you in the posted warrant.

The good news in Groveland? The Town hired our first Town Administrator in accordance with the vote at last year’s Annual Town Meeting. We are pleased to welcome Rebecca Oldham to the role. Rebecca has worked tirelessly in her first six months as our TA and skillfully assembled this budget and warrant. The Town also received just over \$2 million in ARPA (American Rescue Plan Act of 2021) funds. These funds have allowed us to make investments in capital equipment such as a new fire engine and a multi-use highway vehicle, while taking pressure off the annual budget to fund these expensive items. We have also deployed ARPA funds to complete a salary study. The Board plans to use this information to objectively guide us in the strategic planning to attract new and retain existing employees, while treating all staff fairly for the work they do.



The Board is working hard to balance the revenue increases confined to Proposition 2 ½ with the increasing demand and costs for goods and services. It is as important as ever to remain diligent and strategic in all planning and spending. Every decision matters. The Finance Board believes in a collaborative and respectful process. The Board is committed to active listening and informed decision making, while making thoughtful and fair recommendations to you, the residents and taxpayers of Groveland.

| <b>HOW TAX DOLLARS ARE SPENT</b> |                                |                                       |
|----------------------------------|--------------------------------|---------------------------------------|
| <b>Budget Category</b>           | <b>Recommended Fiscal 2023</b> | <b>Percentage of Operating Budget</b> |
| <b>General Government</b>        | \$1,923,027                    | 9.05%                                 |
| <b>Public Safety</b>             | \$2,143,282                    | 10.09%                                |
| <b>Education</b>                 | \$13,552,405                   | 63.80%                                |
| <b>Public Works</b>              | \$1,627,855                    | 7.66%                                 |
| <b>Human Services</b>            | \$259,669                      | 1.22%                                 |
| <b>Library</b>                   | \$286,172                      | 1.35%                                 |
| <b>Debt Service</b>              | \$382,374                      | 1.80%                                 |
| <b>Unclassified</b>              | \$1,068,309                    | 5.03%                                 |
| <b>Total Recommended Budget*</b> | <b>\$21,243,093</b>            | <b>100.00%</b>                        |

### **Finance Board Recommendations Contributions to Town Reserve Accounts**

The table below summarizes our town’s progress towards strengthening its fiscal position by increasing reserves in the town’s Stabilization Funds. The overall goal is moving towards maintaining reserves of at least 10% of our operating budget to ensure the town’s ability to maintain town services in the event of unforeseen financial costs. Assuming the recommended \$100,000 contribution, our Stabilization Funds (Stabilization and Capital Stabilization) would equal 9.3% of our operating budget, exclusive of the PRSD capital assessment.

This table also shows our continued progress to make payments to offset the significant deficit in the town’s retirement fund identified by town auditors. Projections show our town’s OPEB (Other Post-Employment Benefits) obligation is \$5,267,621 (inclusive of the enterprise funds).

| <b>Town Reserve Accounts</b> | <b>Amount Contributed FY2022</b> | <b>Amount Withdrawn FY2022</b> | <b>Amount Recommended FY2023</b> | <b>Projected Balance with FY23 Contributions</b> |
|------------------------------|----------------------------------|--------------------------------|----------------------------------|--|
| <b>Stabilization</b>         | 0                                | \$240,167                      | \$100,000                        | \$1,427,797                                      |
| <b>Capital Stabilization</b> | 0                                | 0                              | 0                                | \$349,893  |
| <b>Total Stabilization</b>   | -                                | -                              | -                                | \$1,777,690                                      |
| <b>OPEB</b>                  | \$85,000                         | 0                              | \$85,000                         | \$810,328  |

## Finance Board recommendations on CPA Articles

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

| ARTICLE                  | REQUESTED AMOUNT (\$)                              | FINANCE BOARD RECOMMENDATION | DESCRIPTION      |  |
|--------------------------|--|------------------------------|------------------|--|
| 16                       | Establish a Walking Trail Entrance at the Pines    | \$88,000                     | Favorable Action | This would create a safe walking/biking access to the Pines Recreation Area. Project to be managed by Town Planner and Town Administrator. |
| 17                       | To fund an accessible lift at Veasey Memorial Park | \$ 214,000                   | Favorable Action | The funding would provide completion of the accessible lift in the main building of the park   |
| 18                       | To fund a feasibility study for Lucile's cottage   | \$17,500                     | Favorable Action | The study would develop design and usage plans for the historic cottage at Veasey Park.  |
| <b>TOTAL RECOMMENDED</b> |  | <b>\$319,500</b>             |                  |  |

## Appropriations from Free Cash

Free Cash represents the funds remaining from the operations of the previous fiscal year, as certified by the DOR. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recap sheet, and unspent amounts in budget line items. A community will typically attempt to maintain a free cash balance of between 3 and 5 percent of its total budget.

| <b>BEGIN BALANCE:</b> |  | <b>FY22 FREE CASH</b>     | <b>\$ 418,107</b> |
|-----------------------|--|---------------------------|-------------------|
| <b>ARTICLE NO.</b>    | <b>Purpose</b>                             | <b>Recommended Amount</b> |                   |
| 20                    | Capital Upgrades at Bagnall School         | \$                        | 75,000            |
| 21                    | Municipal Building Improvements            | \$                        | 50,000            |
| 27                    | OPEB in Omnibus                            | \$                        | 85,000            |
| 28                    | Stabilization                              | \$                        | 100,000           |
| 29                    | Firefighter Grant Account (regional grant) | \$                        | 22,759            |
| 30                    | Aerial Photography                         | \$                        | 2,404             |
| 31                    | MS4 Stormwater Permit                      | \$                        | 35,000            |
| 32                    | Personnel Buy Back                         | \$                        | 25,000            |
| <b>TOTAL</b>          |  | <b>\$</b>                 | <b>395,163</b>    |
|                       | <b>Remaining Free Cash</b>                 | <b>\$</b>                 | <b>22,944</b>     |



Pictured above: Completed Capital Upgrades at the Bagnall Elementary School

# Town Meeting

## Special Town Meeting

A Special Town Meeting was held in December 2021. The most notable item was Article 7 and the vote to transfer \$111,657 from the Stabilization Fund to the Pentucket Supplemental Assessment line item. This 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 which impacted the Town's allocation to the assessment.

|                  |  |
|------------------|--|
| <i>Article 1</i> | Transfer \$32,000 from the Stabilization Fund to the Personnel Buy Back Account  |
| <i>Article 2</i> | Transfer \$15,000 from the Stabilization Fund to the Consultant Expense Account for a Consultant Treasurer   |
| <i>Article 3</i> | Transfer \$6,510 from the Stabilization Fund to the Public Health Salary Account   |
| <i>Article 4</i> | Transfer \$41,168.38 from Fiscal Year 2022 Sewer Enterprise Department Retained Earning to offset the Haverhill Capital Bond Expense for a funding shortfall |
| <i>Article 5</i> | Accept Graeme Way as a Public Way  |
| <i>Article 6</i> | Accept Atwood Lane as a Public Way   |
| <i>Article 7</i> | Transfer \$111,657 from the Stabilization Fund to the Pentucket Supplemental Assessment line item  |
| <i>Article 8</i> | Transfer \$75,000 from the Stabilization Fund to make capital upgrades at the Bagnall Elementary School  |

A copy of the full warrant for the 2021 Special Town Meeting can be found in Appendix C.

## Annual Town Meeting

Annual Town Meeting is held on the last Monday in April as required under the General Bylaw. However, this year the Annual Town Meeting was held on May 23, 2022. The Board of Selectmen voted to hold the meeting in May due to staffing transitions and time needed to prepare the warrant. There were also concerns with the proposed override from the Pentucket Regional School District and the impact of a failed override on the Town's operational budget.

Merrimac, Groveland and West Newbury make up the Pentucket Regional School District. West Newbury could allocate the full Fiscal Year 2023 \$7.3 million Pentucket assessment in its \$18 million operating budget at Town Meeting on May 14, 2022. However, Groveland and Merrimac would require a Proposition 2½ override in order to fund their assessment. Voters were asked to approve a \$470,000 override in Merrimac and a \$426,838 override in Groveland to fully fund its respective \$8.1 million and \$9.3 million Pentucket assessments. However, both measures failed to pass at the Towns' election on May 5, 2022. Per the Regional Agreement two of the three towns must approve of the assessment otherwise the District must adjust their proposed budget.

The Pentucket Regional School Committee had to cut approximately \$1.34 million from the district's proposed \$49.2 million operating budget. It is assumed that the District will propose an override in Fiscal Year 2024.

The Town projected Fiscal Year 2023 year revenues at \$21,243,161. Town Meeting approved an operating budget of \$ 21,159,514. The total education line item, Whitter Regional School District and Essex Technical included, totaled \$13,363,679. About 63% of the entire operating budget.

### **ZONING BYLAW ARTICLES**

ARTICLE 14 AMEND THE ZONING BYLAW SECTION 50-2.1 TERMS DEFINED TO INCLUDE CARETAKER'S UNIT

ARTICLE 15 AMEND THE ZONING BYLAW SECTION 50-4.5 TABLE OF USES TO INCLUDE CARETAKER'S UNIT

### **GENERAL BYLAW ARTICLES**

ARTICLE 8 AMEND GENERAL BYLAWS SECTION 6-1, BUILDING NUMBERING

ARTICLE 9 AMEND GENERAL BYLAWS SECTION 4-3, HOURS OF CONSTRUCTION

ARTICLE 10 ADD GENERAL BYLAWS SECTION 8-23, FENCES

ARTICLE 11 AMEND GENERAL BYLAWS SECTION 2-41, SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

ARTICLE 12 AMEND GENERAL BYLAWS SECTION 2-41A OF THE GENERAL BY-LAWS, THE VALOR ACT PROPERTY TAX WORK-OFF PROGRAM

ARTICLE 13 AMEND GENERAL BYLAWS SECTION 2-143A, COUNCIL ON AGING

### **COMMUNITY PRESERVATION ARTICLES**

ARTICLE 16 APPROPRIATE FROM RECREATION TO ESTABLISH A WALKING TRAIL ENTRANCE TO THE PINES RECREATION AREA

ARTICLE 17 APPROPRIATE FROM HISTORIC PRESERVATION TO ADD AN ACCESSIBLE LIFT AT VEASEY PARK

ARTICLE 18 APPROPRIATE FROM HISTORIC PRESERVATION TO DEVELOP DESIGN AND USAGE PLANS FOR LUCILE'S COTTAGE

A copy of the full warrant for the 2022 Annual Town Meeting can be found in Appendix D.

# Board of Assessors

**Julie Yebba, Assessing Manager**

William Darke, Chair  
 Dana Moody

The Assessor’s primary responsibility is to find the “full and fair cash value” of all properties in the Town. The Assessors use a mass appraisal technique, along with data collection, new sales and building permits to establish annually assessed values. The assessment date is January 1, 2021, for fiscal year 2022. The town’s fiscal year is July 1, 2021, to June 30, 2022. Property values are based on calendar year 2020 sales.

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

Below is a table of the fiscal year 2022 parcel counts, valuations, and taxes for the property classes in Town. The increase in value of the town is an indication of a strong real estate market:

|                      | <b>PARCEL<br/>COUNT</b> | <b>ASSESSED<br/>VALUE BY<br/>CLASS</b> | <b>TAX<br/>RATE</b> | <b>TAX BY CLASS</b> | <b>% OF<br/>TOTAL<br/>VALUE</b> |
|----------------------|-------------------------|--|---------------------|---------------------|---------------------------------|
| <b>RESIDENTIAL</b>   | 2,530                   | \$ 1,147,095,764                       | \$14.47             | \$16,598,475        | 93.37%                          |
| <b>OPEN SPACE</b>    | 0                       | 0                                      | 0                   | 0                   | 0%                              |
| <b>COMMERCIAL</b>    | 83                      | \$ 30,924,543                          | \$14.47             | \$ 447,478          | 2.51%                           |
| <b>INDUSTRIAL</b>    | 37                      | \$ 25,506,700                          | \$14.47             | \$ 369,081          | 2.07%                           |
| <b>PERS PROPERTY</b> | 63                      | \$ 24,969,980                          | \$14.47             | \$ 361,315          | 2.03%                           |
| <b>EXEMPT</b>        | 129                     | \$ 95,150,000                          | 0                   | 0                   | 0%                              |
| <b>TOTAL</b>         | 2593                    | \$ 1,228,496,987                       | 0                   | \$17,776,351        | 100.00%                         |

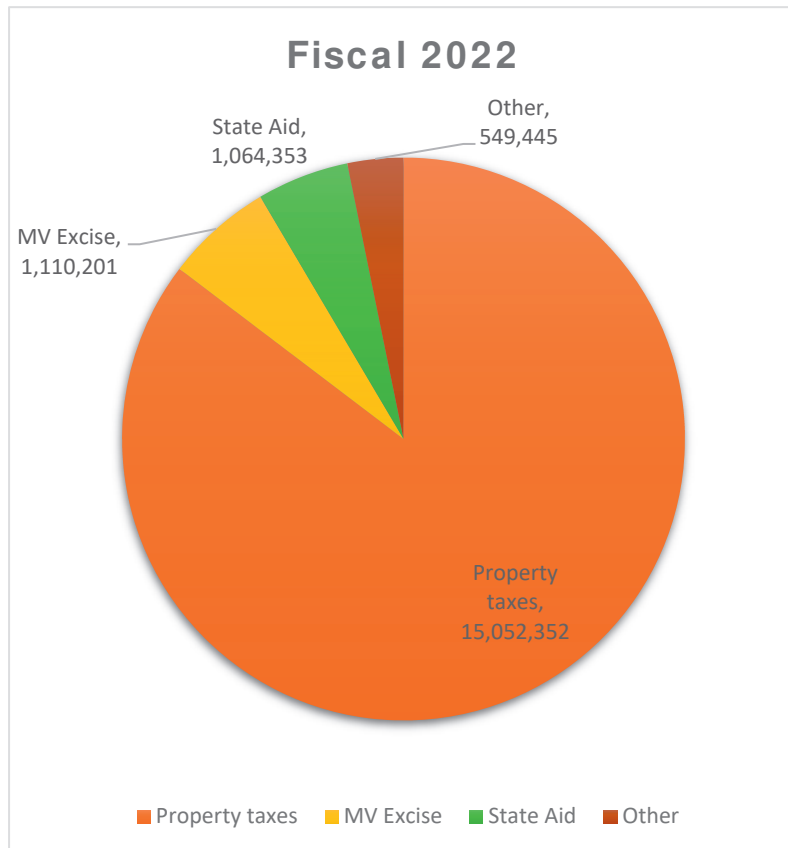
As always, the Board feels it is important for all taxpayers to remember that the Board of Assessors do not raise or lower your taxes, the tax bills are determined by the amount appropriated at each town meeting. The assessors determine your share of the amount voted by calculating your property’s value.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



The following chart lists the average single-family tax bill for the past six fiscal years.

| FISCAL YEAR | TAX RATE | AVG. SINGLE FAMILY VALUE | AVG. TAX BILL |
|-------------|----------|--------------------------|---------------|
| 2022        | \$14.47  | \$510,212                | \$7,382       |
| 2021        | \$14.72  | \$463,534                | \$6,823       |
| 2020        | \$14.05  | \$445,720                | \$6,262       |
| 2019        | \$14.35  | \$426,300                | \$6,117       |
| 2018        | \$14.69  | \$402,000                | \$5,905       |
| 2017        | \$14.68  | \$387,400                | \$5,687       |

Property taxes generate 85% of the revenue and excise makes up 6% of the taxes collected for the Town. The Assessors' office is responsible for property taxes and motor vehicle excise bills. The chart below shows a breakdown of revenue used for budgeting.



The Assessor's office is open to the public Monday through Thursday 8:00 a.m. to 4:00 p.m. The office is able to provide abutter's lists, property record cards and mapping through email or USPS upon request. This office also processes and issues abatements and exemptions for both real estate and motor vehicle excise bills. The assessors' database can be accessed on the Town's website along with downloadable forms and maps.

# Accountant Department

Ellen Petrillo, Town Accountant

The Town Accountant provides the controllership and audit functions for the Town and its departments and agencies. The Accounting Department protects the fiduciary interests of the Town by ensuring that the financial records are accurately maintained and preserved; supervising and monitoring the expenditure of Town funds; utilizing sound accounting practices; and



performing all other auditing and accounting functions pursuant to the Town Charter, Town Bylaws, and laws of the Commonwealth of Massachusetts.

The accounting office continues to maintain monthly reconciliations for all fund balance sheet accounts, including reconciling cash and receivable balances with the Treasurer and Enterprise Funds on a regular basis. In Fiscal Year 2022 reconciliation processes have been improved by the implementation of new billing software for the Water & Sewer Departments as well as learning more ways to utilizing our software to its fullest abilities for more accurate and timely reporting of fund balances, articles, and budgets.

Department Heads to ensure timely and accurate warrant processing and to review all budget and expense balances monthly. All Fiscal Year 2022 State filing requirements have been completed in a timely and accurate manner.

The accounting office has worked closely with all

## **Per MA Municipal Law Chapter 41, section 61 - Annual Report**

Fiscal Year 2022 audit work was completed on December 8, 2022. The final audited financial statements should be released March 2023.

The town accountant shall make an annual report, to be published as a Town document, giving a statement of all receipts and expenditures of the Town for the past financial year, including those of funds managed by trustees or commissioners for the town and showing also the amount of each specific appropriation, the expenditures therefrom, and the purpose for which money has been spent; and said statement shall be arranged in accordance with the classifications has been spent; and said statement shall be arranged in accordance with the classifications prescribed by the director of accounts. Such report shall contain a statement of any change in the amount of the Town debt during the year and a list of indebtedness incurred and unpaid at the end of the financial year.



**TOWN OF GROVELAND, MASSACHUSETTS**  
**Combined Balance Sheet - All Fund Types and Account Groups**  
**as of June 30, 2022**  
**(Unaudited)**

|   | Governmental Fund Types |                    |                     | Proprietary      | Fiduciary           | Account                     | All Fund          |
|---|-------------------------|--------------------|---------------------|------------------|---------------------|-----------------------------|-------------------|
|   | General                 | Special<br>Revenue | Capital<br>Projects | Enterprise       | Trust and<br>Agency | Groups<br>Long-term<br>Debt | Types<br>Total    |
| <b><u>ASSETS</u></b>                      |                         |                    |                     |                  |                     |                             |                   |
| Cash and cash equivalents                 | 1,897,914               | 6,151,312          | 25,541              | 5,494,932        | 3,053,413           |                             | 16,623,111        |
| Receivables:                              |                         |                    |                     |                  |                     |                             |                   |
| Personal property taxes                   | 8,244                   |                    |                     |                  |                     |                             | 8,244             |
| Real estate taxes                         | 120,434                 | 2,999              |                     |                  |                     |                             | 123,433           |
| Allowance for abatements and exemptions   | (390,821)               |                    |                     |                  |                     |                             | (390,821)         |
| Betterments                               |                         |                    |                     | 107,813          |                     |                             | 107,813           |
| Tax liens                                 | 403,579                 |                    |                     |                  |                     |                             | 403,579           |
| Motor vehicle excise                      | 101,764                 |                    |                     |                  |                     |                             | 101,764           |
| User fees                                 |                         |                    |                     | 224,725          |                     |                             | 224,725           |
| Amounts to be provided - payment of bonds |                         |                    |                     | 2,795,000        |                     | 2,910,000                   | 5,705,000         |
| Total Assets                              | <u>2,141,113</u>        | <u>6,154,310</u>   | <u>25,541</u>       | <u>8,622,470</u> | <u>3,053,413</u>    | <u>2,910,000</u>            | <u>22,906,848</u> |
| <b><u>LIABILITIES AND FUND EQUITY</u></b> |                         |                    |                     |                  |                     |                             |                   |
| Liabilities:                              |                         |                    |                     |                  |                     |                             |                   |
| Warrants payable                          | 111,122                 | 119,014            |                     | 362,585          | 600                 |                             | 593,320           |
| Accrued payroll and withholdings          | 149,588                 | 34,320             |                     | 49,895           | 6,396               |                             | 240,200           |
| Other liabilities                         |                         |                    |                     | 183,628          | 35,008              |                             | 218,636           |
| Deferred revenue:                         |                         |                    |                     |                  |                     |                             |                   |
| Real and personal property taxes          | (262,143)               | 2,999              |                     |                  |                     |                             | (259,144)         |
| Betterments                               |                         |                    |                     | 107,813          |                     |                             | 107,813           |
| Tax liens                                 | 403,579                 |                    |                     |                  |                     |                             | 403,579           |
| Motor vehicle excise                      | 101,764                 |                    |                     |                  |                     |                             | 101,764           |
| User fees                                 |                         |                    |                     | 224,725          |                     |                             | 224,725           |
| Notes payable                             |                         |                    | 120,781             | 360,000          |                     |                             | 480,781           |
| Bonds payable                             |                         |                    |                     | 2,795,000        |                     | 2,910,000                   | 5,705,000         |
| Total Liabilities                         | <u>503,909</u>          | <u>156,333</u>     | <u>120,781</u>      | <u>4,083,645</u> | <u>42,004.15</u>    | <u>2,910,000</u>            | <u>7,816,673</u>  |
| Fund Equity:                              |                         |                    |                     |                  |                     |                             |                   |
| Reserved for encumbrances                 | 5,671                   |                    |                     | 57,450           |                     |                             | 63,121            |
| Reserved for expenditures                 | 410,163                 | 679,443            |                     | 70,000           |                     |                             | 1,159,606         |
| Reserved for continuing appropriations    | 34,624                  | 777,714            |                     | 77,465           |                     |                             | 889,802           |
| Reserved for petty cash                   | 400                     |                    |                     | 650              |                     |                             | 1,050             |
| Reserved for Habitat Mgmt Fund            |                         |                    |                     | 17,216           |                     |                             | 17,216            |
| Reserved for premiums                     |                         | 44,957             |                     |                  |                     |                             | 44,957            |
| Designated: CPA Open Space                |                         | 411,350            |                     |                  |                     |                             | 411,350           |
| Designated: CPA Historical                |                         | (31,932)           |                     |                  |                     |                             | (31,932)          |
| Designated: CPA Community Housing         |                         | 404,695            |                     |                  |                     |                             | 404,695           |
| Designated: CPA Administrative Expense    |                         | 58,949             |                     |                  |                     |                             | 58,949            |
| Designated: Depreciation Fund             |                         |                    |                     | 2,667,379        |                     |                             | 2,667,379         |
| Designated: Stabilization Fund            |                         |                    |                     | 969,114          | 1,657,599           |                             | 2,626,713         |
| Designated: OPEB Liability Fund           |                         |                    |                     | 433,539          | 558,762             |                             | 992,301           |
| Undesignated fund balance                 | 1,186,346               | 3,652,801          | (95,240)            |                  | 795,047             |                             | 5,538,955         |
| Unreserved retained earnings              |                         |                    |                     | 246,011          |                     |                             | 246,011           |
| Total Fund Equity                         | <u>1,637,204</u>        | <u>5,997,977</u>   | <u>(95,240)</u>     | <u>4,538,824</u> | <u>3,011,409</u>    | <u>-</u>                    | <u>15,090,174</u> |
| Total Liabilities and Fund Equity         | <u>2,141,113</u>        | <u>6,154,310</u>   | <u>25,541</u>       | <u>8,622,470</u> | <u>3,053,413</u>    | <u>2,910,000</u>            | <u>22,906,848</u> |

**TOWN OF GROVELAND**  
**COMBINED STATEMENT OF ACTIVITIES - ALL FUND TYPES AND ACCOUNT GROUPS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**  
**(Unaudited)**

|                                 | Governmental Fund Types |                     |                     | Proprietary<br>Fund Types | Fiduciary<br>Fund Types | All Fund<br>Types    |
|---------------------------------|-------------------------|---------------------|---------------------|---------------------------|-------------------------|----------------------|
|                                 | General                 | Special<br>Revenue  | Capital<br>Projects | Enterprise                | Trust and<br>Agency     | Total                |
| <b>REVENUES</b>                 |                         |                     |                     |                           |                         |                      |
| Personal Property Taxes         | 362,892                 |                     |                     |                           |                         | 362,892              |
| Real Estate Taxes               | 17,357,856              |                     |                     |                           |                         | 17,357,856           |
| Excise Taxes                    | 1,094,290               |                     |                     |                           |                         | 1,094,290            |
| Community Preservation Taxes    |                         | 423,002             |                     |                           |                         | 423,002              |
| Penalties and interest on taxes | 341,924                 |                     |                     |                           |                         | 341,924              |
| Payments in lieu of taxes       | 63,073                  |                     |                     |                           |                         | 63,073               |
| Charges for Services            |                         |                     |                     | 7,693,282                 |                         | 7,693,282            |
| Other Department Revenue        | 94,739                  |                     |                     |                           |                         | 94,739               |
| Licenses and Permits            | 198,643                 |                     |                     |                           |                         | 198,643              |
| Federal Revenue                 |                         | 739,270             |                     |                           |                         | 739,270              |
| State Revenue                   | 1,001,919               | 709,239             | 93,380              |                           |                         | 1,804,538            |
| Fines and Forfeitures           | 38,112                  |                     |                     |                           |                         | 38,112               |
| Miscellaneous Revenues          | 40,614                  | 881,364             |                     | 306,637                   | 179,230                 | 1,407,845            |
| Earnings on Investments         | 9,966                   | (23,843)            |                     | (240,827)                 | (96,173)                | (350,877)            |
| Bond Proceeds                   |                         |                     | 120,781             | 360,000                   |                         | 480,781              |
| Other Financing Sources         |                         |                     |                     |                           |                         | -                    |
| Total Revenues                  | <u>20,604,028</u>       | <u>2,729,032</u>    | <u>214,161</u>      | <u>8,119,092</u>          | <u>83,057</u>           | <u>31,749,370</u>    |
| <b>EXPENSES</b>                 |                         |                     |                     |                           |                         |                      |
| Salaries and Wages              | 3,078,873               | 345,527             |                     | 1,298,489                 |                         | 4,722,889            |
| Expenditures                    | 15,109,557              | 1,675,206           | 208,428             | 7,091,881                 | 96,832                  | 24,181,904           |
| Capital Outlay                  | 222,726                 | 148,500             |                     | 278,619                   |                         | 649,845              |
| Debt Service                    | 387,212                 |                     | 104                 | 341,731                   |                         | 729,047              |
| Unclassified                    | 1,534,671               |                     |                     |                           |                         | 1,534,671            |
| Other Financing Uses            | -                       |                     | 120,781             | 360,000                   |                         | 480,781              |
| Total Expenses                  | <u>20,333,039</u>       | <u>2,169,233</u>    | <u>329,313</u>      | <u>9,370,720</u>          | <u>96,832</u>           | <u>32,299,137</u>    |
| Transfers, Net                  | <u>295,595</u>          | <u>(8,788)</u>      | <u>(6,640)</u>      | <u>(40,000)</u>           | <u>(240,167)</u>        | <u>-</u>             |
| <b>CHANGE IN NET POSITION</b>   | 566,584                 | 551,011             | (121,792)           | (1,291,628)               | (253,942)               | (549,767)            |
| <b>NET POSITION:</b>            |                         |                     |                     |                           |                         |                      |
| Beginning of Year               | <u>1,070,620</u>        | <u>5,446,966</u>    | <u>26,552</u>       | <u>5,830,452</u>          | <u>3,265,351</u>        | <u>15,639,941</u>    |
| End of Year                     | <u>\$ 1,637,204</u>     | <u>\$ 5,997,977</u> | <u>\$ (95,240)</u>  | <u>\$ 4,538,824</u>       | <u>\$ 3,011,409</u>     | <u>\$ 15,090,174</u> |

**TOWN OF GROVELAND  
GENERAL FUND APPROPRIATIONS VS. EXPENDITURES  
FOR THE FISCAL YEAR ENDED 06/30/2022**

| Line Item                                    | Appropriated<br>FY'22 | Budgetary<br>Transfers<br>FY'22 | Expended<br>FY'22 | Unexpended<br>FY'22 |
|--|-----------------------|---------------------------------|-------------------|---------------------|
| <b>GENERAL GOVERNMENT</b>                    |                       |                                 |                   |                     |
| <b>MODERATOR</b>                             |                       |                                 |                   |                     |
| Stipend                                      | 100                   | -                               | -                 | 100                 |
| <b>1 Total Moderator Budget</b>              | <b>\$ 100</b>         | <b>\$ -</b>                     | <b>\$ -</b>       | <b>\$ 100</b>       |
| <b>SELECTMEN</b>                             |                       |                                 |                   |                     |
| Selectmen's Stipend                          | 7,500                 | -                               | 3,000             | 4,500               |
| Admin. Asst. Salary                          | 24,700                | (13,000)                        | 11,570            | 130                 |
| <b>2 Total Salaries</b>                      | <b>\$ 32,200</b>      | <b>\$ (13,000)</b>              | <b>\$ 14,570</b>  | <b>\$ 4,630</b>     |
| Town Audit                                   | 25,000                | -                               | 25,000            | -                   |
| Consulting Services                          | -                     | 9,225                           | 9,225             | -                   |
| Reserve Fund                                 | 30,000                | (9,000)                         | -                 | 21,000              |
| Association Fees                             | 1,500                 | -                               | 1,364             | 136                 |
| Town Reports                                 | 1,850                 | 1,000                           | 2,779             | 71                  |
| Minutes Clerk                                | 3,000                 | -                               | 1,260             | 1,740               |
| Expenses                                     | 1,000                 | -                               | 844               | 156                 |
| <b>3 Total Expenses</b>                      | <b>\$ 62,350</b>      | <b>\$ 1,225</b>                 | <b>\$ 40,472</b>  | <b>\$ 23,103</b>    |
| <b>Total Selectmen</b>                       | <b>\$ 94,550</b>      | <b>\$ (11,775)</b>              | <b>\$ 55,042</b>  | <b>\$ 27,733</b>    |
| <b>FINANCE DEPARTMENT</b>                    |                       |                                 |                   |                     |
| Finance Director's Salary/Town Administrator | 120,000               | (38,970)                        | 77,782            | 3,248               |
| Treasurer/Collector                          | 75,000                | 14,000                          | 88,960            | 40                  |
| Asst. Treasurer/Collector's Salary           | 43,042                | (9,000)                         | 33,199            | 843                 |
| Treasury/Collection Clerk                    | 15,000                | 3,000                           | 17,686            | 314                 |
| <b>4 Total Salaries</b>                      | <b>\$ 253,042</b>     | <b>\$ (30,970)</b>              | <b>\$ 217,627</b> | <b>\$ 4,445</b>     |
| Tax Title Treasurv/Collection                | 1,500                 | -                               | -                 | 1,500               |
| Education and Association Fees               | 3,000                 | -                               | 1,007             | 1,993               |
| Postage                                      | 16,000                | -                               | 15,946            | 54                  |
| Pavroll Fees                                 | 4,500                 | 500                             | 4,739             | 261                 |
| Office Expense                               | 3,200                 | -                               | 3,160             | 40                  |
| Online Pavment Fees                          | 600                   | 1,000                           | 506               | 1,095               |
| Personnel Expenses                           | 500                   | -                               | 500               | -                   |
| <b>5 Total Expenses</b>                      | <b>\$ 29,300</b>      | <b>\$ 1,500</b>                 | <b>\$ 25,857</b>  | <b>\$ 4,943</b>     |
| <b>Total Finance Department</b>              | <b>\$ 282,342</b>     | <b>\$ (29,470)</b>              | <b>\$ 243,483</b> | <b>\$ 9,389</b>     |
| <b>TOWN ACCOUNTANT</b>                       |                       |                                 |                   |                     |
| Accountant's Salary                          | 88,950                | -                               | 88,950            | -                   |
| <b>6 Total Salaries</b>                      | <b>\$ 88,950</b>      | <b>\$ -</b>                     | <b>\$ 88,950</b>  | <b>\$ -</b>         |
| Office Expenses                              | 1,500                 | -                               | 1,500             | -                   |
| Education and Association Fees               | 2,000                 | -                               | 1,706             | 294                 |
| <b>7 Total Town Accountant</b>               | <b>\$ 92,450</b>      | <b>\$ -</b>                     | <b>\$ 92,156</b>  | <b>\$ 294</b>       |
| <b>BOARD OF ASSESSORS</b>                    |                       |                                 |                   |                     |
| Assessor's Stipends                          | 1,500                 | -                               | 255               | 1,245               |
| Assessors' Manager's Salary                  | 57,730                | -                               | 57,730            | -                   |
| <b>8 Total Salaries</b>                      | <b>\$ 59,230</b>      | <b>\$ -</b>                     | <b>\$ 57,985</b>  | <b>\$ 1,245</b>     |
| Expenses                                     | 2,000                 | -                               | 1,869             | 131                 |
| Revaluation Maintenance                      | 40,000                | -                               | 38,800            | 1,200               |
| Personal Property Appraisals                 | 7,500                 | -                               | -                 | 7,500               |
| Software & Licenses                          | 7,250                 | -                               | 7,200             | 50                  |
| Maps - Updating                              | 7,500                 | -                               | 4,893             | 2,607               |
| <b>9 Total Expenses</b>                      | <b>\$ 64,250</b>      | <b>\$ -</b>                     | <b>\$ 52,762</b>  | <b>\$ 11,488</b>    |
| <b>Total Board of Assessors</b>              | <b>\$ 123,480</b>     | <b>\$ -</b>                     | <b>\$ 110,747</b> | <b>\$ 12,733</b>    |
| <b>TOWN COUNSEL</b>                          |                       |                                 |                   |                     |
| Legal Expense                                | 72,000                | (9,500)                         | 37,138            | 25,362              |
| <b>10 Total Town Counsel</b>                 | <b>\$ 72,000</b>      | <b>\$ (9,500)</b>               | <b>\$ 37,138</b>  | <b>\$ 25,362</b>    |
| <b>TECHNOLOGY</b>                            |                       |                                 |                   |                     |
| Computer Hardware Maint & Lic Fees           | 58,000                | 37,000                          | 74,669            | 20,331              |
| Hardware & Software Expense                  | 5,000                 | -                               | 4,357             | 643                 |
| <b>11 Total Technology Department</b>        | <b>\$ 63,000</b>      | <b>\$ 37,000</b>                | <b>\$ 79,026</b>  | <b>\$ 20,974</b>    |
| <b>TOWN CLERK</b>                            |                       |                                 |                   |                     |
| Town Clerk's Salary                          | 62,486                | -                               | 62,486            | -                   |
| Assistant Town Clerk                         | 10,920                | -                               | 8,117             | 2,804               |
| Poll Workers                                 | 8,500                 | (1,400)                         | 3,271             | 3,829               |
| <b>12 Total Salaries</b>                     | <b>\$ 81,906</b>      | <b>\$ (1,400)</b>               | <b>\$ 73,874</b>  | <b>\$ 6,633</b>     |
| Election Expenses                            | 8,058                 | -                               | 8,058             | -                   |
| Education Expenses                           | 1,200                 | -                               | 1,200             | -                   |
| Office Expenses & Supplies                   | 7,441                 | -                               | 7,441             | -                   |
| <b>13 Total Expenses</b>                     | <b>\$ 16,699</b>      | <b>\$ -</b>                     | <b>\$ 16,699</b>  | <b>\$ -</b>         |

| Line Item  | Budgetary             |                    |                   |                     |
|--|-----------------------|--------------------|-------------------|---------------------|
|  | Appropriated<br>FY'22 | Transfers<br>FY'22 | Expended<br>FY'22 | Unexpended<br>FY'22 |
| <b>Total Town Clerk</b>                                    | <b>\$ 98,605</b>      | <b>\$ (1,400)</b>  | <b>\$ 90,573</b>  | <b>\$ 6,633</b>     |
| <b>ECONOMIC DEV., PLANNING &amp; CONSERVATION</b>          |                       |                    |                   |                     |
| Director of Economic Development, Planning & Conserv       | 55,221                | (6,000)            | 48,874            | 347                 |
| Conservation Agent   | 42,000                | (21,500)           | 20,108            | 392                 |
| Conservation Stipends                                      | 1,400                 | (1,400)            | -                 | -                   |
| Planning Board Member Stipends                             | 1,800                 | -                  | -                 | 1,800               |
| <b>14 Total Salaries</b>                                   | <b>\$ 100,421</b>     | <b>\$ (28,900)</b> | <b>\$ 68,981</b>  | <b>\$ 2,540</b>     |
| Conservation Expenses                                      | 3,300                 | 15,045             | 17,844            | 501                 |
| Planning Expenses  | 7,000                 | -                  | 7,000             | -                   |
| Merrimack Valley Planning Assessment                       | 2,600                 | -                  | 2,600             | 0                   |
| ZBA Contracted Services & Expenses                         | 500                   | -                  | 500               | -                   |
| <b>15 Total Economic Dev., Planning &amp; Conservation</b> | <b>\$ 113,821</b>     | <b>\$ (13,855)</b> | <b>\$ 96,925</b>  | <b>\$ 3,041</b>     |
| <b>MUNICIPAL BUILDINGS</b>                                 |                       |                    |                   |                     |
| Custodian/Facilities Salaries                              | 43,615                | -                  | 43,514            | 101                 |
| <b>16 Total Salaries</b>                                   | <b>\$ 43,615</b>      | <b>\$ -</b>        | <b>\$ 43,514</b>  | <b>\$ 101</b>       |
| Lawn & Grounds   | 17,000                | -                  | 12,274            | 4,726               |
| Public Relations - Town Wide                               | 7,200                 | -                  | 7,200             | -                   |
| Utilities  | 110,000               | 2,500              | 108,867           | 3,633               |
| Copier Lease & Supplies                                    | 9,400                 | (4,000)            | 4,604             | 796                 |
| Town Decor (Winter & Spring)                               | 6,500                 | -                  | 5,119             | 1,381               |
| Repairs & Maintenance                                      | 35,000                | -                  | 35,000            | -                   |
| Supplies   | 13,500                | -                  | 13,274            | 226                 |
| <b>17 Total Expenses</b>                                   | <b>198,600</b>        | <b>(1,500)</b>     | <b>186,339</b>    | <b>10,761</b>       |
| <b>Total Municipal Buildings</b>                           | <b>\$ 242,215</b>     | <b>\$ (1,500)</b>  | <b>\$ 229,852</b> | <b>\$ 10,863</b>    |
| <b>INSURANCE</b>   |                       |                    |                   |                     |
| Property & Casualty Insurance                              | 214,000               | 6,000              | 216,901           | 3,099               |
| Employee Group Life Insurance                              | 3,000                 | -                  | 2,114             | 886                 |
| Employee Group Health Insurance                            | 535,500               | -                  | 528,057           | 7,443               |
| <b>18 Total Insurance</b>                                  | <b>\$ 752,500</b>     | <b>\$ 6,000</b>    | <b>\$ 747,072</b> | <b>\$ 11,428</b>    |

|                                 |                     |                    |                     |                   |
|---------------------------------|---------------------|--------------------|---------------------|-------------------|
| <b>TOTAL GENERAL GOVERNMENT</b> | <b>\$ 1,935,063</b> | <b>\$ (24,500)</b> | <b>\$ 1,782,014</b> | <b>\$ 128,549</b> |
|---------------------------------|---------------------|--------------------|---------------------|-------------------|

|                                    |                     |                    |                     |                  |
|------------------------------------|---------------------|--------------------|---------------------|------------------|
| <b>PUBLIC SAFETY</b>               |                     |                    |                     |                  |
| <b>POLICE DEPARTMENT</b>           |                     |                    |                     |                  |
| Chief's Salary                     | 140,824             | -                  | 140,824             | -                |
| Deputy Chief's/Lieutenant's Salary | 93,051              | -                  | 93,051              | -                |
| Sargeant's Salary                  | 242,289             | (38,993)           | 187,776             | 15,520           |
| Patrolmen's Salary                 | 463,642             | -                  | 450,742             | 12,900           |
| Communication Salary               | 287,616             | -                  | 281,994             | 5,622            |
| Training                           | 20,000              | -                  | 15,760              | 4,240            |
| Reserves                           | 67,400              | 4,000              | 70,219              | 1,181            |
| Overtime                           | 52,947              | -                  | 41,299              | 11,648           |
| Education Incentives               | 99,660              | -                  | 77,922              | 21,738           |
| <b>19 Total Salaries</b>           | <b>\$ 1,467,429</b> | <b>\$ (34,993)</b> | <b>\$ 1,359,587</b> | <b>\$ 72,849</b> |
| Harbormaster Expenses              | 500                 | -                  | -                   | 500              |
| Expenses                           | 3,762               | 34,993             | 38,753              | 2                |
| Supplies                           | 9,182               | -                  | 9,182               | 0                |
| Vehicle Maintenance                | 11,000              | -                  | 10,966              | 34               |
| Equipment Maintenance              | 21,257              | -                  | 20,372              | 885              |
| Firearms                           | 3,500               | -                  | 3,257               | 243              |
| Clothing Allowance                 | 16,450              | -                  | 15,260              | 1,190            |
| Association Fees                   | 2,500               | -                  | 2,319               | 181              |
| Communication Expenses             | 3,200               | -                  | 1,929               | 1,271            |
| Training                           | 10,500              | -                  | 6,845               | 3,655            |
| Fuel                               | 26,500              | -                  | 25,359              | 1,141            |
| <b>20 Total Expenses</b>           | <b>\$ 108,351</b>   | <b>\$ 34,993</b>   | <b>\$ 134,241</b>   | <b>\$ 9,103</b>  |
| <b>Total Police</b>                | <b>\$ 1,575,780</b> | <b>\$ -</b>        | <b>\$ 1,493,828</b> | <b>\$ 81,952</b> |
| <b>FIRE DEPARTMENT</b>             |                     |                    |                     |                  |
| Chief's Salary                     | 78,540              | -                  | 78,540              | -                |
| Firefighter Call Wages             | 122,000             | 28,100             | 146,115             | 3,985            |
| Inspector's Salary                 | 10,000              | -                  | 9,669               | 331              |
| Mass Fire Academy Training         | 7,200               | -                  | 6,883               | 317              |
| Drill Wages                        | 43,500              | (28,100)           | 14,771              | 629              |
| EMS Recertification                | 5,000               | -                  | 4,835               | 165              |
| <b>21 Total Salaries</b>           | <b>\$ 266,240</b>   | <b>\$ -</b>        | <b>\$ 260,812</b>   | <b>\$ 5,428</b>  |
| Communications                     | 8,000               | -                  | 7,169               | 831              |
| Training Expense                   | 3,000               | -                  | 2,666               | 334              |
| Fire Equipment & Supplies          | 35,000              | -                  | 34,857              | 143              |
| Fuel                               | 8,500               | -                  | 7,818               | 682              |
| Association Dues                   | 3,400               | -                  | 3,000               | 400              |
| Annual Testing & Inspecting        | 20,000              | -                  | 17,757              | 2,243            |
| Medical Supplies                   | 3,000               | -                  | 2,881               | 119              |

| Line Item                                | Budgetary             |                    |                      |                     |
|--|-----------------------|--------------------|----------------------|---------------------|
|  | Appropriated<br>FY'22 | Transfers<br>FY'22 | Expended<br>FY'22    | Unexpended<br>FY'22 |
| Vehicle & Equipment Maintenance          | 20,000                | -                  | 18,996               | 1,004               |
| <b>22 Total Expenses</b>                 | <b>\$ 100,900</b>     | <b>\$ -</b>        | <b>\$ 95,143</b>     | <b>\$ 5,757</b>     |
| <b>Total Fire</b>                        | <b>\$ 367,140</b>     | <b>\$ -</b>        | <b>\$ 355,956</b>    | <b>\$ 11,184</b>    |
| <b>BUILDING DEPARTMENT</b>               |                       |                    |                      |                     |
| Electrical Inspector                     | 9,742                 | -                  | 9,583                | 159                 |
| Plumbing & Gas Inspector                 | 10,824                | -                  | 10,824               | -                   |
| Building Inspector                       | 60,720                | -                  | 60,720               | -                   |
| <b>23 Total Salaries</b>                 | <b>\$ 81,286</b>      | <b>\$ -</b>        | <b>\$ 81,127</b>     | <b>\$ 159</b>       |
| Building Inspector Expenses              | 4,000                 | -                  | 4,000                | -                   |
| Permit Software Expense                  | 8,100                 | -                  | 8,100                | -                   |
| <b>24 Total Expenses</b>                 | <b>\$ 12,100</b>      | <b>\$ -</b>        | <b>\$ 12,100</b>     | <b>\$ -</b>         |
| <b>Total Inspectors</b>                  | <b>\$ 93,386</b>      | <b>\$ -</b>        | <b>\$ 93,227</b>     | <b>\$ 159</b>       |
| <b>EMERGENCY MANAGEMENT</b>              |                       |                    |                      |                     |
| Director's Stipend                       | 3,247                 | -                  | 1,300                | 1,947               |
| Expenses                                 | 1,064                 | -                  | 609                  | 455                 |
| <b>25 Total Emergency Management</b>     | <b>\$ 4,311</b>       | <b>\$ -</b>        | <b>\$ 1,909</b>      | <b>\$ 2,402</b>     |
| <b>TOTAL PUBLIC SAFETY</b>               | <b>\$ 2,040,617</b>   | <b>\$ -</b>        | <b>\$ 1,944,920</b>  | <b>\$ 95,697</b>    |
| <b>EDUCATION</b>                         |                       |                    |                      |                     |
| Pentucket Base Assessment                | 9,967,462             | -                  | 9,967,462            | -                   |
| Pentucket Capital Assessment             | 2,245,566             | -                  | 2,245,566            | -                   |
| Essex Tech                               | 200,000               | (27,000)           | 172,794              | 206                 |
| Whittier Vocational/Technical Assessment | 648,157               | -                  | 648,157              | -                   |
| <b>26 Total Education</b>                | <b>\$ 13,061,185</b>  | <b>\$ (27,000)</b> | <b>\$ 13,033,979</b> | <b>\$ 206</b>       |
| <b>TOTAL EDUCATION</b>                   | <b>\$ 13,061,185</b>  | <b>\$ (27,000)</b> | <b>\$ 13,033,979</b> | <b>\$ 206</b>       |
| <b>PUBLIC WORKS</b>                      |                       |                    |                      |                     |
| <b>TREE WARDEN</b>                       |                       |                    |                      |                     |
| Expenses                                 | 27,500                | -                  | 27,440               | 60                  |
| <b>27 Total Tree Warden</b>              | <b>\$ 27,500</b>      | <b>\$ -</b>        | <b>\$ 27,440</b>     | <b>\$ 60</b>        |
| <b>HIGHWAYS</b>                          |                       |                    |                      |                     |
| Highway Superintendent Salary            | 93,636                | -                  | 93,636               | -                   |
| Highway Salaries                         | 248,721               | -                  | 241,852              | 6,869               |
| Sick day buy back (Contractual)          | 4,400                 | -                  | 2,152                | 2,248               |
| Highway Salary - Part Time               | 8,500                 | -                  | 7,002                | 1,498               |
| Overtime                                 | 16,500                | -                  | 10,808               | 5,692               |
| <b>28 Total Salaries</b>                 | <b>\$ 371,757</b>     | <b>\$ -</b>        | <b>\$ 355,450</b>    | <b>\$ 16,307</b>    |
| Highway Expense                          | 9,250                 | -                  | 9,220                | 30                  |
| Front End Loader (Lease)                 | 37,100                | (5,000)            | 31,625               | 475                 |
| Snow & Ice Removal                       | 225,000               | 30,000             | 254,859              | 141                 |
| Road Machinery Expense                   | 66,000                | -                  | 64,230               | 1,770               |
| Road Maintenance Expense                 | 135,000               | -                  | 134,823              | 177                 |
| Highway Fuel Expense                     | 15,000                | 5,000              | 18,382               | 1,619               |
| <b>29 Total Expense</b>                  | <b>\$ 487,350</b>     | <b>\$ 30,000</b>   | <b>\$ 513,138</b>    | <b>\$ 4,212</b>     |
| <b>Total Highway</b>                     | <b>\$ 859,107</b>     | <b>\$ 30,000</b>   | <b>\$ 868,588</b>    | <b>\$ 20,519</b>    |
| <b>RUBBISH COLLECTION</b>                |                       |                    |                      |                     |
| Contract Administrator                   | 11,916                | -                  | 11,776               | 140                 |
| Contract Expense                         | 575,000               | -                  | 564,856              | 10,144              |
| <b>30 Total Rubbish Collection</b>       | <b>\$ 586,916</b>     | <b>\$ -</b>        | <b>\$ 576,632</b>    | <b>\$ 10,284</b>    |
| <b>CEMETERY</b>                          |                       |                    |                      |                     |
| Commissioner's Stipend                   | 450                   | -                  | -                    | 450                 |
| Full Time Wages                          | 53,060                | -                  | 53,060               | -                   |
| Part Time Wages                          | 12,850                | -                  | 8,652                | 4,198               |
| Overtime                                 | 1,500                 | -                  | 1,414                | 86                  |
| <b>31 Total Salaries</b>                 | <b>\$ 67,860</b>      | <b>\$ -</b>        | <b>\$ 63,126</b>     | <b>\$ 4,734</b>     |
| Supplies                                 | 3,000                 | -                  | 3,000                | -                   |
| Vehicle Fuel                             | 1,500                 | -                  | 1,500                | -                   |
| Landscaping                              | 800                   | -                  | 511                  | 289                 |
| Utilities                                | 4,400                 | -                  | 3,839                | 561                 |
| Equipment & Maintenance                  | 4,000                 | -                  | 1,620                | 2,380               |
| Expenses                                 | 3,500                 | -                  | 2,988                | 512                 |
| <b>32 Total Expenses</b>                 | <b>\$ 17,200</b>      | <b>\$ -</b>        | <b>\$ 13,458</b>     | <b>\$ 3,742</b>     |
| <b>Total Cemetery</b>                    | <b>\$ 85,060</b>      | <b>\$ -</b>        | <b>\$ 76,584</b>     | <b>\$ 8,476</b>     |
| <b>TOTAL PUBLIC WORKS</b>                | <b>\$ 1,558,583</b>   | <b>\$ 30,000</b>   | <b>\$ 1,549,243</b>  | <b>\$ 39,340</b>    |

HUMAN SERVICES

BOARD OF HEALTH

| Line Item  | Budgetary             |                    |                      |                     |
|--|-----------------------|--------------------|----------------------|---------------------|
|  | Appropriated<br>FY'22 | Transfers<br>FY'22 | Expended<br>FY'22    | Unexpended<br>FY'22 |
| Health Members' Stipends                         | 900                   | -                  | 600                  | 300                 |
| Health Nurse Wages                               | 19,256                | -                  | 15,348               | 3,909               |
| Health/Sanitation Agent Wages                    | 36,206                | (1,700)            | 24,704               | 9,802               |
| Part-time Clerk Wages                            | 19,800                | 1,700              | 21,443               | 57                  |
| <b>33 Total Salaries</b>                         | <b>\$ 76,162</b>      | <b>\$ -</b>        | <b>\$ 62,095</b>     | <b>\$ 14,067</b>    |
| 34 Expenses                                      | 2,805                 | -                  | 1,180                | 1,625               |
| <b>Total Board of Health</b>                     | <b>\$ 78,967</b>      | <b>\$ -</b>        | <b>\$ 63,275</b>     | <b>\$ 15,692</b>    |
| <b>COUNCIL ON AGING</b>                          |                       |                    |                      |                     |
| Director's Salary                                | 62,000                | -                  | 59,905               | 2,095               |
| Program Coordinator                              | 36,876                | -                  | 31,314               | 5,562               |
| Outreach Worker                                  | 13,037                | -                  | 12,698               | 339                 |
| Part Time Van Driver                             | 20,892                | -                  | 19,017               | 1,875               |
| <b>35 Total Salaries</b>                         | <b>\$ 132,805</b>     | <b>\$ -</b>        | <b>\$ 122,934</b>    | <b>\$ 9,871</b>     |
| Vehicle Maintenance Expenses                     | 5,000                 | -                  | 3,356                | 1,644               |
|  | 6,000                 | -                  | 5,954                | 46                  |
| <b>36 Total Expenses</b>                         | <b>\$ 11,000</b>      | <b>\$ -</b>        | <b>\$ 9,311</b>      | <b>\$ 1,689</b>     |
| <b>Total Council on Aging</b>                    | <b>\$ 143,805</b>     | <b>\$ -</b>        | <b>\$ 132,245</b>    | <b>\$ 11,560</b>    |
| <b>VETERANS</b>                                  |                       |                    |                      |                     |
| Veterans' Agent Salary                           | 9,000                 | -                  | 7,784                | 1,216               |
| Veterans' Benefits                               | 30,000                | (8,000)            | 20,895               | 1,105               |
| <b>37 Total Veterans</b>                         | <b>\$ 39,000</b>      | <b>\$ (8,000)</b>  | <b>\$ 28,679</b>     | <b>\$ 2,321</b>     |
| <b>TOTAL HUMAN SERVICES</b>                      | <b>\$ 261,772</b>     | <b>\$ (8,000)</b>  | <b>\$ 224,198</b>    | <b>\$ 29,574</b>    |
| <b>LIBRARY</b>                                   |                       |                    |                      |                     |
| Library Director's Salary                        | 67,349                | -                  | 67,349               | -                   |
| Library Staff Wages                              | 121,675               | -                  | 113,801              | 7,874               |
| Part Time Wages                                  | 10,532                | -                  | 10,142               | 390                 |
| <b>38 Total Salaries</b>                         | <b>\$ 199,556</b>     | <b>\$ -</b>        | <b>\$ 191,293</b>    | <b>\$ 8,264</b>     |
| Library Materials                                | 51,920                | -                  | 51,920               | 0                   |
| Technology                                       | 1,066                 | -                  | 1,059                | 7                   |
| Programs   | 1,066                 | -                  | 1,058                | 8                   |
| Dues   | 18,901                | -                  | 18,880               | 21                  |
| Training   | 2,132                 | -                  | 1,637                | 495                 |
| Supplies   | 4,335                 | -                  | 4,236                | 99                  |
| <b>39 Total Expenses</b>                         | <b>\$ 79,420</b>      | <b>\$ -</b>        | <b>\$ 78,789</b>     | <b>\$ 631</b>       |
| <b>Total Library</b>                             | <b>\$ 278,976</b>     | <b>\$ -</b>        | <b>\$ 270,081</b>    | <b>\$ 8,895</b>     |
| <b>TOTAL LIBRARY</b>                             | <b>\$ 278,976</b>     | <b>\$ -</b>        | <b>\$ 270,081</b>    | <b>\$ 8,895</b>     |
| <b>DEBT SERVICE</b>                              |                       |                    |                      |                     |
| Principal  | 285,800               | -                  | 285,800              | -                   |
| Long Term Interest                               | 99,763                | -                  | 99,763               | 1                   |
| Short Term Interest                              | 2,700                 | -                  | 1,649                | 1,051               |
| Administrative Fees                              | 1,000                 | 4,500              | 5,405                | 95                  |
| <b>40 Total Debt</b>                             | <b>\$ 389,263</b>     | <b>\$ 4,500</b>    | <b>\$ 392,617</b>    | <b>\$ 1,146</b>     |
| <b>TOTAL DEBT SERVICE</b>                        | <b>\$ 389,263</b>     | <b>\$ 4,500</b>    | <b>\$ 392,617</b>    | <b>\$ 1,146</b>     |
| <b>UNCLASSIFIED</b>                              |                       |                    |                      |                     |
| Essex County Retirement Contribution             | 620,551               | -                  | 620,551              | -                   |
| Unemployment Compensation                        | 2,000                 | 35,000             | 33,988               | 3,012               |
| Medicare Tax                                     | 55,000                | (4,000)            | 48,060               | 2,940               |
| OPEB Trust Fund (Other Post Employment Benefits) | 85,000                | -                  | 85,000               | -                   |
| Memorial Day Services                            | 500                   | -                  | -                    | 500                 |
| Street Lighting                                  | 20,000                | -                  | 14,885               | 5,115               |
| <b>41 Total Unclassified</b>                     | <b>\$ 783,051</b>     | <b>\$ 31,000</b>   | <b>\$ 802,484</b>    | <b>\$ 11,567</b>    |
| <b>TOTAL UNCLASSIFIED</b>                        | <b>\$ 783,051</b>     | <b>\$ 31,000</b>   | <b>\$ 802,484</b>    | <b>\$ 11,567</b>    |
| <b>GRAND TOTAL</b>                               | <b>\$ 20,308,510</b>  | <b>\$ 6,000</b>    | <b>\$ 19,999,537</b> | <b>\$ 314,973</b>   |

\* Voted per 12/06/2021 Special Town Meeting Article 2

\*\* Voted \$6,510 to be added to Public Health Nurse wage line from Stabilization Funds per 12/06/2021 Special Town Meeting Article 3.

**TOWN OF GROVELAND  
WATER & SEWER DEPARTMENT APPROPRIATIONS VS. EXPENDITURES  
FOR THE FISCAL YEAR ENDED 06/30/2022**

| Line Item                     | Appropriated<br>FY'22 | Budgetary<br>Transfers<br>FY'22 | Expended<br>FY'22   | Unexpended<br>FY'22 |
|-------------------------------|-----------------------|---------------------------------|---------------------|---------------------|
| <b>WATER DEPARTEMENT</b>      |                       |                                 |                     |                     |
| Commissioner's Stipend        | 1,324                 | -                               | 1,324               | 0                   |
| Superintendent's Salary       | 61,547                | -                               | 61,530              | 17                  |
| Office Manager's Salary       | 45,486                | -                               | 44,702              | 784                 |
| Laborers' Wages               | 145,333               | -                               | 140,418             | 4,915               |
| Part-Time Help                | 12,852                | -                               | 12,688              | 164                 |
| Overtime                      | 40,575                | -                               | 24,110              | 16,465              |
| <b>Total Salaries</b>         | <b>\$ 307,117</b>     | <b>\$ -</b>                     | <b>\$ 284,772</b>   | <b>\$ 22,345</b>    |
| Expenses                      | 354,500               | -                               | 354,251             | 248                 |
| Health                        | 53,500                | -                               | 34,739              | 18,761              |
| Retirement                    | 75,218                | -                               | 75,218              | -                   |
| ER Medicare                   | 4,772                 | -                               | 4,039               | 733                 |
| Backhoe                       | 40,215                | -                               | -                   | 40,215              |
| Emergency Funds               | 50,000                | -                               | 50,000              | -                   |
| Bond Debt & Interest          | 279,525               | -                               | 279,525             | -                   |
| <b>Total Expenses</b>         | <b>\$ 857,730</b>     | <b>\$ -</b>                     | <b>\$ 797,773</b>   | <b>\$ 59,957</b>    |
| <b>Total Water Department</b> | <b>\$ 1,164,847</b>   | <b>\$ -</b>                     | <b>\$ 1,082,545</b> | <b>\$ 82,302</b>    |
| <b>SEWER DEPARTEMENT</b>      |                       |                                 |                     |                     |
| Commissioner's Stipend        | 567                   | -                               | 567                 | 0                   |
| Superintendent's Salary       | 26,377                | -                               | 26,370              | 7                   |
| Office Manager's Salary       | 19,685                | -                               | 19,158              | 527                 |
| Laborers' Wages               | 62,286                | -                               | 60,179              | 2,106               |
| Part-Time Help                | 5,508                 | -                               | 5,437               | 71                  |
| Overtime                      | 10,236                | -                               | 8,006               | 2,230               |
| <b>Total Salaries</b>         | <b>\$ 124,659</b>     | <b>\$ 119,718</b>               | <b>\$ 124,659</b>   | <b>\$ 4,941</b>     |
| Expenses                      | 104,865               | -                               | 80,049              | 24,817              |
| Health                        | 23,462                | -                               | 8,574               | 14,888              |
| Retirement                    | 37,609                | -                               | 37,609              | -                   |
| ER Medicare                   | 1,919                 | -                               | 1,737               | 182                 |
| Bond Debt & Interest          | 62,206                | -                               | 62,206              | -                   |
| Backhoe                       | 17,235                | -                               | -                   | 17,235              |
| Emergency Funds               | 25,000                | -                               | -                   | 25,000              |
| Haverhill Wastewater          | 186,156               | -                               | 144,814             | 41,342              |
| Haverhill Capital Bond        | 111,153               | -                               | 41,168              | 69,984              |
| <b>Total Expenses</b>         | <b>\$ 569,605</b>     | <b>\$ -</b>                     | <b>\$ 376,157</b>   | <b>\$ 193,448</b>   |
| <b>Total Sewer Department</b> | <b>\$ 694,264</b>     | <b>\$ 119,718</b>               | <b>\$ 500,816</b>   | <b>\$ 198,389</b>   |

\* Voted \$41,168.38 to be added to Haverhill Capital Bond from Sewer Retained Earnings per 12/06/2021 Special Town Meeting Article

**TOWN OF GROVELAND  
TOWN MEETING ARTICLE APPROPRIATIONS VS. EXPENDITURES  
FOR THE FISCAL YEAR ENDED 06/30/2022**

| Line Item   | Appropriated<br>FY'22 | Expended<br>FY'22 | Unexpended<br>FY'22 |
|---|-----------------------|-------------------|---------------------|
| <b>ANNUAL TOWN MEETING 05/24/2021</b>   |                       |                   |                     |
| <b>Amounts Voted to be Raised &amp; Appropriated:</b>   |                       |                   |                     |
| Article 28: Town Code Consultant  | 4,990                 | 1,998             | 2,993               |
| <b>Total Amounts Raised &amp; Appropriated</b>  | <b>4,990</b>          | <b>1,998</b>      | <b>2,993</b>        |
| <b>PEG Access/Cable Related Funds Voted to be Appropriated:</b>   |                       |                   |                     |
| Article 24: PEG Access Cable Related Expenditures   | 150,000               | 84,083            | 65,917              |
| <b>Total PEG Access/Cable Related Funds Appropriations</b>  | <b>\$ 150,000</b>     | <b>\$ 84,083</b>  | <b>\$ 65,917</b>    |
| <b>Community Preservation Funds Voted to be Appropriated:</b>   |                       |                   |                     |
| Article 13: New Mill Pond Phase I cleanup and land survey   | 21,000                | 3,850             | 17,150              |
| Article 14: Groveland Housing Authority Buy Down Program  | 408,000               | -                 | 408,000             |
| Article 15: Crosstown Recreational Trail  | 18,000                | -                 | 18,000              |
| Article 16: Groveland Community Trail Supplemental Funds  | 97,000                | 57,879            | 39,121              |
| Article 17: Veasey Completion of ADA Bathroom   | 31,000                | 29,217            | 1,783               |
| Article 18: Installation of Fencing at Historic Riverview Cemetery  | 24,000                | 19,200            | 4,800               |
| Article 19: Johnsons Pond Weed Removal  | 28,500                | 28,500            | -                   |
| Article 20: Vote to Reserve from CPA Funds to CPA Reserves<br>the Following Amounts for Future Projects/Expenses: |                       |                   |                     |
| Admin Expenses  | 25,000                | 25,000            | -                   |
| Open Space Reserves   | 50,000                | 50,000            | -                   |
| Historic Resources Reserves   | 50,000                | 50,000            | -                   |
| Community Housing Reserves  | 50,000                | 50,000            | -                   |
| <b>Total Community Preservation Fund Appropriation</b>  | <b>807,500</b>        | <b>313,646</b>    | <b>488,854</b>      |
| <b>Water Retained Earnings Voted to be Appropriated:</b>  |                       |                   |                     |
| Article 31: 1-Ton Dump Truck  | 49,000                | -                 | 49,000              |
| Article 33: Updating the Emergency Response Plan  | 11,600                | 11,600            | -                   |
| <b>Total Water Retained Earnings Appropriations</b>   | <b>49,000</b>         | <b>-</b>          | <b>49,000</b>       |
| <b>Sewer Retained Earnings Voted to be Appropriated:</b>  |                       |                   |                     |
| Article 32: 1-Ton Dump Truck  | 21,000                | -                 | 21,000              |
| <b>Total Sewer Retained Earnings Appropriations</b>   | <b>21,000</b>         | <b>-</b>          | <b>21,000</b>       |
| <b>Total Annual Town Meeting Voted Appropriations</b>   | <b>\$ 1,027,490</b>   | <b>\$ 399,726</b> | <b>\$ 627,764</b>   |
| <b>SPECIAL TOWN MEETING 12/06/2021</b>  |                       |                   |                     |
| <b>Stabilization Funds Voted to be Appropriated</b>   |                       |                   |                     |
| Article 1: Personnel Buy Back   | 32,000                | 7,287             | 24,713              |
| Article 2: Treasurer Clerk  | 15,000                | 14,686            | 314 *               |
| Article 3: Health Nurse Wages   | 6,510                 | 2,602             | 3,909 *             |
| Article 7: Pentucket School Supplemental Assessment   | 111,657               | 111,657           | -                   |
| Article 8: Bagnall School Capital Upgrades  | 75,000                | 43,369            | 31,631              |
| <b>Total Stabilization Fund Appropriation</b>   | <b>240,167</b>        | <b>179,600</b>    | <b>60,567</b>       |
| <b>Sewer Retained Earnings Voted to be Appropriated:</b>  |                       |                   |                     |
| Article 4: FY21 Sewer Haverhill Capital Bond Expense  | 41,168                | 41,168            | -                   |
| <b>Total Sewer Retained Earnings Appropriations</b>   | <b>41,168</b>         | <b>41,168</b>     | <b>-</b>            |
| <b>Total Special Town Meeting Voted Appropriations</b>  | <b>\$ 281,335</b>     | <b>\$ 220,768</b> | <b>\$ 60,567</b>    |

\* These amounts are also included in the General Fund Appropriations Vs. Expenditures Schedule under General Government/Finance Department and Human Services/Board of Health.



**TOWN OF GROVELAND  
STATEMENT OF INDEBTEDNESS  
FOR THE FISCAL YEAR ENDED 06/30/2022**

| <b>Long Term Debt</b>                  | <b>Outstanding<br/>July 1, 2021</b> | <b>New Debt<br/>Issued</b> | <b>Debt<br/>Retirements</b> | <b>Outstanding<br/>June 30, 2022</b> | <b>Interest<br/>Paid in<br/>FY2022</b> |
|--|-------------------------------------|----------------------------|-----------------------------|--------------------------------------|--|
| Fire Truck                             | 570,000                             |                            | 40,000                      | 530,000                              | 17,050                                 |
| Land, Center Street                    | 2,565,000                           |                            | 185,000                     | 2,380,000                            | 82,713                                 |
| Water                                  | 2,480,000                           |                            | 205,000                     | 2,275,000                            | 74,525                                 |
| Sewer                                  | 565,000                             |                            | 45,000                      | 520,000                              | 17,206                                 |
| Bagnall School Green Repair (QECB)     | 554,236                             |                            | 74,798                      | 479,439                              | 23,206                                 |
| Bagnall School Addition                | 4,490,000                           |                            | 215,000                     | 4,275,000                            | 146,380                                |
| Middle/High School Fields              | 500,861                             |                            | 63,769                      | 437,092                              | 16,000                                 |
| High School Auditorium                 | 26,561                              |                            | 1,932                       | 24,628                               | 850                                    |
| Middle School Roof & Boilers           | 212,500                             |                            | 13,159                      | 199,341                              | 6,843                                  |
| New Middle/High School - 1st Borrowing | 17,769,175                          |                            | 345,900                     | 17,423,276                           | 597,706                                |
| New Middle/High School - 2nd Borrowing | 15,662,102                          |                            | 301,454                     | 15,360,648                           | 457,201                                |
| <b>TOTAL Long Term Debt</b>            | <b>45,395,435</b>                   | <b>-</b>                   | <b>1,491,012</b>            | <b>43,904,423</b>                    | <b>1,439,680</b>                       |

| <b>Bond Anticipation Note (Short Term Borrowing)</b> |                         |                           |                              |  |                                 |
|--|-------------------------|---------------------------|------------------------------|--|---------------------------------|
| <b>Purpose</b>                                       | <b>Date of<br/>Vote</b> | <b>Article<br/>Number</b> | <b>Amount<br/>Authorized</b> | <b>+ Issued<br/>- Retired<br/>- Rescined</b> | <b>= Unissued<br/>6/30/2022</b> |
| Highway Radios                                       | 4/30/2018               | 22                        | 19,966                       | (6,660)                                      | 13,306                          |
| Police Radios  | 4/30/2018               | 22                        | 20,203                       | (6,740)                                      | 13,463                          |
| Police Cruiser                                       | 4/30/2018               | 22                        | 43,516                       | (14,510)                                     | 29,006                          |
| Fire EMS Vehicle                                     | 4/30/2018               | 22                        | 65,000                       | (21,994)                                     | 43,006                          |
| Fire Radio System                                    | 4/30/2018               | 22                        | 33,000                       | (11,000)                                     | 22,000                          |
| Water Mains Union/Chestnut Street                    | 5/24/2021               | 34                        | 360,000                      | -  | 360,000                         |
| <b>TOTAL Short Term Debt</b>                         |                         |                           |                              |  | <b>480,781</b>                  |

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

# Treasurer/Collector Department

## Michele Beegan, Treasurer/Collector

The Treasurer/Collector serves as banker, tax collector and investment officer for the Town of Groveland. The office mission is to collect, bill and safeguard all financial assets of the Town using professional accounting practices and internal controls. The office will ensure that all practices are compliant with Massachusetts General Laws and keep the financial integrity of the Town.

Fiscal Year 2022 the office worked to set-up and establish the office as the first Treasurer/Collector under the new government structure with a Town Administrator. The Treasurer/Collector implemented fraud risks by implementing all cash receipts into the software system. Additionally, the office started the process of cleaning up Tax Title accounts. Below is a report on the Trust funds for Fiscal Year 2022.

### TRUST FUNDS

#### Library Trust Funds

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

#### Scholarship Trust Funds

|   | Non-Expendable | Expendable |
|---|----------------|------------|
| <b><u>AL Wales Scholarship Fund</u></b>   |                |            |
| Balance on Hand July 1, 2021              | \$2,044.68     | \$722.09   |
| Plus Interest                             |                | \$4.14     |
| Less Award                                |                |            |
| Balance on Hand June 30, 2022             | \$2,044.68     | \$726.23   |
| <b><u>George Mitchell Scholarship</u></b> |                |            |
| Balance on Hand July 1, 2021              | \$5,295.57     | \$1,982.94 |
| Plus Interest                             |                | \$10.92    |
| Less Award                                |                |            |
| Balance on Hand June 30, 2022             | \$5,295.57     | \$1,993.86 |
| <b><u>Cemetery Trust Funds</u></b>        |                |            |
|   | Non-Expendable | Expendable |
| <b><u>Woodburn Nichols Fund</u></b>       |                |            |
| Balance on Hand July 1, 2021              | \$5,354.58     | \$3,168.25 |
| Plus Interest                             |                | \$12.78    |
| Plus Deposits                             |                |            |
| Less Withdrawals                          |                |            |
| Balance on Hand June 30, 2022             | \$5,354.58     | \$3,181.03 |

| <u>Perpetual Care</u>               |                |              |
|-------------------------------------|----------------|--------------|
| Balance on Hand July 1, 2021        | \$325,017.62   | \$17,984.18  |
| Plus Interest                       |                | \$1,816.27   |
| Plus Deposits                       | \$2,400.00     |              |
| Less Withdrawals                    |                | (\$2,159.81) |
| Balance on Hand June 30, 2022       | \$327,417.62   | \$17,640.64  |
| <u>Sale of Lots</u>                 |                |              |
|                                     | Non-Expendable | Expendable   |
| Balance on Hand July 1, 2021        |                | \$28,955.94  |
| Plus Deposits                       |                | \$2,400.00   |
| Less Withdrawals                    |                |              |
| Balance on Hand June 30, 2022       |                | \$31,355.94  |
| <u>Langley Poor and Needy Fund</u>  |                |              |
|                                     | Non-Expendable | Expendable   |
| Balance on Hand July 1, 2021        | \$78,675.88    | \$128,622.81 |
| Plus Interest                       |                | \$207.21     |
| Balance on Hand June 30, 2022       | \$78,675.88    | \$128,622.81 |
| <u>Merrimack Park Fund</u>          |                |              |
|                                     | Non-Expendable | Expendable   |
| Balance on Hand July 1, 2021        | \$1,669.80     | \$2,927.15   |
| Plus Interest                       |                | \$6.91       |
| Balance on Hand June 30, 2022       | \$1,669.80     | \$2,934.06   |
| <u>Post War Rehabilitation Fund</u> |                |              |
|                                     | Non-Expendable | Expendable   |
| Balance on Hand July 1, 2021        | \$14,957.95    | \$18,954.15  |
| Plus Interest                       |                | \$50.83      |
| Balance on Hand June 30, 2022       | \$14,957.95    | \$19,004.98  |

# Cable Department

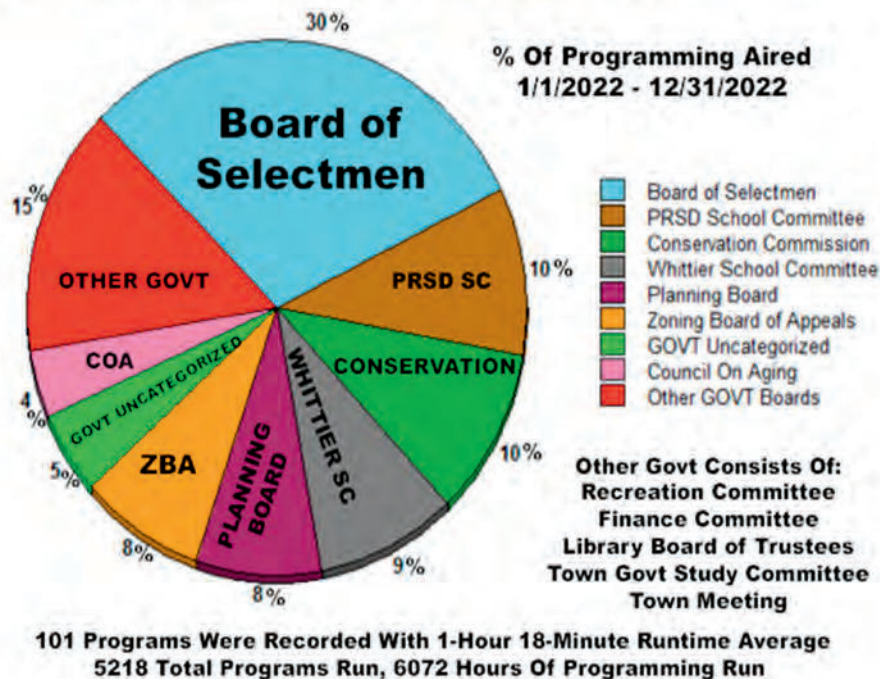
## Chris Liquori, Manager

The year 2022 saw many exciting developments for Groveland's Public & Government Cable Television programming and capabilities. The Cable Department was officially created, bringing its decade plus long history of municipal meeting coverage and Public, Educational & Government programming content into the municipality. The Department produced over 264 hours of government meeting programming for Channel 9 in 2022. We renewed our Cable Franchise Agreement Contract with Comcast for the next ten years, into 2033, and successfully negotiated adding a High-Definition (HD) channel for municipal and public-access content in the next 24 months. This HD channel will feature a combination of both public-access and government programming, at a greatly upgraded 1920x1080 resolution. The Department uploads all meetings in HD 1920x1080. The online presence has grown with 473 subscribers to the YouTube Channel where all Government meetings are uploaded and cataloged for 24/7 replay worldwide.

On the Public-Access Channel, Channel 22, we saw a revitalized partnership with the Langley-Adams Library and many wonderful hybrid and in-person programs that were able to be recorded for rebroadcast. This made up the bulk of the public access programming for 2022. The Department is excited to move into the future, with plans to add the Langley-Adams Library as the first public-access live broadcast site, which means there will be programming from the library live in real-time over Channel 22. This is a capability the Town has never had.

The Department was Awarded a Municipal Fiber Grant from the State of Massachusetts

## GTV Government Channel #9 Programming Report 2022



Community Compact Cabinet for \$47,500. With this grant, the Town will have high-speed fiber-optic internet installed at the Town Hall, Langley-Adams Library, and Police & Fire Safety Building, modernizing internet networks and improving Cable System infrastructure greatly. The Department has also been focused on improving workflows and updating technological systems to bring better ease of use to municipal functions within meetings.

# Fire Rescue

**Chief Robert Valentine**

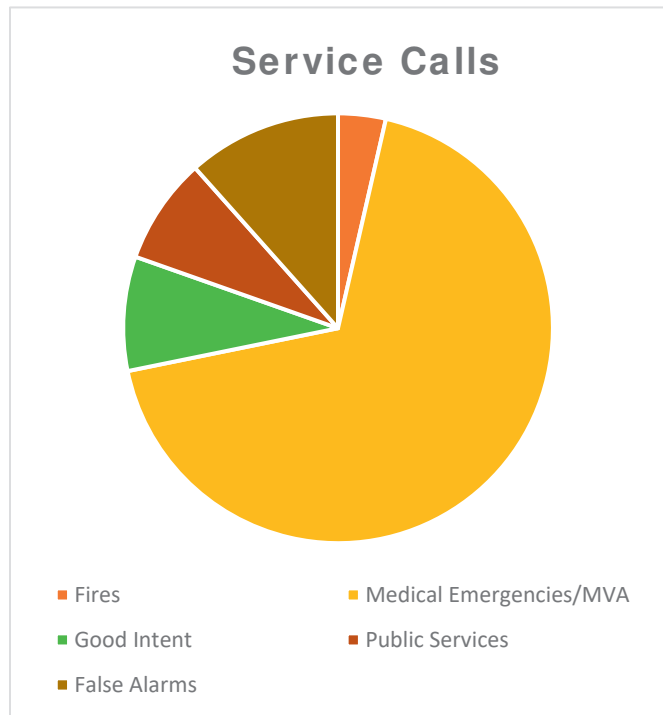


Fiscal Year 2022 showed a nine percent increase in call volume from 774 calls in Fiscal Year 2021 to 837 Calls in Fiscal Year 2022. The Department had three career members and 29 call members, (one on military leave). Totaling 32 members -16 EMT-Basics, 2 EMT-Paramedics, one EMT-Advanced and 12 Emergency Medical Responders, all licensed and certified through Massachusetts OEMS.

The fires in Groveland caused a total of approximately 2.5 million in dollar loss and unfortunately one life lost.

The Fire Prevention Division, headed by Lt. Brian Belfiore, with assistance of fulltime Firefighter Jeff Dalton have been working diligently, keeping an excellent working relationship with the Building Inspector, to reach annual goals in Public Safety Inspections.

Fire Drills are being conducted in the Bagnall School, group homes and commercial buildings within Town. Both fulltime personnel attended Fire Prevention Officer 1 class and passed, increasing fire prevention capabilities. There are currently seven personnel with certifications as fire inspectors, including the three career personnel and four call firefighters.



| INSPECTIONS                                   | NUMBER OF INSPECTIONS |
|---|-----------------------|
| 26F SMOKE/CARBO MONOXIDE DETECTOR INSPECTIONS | 75                    |
| COMMERCIAL INSPECTIONS WITH FOLLOW UPS        | 31                    |
| OIL TANK/BURNER INSTALLATION INSPECTIONS      | 18                    |
| PROPANE TANK PERMITS/INSPECTIONS              | 24                    |
| FIRE DRILLS CONDUCTED AT BAGNALL              | 4                     |
| PUBLIC EDUCATION FIRE SAFETY                  | 100*                  |
| CAR SEAT INSTALLATION/INSPECTIONS             | 24                    |

\*Hours

The EMS Division is led by, Lt. Jennifer Hicks and Firefighter/Paramedic Josiah Peters has continued to update policies and procedures keeping personnel safe while delivering excellent care to residents. All Groveland Fire personnel are certified at a minimum of Emergency Medical Responders. Engine 1, Engine 3 and Squad 1 are Class V licensed non transporting ambulances.





Pictured above: Chief Valentine, Lieutenant Evan, Firefighter Dalton

The Training Division, headed by Lt. Steve Merrill Jr. and Lt. Dave Evans has continued to assure all Fire Personnel are qualified to mitigate any type call. Weekly training sessions are held on Tuesday evenings, with Emergency Medical and Fire Training classes and practical evaluations keeping all personnel on top of their skills.

The Groveland Fire Department continues to provide professional fire and emergency services to the residents, while remaining fiscally responsible. Given the expected population growth, new

construction and residential development in the upcoming future, this department will proactively continue to review and assess the fire safety and medical response needs of the Town. The full-time staff has improved quality of service assuring availability during business hours, improved the inspection schedule and enhanced public education efforts.

Assistant Chief Kurt Ruchala  
 Captain Richard York  
 Captain Daniel Briscoe

Firefighter Jeffrey Manning  
 Firefighter Robert Hoffman  
 Firefighter Matthew Guy  
 Firefighter Christen Grugnale  
 Firefighter Brian Headley  
 Firefighter Tristen Lasala Jr.  
 Firefighter Kerry Brown Jr.  
 Firefighter Steve Merrill III  
 Firefighter Ryan LeBoeu

Lieutenant Joe Santapaola  
 Lieutenant Brian Belfiore  
 Lieutenant Steve Merrill Jr.  
 Lieutenant Jennifer Hicks  
 Lieutenant Dave Evans  
 Firefighter Tracy Gilford  
 Firefighter Allen Credit  
 Firefighter William Lucier  
 Firefighter Colin Stokes  
 Firefighter Fadi Issa  
 Firefighter Steven Bartolo  
 Firefighter Jeffrey Dalton  
 Firefighter Kris Vallone  
 Firefighter Patrick Pennie  
 Firefighter Philip Gray  
 Firefighter Lisa Evans  
 Firefighter George Evans  
 Firefighter Kevin Hendry  
 Firefighter Michael Neenan



Pictured above: Newly purchased Pumper/Class V Basic Life Support Non-Transport Ambulance. Funds came from the American Rescue Plan Act of 2021.

# Police

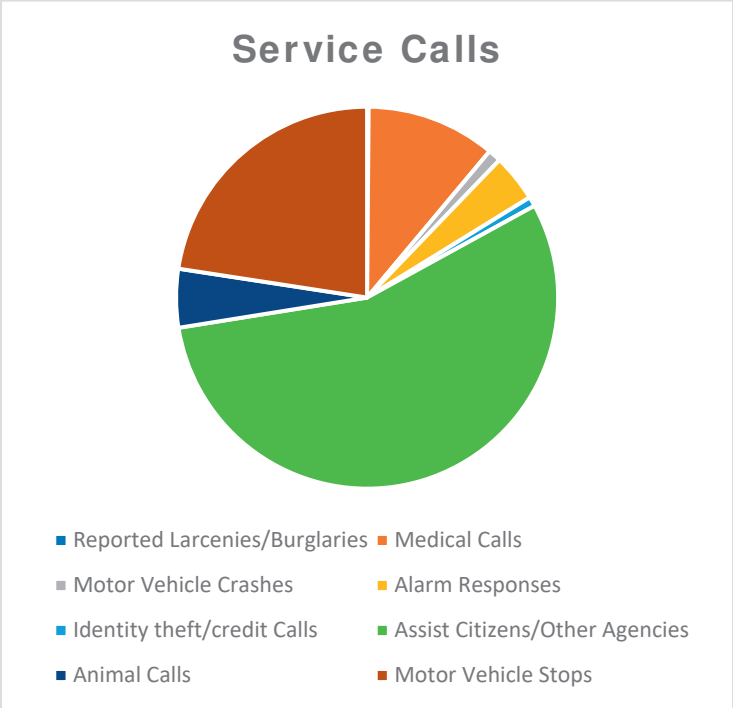
**Chief Jeffrey Gillen**



The Groveland Police Department is a full-service, full-time police agency that serves Groveland residents twenty-four hours a day, seven days a week. The department's services include the Animal Control Officer, the Groveland Emergency Management Agency and the Town's Emergency Communications Center.

The Town's Emergency Communications Center located within the police department is operated and managed by the Chief of Police. The Center is staffed with trained, certified personnel who meet the state mandates through the Massachusetts 911 Department. The dispatchers provide a reliable and efficient service 24-7 for anyone reporting emergencies and non-emergencies. Additionally, the center dispatches for the Groveland Fire Department and accepts after-hours calls for the Town's Highway Department, Electric Light Department, and Water Departments.

All the officers are devoted and committed to serving the community. With the mandates set forth as a result of the police reform and peace officer standards and training (POST), the officers' training and experience have been recognized and accepted including our part-time officers as fully certified officers. All the officers maintain their certificates and yearly mandated in-service training. The department also has officers certified in several different areas of expertise including, but not limited to, drug recognition, DARE Officer, school resource officer, evidence officer, sexual assault investigator, specialized detective training, firearms instructor, and elder abuse.



In Fiscal Year 2022, the police department logged 13,668 calls for service with the total log entries at 13,734.

Of the 1,841-motor vehicle stops with 1,207 operators given verbal warnings, 199 written warnings, 123 civil citations issued, 60 criminal complaints issued, 6 arrests made, and 246 investigatory motor vehicle stops. Detectives are spending a great amount of time investigating identity thefts and scams. A lot of time is also spent assisting people in need of emotional support and those suffering from behavioral issues.

The past fiscal year proved to be a healthier year for the department after being faced with the complications

associated with COVID-19. Although the department are all still dealing with some level of Covid-

19 the officers continue to respond to medical calls as certified first responders and place their health in jeopardy to perform a superior level of lifesaving work as expected.

The Department remains committed to participating and assisting those dealing with substance use disorders and mental or behavioral health needs. In partnership with The Essex Outreach, which partners with social service agencies, peer specialists, and other community supports such as the Pettengill House, the Department now utilizes the CIMS (Critical Incident Management System) web-based software product developed by

Kelley Research Associates. This software supports county-wide police-led programs to facilitate the transition of those experiencing drug overdoses to treatment. A newly designed feature of the CIMS database is the Behavioral Health component, where police-led programs would also facilitate the transition of those experiencing a mental health incident. The database documents all overdose incidents within the county jurisdictions, all outreach attempts to those that have overdosed or are at high risk of overdose, and document behavioral health incidents occurring within the community. The Department now can be made aware of a resident who overdosed outside of our community and needs assistance and conduct a follow-up and offer services. Officers have also been successful in administering Narcan to overdosed patients when

Many dedicated employees serve the Town of Groveland. I would like to thank them all along with the Board of Selectmen and the many brilliant volunteers on the various town committees. I am thankful for Steve McPherson with the facilities department. Steve maintained our town buildings throughout the pandemic, keeping the work areas for the officers and dispatchers disinfected, safe, and clean so we could continue to serve around the clock without fear of contamination and exposure. Steve kept his focus on keeping us safe while placing himself at risk every time he came into our building.

responding to patients who have overdosed.



Pictured above: Detective Sanborn, Chief Gillen, Lieutenant Riley, and Sergeant Sindoni

Starting in December of 2022 the Rowley, Boxford, Georgetown, Groveland, and Newbury Police Departments will begin utilizing a new program called the "Jail Diversion Program". The foundation of this new program is a professionally trained behavioral health clinician in the departments to help evaluate persons experiencing a mental health crisis in the field where they are located and hopefully avoid costly hospitalizations, or criminal custodies whenever appropriate. When on duty, the clinician will respond with officers to calls for service and assist when the officer believes their expertise will be useful. The clinician will be considered a

member of the Department, and a part of the team. The clinician can help in many ways including, but not limited to, de-escalation, crisis intervention, suicide evaluations, in-custody evaluations, death notifications, and helping to secure additional resources for persons in crisis. If the need



arises, the clinician can also write a Section 12 and help assist in gathering information for a Section 35. All officers will soon be trained in mental health first aid as part of the Jail Diversion

Program. The clinician is associated with Beth Israel Lahey Health with grant funding covering the salary and the training of all officers.

It would not be possible for the Police Department to be so effective if it were not for everyone working together. I would like to thank our Town Administrator, Rebecca Oldham as we embrace this newly created position and all the benefits, she and the position bring not just to the Police Department through support and guidance but to the entire Town. She is extremely motivated, dedicated, and effective. I would also like to give a heartfelt thank you to fire chief Robert Valentine and all the members of the Groveland Fire Department. It is an honor to work side by side with such a professional and dedicated department and to be able to assist them with their mission as they continue to make a positive difference every day.

This past year the Department worked together to be awarded certification from the Massachusetts Police Accreditation Commission. This program consists of 159 mandatory standards. The Commission's mission is to ensure that the delivery of police services within the Commonwealth is at the highest level of professionalism and integrity. The Department is

scheduled in December of 2022 for the assessment toward achieving the accreditation award which consists of 382 standards.

In the next fiscal year, the Department will issue all officers new firearms and ballistic vests which will be funded by State and Federal Grants. Both items will be funded without utilizing local tax dollars. The Department continues to embrace the pillars of 21st Century Policing. Especially pillar one, "we build trust and nurturing legitimacy between the police and the citizens as it is the foundational principle underlying the nature of relations between law enforcement and the community we serve".

All members of the department continue to support our community policing efforts including, but not limited to, past events such as Vehicle Night, Pumpkin Fest, Toy Drive, Stuff A Cruiser, Drug Take Back, No Shave November to support Veterans through Home Base, and the DARE program at the Bagnall Elementary School. The Department also continues to work closely with the Pentucket School District and participate in safety meetings and daily walk-throughs of the school to chat with students and staff members. We were successful this last year in securing the Municipal Road Safety Grant.



Pictured above: Sergeant Josh Sindoni, School Resource Officer, speaking with students at the Dr. Elmer S. Bagnall Elementary School.

Sergeant

Eric B. Gorski  
Steven C. Petrone

Full-time Patrol Officers

Christopher A. Ertso  
Adam R. Sanborn  
Christopher B. Litalien  
Joseph H. McMains

Reserve Patrol Officers

Edwin L. Fournier  
Michael Forncsi  
Stephen M. Sargent  
Garrett M. Greer  
Joel Henriquez  
Bret L. Moyer  
Kyle A. Elardo  
Daniel R. McDonald

Full-time Dispatcher/Lockup Keeper

Cynthia L. Batista  
Edwin L. Fournier  
Stephen M. Sargent  
Katelyn F. Trudell

Reserve Dispatcher/Lockup Keeper

Debra A. Munoz  
Bret L. Moyer  
Kyle A. Elardo  
Barbara R. Bila

Animal Control Officer

Stephen M. Sargent

Emergency Management Director

Stephen M. Sargent  
Jeffrey T. Gillen (Assistant Director)

Dock Keeper

Robert J. Raimondi  
Nicholas RC. Toleos

Constable

Edward W. Reed  
Carlos Husak

*Appointments for the following individuals to the indicated position for the time periods as noted:*

Lieutenant Dwight P. McDonald  
July 1, 2021 through July 31, 2021  
Reserve Patrol Officers/ Reserve  
Dispatcher/Lockup Keeper Dwight P.  
McDonald August 1, 2021 through June 30,  
2022  
Sergeant Heather A. Riley  
July 1, 2021 through July 31, 2021  
Lieutenant Heather A. Riley  
August 1, 2021 through June 30, 2022  
Full-time Patrol Officers Joshua A. Sindon  
July 1, 2021 through July 31, 2021  
Sergeant Joshua A. Sindon  
August 1, 2020 through June 30, 2022



# Highway Department

Renny Carroll, Highway Superintendent

William Greene, Foreman/Mechanic

Peter Danforth, Senior Laborer

Zachary Brown, Senior Laborer

The Highway Department was very busy in 2022. The Department prioritized smaller drainage and paving projects to open up additional funding needed for the Route 97/School Street sidewalk project that will begin next year. The crew replaced three large cross culvert pipes on Seven Star Road and improved drainage issues along Route 97 as well as at the end of Coleman Road.

The Department also created run off diffusers on Center Street and Hill View Road and addressed a long-term sightline issue at Coleman Road and Washington Street. The Department paved Center Street from Washington Steet to Salem Street.

The Pines Boat Ramp also got a face lift with tree trimming along the river and the installation of new benches and picnic tables to address a long-time overdue upgrade. Below find a few photos from projects completed this year.





# Cemetery Commission

Charles Desrosiers, Cemetery Superintendent

Raymond Rock Dower, Chair

Vern Cotton

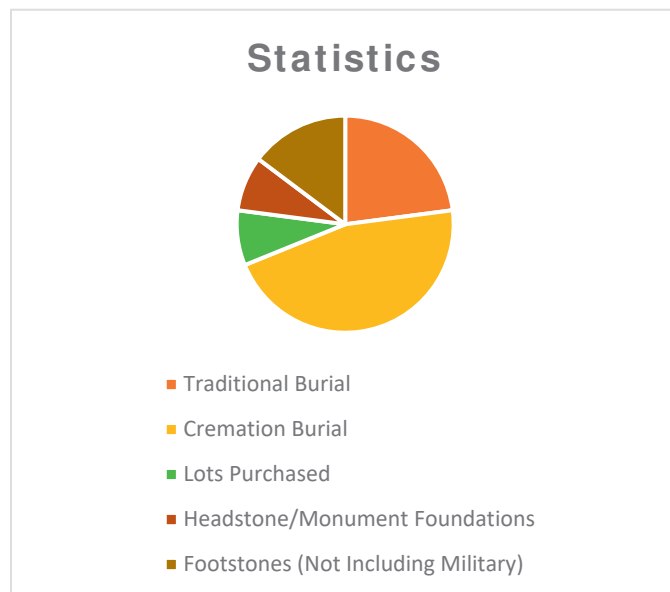
Mike Kastrinelis

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



Pictured above: Riverview Cemetery looking east at the new vinyl fence installed.

In Fiscal Year 2022 the Commission completed the remaining 480 feet of white vinyl fencing along the Billis Way property line. The project was handled by TJ Fence of Haverhill and was funded by Community Preservation Act funds. In the Spring a new John Deere Z920m mower was purchased using ARPA funds. Prescription Turf treated selected areas for grub control and annual fertilization purposes. A new service vehicle entrance way was installed on the Billis Way line to allow larger trucks, landscaping equipment, and emergency vehicle access to the cemetery. The Superintendent continues the ongoing task of reviewing and entering both new and dated paper records into a secure and accessible electronic digital database. For the Summer/early Fall seasons of 2021 the superintendent hired two individuals to assist with our significant ongoing landscaping operations.



These part-time positions work up to 19 hours a week under the supervision of the superintendent. Looking forward to FY2023, a goal is to work with the Town Administrator to get CPA funds to complete stone restorations in the historic section of the cemetery. More than 300 historic monuments need to be leveled, cleaned, and repaired. Continue to actively work with the Highway Department and the Town to get the roads in the cemetery repaired and upgraded. Lastly, continue to explore a software package that will allow public access to our digital records and assist with the mapping of the cemetery.

# Water and Sewer Commission

**Colin Stokes, Superintendent**

Bill Dunn, Chair

Terry Grim

Patrick Corr

The Groveland Water and Sewer Departments are responsible for the management and maintenance of the Town of Groveland's drinking water supply and distribution system, as well as the sewer pumping and collections system.

The Departmental mission is to protect Groveland's water supply resources, provide safe drinking water that meets all regulatory standards, and continually reinvest in our Town's infrastructure.

The Water Department is currently working on securing additional water supply for the future, looking at all options to maintain and improve water quality and quantity. Working with engineers, hydrologists, and MassDEP we have been moving towards a new well location, in order to provide improved water quality as well as a higher volume of available water.

The Water Department recently completed 1500 feet of 8-inch water main replacement on Chestnut and Union Streets, utilizing water department staff as well as our contracted excavation company, we were able to save over \$300,000 on the project. The estimated bid cost of the job was \$640,000, we were able to complete the work for less than half of that estimate. This job replaced one of the oldest sections of water main in Town, dating back to the 1920's.

During Fiscal Year 2022, the Water Department produced 130,678,000 gallons of water that was sold to customers.

The Sewer Department is currently partnering with a local developer and extending sewer service to parts of South Groveland. This extension will pave the way to provide sewer service to areas of Town that were previously out of our service area. This sewer main extension is being installed at no cost to the abutters.

**Heather Torres, Office Manager**

**Mali Lees, Administrative Assistant**

**Jamie Kotuli, Water and Sewer Operator**

**Matt Silva, Water and Sewer Operator**

**Tom Costa, Water and Sewer Operator**



# Inspectional Services

**Sam Joslin, Building Commissioner/Zoning Enforcement Officer**

**Richard Danforth, Plumbing & Gas Inspector**

**Thomas Tombarello Jr., Electrical Inspector**

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

From July 1st, 2021, to June 30th, 2022, permits issued had a combined construction value of \$14,067,120.00 excluding plumbing, gas and electrical permits.

|                              |             |
|------------------------------|-------------|
| Department Revenue           | • \$191,141 |
| Department Expenses          | • \$92,226  |
| Total Revenue After Expenses | • \$97,915  |

## *Current Building Codes as of 1/1/2023 (partial list)*

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

The 10th edition of the Massachusetts State Building Code is anticipated 7/1/2023

# Board of Health

Deborah Kadar-Hull, RN, Chairperson  
James Stepanian  
David Greenbaum, RS

**Rosemary Decie, RS, Health Agent**  
**Anita Wright, RN, Public Health Nurse**  
**Lori Bentsen, Administrative**  
**Assistant/Trash Contract Administrator**

## PROVIDING A SAFE AND HEALTHY ENVIRONMENT

As the Town’s population grows, we are confronted with more complex challenges to ensure the health of all residents. The Board of Health addressed a wide range of issues in 2022. Through our attentive efforts, the residents of Groveland benefited from lower communicable disease rates, safer food sources, increased safety at recreational facilities, reduced accessibility to tobacco products to minors, and referrals to local vaccination programs. In addition, the Northeast Massachusetts Mosquito Control Program continues to provide Groveland with adequate mosquito spraying at appropriate intervals. The construction and operation of septic systems continues to be a major emphasis of the Board of Health.

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

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

In the area of community sanitation, the Trash Contract Administrator oversees weekly trash and recycle collection. Trash and recycle are collected Monday through Friday and the administrator handles daily phone calls and residents coming into the office regarding missed pick-ups, trash bag limits, items allowed to be placed in the trash and recycle, hazardous waste, recycle bins and stickers, bulk items and cost, disposal of paint, electronics, appliances, tires, construction debris and yard waste. Also, the Health Department handles an overflow trash bag program that was initiated in February 2022.

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

- Communicable disease surveillance, investigation, case management, MAVEN/CDC data entry and outreach
- Enforcement of quarantine/isolation practices
- Vaccine management, distribution and administration
- Special outbreak strategies as they arise
- Mutual aid to surrounding communities
- Refugee, immigrant health assessment
- TB management and testing as indicated
- Resource to school nurses; public, private, charter
- Providing referrals for pneumonia and flu clinics seasonally
- Home visits to homebound, disabled and assisting residents with homecare/outpatient issues
- Monthly health maintenance clinics



- In home care, skilled nursing provision urgent basis
- Collaborate with LEMS, MEMA, FEMA initiatives
- Support Board of Health initiatives and public health education
- Attend Board of Health meetings to advise/update the Board on issues
- Follow trends in insect borne activity, water and food service reports and statewide cancer registry
- Phone triage greater than 50 and outreach/home visits greater than 25
- Provided to residents surgical and N95 face masks, over 500 Covid-19 test kits, non-contact thermometers and sanitation supplies
- MAVEN/DPH reports, over 700 Covid-19 case reviews, three (3) bite reports
- 7 cases requiring immediate follow-up within 24 hours
- 17 cases requiring ASAP/routine follow-up
- 40 cases requiring no follow-up
- Participated in 5 DPH webinars – disease/report updates

As the holiday peaks and surges return to manageable levels and spring and summer are upon us, it is the hope that 2023 will permit continued restoration of activities and services for our community. The Board continues to monitor risk levels and key metrics provided by the DPH/CDC which guides all Boards of Health in determining guidance strategies. The Board of Health continues to encourage and endorse vaccination, sanitary practices, mask wearing and social distancing. The Board remains hopeful for better treatment and prevention tools going forward.

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

- Conduct routine inspections of camps, public/semi-public swimming pools, food establishments to ensure sanitary and safe conditions
- Perform environmental inspections as required by state or as needed e.g., school food service and school bathrooms, indoor air quality and hazardous waste
- Review plans for new establishments and authorize the issue of licenses
- Enforce tobacco and smoke-free establishment regulations
- Investigate nuisance complaints and conduct follow-up inspections to ensure compliance with state and local regulations
- Conduct investigations in response to health and environmental related complaints
- Witness well water flow rate to ensure compliance with well regulations and review laboratory water test results to ensure potable water
- Review preliminary septic system plans and as-built plans and issue certificates of compliance
- Attend Board of Health meetings to advise/update the Board on issues
- Participate in Homeland Security, Emergency Preparedness for Region 3A, participate in training programs, regulation updates and maintain current in planning and various certifications
- The health agent was busy with the job responsibilities associated with the position and attending workshops and seminars. Inspections included 2 recreational camps, 23 food establishments and 4 public swimming pools. The health agent reviewed 17

septic system plans and 31 septic systems were installed and inspected. In addition, soil testing was performed at 16 properties. The Groveland Health Department has been extremely busy with all of our regular work in addition to the changes that have occurred due to Covid-19. Thank you to the residents for their patience and understanding.

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

These responsibilities include, but are not limited to:

- Answer or direct all incoming phone calls
- Assist residents, septic system installers, engineers, attorneys, bank appraisers, Title 5 inspectors, private well installers, food establishment owners, realtors who come into the office with questions, complaints, issues regarding trash and recycle, process of installing a new septic system, Title 5 and related paperwork, septic system and private well design plans, Title 5 inspections and reports, Title 5 as-built septic system plans and certificate of compliance, percolation/soil testing, food establishment inspections and licensing and related paperwork
- Receive and deposit checks to the finance department for town permit and license fees for septic system installers, septic system and well construction, percolation/soil testing, food establishments, retail stores, tobacco, camps, swimming pools
- Prepare all accounts payable to the finance department including the town trash and recycle collection monthly invoices
- Prepare annual departmental budget which includes health department expenses, employee salaries, Board of Health member stipends and the town trash and recycle contract
- Prepare new fiscal year payroll calculations for three (3) employees submitted to the finance department
- Purchase office supplies for the office and staff and recycle bins and recycle stickers for the residents
- Prepare meeting agenda and correspondence for monthly board meetings for three (3) Board of Health members and transcribe meeting minutes for board approval
- Attend Board of Health meetings to update the Board on issues
- Type all correspondence for the Board of Health, health agent, public health nurse which includes letters, memorandums, reports, town licenses
- Distribute Covid-19 home test kits, N-95 and surgical masks to residents

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

# Economic & Community Development

Rebecca Oldham, Director \* July 2021 through October 2021

Annie Schindler, Town Planner & Environmental Program Coordinator

The Economic Development Planning and Conservation Department shall provide support services, general administration and oversight of the development and redevelopment of land within the Town of Groveland, including but not limited to planning, zoning, and conservation. The Department also provides general interpretation and administration of Zoning, the Planning Board rules and regulations, Sec. 8-19 Wetlands Protection of the General Bylaw, and any other relevant local ordinance as well as all relevant state and federal statutes relating to said local bylaws (which include but are not limited to the Zoning Enabling Act, MGL c. 40A, Subdivision Control, MGL c. 41, Comprehensive Permits, MGL c. 40B, the Wetlands Act, and the Rivers Protection Act).

The Economic Development Planning & Conservation Department is committed to a coordinated and comprehensive approach to the Town's land use management, planning, economic development, conservation, historic preservation, and future objectives. It provides technical planning guidance and assistance to public and private entities in the areas of land use planning, zoning, economic development, as well as public outreach and engagement. The Department implements projects and programs designed to improve the economy, environment, and physical infrastructure of the Town.

The Economic Development Planning & Conservation Department provides oversight and administrative support to the Planning Board, Zoning Board of Appeals, Conservation Commission, Community Preservation Committee, Elm Square Committee, Historic Commission, and the Recreation Committee (Open Space & Trails Committee).

The Department, created in January 2021, has focused on resource allocation, and creating more efficient and more streamlined processes. The Department has continued to apply for numerous grants bringing in millions of dollars for infrastructure improvement and planning effort.

Early into the fiscal year the Director was promoted to the Town Administrator position and the Environmental Program Coordinator, which was a part time position, took on the role of the Town Planner. Grant management and other economic development tasks continued to be handled by the former director in their new capacity as the role transitioned.



# Planning Board

**Annie Schindler, Town Planner**

Brad Ligols, Chair (2027)

Walter Sorenson, Vice-Chair (2023)

John Stokes III (2023)

DJ McNulty (2023)

Jim Bogiages (2023)

Christopher Goodwin (Alternate Member)

The Planning Board regulates land development according to the provisions of the Massachusetts General Law, the Town of Groveland Zoning Bylaw, and the Rules and Regulations governing the subdivision of land and laying out of ways. The Planning Board is responsible for land planning, the subdivision of land and recommendations for changes to the Zoning Bylaw and the Zoning Map. The Board reviews both commercial and residential site

plans. The Board grants special permits for certain land uses including Aquifer Protection District, Conservation Subdivision Design (CSD), Planned Unit Development (PUD) and permits for Stormwater Management and Land Disturbance.

## Permits Issued/Heard

| APPLICATION TYPE                                      | TITLE                                 |
|---|---------------------------------------|
| <b>DEFINITIVE SUBDIVISION</b>                         | Katie Lane (formerly 106 King Street) |
| <b>INCLUSION OF AFFORDABLE HOUSING SPECIAL PERMIT</b> | Katie Lane (formerly 106 King Street) |
| <b>SPECIAL PERMIT</b>                                 | 301 Main St                           |
| <b>AQUIFER PROTECTION OVERLAY SPECIAL PERMIT</b>      | 929-931 Salem St                      |
| <b>ANR</b>  | 18 King St/4Garrison                  |
| <b>ANR</b>  | 22 Wood St                            |
| <b>ANR</b>  | 0 Center St                           |
| <b>ANR</b>  | 929-931 Salem St                      |

The Planning Board had a productive FY2022. The Board endorsed a zoning change at Town Meeting this year to include the definition for a Caretakers Unit within the Industrial and Business Zones. The goal was not only to increase housing, but also to provide business owners with a way to further secure their business. The Board also approved various special permits and Approval Not Required (ANR) plans this year. Most notably was the approval of a nine-lot subdivision at the former 106 King Street address. As time goes on, the Board continues to focus its efforts on encouraging zoning changes that will benefit the Town, as well as looking at applications with an understanding and comprehensive lens.



Pictured above: MIMAP Screenshot - an internet-based GIS service that enables the user to access GIS data archived at MVPC and the state's GIS office.

# Master Plan Steering Committee

Jason Naves  
Michael Dempsey  
Joseph D'Amore  
Walter Sorenson  
Jonh Stokes III  
Christopher Goodwin

The Committee was charged by the Planning Board to work with Town officials, hired consultants, and fellow residents to create a Comprehensive Master Plan to guide Groveland through the next 10 years.

A Master Plan consists of the following elements as defined by the M.G.L. Chapter 41 Section 81D; Land Use, Housing, Economic Development, Circulation, Open Space and Recreation, Natural, Cultural and Historic Resources, Community Services and Facilities, Goals and Policies, and Implementation. The Committee has hosted numerous events, such as public meetings and workshops, to gather data from residents to create a well-rounded Comprehensive Master Plan that represents the interests of those living in Town. The goal is to create a Plan that is

representative of the wants and needs of the Town as a whole, and to provide steps that help to implement these plans.

The Town received a Community OneStop Urban Agenda Grant to fund the Plan. The Town retained the services of Innes Associates Ltd. and Form + Place to facilitate and assemble the Plan.

# Zoning Board of Appeals

Christopher Goodwin, Chair  
John Stokes II  
Brad Ligols  
John Grohol (2024)  
Jason Naves

The Groveland Zoning Board of Appeals is authorized to function under the General Laws of the Commonwealth of Massachusetts Chapters 40A and 40B, as well as the Groveland Zoning Bylaws. The Board issues special permits, grants variances and comprehensive permits, and hears appeals from decisions of the Building Inspector.

The Board of Appeals continues to strive to ensure that the interests' of Groveland residents are adequately represented and protected in the use and configuration of land within Town. The Board anticipates working closely with the applicant of the previously approved 40B development on Salem Street to

finetune the plan and see the project meet completion within the coming years.

## Permits Issued/Heard

| APPLICATION TYPE                   | TITLE           |
|------------------------------------|-----------------|
| APPEAL OF THE BUILDING INSPECTOR   | 104 King Street |
| VARIANCE FOR SIDE LOT SETBACK      | 30 Byfield Road |
| SPECIAL PERMIT FOR LOT LINE CHANGE | 18 King Street  |



# Elm Square Committee

Brian Connell

Joanna David

Michael Dempsey

Elizabeth Gorski

Kathleen Kastrinelis

Jason Naves

Gregory Stark Jr.

The charge of the Committee is to review possible changes to the Square that will enhance its stature and provide for long term viability. In other words, to make the Square more useful for the citizens of Groveland and surrounding areas.

Elm Square continues to be not only the center of business in Groveland, but the gateway to the Town from Haverhill over the Bates Bridge. The Committee strives to continue to improve this integral portion of Town and ensure it serves the needs of its community.

While the Committee did not take a very active role this year, they continue to work to transform the Committee into a Groveland Business Community group. This will help bring businesses together and pool resources and ideas.

# Historic Commission

Claire Walsh, Chair

Linda Friel

Dr. Deal Angelico-Hart

Lynn Pappas

The mission of the Groveland Historical Commission is to protect, preserve and promote Groveland's historic structures, neighborhoods, and landscapes.

The Historic Commission strives to protect historic buildings in town such as the Little Red School House and Washington Hall, as well as promote and preserve Groveland's historic mill-town characteristics. The Commission continues to work closely with the Groveland Historic Society to educate residents on the history of Groveland through education and

storytelling.

Formed under Massachusetts General Law Chapter 40, Section 8, the law requires that a Historical Commission to conduct research on places of historical or architectural value, to cooperate with the State Archaeologist in conducting surveys and reporting on sites, to coordinate with other preservation organizations, and to keep accurate records of its actions. The law also enables a local commission to do other things like prepare and distribute publications, make recommendations to the Selectmen, enter into contracts, and essentially develop an effective local program for preservation that is based on the needs and desires of the community.

The Commission works very closely with the Historical Society.



Pictured above: The Little Red School House

# Recreation Committee

Daniel Stewart, Chair  
Karen Lebel, Treasurer  
William O'Neil  
Catherine Ouellette  
Kerry Lynne Goodwin  
Steve Baker  
Jason Naves  
Michael Davis  
Mitch Mahoney

The Groveland Recreation Committee plays a pivotal role in the construction, maintenance and upkeep of all playgrounds, facilities, athletic fields, trails, open space and park improvements, as well as scheduling and organization. The committee is dedicated to providing both active and passive recreational opportunities and programming that meet the needs of Groveland's diverse population. The Committee provides oversight for the Groveland Recreation Summer Program.

## **The Open Space & Trails Committee joined with the Recreation Committee to combine resources in May 2022.**

The purpose was to bring a majority of Groveland's outdoor resources together under one Committee to help make better, more well-rounded and informed decisions. One of the Committees major goals came to fruition this year with the commencement of the construction of the Groveland Community Trail, with completion anticipated for December

2022. The Committee will strive to further enhance Groveland's outdoor resources with further improvements to the Pines and a plan to upkeep the Community Trail.

The Committee is also focused on providing more organized recreational programs in Town. Including streamlining the way fields are reserved and collaborating with the local youth groups to ensure fields are maintained and have the resources they need.

The Groveland Recreation Summer Program camp numbers have increase from the decline seen after the pandemic. Due to growth within the program, the Town will be seeking licensure under the Board of Health to become a certified recreation camp.



Pictured above: Aerial view of the Pines Recreation Area Baseball, Softball and Utility Field



# Community Preservation Committee

The Community Preservation Act (CPA) is statewide enabling legislation to allow cities and towns to exercise control over local planning decisions. This legislation strengthens and empowers Massachusetts communities:

- All decisions are local.
- Local people must vote by ballot to adopt the Act.
- A committee of local people draws up plans for use of the funds.
- These plans are subject for local approval.

The Community Preservation Act provides new funding sources which can be used to address four core community concerns:

- Acquisition and preservation of open space
- Creation and support of affordable housing
- Acquisition and preservation of historic buildings and landscapes
- Development of outdoor recreational facilities

A minimum of 10% of the annual revenues of the fund must be used for Open Space, Housing, and Historic Preservation. The remaining 70% can be allocated for any combination of the allowed uses, or for recreational use. This gives each community the opportunity to determine its priorities, plan for its future, and have the funds to make those plans happen. Property taxes traditionally fund the day-to-day operating needs of safety, health, schools, and roads. Until the CPA, there was no steady funding source for preserving and improving a community's infrastructure. The Community Preservation Act gives a community the funds needed to control its future.

The Groveland Community Preservation Committee was established in 2006 after the Town voted to enact a local bylaw under the Community Preservation Act. We voted to raise 3% of property tax amounts collected by the Town after the first \$100,000 of property value being exempt. The average tax paid annually for CPA in Groveland is approximately \$200 per home. The state matches our total revenue each year from funds they collect for real estate transactions at the Registry of Deeds. Each year we have received very generous donations from the State.

Last year Groveland taxpayers contributed \$381,000 towards our local CPA funds and we received a match of \$331,694 from the State Trust Fund. This was a fantastic return of 87.1% on our investment of preservation funds for our Town. We received the 22nd highest match out of all CPA communities in the State. It brings our share of State match money to over three million

Michael Dempsey  
Conservation Commission

Jim Bogiages  
Planning Board

Linda Friel  
Historic Commission

Jason Naves  
Open Space and Trails Committee

Elizabeth Gorski  
Groveland Housing Authority

James Scanlon  
Finance Board

Edward Watson  
Board of Selectmen

*Member are appointed as a representative to the committee by their board or committee annually.*

dollars since we voted to join the CPA. Without CPA in our Town, those three million dollars would have gone to other cities and towns.

### FY2022 CPA Projects

Each year the committee issues a request for proposals for potential CPA projects. Each proposal must meet certain criteria, including fitting into one of the four categories of CPA funding. The committee meets to review each proposal and makes a recommendation to the Town Meeting for approval.

Voters at the 2022 Annual Town Meeting on May 23 were asked to approve three CPA projects . All three proposals were approved by Town Meeting vote and will begin work in July 2022.

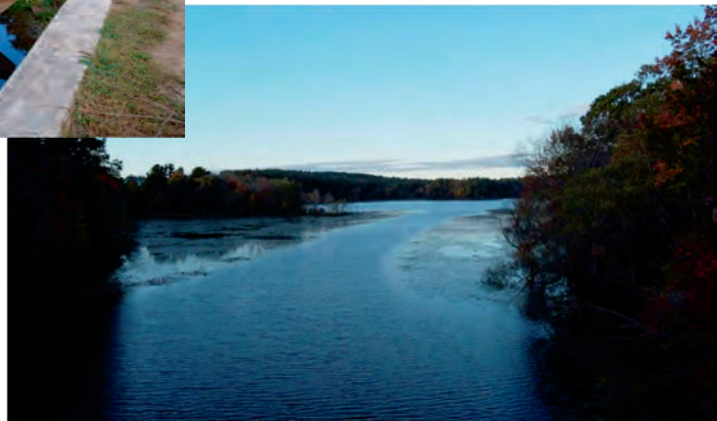
Article 16 would provide \$88,000 towards a new entrance to the Pines Recreation Area. It would connect the Main Street sidewalk and the Pines for pedestrians. This trail would encourage more recreational use and safe entry to the property for all residents entering the Pines on foot, by bicycle, or baby carriage. The concrete trail will extend approximately 500 feet into the Pines.

An article sponsored by the Conservation Commission, #17, would provide continued help to make Veasey Park handicapped accessible with a grant of \$214,000 towards an elevator. The project will fund a lift connecting users from the basement function room, the main floor, and the Great Hall level. This project has been long-anticipated and will make the park building fully accessible.

Article 18 would provide up to \$17,500 of Historic category funds to hire an architect and an art consultant to determine the feasibility of rehabbing the historic Lucile's Cottage at Veasey Park into artist space and develop design plans. The building is a structure that strongly figures into the history of Groveland and the role of the Veasey family which will be lost without a plan for its use and preservation. This is another long-planned project.



Photos from the approved  
FY2021 Weed Removal  
Project completed in  
October 2021



# Conservation Commission

**Annie Schindler, Agent**

**Julie Haus, Administration**

Michael Dempsey, Chair

John Gebauer, Vice Chair

Stephanie Bartelt

Bill Formosi

Terry Grim

Fred O'Conner

Tom Schaefer

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

## **FY2022 Goals**

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

The Commission held public hearings and meetings on the second Wednesdays of each month. We held a total of 12 meetings during FY 2022. Our office was open on Mondays through Friday 10 am to 4 pm for questions in conjunction with the Economic Development, Planning and Conservation Department. When fully staffed, the Commission has seven full members all of whom are appointed volunteers.

The Conservation Agent ran our office 18 hours per week. The position is entirely funded using fees collected from permit applicants. Our agent position was named as the Environmental Program Coordinator, and we hired Annie Schindler in August of 2021. Our agent receives applications and guides applicants through the process, writes up permits, performs site visits, attends meetings, takes minutes, and monitors our conservation lands and reservations. The office was also staffed from July until September by Administrator, Julie Hauss, who was a part-time consultant who schedules meetings, takes minutes, and publishes them. She ended the position in September when Annie Schindler took over all her duties. The staff position is the key to the Commission fulfilling its mission by assuring better service to town residents and taxpayers.

The Commission spent the rest of FY2022 consolidating our administrative positions to better serve the increased workload of the office. A proposal had been approved at the FY2021 annual Town Meeting to hire a full-time position that would be half funded by the Commission fees and half funded by Veasey Park revolving account. Hours would be split equally between Conservation affairs and Veasey community involvement. Annie Schindler filled both roles through October 2021 until she was appointed as the part-time Town Planner. Her Conservation role for the remainder of the fiscal year was only the Environmental Program Coordinator position. The Veasey Park portion of her position ended and was not replaced.

In FY 2021, the Commission held public hearings on several Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Determination as well as requests to amend or extend existing Orders. The Commission also inspected and acted on Requests for Certificates of Compliance. The Commission investigated various complaints and calls regarding resource area concerns and issued Enforcement Orders on violations. The Commission advises other Town boards and officials, as well as private individuals and groups, on issues that relate to its areas of jurisdiction. The Commission issued comment letters to the Zoning Board, Board of Health, Planning Board, and placed high priority on providing input during regular Site Review meetings held by the Building Inspector.

| <b>ITEM</b>                   | <b>AMOUNT</b> | <b>COMMISSIONER / AGENT</b> |
|-------------------------------|---------------|-----------------------------|
| <b>COMMISSION MEETINGS</b>    | <b>12</b>     |                             |
| <b>MASS DEP RDA HEARINGS</b>  | <b>3</b>      |                             |
| <b>MASS DEP NOI HEARINGS</b>  | <b>7</b>      |                             |
| <b>GROVELAND RDA HEARINGS</b> | <b>13</b>     |                             |
| <b>GROVELAND NOI HEARINGS</b> | <b>6</b>      |                             |
| <b>SITE VISITS</b>            | <b>70</b>     | <b>Agent</b>                |
| <b>SITE VISITS</b>            | <b>20</b>     | <b>M. Dempsey</b>           |
| <b>SITE VISITS</b>            | <b>7</b>      | <b>B Formosi</b>            |
| <b>SITE VISITS</b>            | <b>8</b>      | <b>T Grim</b>               |
| <b>STAFF CLASSES TAKEN</b>    | <b>8</b>      | <b>Agent</b>                |

With the Conservation Commission’s authority under the Conservation Commission Act of 1957, we planned for natural resource protection and managed our properties for conservation and passive recreation. In FY 2022, the Conservation Commission worked on the following land protection and land management projects.

We continued work on a conservation restriction (CR) for the Town Forest with Essex County Greenbelt Association (ECGA). Conservation restrictions are an important tool to preserve the intent of residents who voted to purchase the land, protect habitat, and ensure that Groveland’s open spaces remain open.



## Veasey Park



Pictures above: Aerial view of Veasey Memorial Park grounds

The Commission continues to manage Veasey Memorial Park, a Conservation property purchased in 1996. Going into our twenty-seventh year, we work with our volunteers and staff to provide a conservation park with trails, forest, and fields while using the main building as an event and meeting facility. Using previously approved CPA grants we continued to address accessibility issues at the park and in the buildings. We completed a new ramp for the rear of the main building and an accessible bathroom in the basement of the main building. We also worked with a local architect to begin

planning for an elevator that will make the entire main building accessible. CPA funds for this project were approved in May 2022. A second CPA grant was approved in May 2022 to study the rehabilitation of the historic building at the park known as Lucile's Cottage. The project will acquire an architectural design plan, septic system assessment, and consultation with a collaborative community artist. The goal is to rehabilitate the building into a community art space.

Efforts are continuing to acquire, through purchase, a 3.5-acre parcel of land that borders the Park between its current border and a portion of 733 Salem St, now known as Oakland Terrace. The parcel will protect wetlands and provide a buffer between new houses that were built and the Park.

## Johnsons Pond

The Commission continued to work on preserving the Lower Center Street area that borders Haverhill and Boxford. With the help of Senator Tarr and Representative Mirra we received State assistance funds to improve the area. We received a CPA grant and two State grants in FY2021 to perform a Phase 2 nuisance weed removal project from Johnsons Pond. The work began in September 2021 and concluded in October 2021. The goal was to clear plants in the pond around the boat launch at the Veasey entrance and create an open channel out to the main part of the pond. The channel makes it easier for canoe and kayak use to navigate and enjoy the pond. We worked closely with the Highway Department to control water flow into and out of the pond both at Center Street and Washington Street.

## Open Space and Trails

The Commission continued to work closely with the Open Space and Trails Committee to manage trails at Veasey Park, Meadow Pond, Town Forest, and Center Street Greenway. The Commission also worked on various projects involving beaver issues, trail construction and maintenance and signage, and other conservation land management concerns. There are two CPA grants addressing trails. The first, approved in May 2019, funds signage and trail improvements at all conservation properties. The second approved in May 2021 provides funds to build a new trail called the Crosstown Trail. It will run from Main St near the high school through

# Cultural Council

Marguerite Foley, Chair

Susan D'Angelo

Janet Nolan

Jayne Jennings

Janus DeWolfe

The Groveland Cultural Council, a member of the local Massachusetts Cultural Council program, provides yearly funding through small grants for events surrounding the Arts, Humanities and Interpretive Sciences. Each year, the Council reviews grant applications for a variety of events including concerts, art exhibits, musical performances, historical series, literary festivals, library and school programs, theatrical events, class offerings for senior citizens and a variety of other public events. The Council appreciates emerging as well as established individuals and organizations and strives to grant funding for a diverse group of community and surrounding programs.

The Groveland Cultural Council (GCC) met for the annual Voting Meeting on December 1, 2021, in Town Hall. Eighteen grant applications were received. Eight applications were declined as they did not meet community needs. The approved grants and their awards were as follows:

| Applicant                                   | Project Name         | Award   |
|---|----------------------|---------|
| Ipswich River Wildlife Sanctuary            | Bird Walk            | \$250   |
| Newburyport Film Festival, Inc.             | Jesslyn Sullivan     | \$600   |
| Open Air Sculpture                          | Bert Snow            | \$500   |
| Cantemus, Inc.                              | Frank W. Corbin      | \$300   |
| Grant Seeking Individuals                   | Thomas E. Rull       | \$567   |
| Groveland Historical Society, Inc.          | Pines Speedway       | \$3,500 |
| Pentucket Fine & Performing Arts Foundation | Acapella Night       | \$1,000 |
| Friends of Veasey Park, Inc.                | Fairy House Festival | \$2,000 |
| OnStage, Inc.                               | Theatre in the Open  | \$600   |
| Museum of Bad Art, Inc.                     | Louise Sacco         | \$500   |



# Council on Aging

Kathryn Alesse, Chair

Anita Wright, Vice Chair

Dot DiChiara, Treasurer

Irene Thomas, Secretary

Marie Waller, Member-at-Large

The Mission of the Council on Aging is to advocate for Groveland's older adults, to identify their needs, to develop and implement services, to meet their health, economic, social, and cultural needs, to encourage maximum independence and to improve their quality of life.

As Groveland's aging population continues to grow, the COA has continued to increase the efforts to reach isolated / lonely residents. This effort is more important than ever as food insecurity, isolation and loneliness have grown

during the pandemic, especially for the aging population.

As COVID-19 was still heavily present during the early summer months, many indoor programs had to be cancelled. The COA assisted seniors in obtaining COVID-19 vaccination and booster appointments.

Programs slowly returned as events were able to be held outdoors under the new tent. The Groveland COA fully reopened in September 2021 to provide services to seniors.



The Town purchased a new van for the COA's use under the Capital Improvement Plan in the fall. The larger capacity of the van serves more people per van trip and positively impacts the variety of trips available.

For the fall months all events were placed on hold again due to COVID-19. When spring arrived many of programs returned, due to the decrease in COVID-19 cases and increase in COVID-19 vaccines.

Director Denise Gilman resigned in November. Nisha Burke was made acting Interim Director until new Director Amanda Fisher was hired in January. Van Driver Ken DuSombre also resigned, and the COA is presently interviewing van drivers. The Annual Volunteer Appreciation Brunch held on Senior Day was held in April.

**Denise Gilman, Director: July 2021- November 2021**

**Amanda Fisher, Director: January 2022**

**Nisha Burke, Assistant Director & Program/ Transportation/Data Coordinator July 2021- June 2022**

**Maria Yagual, Outreach Coordinator**

**Frank Sapianti & Ken Dusombre, Van Driver**

Food services have expanded through the year and the COA looks forward to being able to service even more residents once the offices and pantry are moved, and plans for a freezer, refrigerator and more shelving are being considered as we strive to reach more clients.



**Statistics and Outreach Services.** Groveland COA applied for and received the annual EOEI Formula Grant which is based on the over 50 aged population of the Town. Monetary and material donations to assist our programs have been generously given by Pentucket Bank, The Groveland



Pictured above: Director Amanda Fisher, Representative Mirra and MaryAnn Nay with Senator Tarr's Office

Congregational Church, the Haverhill Breakfast Club, and residents. The Friends of the COA give continued support to the COA by helping us to make necessary purchases and sponsoring programs which are not provided by other funding.

The ongoing services provided through Groveland's COA Outreach program include phone reassurance, Elder Mental Health Outreach (EMHOT) in conjunction with the Amesbury COA, elder legal advice, fuel assistance, veterans' services, SNAP (Supplemental Nutrition), MassHealth application assistance, USDA food program, the Haverhill UTEC food box program, yard and home maintenance

assistance. These programs combined were utilized by 2003 (442 unduplicated) seniors. The COA provided 3558 meals (35 unduplicated) through the Meals on Wheels program that provide assistance to the elder population. Volunteers and the Program Director distributed 1122 pounds of food and necessities from Our Neighbor's Table.

NEET (Northern Essex Elder Transportation) for Groveland seniors. Groveland volunteers drove 34 clients a total of 1,599 miles to physician appointments. The COA van provided rides to 1478 (117 unduplicated) seniors. Volunteers from AARP in conjunction with the COA assisted 52 seniors with tax preparation. Our COA sponsored exercise programs were attended by 664 (45 unduplicated) seniors. Community education, information sharing, social and cultural events were attended by a total of 725(188 unduplicated) seniors. Grocery shopping was used by 237 people (22 unduplicated).

COA-sponsored programs have been well-attended despite having had to cancel many programs due to COVID restrictions. Events were attended by 1999 seniors (286 unduplicated), and 206 seniors (97 unduplicated) went on the COA-sponsored trips. Staff were kept busy answering the phones and responding to walk-in encounters of 3321 people (only 469 unduplicated). Medical equipment was checked out 11 times (10 unduplicated).

| AGE RANGE     | COUNT      | PERCENT     |
|---------------|------------|-------------|
| AGES 55-59    | 10         | 1.6%        |
| AGES 60-64    | 63         | 9.9%        |
| AGES 65-69    | 94         | 14.8%       |
| AGES 70-74    | 137        | 21.6%       |
| AGES 75-79    | 109        | 17.2%       |
| AGES 80-84    | 101        | 15.9%       |
| AGES OVER 85  | 99         | 15.6%       |
| AGES BELOW 56 | 21         | 3.3%        |
| UNKNOWN       | 1          | 0.2%        |
| <b>TOTAL</b>  | <b>635</b> | <b>100%</b> |

Production of the bi-monthly COA newsletter is now produced by Senior News Publications at no cost, as advertising procured by the company pays for the publishing. Seniors have also been urged to sign up for email receipt of the newsletter to reduce mailing costs. These changes have freed up grant money for other important COA needs.

The Council looks forward to expanding services, which will be facilitated once the COA and Food Pantry move to more spacious accommodations in Town Hall.

### **Ongoing Services Offered**

Pentucket Walking Club; 3B Fit class; Outdoor Yoga; Get Movin' exercise class; Blood Pressure Clinics; Health Maintenance Clinics; Hearing Aid Help; twice monthly Tuesday Movie Afternoons; Art Group; FREE Legal Help; Veterans' Services; Trips and Travel; Brown Bag Program; COA Van Transportation; Northern Essex Elder Transport; Food Pantry; Our Neighbor's Table; Friendly Visitors; Fuel Assistance; Hot Meals; Meals on Wheels; Medical Equipment to Loan; S.H.I.N.E; Shopping on the COA Van; Traveling Chef Meals; S.N.A.P. (Supplemental Nutrition Assistance Program (Formerly the Food Stamp program) Applications; UTEC Food boxes; FREE AARP Tax Preparation Assistance; Real Estate Tax Work-Off Program; Telephone Reassurance; In-home Hairdresser; Game Day



# Library Board of Trustees

- Leonard Lee Thomas, Chair
- Robert Downey, Vice Chair
- Laurel Puchalski, Secretary
- Mary Lou Costello, Treasurer
- Jan Dempsey
- Lindsey Aylward
- Kathy Prunier
- Jay Collins
- Nancy Hurley

## Darcy Lepore, Director

The Langley Adams Library’s mission is to provide a wide range of information and materials, using traditional and innovative methods, for all ages, to promote, encourage, and support the diverse needs within the community. The Library also provides a friendly space for the community that will encourage curiosity, free inquiry, and lifelong learning. The Library Staff and Trustees are dedicated to providing the best service to all patrons.

The Library started extending technology appointments to the public. One of our Library Assistants offers appointments for patrons needing assistance with their smart phones, other devices, email, and more. The hope is to expand this service in the future. The Library also began offering a database called US News stream to the public, which they

can access with their library cards. They can access many up-to-date publications from all over the country with this service, including The Boston Globe and The Boston Herald. The Library started working with other Town departments and citizens on a project to increase sustainability and awareness about the environment in Groveland. We will absolutely continue this throughout the future fiscal years.



The Library has a brand new website thanks to the efforts of the Town Administrator, The Board of Trustees, and the Board of Selectmen. We have been able to accomplish various website goals and have a great relationship with the company that maintains it, John Guilfoil Public Relations.

**Sue Nakanishi, Adult Services Librarian**

**Shaun Hood, Library Assistant**

**Bergen Daley, Youth Services Librarian**

**Matthew McNichol, Library Assistant**

**Lauren Towler, Senior Library Assistant**

**Justin Doucette, Library Page**





# Pentucket Regional School District

Dena Trotta, Chair

Christopher Markuns, Vice Chair

Wayne Adams

Joanna Blanchard

Emily Dwyer

Marie Felzani

Richard Hodges

Ashley McLaughlin

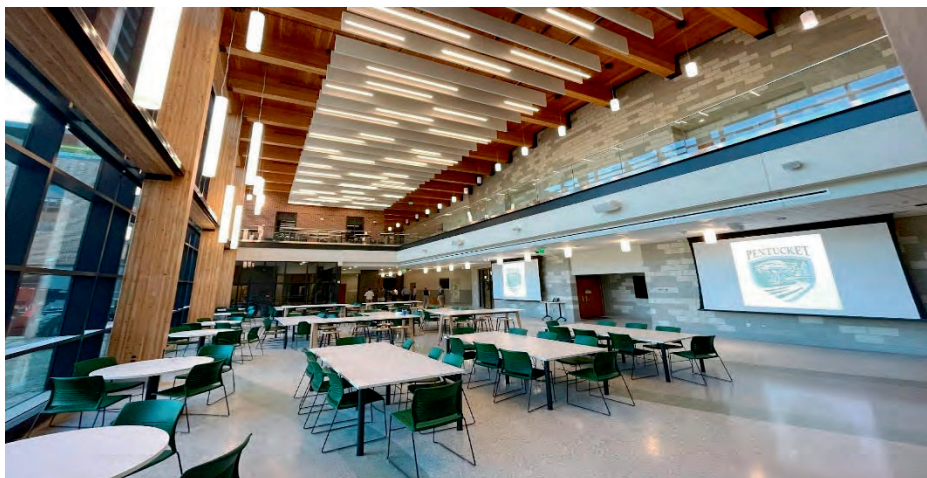
Christine Reading

## Justin Bartholomew, Ed.D.

The 2021-2022 school year saw the return of all students into school buildings every single day. During the previous year and four months, Pentucket students were learning remotely and in person due to the restrictions imposed on all public schools by the federal and state governments. Fortunately, Pentucket was able to have more in-person school days than any other school district in the area thanks to the close collaboration between each Town's respective Health Agent and the Superintendent of Schools. The positive impact of having more in-person instruction was evident on end of year assessments where Pentucket started making great strides to closing the gap on academic performance relative to nearby and similar school districts. While pleased with the performance, there is still a significant amount of work that needs to be done academically, and that challenge grows each year

as the reduction of state funds to our district places a tremendous burden on our three Pentucket Towns.

Meanwhile, significant progress was made on the new Pentucket Regional Middle-High School. That building is slated to open for students in September of this year, and while construction will continue through August of 2023, students will spend the full year in that building. Perhaps of greatest significance in regard to the building project is that it remains within budget and the schedule is on-time. This is extraordinarily rare, and particularly significant given the extreme cost increases in materials. We are and will continue to remain grateful to the citizens in all three Pentucket Towns for their constant support of our children and the educational process.



Pictured above: The new Pentucket Regional Middle/High School Cafeteria.

# **Pentucket Regional High School**

**Jonathan Seymour, Principal**

The 2021-2022 school year was a year that those of us who worked at or attended Pentucket Regional will never forget. Student enrollment was 634 and consisted of 154 students from West Newbury, 252 from Groveland, 210 from Merrimac, and 18 school choice students. 177 students graduated in the class of 2022.

After the shutdown year of 2019-2020 and the mostly hybrid year of 2020-2021 we started the year with all students attending school every day. As the year went on the mask requirement was eventually removed and school took on a more familiar look and feel. Another major part of the school year was living through the construction process as the new school slowly came together behind the existing school. Watching the new school being built each day was exciting and helped create a lot of anticipation for the next year. While the graduating class felt like they missed the chance to be a part of the new school, the rest of the student body left for summer break looking forward to attending school in a new building.

The past three school years have brought more challenges than any of us could have imagined. Challenges bring opportunities and we got to work with so many staff, students and parents who rose to the occasion to provide support when needed, and we have all needed support in big and small ways.

Students and staff at PRHS are grateful for the continued support of the Town of West Newbury.

# **Pentucket Regional Middle School**

**Terrence Conant, Principal**

The 2021-2022 school year was a bittersweet year as students and staff worked to close the previous middle school building in preparation for moving into a new state-of-the-art space. To prepare for the upcoming changes, both students and staff worked to ensure that our move would be smooth. Last year's student enrollment at the middle school was 331 comprising 99 students from West Newbury, 128 from Groveland, and 104 from Merrimac.

New curriculum has also been implemented in the middle school for the 22-23 school year. This has included foundational work such as completing an audit on the entire Science curriculum K-12, resulting in the adoption of a new program grades 6-8.

In addition to the science curriculum, staff continued to use student data to inform instruction. This was evident through the administration of the iReady assessment. This assessment provides students and staff with a baseline, strengths and opportunities for growth, and learning targets that students should expect to meet by the end of the school year. Last spring we recorded our largest growth in mathematics that we have seen since the implementation of the program. This data ensures that staff used the program to skillfully implement the high-quality resources purchased by the district in recent years, and students responded accordingly.

Professional development during the school year was targeted to align with students' needs. This included a book study on the text, "Grading for Equity" by Joe Feldman. This book club examined

teachers' grading methods, compared to recent research on the topic. This led to staff changing their classroom instruction and trying different methods of assessment. The group continued to meet after the conclusion of the study, culminating in the district adopting a new homework policy and grading descriptors to ensure that all students understand how they are to be graded as staff continue to develop competency-based lessons and assessments.

A major goal of the middle school this past year was to begin to implement a positive behavior intervention and support system (PBIS). This is an ongoing process, but this past year we implemented our PRIDE acronym (prepared, respectful, inclusive, determined, and excellent). This along with an expectations matrix has allowed for the school to communicate expectations for all areas of the school, hopefully creating an environment in which all members feel a sense of belonging.

# **Dr. Elmer S. Bagnall Elementary School**

## **Jim Day, Principal**

The Dr. Elmer S. Bagnall School is located in the town of Groveland, Massachusetts, and serves the students from Pre-Kindergarten to Grade 6. The Bagnall School provides local educational services to the residents of Groveland. The enrollment for the FY22 school year was 488 students, Preschool to Grade 6.

## **School Highlights from 2021-22**

- Teachers focused on developing cohesive units of instruction that incorporated UDL (Universal Design for Learning) and SEL (Social Emotional Learning) strategies.
- Bagnall started a "Kindness Crew". Students worked to spread kindness through our community.
- School administration implements Coffee/Conversation monthly open to parents/stakeholders.

## **Curriculum and Instruction**

- Students received the core academic disciplines of math, science, ELA, and social studies. Specials include PE, Art, and Music.
  - Math - students use Eureka math as the primary source for math instruction. Eureka math is the most highly utilized math program nationwide.
  - Literacy - students use our Wit and Wisdom program for literacy and writing.
- Professional Walkthroughs by administration continue to guide instructional design.

## **Assessment**

- Bagnall administered MCAS in Spring 2022 for gr. 3-6 (ELA and Math) and Science (gr. 5).
- Bagnall implemented diagnostic assessments three times last year in grades K-6, and the results were used to make decisions on curriculum and instruction.

## **Community Service/Collaboration**



- 5th/6th Grade Community Service Group. The students ran a Coat Drive and School Store.
- Bagnall Fourth Graders participated in our Open Space program. This is an experience that allows our students to explore our Science standards in an authentic way and provides students, parents, and community members an opportunity to work together.
- School administration worked with the Town of Groveland to improve facilities both indoors and outdoors (tile floors, courtyards, school sign).
- School administration works together with Groveland Police Department and Groveland Fire Department to improve school safety (Standard Response Protocols).

## Groveland Graduates

|                      |                   |                      |
|----------------------|-------------------|----------------------|
| Brithany Abreu       | Cody Goss         | Frank Majewski       |
| Gabrielle Accardi    | Jonas Grant       | Sydney Matthews      |
| Jocelynn Alcantara   | Megan Hamel       | Grace Milius         |
| Sofia Athanasopoulos | Riley Hamel       | Gavyn Otero          |
| Michael Bochman      | Jett Haryslak     | Angelique Ouimet     |
| Benjamin Castle      | Cameron Hegarty   | Amelia Page          |
| Grace Clevesy        | Daniel Hileman    | Christopher Paizante |
| Jillian Colbert      | Alexander Hill    | Adam Payne           |
| Che Condon           | Ethan Hunt        | Cadynce Pesce        |
| Jessica Cooney       | John Hurley       | Ryan Pfifferling     |
| Julia Daley          | Brian Inger       | Owen Raftery         |
| Nicholas Daly        | Dignan Jaslowich  | Luke Redgate         |
| Ethan Davey          | Kaitlyn Johnson   | Thomas Ridgley       |
| James Davis          | Kara Keene        | Michael Sarro        |
| Megan Destefano      | Elizabeth Kershaw | Seth Schweiqzer      |
| Seamus Dowling       | Jenna Krisiak     | Derek Tardy          |
| Jane Dunn            | Brandon Lee       | James Valeri         |
| Caleb Durocher       | Jesse Lee         | Benjamin Venuti      |
| Zachary Eckholt      | Maxwell Ligols    | Emily Wessant        |
| David Farris         | Hannah Longo      | Spenser Wood         |
| Sean Gallagher       | Emma Lopata       | Cooper Wright        |
| Elias Garcia         | Spencer Magan     | Jacob Wrig           |

# Grants



**Municipal Vulnerability Preparedness (MVP)**  
**Action Grant**  
**Executive Office of Environmental and Energy Affairs (EOEEA)**  
**\$82,168.00**

## Johnson Creek Watershed Flood Resiliency Project

The Johnson Creek Watershed has several areas of flooding concern. Flooding at some locations has historically occurred on an annual basis. The Town was awarded a grant from the Massachusetts Municipal Vulnerability Program to perform a detailed watershed-wide vulnerability study relative to potential future climate change conditions. Project objectives were as follows:

- Perform field data collection to evaluate high priority / high flood-risk locations throughout the watershed.
- Develop and calibrate a hydrologic and hydraulic model of the watershed to identify and quantify areas of flooding concern relative to current and future climate conditions.
- Develop a list of recommendations and a prioritized action plan to increase resiliency to climate change throughout the watershed, with a focus on Nature-Based Solutions.
- Perform targeted public involvement and community engagement activities throughout the Project.

**Shared Streets**  
**Massachusetts Department of Transportation**  
**\$59,452.36**

## Elm Square Pedestrians Improvement

The project includes the implementation of permanent infrastructure that will enhance pedestrian connectivity and accessibility between Elm Square and the regional trail network, nearby recreational facilities, and other Elm Square destinations. The scope involves new and improved sidewalks and crosswalks to make walking safer in Elm Square and surrounding neighborhoods. The project also proposes introducing a delineated and protected walking area on the southwestern portion of Main Street, which helps narrow the wide roadway and delineates existing on-street parking to avoid the new walking area while buffering it from traffic, helping to create a safer walking environment<sup>1</sup>





**MassWorks - Small Town Rural Assistance Program (STRAP)**  
**Executive Office of Housing and Economic**  
**Development \$1,000,000.00**

### **Uptack Culvert Replacement**

The existing culvert carrying Uptack Road over Johnson Creek in Groveland, MA will be demolished and replaced with a 3-sided precast concrete box culvert (9ft wide x 8.4' high) supported on precast concrete spread footings. There will be adjacent precast headwalls and cast-in-place wingwalls at each end of the proposed culvert. The proposed culvert, spread footings, and headwalls shall be contractor designed in accordance with these special provisions. There will be new S3-TL4 bridge rail installed over the culvert with guardrail and transition to bridge rail at all four bridge approaches with compliant end treatments, as required. The road will be closed during construction and the contractor shall be responsible for providing all necessary signage and barricades required by the temporary traffic control Plans. The work to be done under this contract includes all design, equipment, materials, labor, and incidentals required to complete all work shown on the Plans.



**Community Planning-OneStop Program**  
**Department Housing Community Development**  
**\$75,000.00**

### **Comprehensive Master Plan**

The Master Plan project will produce a long-range vision for the community. This Plan will help provide a basis for decision-making about key planning issues, while offering implementation strategies to address future land use, open space and recreation, natural, cultural, and historic resources, housing, public facilities and services, and economic development. The plan will follow the guidelines for Comprehensive Master Plans as outlined in Massachusetts General Law c. 41 81D and include the incorporation of recent Town of Groveland studies distilling their most salient points in support of the larger Master Plan vision.

**MassWorks**  
**Executive Office of Housing and Economic Development**  
**\$380,000.00**

### **School Street/Salem Street Intersection Signalization**

The work under this contract consists of the installation of a new traffic signal system at the intersection of Salem Street at School Street in Groveland to improve the capacity and safety characteristics of the intersection. In addition, the work will include, but is not limited to Americans with Disabilities Act (ADA) / Architectural Access Board (AAB) compliant accessible

pedestrian ramps, sidewalk reconstruction, warning and regulatory signage, pavement markings, landscaping, and other incidental work.

**Complete Streets  
MassDOT  
\$400,000.00**

**Sidewalk Installation / Reconstruction of Route 97 (School Street) from Parker Street to Gardner Street**

The work is along School Street from Parker Road to Gardner Street. The scope of work includes, but is not limited to, full depth widening, excavation and removal of unsuitable sidewalk material, furnishing and installing hot mix asphalt paving, removing and resetting existing granite curb, furnishing and installing new AAB/ADA compliant cement concrete sidewalks and cement concrete wheelchair ramps, granite and hot mix asphalt curb, adjustment of existing structures to final grade.



**Safe Route to School (SRTS)  
MassDOT  
TBD**

**Center Street Sidewalks**

To improve connectivity safety and accessibility for students who walk to school and encourage additional students to walk to school. The project proposes to install pedestrian infrastructure along Center Street for students approaching Dr Elmer S Bagnall Elementary. School Pedestrian connectivity will be improved by constructing new sidewalk along the south side of Center Street. The sidewalk will connect a few dense neighborhoods with numerous school children and tie into the existing sidewalks on School Street (Route 97), which provides direct access to Dr Elmer S Bagnall Elementary School and the soon to be constructed community trail, a TIP funded project. Sidewalks with granite curbing along Center Street will enhance the safety of pedestrians by separating vulnerable road users from vehicles traveling the roadway. Striping crosswalks across each intersecting side street will further improve the safety of pedestrians by increasing their visibility and driver awareness. Accessibility will be enhanced for those with disabilities by constructing sidewalks with ADA compliant cross slopes and ADA compliant curb ramps at each intersecting side street where none exist today.





# #THIS IS GROVELAND





# APPENDIX

# **APPENDIX A: Board and Committees Town Appointments, Elected Officials and Terms**

# Appointed Town Boards and Committees

(July 1, 2021-June 30, 2022)

## Affordable Housing Committee (5 members, 1-year terms)

- vacant, vacant, vacant, vacant, vacant

## Board of Registrars (3 members, 3-year terms)

-Susan D'Angelo (Republican), Mary Kathleen Greaney (Unenrolled), vacant (Democrat)

## Cable Advisory Committee (3 members, 1-year terms)

-Tracy Gilford, Seth Graham, Elizabeth Rose, vacant, vacant

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

-vacant, vacant, vacant, vacant, vacant, Board of Selectmen (ex-officio)

## Community Preservation Committee (6 members, 3-year terms)

-Edward Watson BOS (resigned October 2021), Jason Naves Open Space, Michael Dempsey ConCom, James Scanlon Finance, Elizabeth Gorski GHA, Linda Friel Historic, James J Bogiages Planning

## Conservation Commission (7 members, 3-year terms)

-Frederick O'Connor, John Gebauer (resigned May 2022), Michael Dempsey, Stephanie Bartelt, William Formosi, William M. Grim III, Thomas Schaefer

## Council on Aging (5 members, 3-year terms)

-Kathryn Alesse, Dorothy DiChiara, Irene Thomas, Marie Waller, Anita Wright

## Cultural Council (5 members, 6-year terms)

-Susan D'Angelo, Janus DeWolfe, Marguerite Foley, Jayne Jennings, Janet Nolan

## Elm Square Committee (7 members, 1-year terms)

-Brian Connell, Michael Dempsey, Elizabeth Gorski, Kathleen Kastrielis, Gregory Stark Jr.,

Joanna Valhouli Davis, Lee Yang

Finance Board (7 members, 3-year terms the BOS may appoint 2 alternate members, 2-year terms)

-Melissa Baker, Theresa Dunn, Sarah McGrath, Ruth Rivard, James Scanlon, vacant, vacant, Susan Yaskell (alternate), vacant (alternate)

Groveland Day Committee (7 members, 1-year terms)

-Leah Bates, Lisa Chandler, Beth Greenhagen, Jill Krisiak, Mike Potter, Elizabeth Zimmerman, vacant

Historical Commission (5 members, 3-year terms)

-Linda Friel, Dr. Dael Angelico-Hart, Lynn Pappas, Claire Walsh, vacant

Master Plan Steering Committee (5 members, 1-year)

-Joseph D'Amore, Michael Dempsey, Jason Naves, Walter Sorenson, John Stokes III

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

-Jennifer Caddigan, Michael Cordaro, Jason Naves, Kris Surette, vacant,

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

-Karen LeBel, William O'Neil, Catherine Ouellette, Daniel Stewart, vacant, vacant, vacant, vacant (alternate), vacant (alternate), vacant (alternate)

Town Administrator Search Committee (9 members, 1year terms)

-Kathryn Alesse, Elizabeth Cunniff, Joseph D'Amore, Jeffrey Gillen, Greg Labrecque, Janet Nolan, Rebecca Oldham, Ruth Rivard, Robert Valentine

Town Government Study Committee (7 members, 1-year terms)

-Joseph D'Amore, Paula Burke, John Christopher, Andrew Cox, Michael Dempsey, Elizabeth Gorski, John Osborne

Zoning Board of Appeals (5 members, 3-year terms/ 2 alternates, 1-year terms)

-Chris Goodwin, Matthew Guy, Jason Naves (start March 2022), Jason Norman (resigned April 2022), John Stokes II, Brad Ligols (alternate), vacant (alternate)

# Annually Appointed Town Officers

(July 1, 2021-June 30, 2022)

| <u>Position</u>   | <u>Name</u>                           |
|---|---------------------------------------|
| ADA Coordinator.....  | Sam Joslin                            |
| Administrative Assistant Board of Selectmen.....              | Katheryn Worden (resigned 10/18/2021) |
| Animal Control Officer.....                                   | Stephen M. Sargent                    |
| Assessing Manager .....                                       | Julie Yebba                           |
| Assistant Treasurer/Collector.....                            | Michele Beegan (resigned 10/12/2021)  |
| Building Inspector.....                                       | Sam Joslin                            |
| Burial Agent.....   | Elizabeth Cunniff                     |
| Council on Aging Director.....                                | Denise Gilman (resigned 11/18/2021)   |
| Council on Aging Director.....                                | Amanda Fisher (start 1/18/2022)       |
| Dockmaster .....  | Robert Raimondi                       |
| Dockmaster.....   | Nicholas RC Toleos                    |
| Earth Removal Enforcement Officer/ Site Inspector... ..       | Renny Carroll                         |
| Emergency Management Director.....                            | Stephen M. Sargent                    |
| Assistant Emergency Management Director.....                  | Jeffery T. Gillen                     |
| Forest Fire Warden.....                                       | Robert Valentine                      |
| Economic Development Planning & Conservation<br>Director..... | Rebecca Oldham (resigned 10/20/2021)  |
| Economic Development Planning & Conservation<br>Director..... | Annie Schindler (start 12/31/2021)    |
| Election Constable... ..                                      | Dave Tuttle                           |



Election Constable.....Edward Reed

Environmental Program Coordinator.....Annie Schindler (resigned 12/31/2021)

Harbormaster..... Michael J. Vets

Health Agent..... Rosemary Decie

Health Nurse.....Anita Wright

    Health Nurse.....Kathleen Hashem

Merrimack Valley Planning Commissioner.....Rebecca Oldham (resigned 1/18/2022)

Merrimack Valley Planning Commissioner..... Annie Schindler (start 1/18/2022)

Merrimack Valley Planning Commissioner Alternate..... Rebecca Oldham (start 1/18/2022)

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

    Assistant Plumbing/ Gas Inspector.....Robert Baldini Jr.

    Assistant Plumbing/Gas Inspector.....Gerry Downs

Right to Know Officer.....Vacant

Town Accountant..... Ellen Petrillo

Town Administrator..... Rebecca Oldham (start 10/20/2021)

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

Treasurer/Collector..... Michele Beegan (start 10/12/2021)

Veteran’s Agent..... Michael Ingham

Wire Inspector..... Thomas Tombarello

    Assistant Wire Inspector..... Kevin Waddington

Zoning Enforcement Officer... ..Sam Joslin

TOWN OF GROVELAND  
OFFICE OF THE TOWN CLERK, 183 MAIN ST  
TEL: 978-556-7221 FAX 978-373-6147  
**Elected Town Boards and Officials**  
**(July 1, 2021 through June 30, 2022)**

**ASSESSOR**

3 members, 3-year terms

|                 |          |
|-----------------|----------|
| William H Darke | 5/5/2025 |
| N Dana Moody    | 5/1/2023 |

**CEMETERY COMMISSION**

3 members, 3-year terms

|                        |          |
|------------------------|----------|
| Vernon N Cotton        | 5/6/2024 |
| Raymond S Dower III    | 5/5/2025 |
| Michael A. Kastrinelis | 5/1/2023 |

**HEALTH BOARD**

3 members, 3-year terms

|                    |          |
|--------------------|----------|
| David J Greenbaum  | 5/5/2025 |
| Deborah Kadar-Hull | 5/1/2023 |
| James Stepanian    | 5/6/2024 |

**HOUSING AUTHORITY**

5 members, 5-year terms

|                    |           |
|--------------------|-----------|
| Inger Burke        | 5/1/2023  |
| Elaine M Davey     | 5/4/2026  |
| Elizabeth A Gorski | 5/6/2024  |
| Kathleen M Prunier | 5/5/2025  |
| Kimberly R Jackson | Appointed |

**LIBRARY TRUSTEE**

9 members, 3-year terms

|                            |           |
|----------------------------|-----------|
| Jay A Collins              | 5/5/2025  |
| Marylou Costello           | 5/6/2024  |
| Jan L Dempsey              | 5/6/2024  |
| Robert I Downey            | 5/1/2023  |
| Nancy M Hurley             | 5/5/2025  |
| Jamie L Koulouras resigned | 2/17/2022 |
| Kathleen M Prunier         | 5/5/2025  |
| Laurel B Puchalski         | 5/1/2023  |
| Leonard L Thomas           | 5/6/2024  |

**LIGHT COMMISSION**

**MODERATOR**

1-year term

|                 |          |
|-----------------|----------|
| William H Darke | 5/1/2023 |
|-----------------|----------|

**PLANNING BOARD**

5 members, 5-year terms

|                      |          |
|----------------------|----------|
| Brad M Ligols        | 5/3/2027 |
| Dennis J McNulty     | 5/1/2023 |
| Walter F Sorenson Jr | 5/1/2023 |
| John Stokes III      | 5/1/2023 |

**SCHOOL COMMITTEE**

3 members, 3-year terms

|                     |          |
|---------------------|----------|
| Lana Marie Durocher | 5/5/2025 |
| Emily M Dwyer       | 5/1/2023 |
| Ashley McLaughlin   | 5/6/2024 |

**SELECTMEN**

5 members, 3-year terms

|                      |          |
|----------------------|----------|
| Kathleen Kastrinelis | 5/1/2023 |
| Daniel MacDonald     | 5/6/2024 |
| Jason E Naves        | 5/1/2023 |
| Mark J Parenteau     | 5/5/2025 |
| Edward H Watson      | 5/6/2024 |

**TOWN CLERK**

3-year term

|                     |          |
|---------------------|----------|
| Elizabeth M Cunniff | 5/5/2025 |
|---------------------|----------|

**WATER/SEWER COMMISSION**

3 members, 3-year terms

|                    |                   |
|--------------------|-------------------|
| Jon Bellinger      | 5/2/2022          |
| William M Grim III | 5/6/2024          |
| Jonathan Riopelle  | resigned 4/5/2022 |

TOWN OF GROVELAND  
OFFICE OF THE TOWN CLERK, 183 MAIN ST  
TEL: 978-556-7221 FAX 978-373-6147

Elected Town Boards and Officials  
(July 1, 2021 through June 30, 2022)

**ASSESSOR**

3 members, 3-year terms

**CEMETERY COMMISSION**

3 members, 3-year terms

**HEALTH BOARD**

3 members, 3-year terms

**HOUSING AUTHORITY**

5 members, 5-year terms

**LIBRARY TRUSTEE**

9 members, 3-year terms

**LIGHT COMMISSION**

3 members, 3-year terms

**MODERATOR**

1-year term

**PLANNING BOARD**

5 members, 5-year terms

**SCHOOL COMMITTEE**

3 members, 3-year terms

**SELECTMEN**

5 members, 3-year terms

**TOWN CLERK**

3-year term

**WATER/SEWER COMMISSION**

3 members, 3-year terms

# **APPENDIX B: May 2, 2022 Local Election Results**

**LOCAL ELECTION**

**2-May-22**

**GROVELAND**

**Official Results**

|                          | <b>Precinct 1</b> | <b>Precinct 2</b> | <b>Total</b> |
|--------------------------|-------------------|-------------------|--------------|
| <b>TOTAL VOTED</b>       | 587               | 619               | 1206         |
| <b>REGISTERED VOTERS</b> | 2714              | 2705              | 5419         |

| <u><b>Elected Position</b></u> | <u><b>Candidate</b></u>    | <u><b>Precinct 1</b></u> | <u><b>Precinct 2</b></u> | <u><b>Total Votes</b></u> |
|--------------------------------|----------------------------|--------------------------|--------------------------|---------------------------|
| <u><b>Assessor 3 Years</b></u> | <u><b>Vote for One</b></u> |                          |                          |                           |
| Candidate for Re-Election      | William H Darke            | 452                      | 490                      | 942                       |
| Write In Candidate             |                            | 6                        | 2                        | 8                         |
| <u>Write In</u>                |                            |                          |                          |                           |
| Other                          |                            | 0                        | 1                        | 1                         |
| Blank                          |                            | 129                      | 126                      | 255                       |
| <b>Total Votes</b>             |                            | <b>587</b>               | <b>619</b>               | <b>1206</b>               |

|                               |                            |            |            |             |
|-------------------------------|----------------------------|------------|------------|-------------|
| <u><b>Assessor 1 Year</b></u> | <u><b>Vote for One</b></u> |            |            |             |
| Write In Candidate            |                            | 0          | 0          | 0           |
| Write In Candidate            |                            | 5          | 6          | 11          |
| <u>Write In</u>               |                            |            |            |             |
| Other                         |                            | 23         | 12         | 35          |
| Blank                         |                            | 559        | 601        | 1160        |
| <b>Total Votes</b>            |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                 |                            |            |            |             |
|---------------------------------|----------------------------|------------|------------|-------------|
| <u><b>Selectman 3 Years</b></u> | <u><b>Vote for One</b></u> |            |            |             |
| Candidate for Re-Election       | William G O'Neil           | 252        | 250        | 502         |
| Candidate                       | Mark J Parenteau           | 303        | 328        | 631         |
| Write In Candidate              |                            | 0          | 1          | 1           |
| Write In Candidate              |                            | 0          | 0          | 0           |
| <u>Write In</u>                 |                            |            |            |             |
| Other                           |                            | 3          | 0          | 3           |
| Blank                           |                            | 29         | 40         | 69          |
| <b>Total Votes</b>              |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                       |                            |            |            |             |
|---------------------------------------|----------------------------|------------|------------|-------------|
| <u><b>Board of Health 3 Years</b></u> | <u><b>Vote for One</b></u> |            |            |             |
| Candidate                             | David J Greenbaum          | 432        | 465        | 897         |
| Write In Candidate                    |                            | 1          | 2          | 3           |
| <u>Write In</u>                       |                            |            |            |             |
| Other                                 |                            | 3          | 0          | 3           |
| Blank                                 |                            | 151        | 152        | 303         |
| <b>Total Votes</b>                    |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|   |                            |            |            |             |
|---|----------------------------|------------|------------|-------------|
| <u><b>Cemetery Commissioner 3 Years</b></u> | <u><b>Vote for One</b></u> |            |            |             |
| Candidate for Election                      | Raymond S Dower, III       | 432        | 463        | 895         |
| Write In Candidate                          |                            | 0          | 2          | 2           |
| <u>Write In</u>                             |                            |            |            |             |
| Other                                       |                            | 3          | 0          | 3           |
| Blank                                       |                            | 152        | 154        | 306         |
| <b>Total Votes</b>                          |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                       |                              |             |             |             |
|---------------------------------------|------------------------------|-------------|-------------|-------------|
| <u><b>Library Trustee 3 Years</b></u> | <u><b>Vote for Three</b></u> |             |             |             |
| Candidate for Election                | Jay A Collins                | 385         | 437         | 822         |
| Candidate for Election                | Kathleen M Prunier           | 369         | 396         | 765         |
| Write In Candidate                    | Nancy M Hurley               | 12          | 11          | 23          |
| Write In Candidate                    |                              | 6           | 8           | 14          |
| <u>Write In</u>                       |                              |             |             |             |
| Other                                 |                              | 2           | 0           | 2           |
| Blank                                 |                              | 987         | 1005        | 1992        |
| <b>Total Votes</b>                    |                              | <b>1761</b> | <b>1857</b> | <b>3618</b> |



|  |                            |            |            |             |
|--|----------------------------|------------|------------|-------------|
| <b><u>Light Commission 3 Years</u></b> | <b><u>Vote for One</u></b> |            |            |             |
| Candidate for Re-Election              | Stephen J Daniels          | 448        | 476        | 924         |
| Write In Candidate                     |                            | 0          | 1          | 1           |
| <u>Write In</u>                        |                            |            |            |             |
| Other                                  |                            | 2          | 0          | 2           |
| Blank                                  |                            | 137        | 142        | 279         |
| <b>Total Votes</b>                     |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                |                            |            |            |             |
|--------------------------------|----------------------------|------------|------------|-------------|
| <b><u>Moderator 1 Year</u></b> | <b><u>Vote for One</u></b> |            |            |             |
| Candidate for Re-Election      | William H Darke            | 426        | 474        | 900         |
| Write In Candidate             |                            | 0          | 2          | 2           |
| <u>Write In</u>                |                            |            |            |             |
| Other                          |                            | 0          | 0          | 0           |
| Blank                          |                            | 161        | 143        | 304         |
| <b>Total Votes</b>             |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                      |                            |            |            |             |
|--------------------------------------|----------------------------|------------|------------|-------------|
| <b><u>Planning Board 5 Years</u></b> | <b><u>Vote for One</u></b> |            |            |             |
| Candidate                            | Brad M Ligols              | 384        | 425        | 809         |
| Write In Candidate                   |                            | 0          | 5          | 5           |
| <u>Write In</u>                      |                            |            |            |             |
| Other                                |                            | 5          | 0          | 5           |
| Blank                                |                            | 198        | 189        | 387         |
| <b>Total Votes</b>                   |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                     |                            |            |            |             |
|-------------------------------------|----------------------------|------------|------------|-------------|
| <b><u>Planning Board 4 Year</u></b> | <b><u>Vote for One</u></b> |            |            |             |
| Write In Candidate                  |                            | 5          | 10         | 15          |
| <u>Write In</u>                     |                            |            |            |             |
| Other                               |                            | 10         | 9          | 19          |
| Blank                               |                            | 572        | 600        | 1172        |
| <b>Total Votes</b>                  |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                     |                            |             |             |             |
|-------------------------------------|----------------------------|-------------|-------------|-------------|
| <b><u>Planning Board 1 Year</u></b> | <b><u>Vote for Two</u></b> |             |             |             |
| Write In Candidate                  | John F Stokes III          | 0           | 9           | 9           |
| Write In Candidate                  | Dennis J McNulty           | 0           | 10          | 10          |
| Write In Candidate                  |                            | 10          | 2           | 12          |
| <u>Write In</u>                     |                            |             |             |             |
| Other                               |                            | 0           | 0           | 0           |
| Blank                               |                            | 1164        | 1217        | 2381        |
| <b>Total Votes</b>                  |                            | <b>1174</b> | <b>1238</b> | <b>2412</b> |

|  |                            |            |            |             |
|--|----------------------------|------------|------------|-------------|
| <b><u>School Committee 3 Years</u></b> | <b><u>Vote for One</u></b> |            |            |             |
| Candidate for Re-Election              | Richard C Hodges           | 211        | 261        | 472         |
| Candidate                              | Lana Marie Durocher        | 293        | 276        | 569         |
| Write In Candidate                     |                            | 1          | 0          | 1           |
| <u>Write In</u>                        |                            |            |            |             |
| Other                                  |                            | 1          | 0          | 1           |
| Blank                                  |                            | 81         | 82         | 163         |
| <b>Total Votes</b>                     |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

|                                  |                            |            |            |             |
|----------------------------------|----------------------------|------------|------------|-------------|
| <b><u>Town Clerk 3 Years</u></b> | <b><u>Vote for One</u></b> |            |            |             |
| Candidate for Re-Election        | Elizabeth M Cunniff        | 451        | 489        | 940         |
| Write In Candidate               |                            | 1          | 1          | 2           |
| <u>Write In</u>                  |                            |            |            | 0           |
| Other                            |                            | 3          | 2          | 5           |
| Blank                            |                            | 132        | 127        | 259         |
| <b>Total Votes</b>               |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

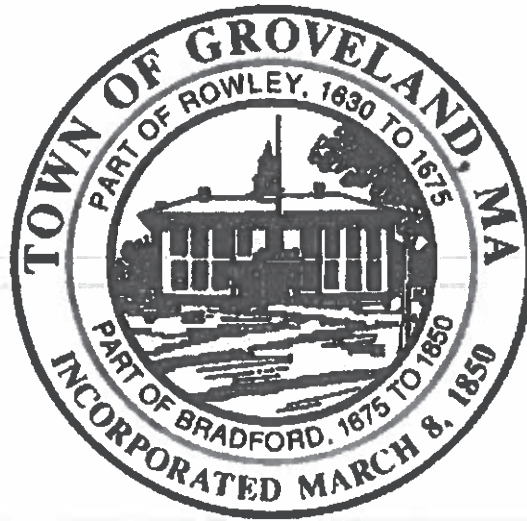
|  |                            |            |            |             |
|--|----------------------------|------------|------------|-------------|
| <b><u>Water/Sewer Commission 3 Years</u></b> | <b><u>Vote for One</u></b> |            |            |             |
| Write In Candidate                           |                            | 13         | 21         | 34          |
| <u>Write In</u>                              |                            |            |            |             |
| Other  |                            | 0          | 0          | 0           |
| Blank  |                            | 574        | 598        | 1172        |
| <b>Total Votes</b>                           |                            | <b>587</b> | <b>619</b> | <b>1206</b> |

| <u>Water/Sewer Commission 2 Years</u> | <u>Vote for One</u> |            |            |             |
|---------------------------------------|---------------------|------------|------------|-------------|
| Write In Candidate                    | William M Grim III  | 7          | 14         | 21          |
| Write In Candidate                    |                     | 4          | 9          | 13          |
| <u>Write In</u>                       |                     |            |            |             |
| Other                                 |                     | 0          | 0          | 0           |
| Blank                                 |                     | 576        | 596        | 1172        |
| <b>Total Votes</b>                    |                     | <b>587</b> | <b>619</b> | <b>1206</b> |

| <u>Ballot Question 1</u> | <u>YES</u> |            |            |             |
|--------------------------|------------|------------|------------|-------------|
|                          | <u>NO</u>  | 201        | 244        | 445         |
|                          |            | 366        | 363        | 729         |
| Blank                    |            | 20         | 12         | 32          |
|                          |            | <b>587</b> | <b>619</b> | <b>1206</b> |

|   |          |   |   |
|---|----------|---|---|
| <u>Provisional Ballots Total Received</u> | <b>6</b> |   |   |
| Provisional Ballots Counted               | 2        |   | 2 |
| Provisional Ballots Not Counted           | 4        | 3 | 1 |

# **APPENDIX C: 2021 Special Town Meeting Warrant**



# TOWN OF GROVELAND

## 2021 SPECIAL TOWN MEETING WARRANT *COMMONWEALTH OF MASSACHUSETTS*

**Special Town Meeting: Monday, December 6, 2021**

*Essex, ss:*

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

**GREETINGS:**

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, December 6, 2021 @ 7:00 P.M. to act upon or take any other action relative thereto on the following Articles:

**A moment of silence was offered for the passing of Richard C. Abbott Sr. Groveland resident and former Town Clerk/Collector.**

**Special Town Meeting Opened at 7:47 PM December 6, 2021**

**ARTICLE 1:** To see if the Town will vote to transfer THIRTY-TWO THOUSAND DOLLARS (\$32,000.00) from the Stabilization Fund Account #8500-040-35992-000; to the Personnel Buy Back Account #2410-040-49700-000; or take any other action relative thereto Article submitted by Board of Selectmen (*Requires a 2/3rds majority*)

*Note: An employee is retiring and the Town will need additional funds to buy-back accumulated sick leave.*

**BOARD OF SELECTMEN RECOMMENDS FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 12/06/2021-** Motion made to move favorable action and seconded.

**Vote unanimous article passes so declared the moderator.**

**ARTICLE 2:** To see if the Town will vote to transfer FIFTEEN THOUSAND DOLLARS (\$15,000) from Stabilization Fund Account #8500-040-35992-000 to the Consultant Expense Account #1001-122-54000-054 for a Consultant Treasurer; or take any other action relative thereto Article submitted by Board of Selectmen (*Requires a 2/3rds majority*)

*Note: These monies will be used to pay the treasurer consultant to help transition the new town treasurer.*

**BOARD OF SELECTMEN RECOMMENDS FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS:**

**DATE AND ACTION TAKEN: 12/06/2021 -** Motion to amend Article 2 to be presented.

**The Moderator read the article as written. Board of Selectmen member read the amended article to be presented.**

**AMENDED ARTICLE 2:** I, Kathleen Kastrinelis do hereby move to amend Article 2, to remove "Consultant Expense Account 1001-122-54000-054" and to replace with "Treasurer/Collection Clerk 1001-133-51112-051".

**Amended article was moved and seconded.**

**Moderator requested an explanation for the amendment. Kathleen Kastrinelis spoke; The cost of the consultant is too expensive, replacing with a treasurer clerk will give support with less cost.**

**Discussion:** Request made by Resident and Town Clerk, Elizabeth Cunniff not to amend the article, but to accept Article 2 as written, to fund a Consultant Treasurer. Requesting that the Board of Selectmen stand by their original decision and approved article to fund the Consultant. To finally put the Town of Groveland on the road to an efficient Treasury Department. Resident and Board of Selectmen member Daniel MacDonald supported that position not to amend the article, based on the discussion made during the hiring process of the Treasurer position in October when promises were made to support the Treasurer with a high caliber consultant allowing her to grow into the position. He has reservations on the treasurer clerk support now offered. Board of Selectmen, Kathleen Kastrinelis spoke in support of the amended article, the cost of the consultant is too great. This amendment sets up support with Treasurers from surrounding towns and offers a low level clerical support. A resident spoke asking for clarification and a cost differential of hiring an Assistant Treasurer/Collector. Kastrinelis responded that the Assistant Treasurer/Collector was already voted in the 2021 budget and this request is for a part time lower level assistance.

**Simple majority required, hand count requested.**



**ARTICLE 5:** To see if the Town will vote to accept as a public way under the provisions of M.G.L Chapter 82, as amended, Graeme Way as laid out by the Board of Selectmen and shown on a plan entitled, "Plan of Land in Groveland, MA – Street Acceptance Plan Showing Right of Way of Graeme Way" as prepared for Esty Way Realty Trust, George Haseltine, Trustee prepared by Millennium Engineering, Inc. dated May 11, 2020 as filed in the Planning Department and the office of the Town Clerk, and to authorize the Board of Selectmen to acquire, by such means and upon such terms and conditions as they see fit, such interests in land as are necessary to provide for the use and maintenance of said way for all purposes for which public ways are used in the Town of Groveland, or pass any vote or take any action relative thereto. Article submitted by the Planning Board

**BOARD OF SELECTMEN RECOMMENDS FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 12/06/2021 - Motion made to move favorable action and seconded.**

**Discussion:** Resident asked to see a map of the roadway, map not available. Current resident of Graeme Way stood in favor and declared as a current resident living on Graeme Way for the past four years, the road is great. Bob Danforth former member of the Planning Board, who voted on this article explained that this is the acceptable method of accepting roadways in Groveland and once accepted it will be added to the Town's inventory for Chapter 90 support.

**Vote unanimous article passes so declared the moderator.**

**ARTICLE 6:** To see if the Town will vote to accept as a public way under the provisions of M.G.L Chapter 82, as amended, Atwood Lane as laid out by the Board of Selectmen and shown on a plan entitled, "Street Acceptance Plan of Atwood Lane located in Groveland, Mass." as prepared for Evergreen Real Estate Trust, Al Couillard, Trustee prepared by The Morin Cameron Group, Inc. dated March 17, 2021 as filed in the Planning Department and the office of the Town Clerk , and to authorize the Board of Selectmen to acquire, by such means and upon such terms and conditions as they see fit, such interests in land as are necessary to provide for the use and maintenance of said way for all purposes for which public ways are used in the Town of Groveland, or pass any vote or take any action relative thereto. Article submitted by the Planning Board

**BOARD OF SELECTMEN RECOMMENDS FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 12/06/2021- Motion made to move favorable action and seconded.**

**Vote unanimous article passes so declared the moderator.**

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

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

Given under our hands this 8th day of November in the year of our Lord two thousand twenty-one.



Edward Watson, Chair



Kathleen Kastrinelis, Vice-Chair



Daniel MacDonal, Selectman




Jason Naves, Selectman



William O'Neil, Selectman

A true copy, attest:




Elizabeth Cunniff, Town Clerk



Jeffrey Gillen, Police Chief

#### OFFICER'S RETURN

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



Elizabeth Cunniff, Town Clerk



Jeffrey Gillen, Police Chief

TOWN OF GROVELAND  
2021 NOV 10 PM 11:14  
11-10-20

**APPENDIX D: 2022 Annual Town Meeting  
Warrant**



# TOWN OF GROVELAND

## 2022 TOWN MEETING WARRANT

### COMMONWEALTH OF MASSACHUSETTS

*Town Meeting: Monday, May 23, 2022*

***Essex, ss:***

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

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, May 23, 2022 @ 6:30 P.M.** to act upon or take any other action relative thereto on the following Articles.

**Annual Town Meeting opened at 7:20 PM, May 23, 2022**

**This page left intentionally blank**



2022  
ANNUAL TOWN MEETING  
TABLE OF CONTENTS

Summary of Revenues

**FY22 TRANSFER ARTICLES**

Article 1 Authorize FY22 Budgetary Transfer

**GENERAL ARTICLES**

Article 2 Authorize Petition for Chapter 90 Funds  
Article 3 Authorize Transfer Chapter 90 Funds  
Article 4 Vote to Accept M.G.L. c.98, § 56  
Article 5 Vote to Authorize the Veasey Memorial Park Revolving Fund  
Article 6 Vote to Authorize the Pines Maintenance Revolving Fund  
Article 7 Vote to Remove the Zoning Board of Appeals Revolving Fund

**GENERAL BYLAW ARTICLES**

Article 8 Amend General Bylaws Section 6-1, Building Numbering  
Article 9 Amend General Bylaws Section 4-3, Hours of Construction  
Article 10 Add General Bylaws Section 8-23, Fences  
Article 11 Amend General Bylaws Section 2-41, Senior Citizen Property Tax Work-Off Program  
Article 12 Amend General Bylaws Section 2-41a of the General By-Laws, the Valor Act Property Tax Work-Off Program  
Article 13 Amend General Bylaws Section 2-143a, Council on Aging

**ZONING BYLAW ARTICLES**

Article 14 Amend the Zoning Bylaw Section 50-2.1 Terms Defined to include Caretaker's Unit  
Article 15 Amend the Zoning Bylaw Section 50-4.5 Table of Uses to include Caretaker's Unit

**COMMUNITY PRESERVATION ARTICLES**

Article 16 Appropriate from Recreation to establish a walking trail entrance to the Pines Recreation Area  
Article 17 Appropriate from Historic Preservation to add an accessible lift at Veasey Park  
Article 18 Appropriate from Historic Preservation to develop design and usage plans for Lucile's Cottage  
Article 19 Appropriation of the Community Preservation Fund Fiscal Year 2023

**FINANCIAL ARTICLES**

Article 20 Transfer Funds from FY22 Free Cash to make capital upgrades at Bagnall School  
Article 21 Transfer Funds from FY22 Free Cash to make capital upgrades at Town Hall Complex  
Article 22 Accept Funds from Municipal Electric Department  
Article 23 Transfer Funds from Conservation Fees Acct to Part-Time Salary Acct

## **FINANCIAL ARTICLES, continued**

- Article 24 Transfer Funds from Conservation Fees Acct to Expense Acct
- Article 25 Authorize Spending Limits for Revolving Accounts
- Article 26 Transfer Funds from Overlay Surplus
- Article 27 Transfer Funds from FY22 Free Cash to Operating Budget
- Article 28 Transfer Funds from FY22 Free Cash to Stabilization Fund
- Article 29 Transfer Funds from FY22 Free Cash to Fire SCBA Grant Account
- Article 30 Transfer Funds from FY22 Free Cash to fund Aerial Photography Flight
- Article 31 Transfer Funds from FY22 Free Cash to fund MS4 Permit requirements
- Article 32 Transfer Funds from FY22 Free Cash to fund the Personnel Buy Back Account
- Article 33 Appropriate funds for PEG Access Fund
- Article 34 Authorize bond premium for the Bagnall School Addition
- Article 35 Authorize bond premium for the Center Street Land purchase
- Article 36 Transfer Funds from FY22 Water Retained Earnings for the purchase and installation of water main
- Article 37 Transfer Funds from FY22 Sewer Retained Earnings for the continuation of sewer inflow and infiltration reduction
- Article 38 Appropriation for Water Department Budget
- Article 39 Appropriation for Sewer Department Budget
- Article 40 Omnibus Appropriation
- Article 41 Vote to fix the Salary and Comp of Elected and Appointed Officers

- APPENDIX A Fiscal Year 2023 Capital Improvement Plan
- APPENDIX B Revolving Fund Reports to Town Meeting
- APPENDIX C M.G.L. Chapters referenced within warrant
- APPENDIX D Definitions of Commonly Uses Terms at Town Meeting
- APPENDIX E Table of Motions

| Revenue Category             | Description                        | Actuals FY20      | Actuals FY21      | Adopted FY22      | Budgeted FY23     |
|------------------------------|------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>PROPERTY TAXES</b>        |                                    |                   |                   |                   |                   |
|                              | Prior Years Levy Limit/Taxes       | 13,679,474        | 14,213,120        | 14,971,380        | 15,549,999        |
|                              | Plus 2.5%                          | 347,937           | 361,262           | 374,285           | 388,750           |
|                              | New Growth                         | 185,065           | 159,621           | 204,334           | 183,007           |
|                              | Debt Exclusion-Town                | 333,087           | 325,499           | 317,912           | 316,563           |
|                              | Debt Exclusion-PRSD                | 309,321           | 1,230,936         | 2,006,098         | 1,962,733         |
|                              | Override                           | -                 | -                 | -                 | -                 |
|                              | <b>TOTAL</b>                       | <b>14,854,884</b> | <b>16,290,438</b> | <b>17,874,009</b> | <b>18,401,051</b> |
| <b>LOCAL RECEIPTS</b>        |                                    |                   |                   |                   |                   |
|                              | Motor Vehicle Excise               | 967,069           | 1,110,202         | 1,113,149         | 1,110,000         |
|                              | Penalties & Interest               | 77,581            | 227,235           | 100,000           | 100,000           |
|                              | PILOT                              | 41,792            | 26,337            | 26,864            | 89,801            |
|                              | Other Charges for Services         | -                 | -                 | -                 | -                 |
|                              | Rentals (Cell Tower)               | 38,278            | 39,426            | 38,000            | 39,669            |
|                              | Other Dept Revenue:                |                   |                   |                   |                   |
|                              | Police                             | 3,059             | 5,452             | 3,812             | 3,800             |
|                              | Fire                               | 6,437             | 6,945             | 6,981             | 6,000             |
|                              | Selectmen                          | 12,900            | 11,800            | 12,583            | 11,000            |
|                              | Cemetery                           | 15,665            | 19,475            | 17,563            | 18,000            |
|                              | Health                             | 16,315            | 17,705            | 17,783            | 17,000            |
|                              | Library                            | 518               | 109               | 467               | 300               |
|                              | Clerk                              | 7,587             | 8,390             | 8,217             | 8,000             |
|                              | Planning Board                     | 10,150            | 11,517            | 12,998            | 4,000             |
|                              | ZBA                                | -                 | 400               | 133               | 400               |
|                              | Collector                          | 7,550             | 7,525             | 7,098             | 5,000             |
|                              | Other                              | 27,140            | 606               | 500               | 1,250             |
|                              | Licenses and Permits               | 121,092           | 138,637           | 120,000           | 140,000           |
|                              | Fines                              | 40,988            | 35,385            | 36,000            | 35,000            |
|                              | Investment Income                  | 16,210            | 10,197            | 11,000            | 11,000            |
|                              | Misc Recurring                     |                   |                   |                   |                   |
|                              | Misc Non-Recurring                 |                   | (11,792)          | 6,851             | -                 |
|                              | <b>TOTALS</b>                      | <b>1,410,331</b>  | <b>1,665,550</b>  | <b>1,540,000</b>  | <b>1,600,220</b>  |
| <b>STATE AID</b>             |                                    |                   |                   |                   |                   |
|                              | Chapter 70                         | 60,542            | 65,200            | 65,470            | 65,470            |
|                              | Unrestricted Aid                   | 772,960           | 772,960           | 800,014           | 821,614           |
|                              | Additional Assistance              |                   |                   | -                 | -                 |
|                              | Surviving Spouse                   | -                 | -                 | -                 | -                 |
|                              | Elderly                            | 4,016             | 4,016             | 29,044            | 25,992            |
|                              | State Owned Land                   | 119,276           | 122,379           | 142,118           | 142,040           |
|                              | Public Libraries                   | 9,130             | 11,115            | 12,071            | 11,360            |
|                              | Other State Aid                    | 20,729            | 14,457            | 15,636            | 12,994            |
|                              | <b>TOTAL STATE AID</b>             | <b>986,653</b>    | <b>990,127</b>    | <b>1,064,353</b>  | <b>1,079,470</b>  |
| <b>OTHER FINANCE SOURCES</b> |                                    |                   |                   |                   |                   |
|                              | Intergovernmental - Light          | 35,000            | 40,000            | 40,000            | 40,000            |
|                              | Overlay Surplus                    | 50,000            | 50,000            | 50,000            | 15,000            |
|                              | Free Cash                          | 85,000            | 85,000            | -                 | 85,000            |
|                              | Stabilization                      |                   |                   | 208,167           | -                 |
|                              | Transfers from Other Funds         |                   |                   | 44,000            | 22,420            |
|                              | Sale of Lots                       |                   |                   |                   |                   |
|                              | <b>TOTAL Other Finance Sources</b> | <b>170,000</b>    | <b>175,000</b>    | <b>342,167</b>    | <b>162,420</b>    |
|                              | <b>TOTAL RECEIPTS</b>              | <b>17,421,868</b> | <b>19,121,116</b> | <b>20,820,528</b> | <b>21,243,161</b> |

This page left intentionally blank

**ARTICLE 1:** To see if the Town will vote for a Fiscal Year 2022 budgetary transfer of TWENTY-SEVEN THOUSAND DOLLARS, \$27,000, from Essex Technical, 1001-301-58830-058, to Computer Hardware Maintenance & License Fees, 1001-155-52000-052; or take any other action relative thereto.  
Article submitted by the Board of Selectmen.

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 2:** To see if the Town will vote to authorize the Selectmen to petition the State for any sum available under provisions of Chapter 90, said funds to be apportioned and expended by and under the direction of the State Department of Public Works (Massachusetts Highway Department) in accordance with said statutes; or take any other action relative thereto.  
Article submitted by the Board of Selectmen

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 3:** To see if the Town will vote to transfer from the General Fund TWO HUNDRED TWENTY-SEVEN THOUSAND, FOUR HUNDRED NINE DOLLARS (\$227,409) and appropriate said sum for Chapter 90 approved road work, said amount to be used pending reimbursement by the State, with such work to be done under the supervision of the Highway Superintendent; or take any other action relative thereto.  
Article submitted by Board of Selectmen

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**



**ARTICLE 4:** To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 98, Section 56, in its present form and as subsequently amended, which statute provides the Town the ability to impose upon the owner of any establishment wherein devices subject to the provisions of Chapter 98 of the General Laws are used, the fees for the sealing and inspecting of weighing or measuring devices; or take any other action relative thereto.

Article submitted by the Building Inspector

**NOTE:** The full text of Massachusetts General Laws, Chapter 39, Section 23D Section 56 can be found in Appendix C.

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Moved to Table per Kathleen Kastrinelis, Second Ruth Rivard.**

**Majority Vote for Favorable Action to Table so declared the Moderator.**

**ARTICLE 5:** To see if the Town will vote to amend the Town of Groveland General Bylaws section 2-42, by adding a new Revolving Fund, to be known as the Veasey Memorial Park Revolving Fund, as authorized by Chapter 44, Section 53E-½ of Massachusetts General Laws as set forth below and further to allow the Conservation Commission to expend funds not to exceed \$140,000 during Fiscal year 2023 from said account for expenses related to the operating costs, including salaries/wages, of Veasey Memorial Park; or take any other action relative thereto.

Article submitted by Conservation Commission

**NOTE:** As currently authorized the revolving fund does not account for expenditures related to salaries/wages. This article further clarifies the use of the revolving fund.

| A.<br>Revolving Fund    | B.<br>Department, Board,<br>or Committee<br>Authorized to Spend<br>from Fund | C.<br>Fees, Charges,<br>or Other<br>Receipts<br>Credited to Fund | D.<br>Program or<br>Activity<br>Expenses<br>Payable from<br>Fund      | E.<br>Restrictions<br>or<br>Conditions<br>on<br>Expenses<br>Payable<br>from Fund | F.<br>Other<br>Requirements/<br>Reports | G.<br>Fiscal<br>Years                          |
|-------------------------|--|--|---|--|---|--|
| Veasey Memorial<br>Park | Conservation<br>Commission   | Rental Fees<br>Collected   | Salaries and<br>expenses for the<br>operating costs of<br>Veasey Park | None   | Annual Report to<br>Town Meeting        | Fiscal Year<br>2023 and<br>subsequent<br>years |

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 6:** To see if the Town will vote to amend the Town of Groveland General Bylaws section 2-42, by adding a new Revolving Fund, to be known as the Pines Maintenance Revolving Fund, as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws as set forth below and further to allow the Town Administrator to expend funds not to exceed \$70,000 during Fiscal year 2023 from said account for expenses related to the operating costs, including salaries/wages, of Pines Recreation Area; or take any other action relative thereto.

Article submitted by Town Administrator

**NOTE:** As currently authorized the revolving fund does not account for expenditures related to salaries/wages. This article further clarifies the use of the revolving fund.

| A.<br>Revolving Fund                | B.<br>Department, Board,<br>or Committee<br>Authorized to Spend<br>from Fund | C.<br>Fees, Charges,<br>or Other<br>Receipts<br>Credited to Fund     | D.<br>Program or<br>Activity<br>Expenses<br>Payable from<br>Fund | E.<br>Restrictions<br>or<br>Conditions<br>on<br>Expenses<br>Payable<br>from Fund | F.<br>Other<br>Requirements/<br>Reports | G.<br>Fiscal<br>Years                          |
|-------------------------------------|--|--|--|--|---|--|
| Pines Maintenance<br>Revolving Fund | Town Administrator   | Fees collected for<br>rentals, events,<br>advertisements,<br>permits | Salaries and<br>expenses for the<br>maintenance of<br>the Pines  | None   | Annual Report to<br>Town Meeting        | Fiscal Year<br>2023 and<br>subsequent<br>years |

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 7:** To see if the Town will vote to amend the Town of Groveland General Bylaws section 2-42, striking the Zoning Board of Appeals Revolving Fund as follows; or take any other action relative thereto.

Article submitted by Town Planner

**NOTE:** Since the creation of the Economic Development Planning and Conservation Department, ZBA administrative tasks have been assigned to the Town Planner and therefore the revolving account is no longer needed.

| A.<br>Revolving Fund    | B.<br>Department, Board,<br>or Committee<br>Authorized to Spend<br>from Fund | C.<br>Fees, Charges,<br>or Other<br>Receipts<br>Credited to Fund | D.<br>Program or<br>Activity<br>Expenses<br>Payable from<br>Fund | E.<br>Restrictions<br>or<br>Conditions<br>on<br>Expenses<br>Payable<br>from Fund | F.<br>Other<br>Requirements/<br>Reports | G.<br>Fiscal<br>Years                 |
|-------------------------|--|--|--|--|---|---------------------------------------|
| Zoning Board of Appeals | Zoning Board of Appeals  | Fees paid by ZBA applicants                                      | Payment of advertising and associated clerical work              | None   | Annual Report to Town Meeting           | Fiscal Year 2010 and subsequent years |

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 8:** To see if the Town will vote to amend its General Bylaw to delete Section 6-1 Building Numbering in its entirety and replace with a new Section 6-1 Building Numbering/Street Naming, or take any action relative thereto.

Article submitted by the Building Inspector  
(Requires a Simple Majority)

**NOTE:** *The current bylaw regulating building numbering and street naming is overly simple or not existent. The purpose of the change is to reiterate the requirements of MGL relative to building numbering and provide guidance for where to locate numbering so an address can be easily found. This will also provide guidance for developers and town boards to implement a consistent methodology to our numbering and to prevent confusing or redundant street names.*

## **Section 1 Statutory Authorization**

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

## **Section 2 Purpose**

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

## **Section 3 Administration**

**3.1** This bylaw shall be administered by the Building Inspector acting as the designated Addressing Officer who is authorized to oversee the administration of assigning and/or approving street names and numbers to all properties in accordance with the criteria this bylaw and Section 4.1.7 of the Town of Groveland Rules & Regulations Governing the Subdivision of Land. The Addressing Officer shall be responsible for reporting the street name(s), number(s) and location(s) to the Town Assessor.

## **Section 5 Street Naming**

**4.1** All streets that serve three or more buildings shall be named regardless of whether the ownership is public or private. A street name assigned by the municipality shall not constitute or imply acceptance of the street as a public way. The following criteria shall govern the naming system:

- a) No two streets shall be given the same name (ex. Pine Street and Pine Lane).

- b) No two streets shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- c) Each street shall have the same name throughout its entire length located within the boundaries of Groveland. Streets that continue through into an adjacent town may change names at the town border.

**4.2** The Board of Selectmen shall have final authority to designate the name of the subdivision and streets, which shall be determined at Definitive Plan Approval.

## **Section 6 Building Numbering**

**5.1** Numbers shall be assigned to buildings only. This includes but is not limited to: dwellings, apartment buildings, condominiums and business establishments. This process shall be initiated when a building permit application is issued, so that numbers are assigned to buildings being constructed, and not at the end of the construction period.

- a) Building numbers shall be affixed on the front of buildings so as to be seen from the street.
- b) All reasonably sized numeric figures for building numbers shall be at least 3" in height, unobstructed by vegetation or other materials, in contrasting color to the background and in a conspicuously placed location facing the street.
- c) If the building is more than one hundred feet (100') from the street, numbers shall be placed on a free-standing post or mailbox that is least four and six feet above ground level. Said free-standing post or mailbox shall be at the entrance to the driveway and no more than 10' from the street. If the driveway has more than one building on it, numbers shall be placed at each turnoff and at forks in the street indicating which direction to take.

**5.2** Numbers shall be assigned along both sides of the street regardless of zone or location in town, with even numbers appearing on the right side of the street and odd numbers appearing on the left side of the street.

**5.3** All numerical numbers shall begin from Main Street starting at the Groveland/West Newbury line or that end of a street closest to the designated origin. For dead end streets, numbering shall originate at the intersection of the adjacent street and terminate at the dead end.

**5.4** The number assigned to each building shall be that of the numbered interval falling closest to the driveway of said building.

**5.5** Every building shall have a separate number provided that some apartment buildings, condominiums and business establishments will have one street number with an apartment letter, such as 183 Main Street, Apt A.

**5.6** Parcels with more than one building shall be assigned unique addresses that make the most logical sense to each situation. Each building shall be identified by a unique number. For example, 183 Main Street, Unit A.

**5.8** In the event a missing or incorrect building number is identified, it shall be the owner's responsibility to request the Addressing Officer to assign a new or correct number. Requests for a change of address shall be requested by submitting a Change of Request



Form to the Addressing Officer. If approved the Addressing Officer will report the change(s) as if they were new number(s).

### **Section 6 Compliance**

All buildings shall be identified by their properly assigned street number in accordance with Section 6 of this bylaw. It is the responsibility of each property owner to obtain the correct number from the Addressing Officer. It shall be the responsibility of the owner to maintain and display the assigned building number(s). Under no circumstances should a building number, other than that which is properly assigned, be displayed. Numbers shall be displayed within 60 days of the enactment of this bylaw or within 60 days of the assignment of a new street number. Buildings under construction shall have the assigned street number displayed at the entrance to the property until such time that compliance with Section 6 can be met. New buildings must have their numbers properly displayed prior to occupancy.

### **Section 7 Enforcement**

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

|   |  |
|---|--|
| First offense                           | Written warning  |
| 2 <sup>nd</sup> and subsequent offenses | \$25 per month for each month said violation continues to exist. |

This section shall be included within the scope of the provisions of Massachusetts General Laws, Chapter 40, Section 21D, adopted at the fourth session of the 1995 Annual Town Meeting held on May 15, 1995, as Section XXVIII, *Enforcement of Town Bylaws*. In addition to police officers, the Building Inspector and officers of the Fire Department shall also be enforcing persons for this section.

### **BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Moved to dispense the reading, majority vote approved. Discussion regarding the need to amend the bylaw, by residents Richard Hodges and Justin Gordon. Unanimous vote to allow Sam Joslin the Building Inspector to speak on behalf of the amended bylaw. Elaina York requested an amendment to the article stating that existing dwellings will not be changed. Sam referenced the MGL which makes the change retroactive and therefore that language could not be changed. This was a concern that the Board of Selectmen addressed when they voted the article.**

**Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 9:** To see if the Town will vote to amend its General Bylaws to add section 4-3 "Hours of Construction", or take any action relative thereto.

Article submitted by the Building Inspector  
(Requires a Simple Majority)

**NOTE:** *This provision would limit the hours of construction associated with a building permit, with the exception of emergencies, to customary hours of operation.*

### **Sec. 4-3 Hours of Construction**

- a) No work associated with a building permit shall be performed except as allowed in compliance with this bylaw.
- b) Allowed hours of work:
  - Monday through Friday from 7am to 6pm
  - Saturday from 8am to 4pm
  - Sundays and Federal holidays work is prohibited
- c) Work may be performed outside of the allowed hours due to emergencies with approval from the Building Inspector
- d) Work may be performed outside of the allowed hours if approved as part of a Site Plan Review Approval process if there are special circumstances as determined by the Building Inspector that would warrant the deviation from the allowed hours due to practical difficulties.
- e) Interior work may be allowed with approval from the Building Inspector provided no exterior equipment such as a generator or compressor are used and noise and light levels are kept such that they are not a nuisance to neighboring properties. Any complaint from a neighboring property regarding interior work outside of the allowed hours listed in b) above will be considered a nuisance and will be required to stop unless approved by either Section c) or d) above.

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Moved to dispense the reading, unanimous vote approved.**

**Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 10:** To see if the Town will vote to amend its General Bylaws to add section 8-23 "Fences", or take any action relative thereto.

Article submitted by the Building Inspector  
(Requires a Simple Majority)

**NOTE:** *Rules regulating the placement of fences are a constant concern of individual installers and abutters. This bylaw will help give guidance as to what the requirements for installation are, when a permit is required, and who is responsible for the correct placement and installation of the fence.*

**Sec. 8-23 Fences**

- a) A building permit shall be obtained for all fences as required by the Massachusetts State Building Code.
- b) Fences greater than four (4) feet in height and/or having less than 50% open surface shall not extend into the required front yard setback or beyond the existing principal building, whichever is closer to the street.
- c) All fences requiring a building permit shall be accompanied by a plot plan showing the location of the proposed fencing.
- d) Fences may be installed up to but not on the property line, provided that partition fences may be erected and maintained in accordance with G.L. c.49.
- e) Fences shall be installed with the finished or "good" side facing the adjoining property.
- f) If the location of the fence is in dispute, it is the responsibility of the owner of the fence to certify its location and relocate the fence to a compliant location.
- g) No fence, regardless of height or location, shall be placed as to obstruct sightlines from public ways, private ways or driveways. If a location is in question compliance shall be determined by the Building Inspector.
- h) Fences shall comply with all applicable legal requirements, including but not limited to, 310 CMR 10.00, et seq., and Groveland's Wetland Bylaw, and if enclosing a swimming pool, spa, or hot tub, with the barrier requirements of the Massachusetts State Building Code.

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 11:** To see if the Town will vote to amend Section 2-41 of the General Bylaws, the Senior Citizen Property Tax Work-Off Program by deleting the strikethrough language as follows, or take any other action relative thereto.

~~Single residents may receive no more than \$40,000.00 annual household income and married residents may receive no more than \$55,000.00 annual household income.~~  
Article submitted by the Board of Selectmen

**NOTE:** *Eliminates the income requirements allowing more to participate.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 12:** To see if the Town will vote to amend Section 2-41a of the General Bylaws, the Valor Act Property Tax Work-Off Program by deleting the strikethrough language as follows, or take any other action relative thereto.

~~Single veterans may receive no more than \$40,000 annual household income and married veterans may receive no more than \$55,000 household income.~~  
Article submitted by the Board of Selectmen

**NOTE:** *Eliminates the income requirements allowing more to participate.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 13:** To see if the Town will vote to amend Section 2-143 Membership (a) of the General Bylaws by striking the word 'five' and replacing it with the word 'seven', or take any other action relative thereto.

"The Council shall consist of ~~five~~ **seven** members of which at least 51% shall be elders over 60 years of age"

Article submitted by the Council on Aging

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 14:** To see if the Town will vote to amend its Zoning Bylaw to add the definition of "Caretaker's Unit" to Section 50-2.1 Terms Defined, or take any action relative thereto.

Article submitted by the Building Inspector  
(Requires a Simple Majority)

**NOTE:** *Currently the bylaw prohibits an owner to live on site at their business or have a caretaker on site to monitor the property after hours. This change would allow a dwelling unit to be added as an accessory use to a business or industrial use. This change could provide living quarters for the business owner or provide security and income if occupied by a caretaker.*

### **Sec. 50-2.1 Terms Defined**

**Caretaker's Unit** – An accessory dwelling unit constructed in or attached to a principal Business or Industrial use structure, which unit has a separate kitchen, separate bathroom, two separate entrances, a floor area of less than one-half (1/2) the floor area of the principal occupancy's square feet up to a maximum of 900 square feet of habitable area, has two or fewer bedrooms and which is occupied primarily by a person or persons, and their family, who are employed in part to either to care for, monitor, or repair and maintain the principal use structure.

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION** with an amendment to delete the strikethrough language and replace as follows, *Caretaker's Unit – An accessory dwelling unit constructed in or attached to a principal Business or Industrial use structure, which unit has a separate kitchen, separate bathroom, two separate entrances, a floor area of less than one-half (1/2) the floor area of the principal occupancy's square feet up to a maximum of 900 square feet of habitable area, has ~~two or fewer bedrooms~~ **one bedroom** and which is occupied primarily by a person or persons, and their family, who are employed in part to either to care for, monitor, or repair and maintain the principal use structure.*

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Move favorable to amend Article 14 Majority vote to amend. Unanimous vote to vote the amended article so declared the Moderator.**

**Kathleen Kastrinelis did herby move that: change the wording under Sec 50-2.1 Terms Defined to delete "has two or fewer bedrooms" and replace it with "with one bedroom".**

**Planning Board Recommends Favorable Action, 2/3 vote required.**

**Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 15:** To see if the Town will vote to amend its Zoning Bylaw Section 50-4.5 Table of Uses to include the accessory use of Caretaker's Unit in the form, or take any action relative thereto.

Article submitted by the Building Inspector  
(Requires a Simple Majority)

**NOTE:** *Currently the bylaw prohibits an owner to live on site at their business or have a caretaker on site to monitor the property after hours. This change would allow a dwelling unit to be added as an accessory use to a business or industrial use. This change could provide living quarters for the business owner or provide security and income if occupied by a caretaker.*

**Sec. 50-4.5 Table of Uses**

Insert the following into the table

| Uses | R-1 | R-2 | R-3 | LB | B | I |
|------|-----|-----|-----|----|---|---|
|------|-----|-----|-----|----|---|---|

**Accessory Uses**

|                  |    |    |    |      |      |      |
|------------------|----|----|----|------|------|------|
| Caretaker's Unit | NP | NP | NP | SP-P | SP-P | SP-P |
|------------------|----|----|----|------|------|------|

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**PLANNING BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – 2/3 vote required.**

**Unanimous for Favorable Action so declared the Moderator.**



**ARTICLE 16:** To see if the Town will vote to appropriate a sum of EIGHTY-EIGHT THOUSAND DOLLARS (\$88,000) from the Community Preservation General Reserve Fiscal Year 2022 to be made available for establishing a Walking Trail Entrance at the Pines Recreation Area, or take any action relative thereto. The project is to be managed by the Town Planner and Town Administrator under the CPA category of Recreation.  
Article submitted by the Community Preservation Committee

**NOTE:** *The project would provide funds to establish a new entrance to the Pines Recreational Area that would connect the Main Street sidewalk and the Pines for pedestrians. This trail would encourage more recreational use and safe entry to the property for all residents entering the Pines on foot, by bicycle, or baby carriage. The concrete trail will extend approximately 500 feet into the Pines.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Resident Daniel Stewart, Chair of the Recreation Committee requested information regarding the past approval of CPA projects not completed, namely the tennis courts. Kathleen Kastrinelis responded that the changes to the Pines Recreation Revolving Account would address smaller requests for example replacing the basketball hoops, but not tennis courts. Michael Dempsey chairperson of the CPA stated, that tennis courts could be a future project request. Resident Justin Gordon questioned the cost of a sidewalk. Sam Joslin spoke regarding the need for the Town’s requirement to make the area ADA compliant safe and accessible. Sam Joslin stated that it was recognized in the approved grant that the area did not have proper access.**

**Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 17:** To see if the Town will vote to appropriate a sum of TWO HUNDRED FOURTEEN THOUSAND DOLLARS (\$214,000) from the Community Preservation Historic Preservation Reserve Fiscal Year 2022 to be made available for completion of an accessible lift in the main building at Veasey Memorial Park connecting the three levels and making the building completely accessible, or take any action relative thereto. The project is to be managed by the Groveland Conservation Commission and the Town Administrator under the CPA category of Historic Preservation.

Article submitted by the Community Preservation Committee

**NOTE:** *The project would provide funds for the completion of an accessible lift in the Main Building at Veasey Park. The lift would enable all visitors of any ability to access the three levels in the building. This third phase project will aim to complete the process to make the park accessible. ADA compliance improvements will provide safer access to the facility for the public and all people with disabilities.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Resident Don Greaney spoke about the original agreement to purchase Veasey Memorial Park and that additional tax dollars would not be requested to maintain. Michael Dempsey didn't recall that the Town agreed not to use tax dollars, he commented on our responsibility to maintain the property. He stated that CPA funds received an 81% match from the State. Kim Jackson also spoke about the original agreement approved, not to use additional tax dollars.**

**Motion to Table the question. Majority not in Favor, Motion to Table Failed.**

**Kathleen Kastrielis stated that there needed to be a use of some fund source to make Veasey accessible and this article will make it ADA compliant.**

**Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 18:** To see if the Town will vote to appropriate a sum of SEVENTEEN THOUSAND FIVE HUNDRED DOLLARS (\$17,500) from the Community Preservation Historic Preservation Reserve Fiscal Year 2022 to be made available for a feasibility study to develop design and usage plans for the historic Lucile's Cottage at Veasey Park, or take any action relative thereto. The project is to be managed by the Groveland Conservation Commission, the Director of Veasey Park and the Town Administrator under the CPA category of Historic Preservation.

Article submitted by the Community Preservation Committee

*NOTE: The project would provide funds for hiring an architect and art consultant to determine the feasibility of rehabbing the historic cottage into artist space and develop design plans. The building is a structure that strongly figures into the history of Groveland and the role of the Veasey family which will be lost without a plan for its use and preservation.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Vote taken, Moderator requested a hand vote; 55 For, 42 Against, passes.**

**Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 19:** To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2023 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

| PURPOSE                           | RECOMMENDED AMOUNT |
|-----------------------------------|--------------------|
| Appropriations:                   |                    |
| Committee Administrative Expenses | \$ 30,000          |
| Reserves:                         |                    |
| Open Space                        | \$ 71,000          |
| Historic Resources                | \$ 71,000          |
| Community Housing                 | \$ 71,000          |

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**COMMUNITY PRESERVATION COMMITTEE RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 20:** To see if the Town will vote to transfer SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) from Fiscal Year 2022 Town Free Cash to make capital upgrades at Bagnall School, including all costs incidental and related thereto; or take any other action relative thereto.

Article submitted by the Town Administrator

**NOTE:** *Each year the Pentucket Regional School District provides a list of requested capital upgrades at Bagnall School. The town plans to begin a multi-year program to address these requests.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 21:** To see if the Town will vote to transfer FIFTY THOUSAND DOLLARS (\$50,000) from Fiscal Year 2022 Town Free Cash to make municipal building improvements, including all costs incidental and related thereto; or take any other action relative thereto.

Article submitted by the Town Administrator

**NOTE:** *To make necessary upgrades to the town facilities.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 22:** To see if the Town will vote to accept the sum of FORTY THOUSAND DOLLARS (\$40,000) from the Groveland Municipal Electric Department Operation Account to Town Estimated Receipts to reduce the FY23 Tax Rate for the twelve months ending June 30, 2023; or take any other action relative thereto.

Article submitted by Town Administrator

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 23:** To see if the Town will vote to transfer the sum of TWENTY-ONE THOUSAND FOUR HUNDRED TWENTY DOLLARS (\$21,420.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Salary Account for Fiscal Year 2023 (1001-171-51100-051) for the purposes of funding for the Conservation Agent; or to take any other action relative thereto.

Article submitted by the Conservation Commission

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 24:** To see if the Town will vote to transfer the sum of ONE THOUSAND DOLLARS (\$1,000.00) from the Conservation Commission Fees Account (2601-990-45305-000) to the Conservation Commission Expense Account for Fiscal Year 2023 (1001-171-52000-052) for the Conservation Commission's operating costs; or to take any other action relative thereto.

Article submitted by the Conservation Commission

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 25:** To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½, to set the annual spending limits for the following five (5) revolving accounts established in the General Bylaws for Fiscal Year 2023; or take any action relative thereto.  
 Submitted by the Town Administrator

| A.<br>REVOLVING FUND             | C.<br>SPENDING LIMIT FOR<br>FISCAL YEAR 2023 |
|----------------------------------|--|
| <b>BAGNALL SUMMER PROGRAM</b>    | \$250,000                                    |
| <b>COUNCIL ON AGING</b>          | \$15,000                                     |
| <b>FIRE DEPARTMENT CPR CLASS</b> | \$6,000                                      |
| <b>GROVELLAND DAY</b>            | \$30,000                                     |
| <b>PINES BOAT RAMP</b>           | \$25,000                                     |

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 26:** To see if the Town will vote to transfer the sum of FIFTEEN THOUSAND DOLLARS (\$15,000) from the Overlay Surplus Account to reduce the Fiscal Year 2023 tax rate; or take any other action relative thereto.  
 Article submitted by Board of Selectmen

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**



**ARTICLE 27:** To see if the Town will vote to transfer EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from Fiscal Year 2022 Town Free Cash to reduce the Fiscal Year 2023 tax rate; or take any other action relative thereto.  
Article submitted by Board of Selectmen

**NOTE:** *This would cover the cost of the Other Post Employment Benefits (OPEB) Fiscal Year 2023 trust fund appropriation.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 28:** To see if the Town will vote to transfer ONE HUNDRED THOUSAND DOLLARS (\$100,000) from Fiscal Year 2022 Town Free Cash to the Stabilization Fund Account #8500-040-35992-000; or take any other action relative thereto.  
Article submitted by Board of Selectmen

**NOTE:** *This article would add to our "rainy day" fund and replace a portion of funds that were used at the 2021 Special Town Meeting (\$208,167).*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 29:** To see if the Town will vote to transfer TWENTY-TWO THOUSAND SEVEN HUNDRED FIFTY-EIGHT DOLLARS AND SIXTY-TWO CENTS (\$22,758.62) from Fiscal Year 2022 Town Free Cash to the FEMA Fiscal Year 2021 Assistance to Firefighters Grant (AFG) Account; or take any other action relative thereto.

Article submitted by the Fire Chief

**NOTE:** *This article would appropriate funds toward a regional grant for portable radios. If the grant is not awarded to Groveland by June 30, 2022, the funds would revert back to free cash.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 30:** To see if the Town will vote to transfer TWO THOUSAND FOUR HUNDRED FOUR DOLLARS AND THIRTY-NINE CENTS (\$2,404.39) from Fiscal Year 2022 Town Free Cash to fund the flight for oblique angle aerial photography through the Merrimack Valley Planning Commission; or take any other action relative thereto.

Article submitted by the Building Inspector and Town Planner

**NOTE:** *This article would appropriate funds toward the 2023 flight to obtain the latest aerial imagery.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 31:** To see if the Town will vote to transfer the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000) from Fiscal Year 2022 Town Free Cash to the MS4 Stormwater Permit Account #2452-421-45810-000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Permit and for implementing the MS4 Permit requirements, including all costs incidental and related thereto; or take any other action relative thereto.

Article submitted by the Town Administrator.

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 32:** To see if the Town will vote to transfer TWENTY-FIVE THOUSAND DOLLARS (\$25,000) from Fiscal Year 2022 Town Free Cash to the Personnel Buy back Account # 2410-040-49700-000; or take any other action relative thereto.

Article submitted by the Town Administrator

**NOTE:** *This article would appropriate funds into the accrued time personnel buy back account. Existing collective bargaining agreements and personnel policy provide a percentage of sick time as a cash buy back upon retirement.*

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 33:** To see if the Town will vote to appropriate by transfer from the PEG Access and Cable Related Fund the sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) to be expended under the direction of the Board of Selectmen to fund cable access services, supplies and equipment for Fiscal Year 2023; or take any other action related thereto.

Article submitted by Town Administrator

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Majority in Favor for Favorable Action so declared the Moderator.**

**ARTICLE 34:** To see if the Town of Groveland will vote to appropriate ONE THOUSAND THIRTY-SEVEN DOLLARS AND SIXTY-THREE CENTS (\$1,037.63) from the premium received upon the sale of bonds or notes issued for the Bagnall School Addition, which are the subject of a Proposition 2½ debt exclusion by the Town, to pay costs of the project being financed by the bonds or notes and to reduce the amount authorized to be borrowed for the project by the same amount; or take any other action relative thereto.

Article submitted by the Town Administrator

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 35:** That the Town of Groveland appropriate SIX THOUSAND TWO HUNDRED THIRTY-SEVEN DOLLARS AND SIXTY-SEVEN CENTS (\$6,237.67) from the premium received upon the sale of bonds or notes issued for the Center Street Land Purchase, which are the subject of a Proposition 2½ debt exclusion by the Town, to pay costs of the project being financed by the bonds or notes and to reduce the amount authorized to be borrowed for the project by the same amount; or take any other action relative thereto.

Article submitted by the Town Administrator

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

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Richard Hodges spoke and asked if there was an assessed value for the property. Kathleen Kastrinelis responded that this article was a repayment of borrowing mandate.**

**Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 36:** To see if the Town will vote to transfer the sum of FORTY THOUSAND DOLLARS (\$40,000.00) from the Water Enterprise Department Retained Earnings for the purchase and installation of Water Mains, including all costs incidental and related thereto; or take other action relative thereto.

Article submitted by Water & Sewer Commissioners

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 37:** To see if the Town will vote to transfer the sum of THIRTY THOUSAND DOLLARS (\$30,000.00) from the Sewer Enterprise Department Retained Earnings for the continuation of Sewer Inflow and Infiltration reduction program; or take other action relative thereto.

Article submitted by Water & Sewer Commissioners

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**



**ARTICLE 38:** To see if the Town will vote to raise and appropriate the sum of ONE MILLION ONE HUNDRED SEVENTY-FOUR THOUSAND, TWO HUNDRED THIRTEEN DOLLARS AND SIX CENTS (\$1,174,213.06) for the use of the Water Department, said sum to be offset by Fiscal Year 2023 Water Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

**SALARIES**

|                       | <b>FY22 APPROVED<br/>BUDGET</b> | <b>FY23 REQUESTED</b> |
|-----------------------|---------------------------------|-----------------------|
| COMMISSIONERS         | \$ 1,323.76                     | \$ 1,350.24           |
| SUPERINTENDENT        | \$ 61,546.80                    | \$ 62,777.74          |
| OFFICE MANAGER        | \$ 45,485.96                    | \$ 46,395.68          |
| LABORERS' WAGES (3)   | \$ 145,333.26                   | \$ 148,239.93         |
| ADMIN. ASSISTANT      | \$ 12,852.00                    | \$ 32,886.00          |
| OVERTIME              | \$ 40,575.00                    | \$ 41,386.50          |
| RETIREMENT PAY-OUT    | \$ -                            | \$ -                  |
| <b>TOTAL SALARIES</b> | <b>\$ 307,116.78</b>            | <b>\$ 333,036.08</b>  |

**EXPENSES**

|                          | <b>FY22 APPROVED<br/>BUDGET</b> | <b>FY23 REQUESTED</b>  |
|--------------------------|---------------------------------|------------------------|
| EXPENSES                 | \$ 354,499.68                   | \$ 357,499.68          |
| NEW WATER SOURCE<br>WORK |                                 | \$ 7,500.00            |
| HEALTH                   | \$ 53,500.00                    | \$ 58,850.00           |
| RETIREMENT               | \$ 75,218.32                    | \$ 82,910.72           |
| EMERGENCY FUNDS          | \$ 50,000.00                    | \$ 50,000.00           |
| BOND DEBT & INTEREST     | \$ 279,525.00                   | \$ 254,895.00          |
| MEDICARE                 | \$ 4,772.28                     | \$ 4,891.59            |
| EQUIPMENT                | \$ 40,215.00                    | \$ 24,630.00           |
| <b>TOTAL EXPENSES</b>    | <b>\$ 857,730.28</b>            | <b>\$ 841,176.99</b>   |
| <b>TOTAL BUDGET</b>      | <b>\$ 1,164,847.06</b>          | <b>\$ 1,174,213.06</b> |

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Justin Gordon requested information about the latest water condition report provided to residents regarding chemical levels. Colin Stokes, Water Commission Superintendent corrected the misinterpretation of the report. Richard Hodges requested information about the feasibility of a water treatment plant in the future. Colin Stokes reported that the Water Commission was quoted a price of twenty million dollars, with approximately 2000 customers the cost to rate payers would not be affordable. The Water Commission tested 5 sites for future wells and one site is acceptable but that may take up to five years to complete.**

**Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 39:** To see if the Town will vote to raise and appropriate the sum of SIX HUNDRED SIXTY-SIX THOUSAND, FIVE HUNDRED SIXTY-ONE DOLLARS AND NINETY-SEVEN CENTS (\$666,561.97) for the use of the Sewer Department, said sum to be offset by Fiscal Year 2023 Sewer Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

| <b>SALARIES</b>        |                             |                       |
|------------------------|-----------------------------|-----------------------|
|                        | <b>FY22 APPROVED BUDGET</b> | <b>FY23 REQUESTED</b> |
| COMMISSIONERS          | \$ 567.32                   | \$ 578.67             |
| SUPERINTENDENT         | \$ 26,377.20                | \$ 26,904.74          |
| OFFICE MANAGER         | \$ 19,684.84                | \$ 20,078.54          |
| LABORERS' WAGES(3)     | \$ 62,285.63                | \$ 63,531.34          |
| OVERTIME               | \$ 10,236.08                | \$ 16,900.00          |
| ADMIN. ASSISTANT       | \$ 5,508.00                 | \$ 14,094.00          |
| RETIREMENT PAY OUT     |                             | \$ -                  |
| <b>TOTAL SALARIES</b>  | <b>\$ 124,659.07</b>        | <b>\$ 142,087.29</b>  |
| <b>EXPENSES</b>        |                             |                       |
|                        | <b>FY22 APPROVED BUDGET</b> | <b>FY23 REQUESTED</b> |
| EXPENSES               | \$ 104,865.46               | \$ 104,865.46         |
| HEALTH                 | \$ 23,462.10                | \$ 25,808.31          |
| MEDICARE               | \$ 1,918.72                 | \$ 1,966.69           |
| RETIREMENT             | \$ 37,609.16                | \$ 41,455.36          |
| BOND DEBT & INTEREST   | \$ 62,206.26                | \$ 60,756.26          |
| EMERGENCY FUNDS        | \$ 25,000.00                | \$ 25,000.00          |
| HAVERHILL WASTEWATER   | \$ 186,155.69               | \$ 189,878.80         |
| HAVERHILL CAPITAL BOND | \$ 69,984.40                | \$ 74,743.80          |
| EQUIPMENT              | \$ 17,235.00                | \$ -                  |
| <b>TOTAL EXPENSES</b>  | <b>\$ 528,436.79</b>        | <b>\$ 524,474.68</b>  |
| <b>TOTAL BUDGET</b>    | <b>\$ 653,095.86</b>        | <b>\$ 666,561.97</b>  |

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 - Unanimous for Favorable Action so declared the Moderator.**

**ARTICLE 40:** To see if the Town will vote to raise the following sums to defray Town charges for the ensuing year ending June 30, 2023 and make appropriations therefor; or take any other action relative thereto:

| Line Item   | Appropriated<br>FY2022 | Department<br>Requested<br>FY2023 | Finance Board &<br>Board of Selectmen<br>Approved<br>FY2023 |
|---|------------------------|-----------------------------------|---|
| <b>GENERAL GOVERNMENT</b>                             |                        |                                   |   |
| <b><u>MODERATOR</u></b>                               |                        |                                   |   |
| Stipend   | 100                    | 100                               | 100   |
| <b>1 Total Moderator Budget</b>                       | <b>\$ 100</b>          | <b>\$ 100</b>                     | <b>\$ 100</b>   |
| <b><u>SELECTMEN</u></b>                               |                        |                                   |   |
| Selectmen's Stipend                                   | 7,500                  | 7,500                             | 7,500   |
| <b>2 Total Salaries</b>                               | <b>\$ 7,500</b>        | <b>\$ 7,500</b>                   | <b>\$ 7,500</b>   |
| Town Audit  | 25,000                 | 25,000                            | 25,000  |
| Consulting Services                                   | -                      | 3,400                             | 3,400   |
| Reserve Fund  | 30,000                 | 20,000                            | 30,000  |
| Association Fees                                      | 1,500                  | 1,500                             | 1,500   |
| Town Reports  | 1,850                  | 1,850                             | 1,850   |
| Minutes Clerk   | 3,000                  | 2,000                             | 2,000   |
| Expenses  | 1,000                  | 1,000                             | 1,000   |
| <b>3 Total Expenses</b>                               | <b>\$ 62,350</b>       | <b>\$ 54,750</b>                  | <b>\$ 64,750</b>  |
| <b>Total Selectmen Budget</b>                         | <b>\$ 69,850</b>       | <b>\$ 62,250</b>                  | <b>\$ 72,250</b>  |
| <b><u>TOWN ADMINISTRATOR</u></b>                      |                        |                                   |   |
| Town Administrator Salary                             | 120,000                | 113,000                           | 113,000   |
| Admin. Coordinator                                    | 24,700                 | -                                 | -   |
| <b>4 Total Salaries</b>                               | <b>\$ 144,700</b>      | <b>\$ 113,000</b>                 | <b>\$ 113,000</b>   |
| Education and Association Fees                        | -                      | 2,000                             | 2,000   |
| Office Expense  | -                      | 3,000                             | 3,000   |
| <b>5 Total Expenses</b>                               | <b>\$ -</b>            | <b>\$ 5,000</b>                   | <b>\$ 5,000</b>   |
| <b>Total Town Administrator<br/>Department Budget</b> | <b>\$ 144,700</b>      | <b>\$ 118,000</b>                 | <b>\$ 118,000</b>   |
| <b><u>TREASURER DEPARTMENT</u></b>                    |                        |                                   |   |
| Finance Director's Salary                             | -                      | -                                 | -   |
| Treasurer/Collector                                   | 75,000                 | 76,500                            | 75,000  |
| Asst. Treasurer/Collector's<br>Salary                 | 43,042                 | 48,000                            | 44,745  |
| Treasurer/Collection Clerk                            | 15,000                 | 20,000                            | -   |
| Car Allowance   | -                      | -                                 | -   |
| <b>6 Total Salaries</b>                               | <b>\$ 133,042</b>      | <b>\$ 144,500</b>                 | <b>\$ 119,745</b>   |
| Tax Title Treasury/Collection                         | 1,500                  | 3,000                             | 2,000   |
| Education and Association Fees                        | 3,000                  | 3,000                             | 3,000   |
| Postage   | 16,000                 | 18,000                            | 16,000  |
| Payroll Fees  | 4,500                  | 4,500                             | 4,500   |

|                                  |  |                   |                   |                   |
|----------------------------------|--|-------------------|-------------------|-------------------|
|                                  | Office Expense                           | 3,200             | 3,200             | 3,000             |
|                                  | Online Payment Fees                      | 600               | 750               | 750               |
|                                  | Contract Work                            |                   | 2,700             | 2,700             |
|                                  | Personnel Expenses                       | 500               | -                 | -                 |
| <b>7</b>                         | <b>Total Expenses</b>                    | <b>\$ 29,300</b>  | <b>\$ 35,150</b>  | <b>\$ 31,950</b>  |
|                                  | <b>Total Treasurer Department Budget</b> | <b>\$ 162,342</b> | <b>\$ 179,650</b> | <b>\$ 151,695</b> |
| <b><u>TOWN ACCOUNTANT</u></b>    |  |                   |                   |                   |
| <b>8</b>                         | Accountant's Salary                      | 88,950            | 90,729            | 90,729            |
|                                  | Office Expenses                          | 1,500             | 1,500             | 1,500             |
|                                  | Education and Association Fees           | 2,000             | 2,000             | 2,000             |
| <b>9</b>                         | <b>Total Town Accountant Budget</b>      | <b>\$ 92,450</b>  | <b>\$ 94,229</b>  | <b>\$ 94,229</b>  |
| <b><u>BOARD OF ASSESSORS</u></b> |  |                   |                   |                   |
|                                  | Assessor's Stipends                      | 1,500             | 1,500             | 1,500             |
|                                  | Assessing Manager's Salary               | 57,730            | 69,888            | 58,885            |
|                                  | Assessing Manager Crossover              | -                 | -                 | -                 |
| <b>10</b>                        | <b>Total Salaries</b>                    | <b>\$ 59,230</b>  | <b>\$ 71,388</b>  | <b>\$ 60,385</b>  |
|                                  | Expenses                                 | 2,000             | 2,000             | 2,000             |
|                                  | Revaluation Maintenance                  | 40,000            | 40,000            | 40,000            |
|                                  | Personal Property Appraisals             | 7,500             | 7,500             | 7,500             |
|                                  | Software & Licenses                      | 7,250             | 7,250             | 7,250             |
|                                  | Maps - Updating                          | 7,500             | 7,500             | 7,500             |
| <b>11</b>                        | <b>Total Expenses</b>                    | <b>\$ 64,250</b>  | <b>\$ 64,250</b>  | <b>\$ 64,250</b>  |
|                                  | <b>Total Board of Assessors Budget</b>   | <b>\$ 123,480</b> | <b>\$ 135,638</b> | <b>\$ 124,635</b> |
| <b><u>TOWN COUNSEL</u></b>       |  |                   |                   |                   |
|                                  | Legal Expense                            | 72,000            | 65,000            | 65,000            |
| <b>12</b>                        | <b>Total Town Counsel Budget</b>         | <b>\$ 72,000</b>  | <b>\$ 65,000</b>  | <b>\$ 65,000</b>  |
| <b><u>TECHNOLOGY</u></b>         |  |                   |                   |                   |
|                                  | Computer Hardware Maint & Lic Fees       | 58,000            | 100,000           | 100,000           |
|                                  | Hardware & Software Expense              | 5,000             | -                 | -                 |
| <b>13</b>                        | <b>Total Technology Department</b>       | <b>\$ 63,000</b>  | <b>\$ 100,000</b> | <b>\$ 100,000</b> |
| <b><u>TOWN CLERK</u></b>         |  |                   |                   |                   |
|                                  | Town Clerk's Salary                      | 62,486            | 63,736            | 63,736            |
|                                  | Assistant Town Clerk                     | 10,920            | 23,712            | 11,138            |
|                                  | Poll Workers                             | 8,500             | 19,675            | 8,500             |
| <b>14</b>                        | <b>Total Salaries</b>                    | <b>\$ 81,906</b>  | <b>\$ 107,123</b> | <b>\$ 83,374</b>  |
|                                  | Election Expenses                        | 8,058             | 17,681            | 17,681            |
|                                  | Education Expenses                       | 1,200             | 1,200             | 1,200             |
|                                  | Office Expenses & Supplies               | 7,441             | 7,832             | 7,832             |
| <b>15</b>                        | <b>Total Expenses</b>                    | <b>\$ 16,699</b>  | <b>\$ 26,713</b>  | <b>\$ 26,713</b>  |



| <b>Total Town Clerk Budget</b>                            |   | <b>\$ 98,605</b>  | <b>\$ 133,836</b> | <b>\$ 110,087</b> |
|---|---|-------------------|-------------------|-------------------|
| <b><u>ECONOMIC DEV., PLANNING, &amp; CONSERVATION</u></b> |   |                   |                   |                   |
|   | Director of Economic Development, Planning & Conservation Dept. | 55,221            |                   |                   |
|   | Town Planner  | -                 | 43,801            | 43,801            |
|   | Zoning Administrator Stipend                                    | -                 | -                 | -                 |
|   | Conservation Agent  | 42,000            | -                 | -                 |
|   | Conservation Agent - Part-Time (TM Transfer)                    | -                 | 21,420            | 21,420            |
|   | Administrative Assistant  |                   | 11,420            | 11,138            |
|   | Conservation Stipends   | 1,400             | 1,400             | 1,400             |
|   | Planning Members' Stipends                                      | 1,800             | 1,800             | 1,800             |
| <b>16</b>   | <b>Total Salaries</b>   | <b>\$ 100,421</b> | <b>\$ 79,841</b>  | <b>\$ 79,559</b>  |
|   | Conservation Expenses   | 3,300             | 3,366             | 3,300             |
|   | Planning Expenses   | 7,000             | 7,000             | 7,000             |
|   | Planning Contracted Services                                    |                   |                   | -                 |
|   | Merrimack Valley Planning Assessment                            | 2,600             | 2,665             | 2,665             |
|   | ZBA Contracted Services & Expenses                              | 500               | 500               | -                 |
| <b>17</b>   | <b>Total Expenses</b>   | <b>\$ 13,400</b>  | <b>\$ 13,531</b>  | <b>\$ 12,965</b>  |
|   | <b>Total Economic Dev., Planning &amp; Conservation</b>         | <b>\$ 113,821</b> | <b>\$ 93,372</b>  | <b>\$ 92,524</b>  |
| <b><u>MUNICIPAL BUILDINGS</u></b>                         |   |                   |                   |                   |
|   | Custodian/Facilities Salaries                                   | 43,615            | 45,360            | 44,923            |
| <b>18</b>   | <b>Total Salaries</b>   | <b>43,615</b>     | <b>45,360</b>     | <b>44,923</b>     |
|   | Lawn & Grounds  | 17,000            | 17,000            | 17,000            |
|   | Public Relations - Town Wide                                    | 7,200             | 7,200             | 7,200             |
|   | Utilities   | 110,000           | 110,000           | 110,000           |
|   | Copier Lease & Supplies   | 9,400             | 7,000             | 7,000             |
|   | Town Decor (Winter & Spring)                                    | 6,500             | 6,500             | 6,500             |
|   | Repairs & Maintenance   | 35,000            | 35,000            | 35,000            |
|   | Supplies  | 13,500            | 10,000            | 10,000            |
| <b>19</b>   | <b>Total Expenses</b>   | <b>198,600</b>    | <b>192,700</b>    | <b>192,700</b>    |
|   | <b>Total Municipal Buildings Budget</b>                         | <b>\$ 242,215</b> | <b>\$ 238,060</b> | <b>\$ 237,623</b> |
| <b><u>INSURANCE</u></b>                                   |   |                   |                   |                   |
|   | Property & Casualty Insurance                                   | 214,000           | 233,260           | 233,260           |
|   | Employee Group Life Insurance                                   | 3,000             | 3,000             | 3,000             |
|   | Employee Group Health Insurance                                 | 535,500           | 567,630           | 567,630           |
| <b>20</b>   | <b>Total Insurance Budget</b>                                   | <b>\$ 752,500</b> | <b>\$ 803,890</b> | <b>\$ 803,890</b> |



| <b>TOTAL GENERAL GOVERNMENT</b> |                                   | <b>\$ 1,935,063</b> | <b>\$ 2,024,024</b> | <b>\$ 1,970,033</b> |
|---------------------------------|-----------------------------------|---------------------|---------------------|---------------------|
| <b>PUBLIC SAFETY</b>            |                                   |                     |                     |                     |
| <b><u>POLICE DEPARTMENT</u></b> |                                   |                     |                     |                     |
|                                 | Chief's Salary                    | 140,824             | 143,640             | 143,640             |
|                                 | Lieutenant's Salary               | 93,051              | 94,912              | 94,912              |
|                                 | Sergeant's Salary                 | 242,289             | 247,135             | 247,135             |
|                                 | Patrolmen's Salary                | 463,642             | 581,627             | 581,627             |
|                                 | Communication Salary              | 287,616             | 293,368             | 293,368             |
|                                 | Training                          | 20,000              | 20,400              | 20,400              |
|                                 | Reserves                          | 67,400              | 58,548              | 58,548              |
|                                 | Overtime                          | 52,947              | 61,425              | 61,425              |
|                                 | Education Incentives              | 99,660              | 57,036              | 57,036              |
| <b>21</b>                       | <b>Total Salaries</b>             | <b>\$ 1,467,429</b> | <b>\$ 1,558,092</b> | <b>\$ 1,558,092</b> |
|                                 | Harbormaster Expenses             | 500                 | -                   | -                   |
|                                 | Expenses                          | 3,762               | 3,837               | 3,837               |
|                                 | Supplies                          | 9,182               | 9,366               | 9,366               |
|                                 | Vehicle Maintenance               | 11,000              | 12,000              | 12,000              |
|                                 | Equipment Maintenance             | 21,257              | 21,682              | 21,682              |
|                                 | Firearms                          | 3,500               | 4,000               | 4,000               |
|                                 | Clothing Allowance                | 16,450              | 18,200              | 18,200              |
|                                 | Association Fees                  | 2,500               | 2,000               | 2,000               |
|                                 | Communication Expenses            | 3,200               | 3,200               | 3,200               |
|                                 | Training                          | 10,500              | 10,710              | 10,710              |
|                                 | Fuel                              | 26,500              | 31,500              | 31,500              |
| <b>22</b>                       | <b>Total Expenses</b>             | <b>\$ 108,351</b>   | <b>\$ 116,495</b>   | <b>\$ 116,495</b>   |
|                                 | <b>Total Police Budget</b>        | <b>\$ 1,575,780</b> | <b>\$ 1,674,587</b> | <b>\$ 1,674,587</b> |
| <b><u>PARKING CLERK</u></b>     |                                   |                     |                     |                     |
|                                 | Expense                           | -                   | -                   | -                   |
| <b>23</b>                       | <b>Total Parking Clerk Budget</b> | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b><u>FIRE DEPARTMENT</u></b>   |                                   |                     |                     |                     |
|                                 | Chief's Salary                    | 78,540              | 100,000             | 84,467              |
|                                 | Firefighter Call Wages            | 122,000             | 125,000             | 122,000             |
|                                 | Inspector's Salary                | 10,000              | -                   | -                   |
|                                 | Company Reporting                 | -                   | -                   | -                   |
|                                 | EMS Recertification               | 5,000               | 5,000               | 5,000               |
|                                 | Mass Fire Academy Training        | 7,200               | -                   | -                   |
|                                 | Per-Diem Vacation Coverage        | -                   | 20,000              | 15,000              |
|                                 | Drill Wages                       | 43,500              | 43,500              | 43,500              |
| <b>24</b>                       | <b>Total Salaries</b>             | <b>\$ 266,240</b>   | <b>\$ 293,500</b>   | <b>\$ 269,967</b>   |
|                                 | Communications                    | 8,000               | 8,000               | 8,000               |
|                                 | Training Expense                  | 3,000               | 3,000               | 3,000               |
|                                 | Fire Equipment & Supplies         | 35,000              | 35,000              | 35,000              |

|    |                                 |                   |                   |                   |
|----|---------------------------------|-------------------|-------------------|-------------------|
|    | Fuel                            | 8,500             | 8,500             | 8,500             |
|    | Association Dues                | 3,400             | 3,000             | 3,000             |
|    | Annual Testing & Inspecting     | 20,000            | 20,000            | 20,000            |
|    | Medical Supplies                | 3,000             | 3,000             | 3,000             |
|    | Vehicle & Equipment Maintenance | 20,000            | 20,000            | 20,000            |
| 25 | <b>Total Expenses</b>           | <b>\$ 100,900</b> | <b>\$ 100,500</b> | <b>\$ 100,500</b> |
|    | <b>Total Fire Budget</b>        | <b>\$ 367,140</b> | <b>\$ 394,000</b> | <b>\$ 370,467</b> |

**BUILDING DEPARTMENT**

|    |                                       |                  |                   |                   |
|----|---------------------------------------|------------------|-------------------|-------------------|
|    | Electrical Inspector                  | 9,742            | 14,000            | 14,000            |
|    | Plumbing & Gas Inspector              | 10,824           | 14,000            | 14,000            |
|    | Building Inspector                    | 60,720           | 61,934            | 61,934            |
| 26 | <b>Total Salaries</b>                 | <b>\$ 81,286</b> | <b>\$ 89,934</b>  | <b>\$ 89,934</b>  |
|    | Continuing Education                  | -                | -                 | -                 |
|    | Materials                             | -                | -                 | -                 |
|    | Reimbursements (Mileage & Cell Phone) | -                | -                 | -                 |
|    | Building Inspector Expenses           | -                | -                 | -                 |
|    | Building Department Expenses          | 4,000            | 5,000             | 5,000             |
|    | Permit Software Expense               | 8,100            | 8,100             | 8,100             |
| 27 | <b>Total Expenses</b>                 | <b>\$ 12,100</b> | <b>\$ 13,100</b>  | <b>\$ 13,100</b>  |
|    | <b>Total Inspectors Budget</b>        | <b>\$ 93,386</b> | <b>\$ 103,034</b> | <b>\$ 103,034</b> |

**EMERGENCY MANAGEMENT**

|    |  |                 |                 |                 |
|----|--|-----------------|-----------------|-----------------|
|    | Director's Stipend                       | 3,247           | 3,312           | 3,312           |
|    | Expenses                                 | 1,064           | 1,085           | 1,085           |
| 28 | <b>Total Emergency Management Budget</b> | <b>\$ 4,311</b> | <b>\$ 4,397</b> | <b>\$ 4,397</b> |

|  |                            |                     |                     |                     |
|--|----------------------------|---------------------|---------------------|---------------------|
|  | <b>TOTAL PUBLIC SAFETY</b> | <b>\$ 2,040,617</b> | <b>\$ 2,176,018</b> | <b>\$ 2,152,485</b> |
|--|----------------------------|---------------------|---------------------|---------------------|

**EDUCATION**

|    |  |                      |                      |                      |
|----|--|----------------------|----------------------|----------------------|
|    | Pentucket Base Assessment                | 10,079,119           | 10,708,539           | 10,192,767           |
|    | Pentucket Capital Assessment             | 2,245,566            | 2,198,912            | 2,198,912            |
|    | Essex Tech                               | 200,000              | 190,000              | 190,000              |
|    | Whittier Vocational/Technical Assessment | 648,157              | 782,000              | 782,000              |
|    | Bagnall Capital Upgrades                 |                      |                      |                      |
| 29 | <b>Total Education Budget</b>            | <b>\$ 13,172,842</b> | <b>\$ 13,879,451</b> | <b>\$ 13,363,679</b> |

|  |                        |                      |                      |                      |
|--|------------------------|----------------------|----------------------|----------------------|
|  | <b>TOTAL EDUCATION</b> | <b>\$ 13,172,842</b> | <b>\$ 13,879,451</b> | <b>\$ 13,363,679</b> |
|--|------------------------|----------------------|----------------------|----------------------|

**PUBLIC WORKS**

**TREE WARDEN**

|  |                     |   |       |   |
|--|---------------------|---|-------|---|
|  | Tree Warden Stipend | - | 5,000 | - |
|--|---------------------|---|-------|---|

|                                    |                  |                  |                  |
|------------------------------------|------------------|------------------|------------------|
| Expenses                           | 27,500           | 27,500           | 20,000           |
| <b>30 Total Tree Warden Budget</b> | <b>\$ 27,500</b> | <b>\$ 32,500</b> | <b>\$ 20,000</b> |

**HIGHWAYS**

|                                 |                   |                   |                   |
|---------------------------------|-------------------|-------------------|-------------------|
| Highway Superintendent's Salary | 93,636            | 97,381            | 95,509            |
| Highway Salaries                | 248,721           | 253,695           | 253,695           |
| Sick day buy back (Contractual) | 4,400             | 6,486             | 6,486             |
| Highway Salary - Part Time      | 8,500             | 9,010             | 9,010             |
| On-Call Stipends                |                   | 13,050            | 13,050            |
| Overtime                        | 16,500            | 17,160            | 17,160            |
| <b>31 Total Salaries</b>        | <b>\$ 371,757</b> | <b>\$ 396,783</b> | <b>\$ 394,910</b> |
| Highway Expense                 | 9,250             | 9,435             | 9,435             |
| Front End Loader (Lease)        | 37,100            | 37,100            | 37,100            |
| Snow & Ice Removal              | 225,000           | 225,000           | 225,000           |
| Road Machinery Expense          | 66,000            | 66,000            | 66,000            |
| Road Maintenance Expense        | 135,000           | 140,000           | 140,000           |
| Fuel                            | 15,000            | 15,525            | 15,525            |
| <b>32 Total Expense</b>         | <b>\$ 487,350</b> | <b>\$ 493,060</b> | <b>\$ 493,060</b> |
| <b>Total Highway Budget</b>     | <b>\$ 859,107</b> | <b>\$ 889,843</b> | <b>\$ 887,970</b> |

**RUBBISH COLLECTION**

|   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|
| Contract Administrator                    | 11,916            | 16,076            | 12,273            |
| Contract Expense                          | 575,000           | 660,637           | 660,637           |
| <b>33 Total Rubbish Collection Budget</b> | <b>\$ 586,916</b> | <b>\$ 676,713</b> | <b>\$ 672,910</b> |

**CEMETERY**

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| Commissioner's Stipend       | 450              | 450              | 450              |
| Full Time Wages              | 53,060           | 63,672           | 54,652           |
| Overtime                     | 1,500            | 2,000            | 2,000            |
| Part Time Wages              | 12,850           | 13,550           | 13,107           |
| <b>34 Total Salaries</b>     | <b>\$ 67,860</b> | <b>\$ 79,672</b> | <b>\$ 70,209</b> |
| Supplies                     | 3,000            | 3,000            | 3,000            |
| Vehicle Fuel                 | 1,500            | 3,000            | 2,500            |
| Landscaping                  | 800              | 800              | 800              |
| Utilities                    | 4,400            | 4,400            | 4,400            |
| Equipment & Maintenance      | 4,000            | 4,000            | 4,000            |
| Expenses                     | 3,500            | 3,500            | 2,500            |
| <b>35 Total Expenses</b>     | <b>\$ 17,200</b> | <b>\$ 18,700</b> | <b>\$ 17,200</b> |
| <b>Total Cemetery Budget</b> | <b>\$ 85,060</b> | <b>\$ 98,372</b> | <b>\$ 87,409</b> |

|                           |                     |                     |                     |
|---------------------------|---------------------|---------------------|---------------------|
| <b>TOTAL PUBLIC WORKS</b> | <b>\$ 1,558,583</b> | <b>\$ 1,697,428</b> | <b>\$ 1,668,289</b> |
|---------------------------|---------------------|---------------------|---------------------|

**HUMAN SERVICES**



**BOARD OF HEALTH**

|           |                                     |                  |                  |                  |
|-----------|-------------------------------------|------------------|------------------|------------------|
|           | Health Members' Stipends            | 900              | 900              | 900              |
|           | Health Nurse Wages                  | 19,256           | 19,641           | 19,641           |
|           | Health/Sanitation Agent Wages       | 36,206           | 38,016           | 36,930           |
|           | Part-time Clerk Wages               | 19,800           | 21,023           | 20,394           |
| <b>36</b> | <b>Total Salaries</b>               | <b>\$ 76,162</b> | <b>\$ 79,580</b> | <b>\$ 77,865</b> |
| <b>37</b> | Expenses                            | 2,805            | 2,861            | 2,800            |
|           | <b>Total Board of Health Budget</b> | <b>\$ 78,967</b> | <b>\$ 82,441</b> | <b>\$ 80,665</b> |

**COUNCIL ON AGING**

|           |                                      |                   |                   |                   |
|-----------|--------------------------------------|-------------------|-------------------|-------------------|
|           | Director's Salary                    | 62,000            | 65,000            | 65,000            |
|           | Program Coordinator                  | 36,876            | 46,876            | 37,982            |
|           | Outreach Worker                      | 13,037            | 13,298            | 13,298            |
|           | Part Time Van Driver                 | 20,892            | 21,310            | 21,310            |
| <b>38</b> | <b>Total Salaries</b>                | <b>\$ 132,805</b> | <b>\$ 146,484</b> | <b>\$ 137,590</b> |
|           | Expenses                             | 6,000             | 3,000             | 3,000             |
|           | Vehicle Maintenance                  | 5,000             | 1,500             | 1,500             |
| <b>39</b> | <b>Total Expenses</b>                | <b>\$ 11,000</b>  | <b>\$ 4,500</b>   | <b>\$ 4,500</b>   |
|           | <b>Total Council on Aging Budget</b> | <b>\$ 143,805</b> | <b>\$ 150,984</b> | <b>\$ 142,090</b> |

**VETERANS**

|           |                              |                  |                  |                  |
|-----------|------------------------------|------------------|------------------|------------------|
|           | Veterans' Agent Salary       | 9,000            | 9,180            | 9,180            |
|           | Veterans' Benefits           | 30,000           | 30,000           | 30,000           |
| <b>40</b> | <b>Total Veterans Budget</b> | <b>\$ 39,000</b> | <b>\$ 39,180</b> | <b>\$ 39,180</b> |

|  |                             |                   |                   |                   |
|--|-----------------------------|-------------------|-------------------|-------------------|
|  | <b>TOTAL HUMAN SERVICES</b> | <b>\$ 261,772</b> | <b>\$ 272,605</b> | <b>\$ 261,935</b> |
|--|-----------------------------|-------------------|-------------------|-------------------|

**LIBRARY**

|           |                             |                   |                   |                   |
|-----------|-----------------------------|-------------------|-------------------|-------------------|
|           | Library Director's Salary   | 67,349            | 70,380            | 68,696            |
|           | Library Staff Wages         | 121,675           | 138,479           | 130,022           |
|           | Part Time Wages             | 10,532            | 11,162            | 11,627            |
| <b>41</b> | <b>Total Salaries</b>       | <b>\$ 199,556</b> | <b>\$ 220,021</b> | <b>\$ 210,345</b> |
|           | Library Materials           | 51,920            | 53,006            | 53,006            |
|           | Technology                  | 1,066             | 1,086             | 1,086             |
|           | Programs                    | 1,066             | 1,066             | 1,066             |
|           | Dues                        | 18,901            | 20,150            | 20,150            |
|           | Training                    | 2,132             | 2,132             | 2,132             |
|           | Supplies                    | 4,335             | 4,425             | 4,425             |
| <b>42</b> | <b>Total Expenses</b>       | <b>\$ 79,420</b>  | <b>\$ 81,865</b>  | <b>\$ 81,865</b>  |
|           | <b>Total Library Budget</b> | <b>\$ 278,975</b> | <b>\$ 301,886</b> | <b>\$ 292,210</b> |

|  |                      |                   |                   |                   |
|--|----------------------|-------------------|-------------------|-------------------|
|  | <b>TOTAL LIBRARY</b> | <b>\$ 278,975</b> | <b>\$ 301,886</b> | <b>\$ 292,210</b> |
|--|----------------------|-------------------|-------------------|-------------------|

**DEBT SERVICE**

|  |                      |         |         |         |
|--|----------------------|---------|---------|---------|
|  | Long Term Principal  | 285,800 | 225,000 | 225,000 |
|  | Short Term Principal |         | 60,800  | 60,800  |
|  | Long Term Interest   | 99,763  | 91,563  | 91,563  |

|           |                          |                   |                   |                   |
|-----------|--------------------------|-------------------|-------------------|-------------------|
|           | Short Term Interest      | 2,700             | 3,011             | 3,011             |
|           | Administrative Fees      | 1,000             | 2,000             | 2,000             |
| <b>43</b> | <b>Total Debt Budget</b> | <b>\$ 389,263</b> | <b>\$ 382,374</b> | <b>\$ 382,374</b> |

|  |                           |                   |                   |                   |
|--|---------------------------|-------------------|-------------------|-------------------|
|  | <b>TOTAL DEBT SERVICE</b> | <b>\$ 389,263</b> | <b>\$ 382,374</b> | <b>\$ 382,374</b> |
|--|---------------------------|-------------------|-------------------|-------------------|

**UNCLASSIFIED**

|           |  |                   |                   |                   |
|-----------|--|-------------------|-------------------|-------------------|
|           | Essex County Retirement Contribution             | 620,551           | 684,013           | 684,013           |
|           | Unemployment Compensation                        | 2,000             | 2,000             | 2,000             |
|           | Medicare Tax                                     | 55,000            | 55,000            | 55,000            |
|           | OPEB Trust Fund (Other Post Employment Benefits) | 85,000            | 85,000            | 85,000            |
|           | Sealer of Weights & Measures                     | -                 | -                 | 750               |
|           | Memorial Day Services                            | 500               | 500               | 500               |
|           | Street Lighting                                  | 20,000            | 17,000            | 17,000            |
| <b>44</b> | <b>Total Unclassified Budget</b>                 | <b>\$ 783,051</b> | <b>\$ 843,513</b> | <b>\$ 844,263</b> |

|  |                           |                   |                   |                   |
|--|---------------------------|-------------------|-------------------|-------------------|
|  | <b>TOTAL UNCLASSIFIED</b> | <b>\$ 783,051</b> | <b>\$ 843,513</b> | <b>\$ 844,263</b> |
|--|---------------------------|-------------------|-------------------|-------------------|

|  |  |                      |                      |                      |
|--|--|----------------------|----------------------|----------------------|
|  | <b>TOTAL APPROPRIATED OPERATING EXPENSES</b> | <b>\$ 20,420,166</b> | <b>\$ 21,577,299</b> | <b>\$ 20,935,268</b> |
|--|--|----------------------|----------------------|----------------------|

**OTHER RAISE & APPROPRIATE ARTICLES**

Vets of Foreign Wars -  
Maintenance for Meeting Space  
Cemetery Engineering Study to  
Develop Add'l Lots  
Town Code Consultant

4,990

|  |  |                 |             |             |
|--|--|-----------------|-------------|-------------|
|  | <b>TOTAL OTHER NON-APPROPRIATED EXPENSES</b> | <b>\$ 4,990</b> | <b>\$ -</b> | <b>\$ -</b> |
|--|--|-----------------|-------------|-------------|

**OTHER NON-APPROPRIATED EXPENSES**

|                                       |         |         |         |
|---------------------------------------|---------|---------|---------|
| Allowance for Abatements & Exemptions | 123,256 | 125,000 | 125,000 |
| Cherry Sheet Charges                  | 87,389  | 87,940  | 87,940  |
| Direct to Library                     | 12,071  | 11,306  | 11,306  |

|  |  |                   |                   |                   |
|--|--|-------------------|-------------------|-------------------|
|  | <b>TOTAL OTHER NON-APPROPRIATED EXPENSES</b> | <b>\$ 222,716</b> | <b>\$ 224,246</b> | <b>\$ 224,246</b> |
|--|--|-------------------|-------------------|-------------------|

|  |                             |                      |                      |                      |
|--|-----------------------------|----------------------|----------------------|----------------------|
|  | <b>GRAND TOTAL EXPENSES</b> | <b>\$ 20,647,872</b> | <b>\$ 21,801,545</b> | <b>\$ 21,159,514</b> |
|--|-----------------------------|----------------------|----------------------|----------------------|

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Melissa Baker of the Finance Board, moved to amend and replace the warrant with the proposed Finance Board packet approved budget.**

**Dennis McNulty placed a hold on item # 33 Rubbish, with the amount of complaints in rubbish pick up in Groveland, could the Town break the contract and find a new vendor? Kathleen Kastrinelis responded that Groveland has a five-year contract. She is hopeful that with the new town website, an online complaint format will be available. She also thought that tonnage may reduce with the end of the pandemic and that she is hopeful that the reduction in the number of barrels will result in a lowering of cost. If needed the Board of Selectmen would schedule a meeting with Waste Management.**

**Motion and Second on the Proposed Amendment for \$21,159,514.00.**

**Majority in Favor for Favorable Action to approve the amended budget so declared the Moderator.**

**ARTICLE 41: To see if the Town will vote to fix the salary and compensation of all elective and appointive officers of the Town for the twelve months ending June 30, 2023; or take any other action relative thereto. Fixing of salaries according to Articles #38, #39, #40 above.**

**Article submitted by Finance Board**

**BOARD OF SELECTMEN RECOMMENDS: FAVORABLE ACTION**

**FINANCE BOARD RECOMMENDS: FAVORABLE ACTION**

**DATE AND ACTION TAKEN: 5/23/2022 – Unanimous for Favorable Action so declared the Moderator.**

**5/23-2022 - Motion to dissolve the Annual Town Meeting at 8:32 PM, Unanimous for Favorable Action so declared the Moderator.**



## APPENDIX A

### CAPITAL IMPROVEMENT PLAN

Fiscal Y2023 Capital Improvement Plan & 5 Year Capital Submissions

| <u>Department</u>           | <u>Project</u>                                | <u>FY2023<br/>Requested</u> | <u>FY2023<br/>Recommended</u> | <u>FY2024</u>   | <u>FY2025</u>   | <u>FY2026</u>   | <u>FY2027</u>   | <u>Totals</u>      |
|-----------------------------|---|-----------------------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| <b>Bagnall Improvements</b> | Replace Unit Ventilators                      | \$200,000                   |                               |                 |                 |                 |                 | \$200,000          |
|                             | Install Generator Café, Kitchen, Gym          | \$100,000                   |                               |                 |                 |                 |                 | \$100,000          |
|                             | Fire Alarm System Upgrade                     | \$50,000                    |                               |                 |                 |                 |                 | \$50,000           |
|                             | R&R Restroom Fixtures                         | \$200,000                   |                               |                 |                 |                 |                 | \$200,000          |
|                             | Grind/Topcoat Drive/Front Parking Lot         | \$75,000                    |                               |                 |                 |                 |                 | \$75,000           |
|                             | Library & Lab Carpet                          |                             |                               | \$20,000        |                 |                 |                 | \$20,000           |
|                             | Replace PA System/VOIP System                 |                             |                               | \$100,000       |                 |                 |                 | \$100,000          |
|                             | <b>Subtotal - Bagnall</b>                     | <b>\$625,000</b>            |                               | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$745,000</b>   |
| <b>Cemetery Department</b>  | John Deere 2025R Compact Tractor              | \$30,000                    |                               |                 |                 |                 |                 | \$30,000           |
|                             | <b>Subtotal- Cemetery Department</b>          | <b>\$30,000</b>             |                               | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$30,000</b>    |
| <b>Facilities</b>           | Police/Fire Building Fascia Bd./EMS Shed Roof | \$100,000                   |                               |                 |                 |                 |                 | \$100,000          |
|                             | Small Pickup Truck                            |                             |                               | \$35,000        |                 |                 |                 | \$35,000           |
|                             | Central Fire Station Renovations              |                             |                               | \$300,000       |                 |                 |                 | \$300,000          |
|                             | <b>Subtotal - Facilities</b>                  | <b>\$100,000</b>            |                               | <b>\$35,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$35,000</b>    |
| <b>Fire Department</b>      | Jaws of Life                                  | \$45,000                    |                               |                 |                 |                 |                 | \$45,000           |
|                             | Replace Car 1                                 | \$75,000                    |                               |                 |                 |                 |                 | \$75,000           |
|                             | <b>Subtotal - Fire Department</b>             | <b>\$45,000</b>             |                               | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$120,000</b>   |
| <b>Highway Department</b>   | 8-Ton Truck (Replacing 2006 Peterbilt)        | \$302,394                   |                               |                 |                 |                 |                 | \$302,394          |
|                             | Backhoe (split between Highway/Water/Sewer)   | \$61,500                    |                               |                 |                 |                 |                 | \$61,500           |
|                             | <b>Subtotal - Highway Department</b>          | <b>\$363,894</b>            |                               | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$363,894</b>   |
| <b>Police Department</b>    | Replacement of Line Cruiser                   | \$51,700                    |                               | \$52,500        | \$53,000        | \$53,500        | \$54,000        | \$264,700          |
|                             | <b>Subtotal - Police Department</b>           | <b>\$51,700</b>             |                               | <b>\$52,500</b> | <b>\$53,000</b> | <b>\$53,500</b> | <b>\$54,000</b> | <b>\$264,700</b>   |
| <b>Library</b>              | Carpeting                                     |                             |                               | 9,100           |                 |                 |                 | \$9,100            |
|                             | <b>Sub-total - Library</b>                    |                             |                               |                 |                 |                 |                 | <b>\$9,100</b>     |
| <b>Totals</b>               |   | <b>\$1,215,594</b>          |                               | <b>\$87,500</b> | <b>\$53,000</b> | <b>\$53,500</b> | <b>\$54,000</b> | <b>\$1,567,694</b> |

**APPENDIX B**

**REVOLVING FUNDS ACTIVITY THROUGH MARCH 31, 2022**

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

|                                      |    |           |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2021 | \$ | 67,320.48 |
| Add: Revenues                        |    | 66,057.55 |
| Less: Payroll Expenses               |    | 66,788.08 |
| Less: Operating Expenses             |    | 22,576.24 |
| Ending Balance as of March 31, 2022  | \$ | 44,013.71 |

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

|                                      |    |           |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2021 | \$ | 16,015.85 |
| Add: Revenues                        |    | 3,214.19  |
| Less: Operating Expenses             |    | 2,179.05  |
| Ending Balance as of March 31, 2022  | \$ | 17,050.99 |

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

|                                      |    |           |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2021 | \$ | 17,618.46 |
| Add: Revenues                        |    | 1,000.00  |
| Less: Operating Expenses             |    | 1,773.12  |
| Ending Balance as of March 31, 2022  | \$ | 16,845.34 |

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

|                                      |    |             |
|--------------------------------------|----|-------------|
| Beginning Balance as of July 1, 2021 | \$ | 21,404.61   |
| Add: Revenues                        |    | 68,557.64   |
| Less: Operating Expenses             |    | 110,605.38  |
| Ending Balance as of March 31, 2022  | \$ | (20,643.13) |

**Zoning Board of Appeals Revolving Fund - Fund 2440**

|                                      |    |        |
|--------------------------------------|----|--------|
| Beginning Balance as of July 1, 2021 | \$ | 730.24 |
| Add: Revenues                        |    | 264.76 |
| Less: Operating Expenses             |    | 995.00 |
| Ending Balance as of March 31, 2022  | \$ | -      |

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

|                                      |    |        |
|--------------------------------------|----|--------|
| Beginning Balance as of July 1, 2021 | \$ | 56.56  |
| Add: Revenues                        |    | 150.00 |
| Less: Operating Expenses             |    | 15.00  |
| Ending Balance as of March 31, 2022  | \$ | 191.56 |

**Pines Maintenance Revolving Fund - Fund 2660**

|                                      |    |          |
|--------------------------------------|----|----------|
| Beginning Balance as of July 1, 2021 | \$ | 2,332.51 |
| Add: Revenues                        |    | 400.00   |
| Less: Operating Expenses             |    | 2,218.86 |
| Ending Balance as of March 31, 2022  | \$ | 513.65   |

**Groveland Day Revolving Fund - Fund 2661**

|                                      |    |          |
|--------------------------------------|----|----------|
| Beginning Balance as of July 1, 2021 | \$ | 9,938.14 |
| Add: Revenues                        |    | 5,513.75 |
| Less: Operating Expenses             |    | 9,869.41 |
| Ending Balance as of March 31, 2022  | \$ | 5,582.48 |

**Veasey Memorial Park Fiscal Year 2022 Revolving Fund Financial Report**  
**As of April 19, 2022**

| <b><u>Expenditures</u></b> |                                | <b><u>Budget</u></b> | <b><u>Actual</u></b> | <b><u>Percent</u></b>   |
|----------------------------|--------------------------------|----------------------|----------------------|-------------------------|
|                            |                                | <b><u>FY 22</u></b>  | <b><u>Spent</u></b>  | <b><u>of Budget</u></b> |
| Utilities                  |                                |                      |                      |                         |
|                            | Main Building                  |                      |                      |                         |
|                            | Heat (gas)                     | \$ 4,000             | \$ 3,605.48          | 90.14%                  |
|                            | Electricity                    | \$ 6,500             | \$ 6,045.44          | 93.01%                  |
|                            | Internet /Phone /TV            | \$ 3,600             | \$ 2,376.84          | 66.02%                  |
|                            | Water                          | \$ 1,800             | \$ 990.06            | 55.00%                  |
|                            | Alarm Telephone                | \$ 600               | \$ 396.00            | 66.00%                  |
|                            | Alarm                          | \$ 450               | \$ 690.30            | 153.40%                 |
|                            | Outbuildings and grounds       |                      |                      |                         |
|                            | Electricity                    | \$ 350               | \$ 306.08            | 87.45%                  |
|                            | Water                          | \$ 400               | \$ 498.46            | 124.62%                 |
| Maintenance                |                                |                      |                      |                         |
|                            | Heating Systems                |                      |                      |                         |
|                            | Main Building                  | \$ 250               | \$ 340.00            | 136.00%                 |
|                            | 199 Washington                 | \$ 150               | \$ 340.00            | 226.67%                 |
|                            | Good Shepherds Cottage         | \$ 250               |                      |                         |
|                            | Other Systems                  |                      |                      |                         |
|                            | Septic Systems                 |                      |                      |                         |
|                            | Main Building                  | \$ 250               | \$ 280.00            | 112.00%                 |
|                            | 199 Washington                 | \$ 250               | \$ 240.00            | 96.00%                  |
|                            | Good Shepherds Cottage         | \$ 250               | \$ 240.00            | 96.00%                  |
| Professional Services      |                                |                      |                      |                         |
|                            | Director                       |                      |                      |                         |
|                            | Salary                         | \$ 17,000            | \$ 14,150.00         | 83.24%                  |
|                            | Commissions                    | \$ 31,000            | \$ 28,397.92         | 91.61%                  |
|                            | Program Coordinator            | \$ 21,000            |                      |                         |
|                            | Marketing                      | \$ 7,500             | \$ 2,086.00          | 27.81%                  |
|                            | Facilities and Grounds Manager | \$ 20,800            | \$ 17,560.00         | 84.42%                  |
|                            | Housekeeping                   | \$ 10,100            |                      |                         |
|                            | Carpet Cleaning                | \$ 1,100             | \$ 700.00            | 63.64%                  |
|                            | Special Cleaning Projects      | \$ 200               |                      |                         |
|                            | Web Services                   | \$ 600               |                      |                         |
| Supplies                   |                                |                      |                      |                         |
|                            | Administrative                 | \$ 1,200             | \$ 584.73            | 48.73%                  |
|                            | Housekeeping                   | \$ 500               | \$ 399.01            | 79.80%                  |

|  |          |                     |         |
|--|----------|---------------------|---------|
| Hospitality                            | \$ 600   | \$ 2,127.98         | 354.66% |
| Facilities                             | \$ 1,200 | \$ 1,657.00         | 138.08% |
| <b>Miscellaneous</b>                   |          |                     |         |
| Misc repairs                           | \$ 2,000 | \$ 2,986.17         | 149.31% |
| Licenses                               | \$ -     |                     |         |
| Refunds                                | \$ -     | \$ 1,225.00         |         |
| <b>Repairs</b>                         |          |                     |         |
| Apartment repairs fund                 | \$ 5,000 |                     |         |
| <b>Insurance</b>                       |          |                     |         |
| General insurance contribution to town | \$ -     |                     |         |
| Liquor liability                       | \$ 6,000 |                     |         |
| <b>Total Expenses</b>                  |          | <b>\$ 88,222.47</b> |         |

| <u>Revenue</u>                    | <u>Projected income</u> | <u>Actual Rec'd</u> | <u>Percent Rec'd</u> |
|-----------------------------------|-------------------------|---------------------|----------------------|
| <b>Tenants</b>                    |                         |                     |                      |
| 199 Washington St                 | \$ 22,200               | \$ 18,500           | 83.33%               |
| Good Shepherd Cottage             | \$ 14,400               | \$ 12,000           | 83.33%               |
| Main Bldg Apartment               | \$ 15,360               | \$ 12,800           | 83.33%               |
| Lucile's Cottage                  | \$ 5,700                | \$ 5,234            | 91.82%               |
| West Wing Office                  | \$ 3,840                | \$ 3,200            | 83.33%               |
| Storage Room                      | \$ 1,200                | \$ 1,400            | 116.67%              |
| VFW Room                          |                         |                     |                      |
| <b>Long Term Partners</b>         |                         |                     |                      |
| Girl Scouts                       | \$ 100                  |                     |                      |
| Visions                           | \$ 700                  | \$ 750              | 107.14%              |
| <b>Single Use /Events</b>         | \$ 62,000               | \$ 31,340.33        | 50.55%               |
| <b>Fundraising</b>                |                         |                     |                      |
| Donations                         | \$ 1,000                |                     |                      |
| <b>Total Income</b>               |                         | <b>\$ 85,224.09</b> |                      |
| <b><u>Cash Position</u></b>       |                         |                     |                      |
| On-hand at end of FY Year 21      |                         | \$ 21,404.61        |                      |
| Revenue Year to Date FY 2022      |                         | \$ 85,224.09        |                      |
| Expenditures Year to Date FY 2022 |                         | \$ 88,222.47        |                      |
| On hand April 20, 2022 FY 2022    |                         | \$ 18,406.23        |                      |

## APPENDIX C

### Massachusetts General Laws, Chapter 39, Section 23D Section 56.

Except as otherwise established in a town-by-town meeting action and in a city-by-city council action, by adoptions of the appropriate by-laws and ordinances to set such fees, sealers shall receive and inspectors may demand the following fees for sealing and inspecting the following weighing or measuring devices:

- (a) Each scale with a weighing capacity of more than ten thousand pounds, twenty-five dollars.
- (b) Each scale with a weighing capacity of five thousand to ten thousand pounds, fifteen dollars.
- (c) Each scale with a weighing capacity of one thousand to five thousand pounds, ten dollars.
- (d) Each scale with a weighing capacity of one hundred to one thousand pounds, five dollars.
- (e) Scales and balances with a weighing capacity of more than ten pounds and less than one hundred pounds, three dollars.
- (f) Scales and balances with a weighing capacity of ten pounds or less, two dollars.
- (g) Each liquid capacity measure, except vehicle tanks, of the capacity of more than one gallon and measures on pumps, fifty cents.
- (h) Each liquid measuring meter, except water meters, the diameter of the inlet pipe of which is one half inch or less, two dollars, more than one half inch but not more than one inch, four dollars; for each such type of liquid measuring meter, the diameter of the inlet pipe of which is more than one inch, the following shall apply, vehicle-tank pump eight dollars, vehicle-tank gravity ten dollars, bulk storage twenty dollars, bulk storage user furnishes certified prover ten dollars.
- (i) Each taximeter or measuring device used upon vehicles to determine the cost of transportation, four dollars.
- (j) Each machine or other mechanical device used for determining linear or area measurement, two dollars.
- (k) Milk bottle or jars, four dollars per gross.
- (l) Vehicle tanks used in the sale of commodities by liquid measures shall be charged for each hundred gallons or fraction thereof, one dollar. An additional fee of two dollars per sealed indicator shall be received.
- (m) All weights and other measures, twenty cents each.
- (n) Each automated electronic retail checkout system with fewer than four cash registers or computer terminals, not more than \$75.
- (o) Each automated electronic retail checkout system with no less than four and no more than 11 cash registers or computer terminals, not more than \$150.
- (p) Each automated electronic retail checkout system with greater than 11 cash registers or computer terminals, not more than \$250.

They shall also receive reasonable compensation for the use of special facilities, necessary repairs, alterations and adjustments made by them.

## APPENDIX D

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## APPENDIX E

### TABLE OF MOTIONS

Reprinted from **Town Meeting Time**, by Johnson, Trustman and Wadsworth.

Copyright © 1962, by Little, Brown and Company (Inc.)

#### Table of Basic Points of Motion

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

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

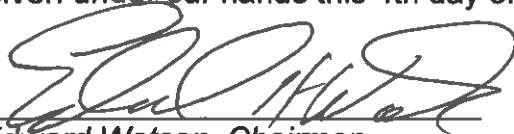
\*\* Same rank and debatable to same extent as motion being reconsidered.

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

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


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

Given under our hands this 4th day of May in the year of our Lord two thousand twenty-two.

  
Edward Watson, Chairman

  
Daniel MacDonald, Selectman

  
Kathleen Kastrinelis, Vice-Chair

  
Jason Naves, Selectman

  
Mark Parenteau, Selectman

A true copy, attest:

  
Elizabeth Cunniff, Town Clerk

  
Jeffrey T. Gillen, Police Chief

#### OFFICER'S RETURN

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

  
Elizabeth Cunniff, Town Clerk

  
Jeffrey T. Gillen, Police Chief

**TOWN OF GROVELAND  
MASSACHUSETTS  
2021-2022**

**BOARD OF SELECTMEN**

Edward Watson, Chairman  
Kathleen Kastrinelis, Vice Chair  
Daniel MacDonald  
Jason Naves  
Mark Parenteau

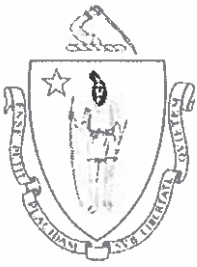
**TOWN ADMINISTRATOR/FINANCE DIRECTOR**

Rebecca Oldham

**FINANCE BOARD**

**TERM EXPIRES**

|                                 |      |
|---------------------------------|------|
| Ruth Rivard, Chair              | 2023 |
| James Scanlon                   | 2023 |
| Theresa Dunn                    | 2023 |
| Vacant                          | 2023 |
| Melissa Baker, Secretary        | 2022 |
| Sarah McGrath                   | 2022 |
| Vacant                          | 2022 |
| Susan Yaskell, Alternate Member | 2022 |



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301  
WORCESTER, MA 01608

MAURA HEALEY  
ATTORNEY GENERAL

(508) 792-7600  
(508) 795-1991 fax  
www.mass.gov/ago

September 1, 2022

Elizabeth Cunniff, Town Clerk  
Town of Groveland  
183 Main Street  
Groveland, MA 01834

**Re: Groveland Annual Town Meeting of May 23, 2022 -- Case # 10624**  
**Warrant Articles # 14 and 15 (Zoning)**  
**Warrant Articles # 5, 6, 7, 8, 9, 10, 11, 12 and 13 (General)**

Dear Ms. Cunniff:

**Articles 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15** - We approve Articles 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15 from the May 23, 2022 Groveland Annual Town Meeting. Our comments regarding Articles 8 and 14 are provided below.

**Article 8** - Under Article 8 the Town voted to amend the general by-laws by deleting Section 6.1 in its entirety and inserting a new Section 6.1, "Building Numbering/Street Naming." Section 6.1 requires all buildings to be assigned a street number and requires all buildings to be identified by the assigned street number. See Section 6-1 (6), "Building Numbering" and Section 6-1 (6), "Compliance." <sup>1</sup> Section 6-1 (6), "Compliance," requires all numbers to be "displayed within 60 days of the enactment of this bylaw or within 60 days of the assignment of a new street number." It is unclear what the text "within 60 days of the enactment of this bylaw" means. However, G.L. c. 40, § 32 governs the effective date of general by-laws and requires that by-laws approved by the Attorney General must be posted or published before they go into effect. The by-law amendments adopted under Article 8 will not take effect until the requirements of G.L. c. 40, § 32 have been satisfied. The Town should consult with Town Counsel on the proper application of Section 6-1 (6), "Compliance," and the effective date of the by-law.

**Article 14** - Under Article 14 the Town vote to amend the zoning by-laws, Section 50-2.1, "Terms Defined," to add a new definition of "Caretaker's Unit" to allow an owner or caretaker to live on site at their business in order to monitor the property after hours, as follows:

---

<sup>1</sup> The new Section 6.1 is missing a sub-section 4 but has two sub-section 6s. The Town should consult with Town Counsel about a future amendment of the by-law to fix the numbering of the Sections.

An accessory dwelling unit constructed in or attached to a principal Business or Industrial use structure, which unit has a separate kitchen, separate bathroom, two separate entrances, a floor area of less than one-half (1/2) the floor area of the principal occupancy's square feet up to a maximum of 900 square feet of habitable area, has one bedroom and which is occupied primarily by a person or persons, and their family, who are employed in part to either care for, monitor, or repair and maintain the principal use structure.

Because Article 14 poses no conflict with state law, we approve it. See Amherst v. Attorney General, 398 Mass. 793, 795-96 (1986) (requiring inconsistency with state law or the Constitution for the Attorney General to disapprove a by-law). However, the Town must apply the one-bedroom limitation consistent with G.L. c. 151B and the Fair Housing Act, as explained below.

Both Federal and State law prohibit discrimination in the provision of housing based on familial status (i.e., the presence of children in the household.). See 44 U.S.C. § 3604 and G.L. c. 151B, § 4, ¶ 6. The Fair Housing Act ("FHA") expressly prohibits discrimination in the rental or sale of a dwelling on the basis of familial status and provides that it shall be unlawful:

(a) To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, sex, familial status, or national origin.

See 42 U.S.C. § 3604 (a).

"The phrase 'otherwise make unavailable or deny' encompasses a wide array of housing practices...and specifically targets the discriminatory use of zoning laws and restrictive covenants." Casa Marie, Inc. v. Superior Court of Puerto Rico for Dist. of Arecibo, 988 F.2d 252, 257 n. 6 (1st Cir. 1993).

Similarly, G.L. c. 151B, § 4, the Massachusetts Anti-Discrimination law, forbids discrimination in housing based on familial status. See G.L. c. 151B, § 4, ¶ 6. Both the Act and c. 151B, prohibit towns from using their zoning powers in a discriminatory manner, i.e., using its zoning powers to exclude housing for members of a protected class, i.e., a family with children. Violations occur when a Town uses its zoning power to intentional discriminate against a member of a protected class or when such zoning power has a discriminatory impact on members of a protected class. See Arlington Heights v. Metropolitan Housing Development Corp., 429 U.S. 252, 265 (1977). Discriminatory effect can occur when a zoning rule, neutral on its face, is applied in a manner to exclude members of a protected class. In discriminatory impact cases, once it has been shown that a neutral action has a discriminatory impact, the burden shifts to the defendant to show that its actions furthered a legitimate bona fide government interest and that no alternative would serve that interest with less discriminatory effect. Huntington Branch, NAACP v. Town of Huntington, 844 F.2d 926, 939 (2d Cir.) (1988).

Based on the Attorney General's limited standard of review, we cannot conclude that Section 50-2.1's one bedroom limitation in the definition of "Caretaker Unit" necessarily violates the FHA or G.L. c. 151B. However, we suggest that the Town discuss this text with

Town Counsel to determine whether this text needs future amendments and whether it should be enforced in light of the FHA and G.L. c. 151B.

**Note:** Pursuant to G.L. c. 40, § 32, neither general nor zoning bylaws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

MAURA HEALEY  
ATTORNEY GENERAL

*Nicole B. Caprioli*

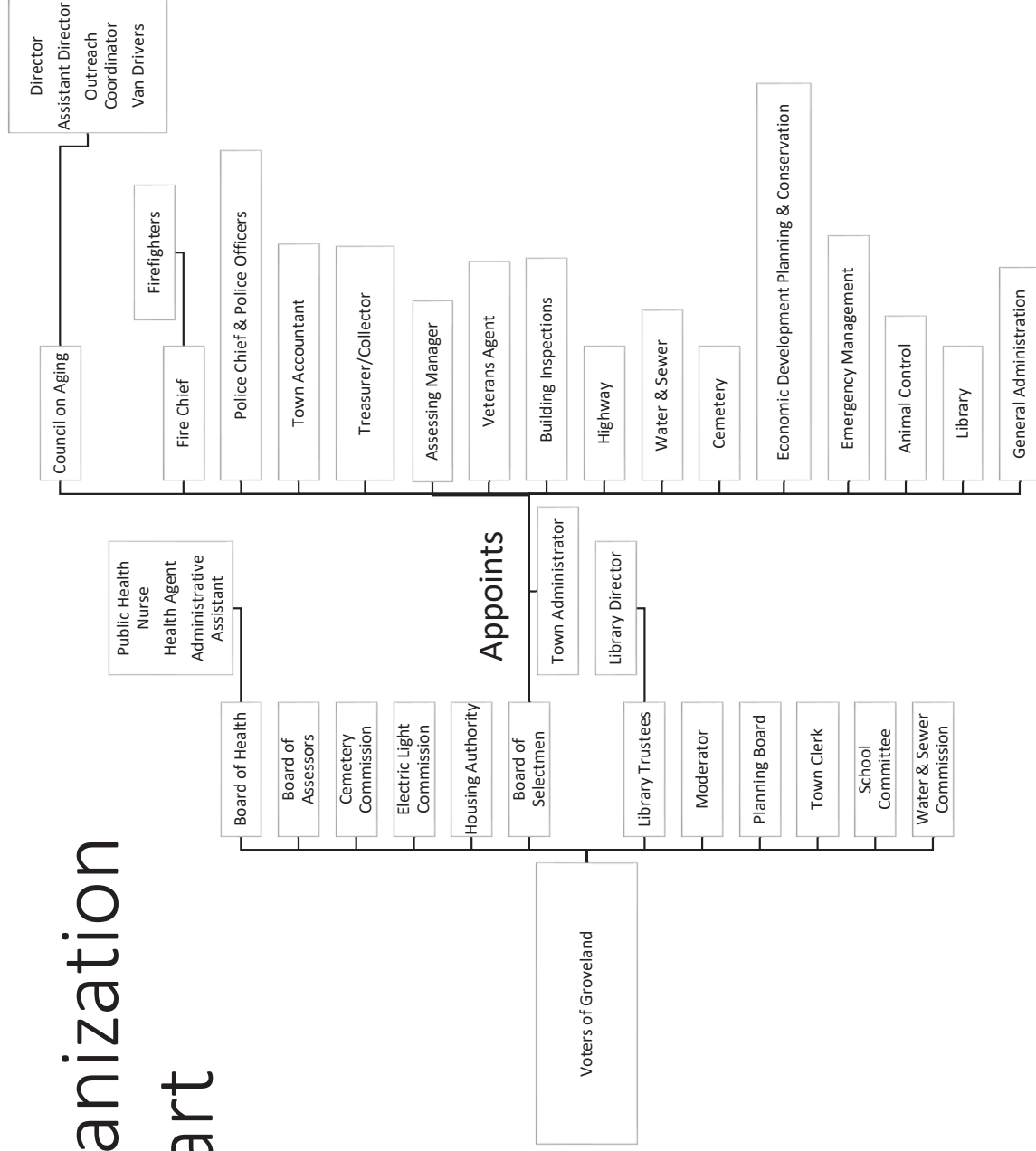
By: Nicole B. Caprioli  
Assistant Attorney General  
Municipal Law Unit  
10 Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600 ext. 4418

cc: Town Counsel William Hewig, III

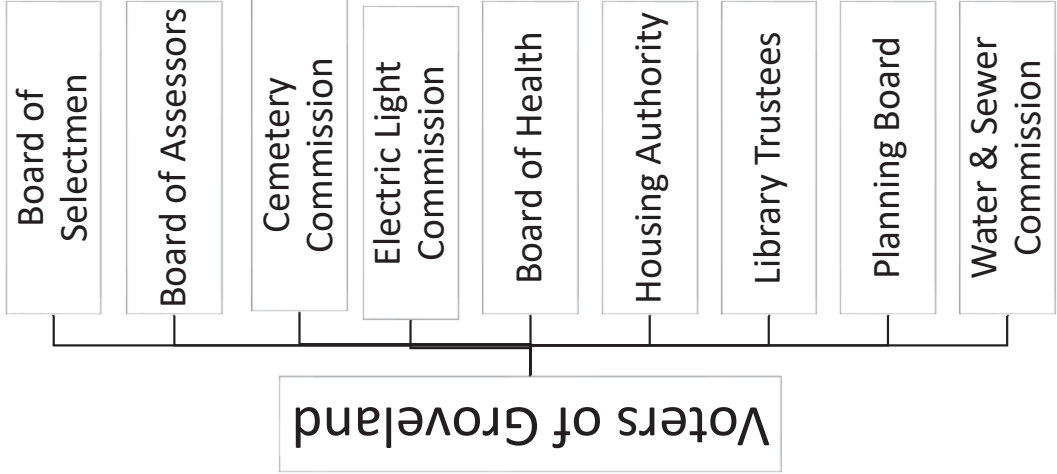
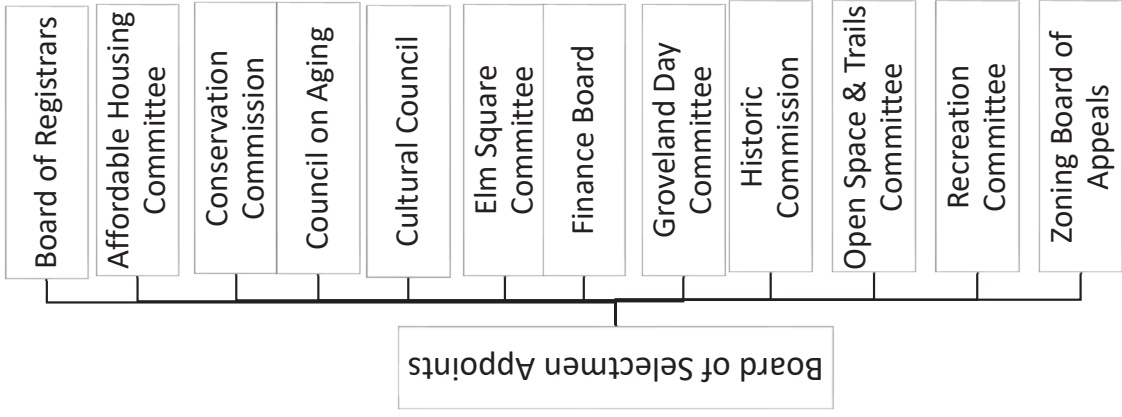


# APPENDIX E: Organizational Charts

# Town Organization Chart



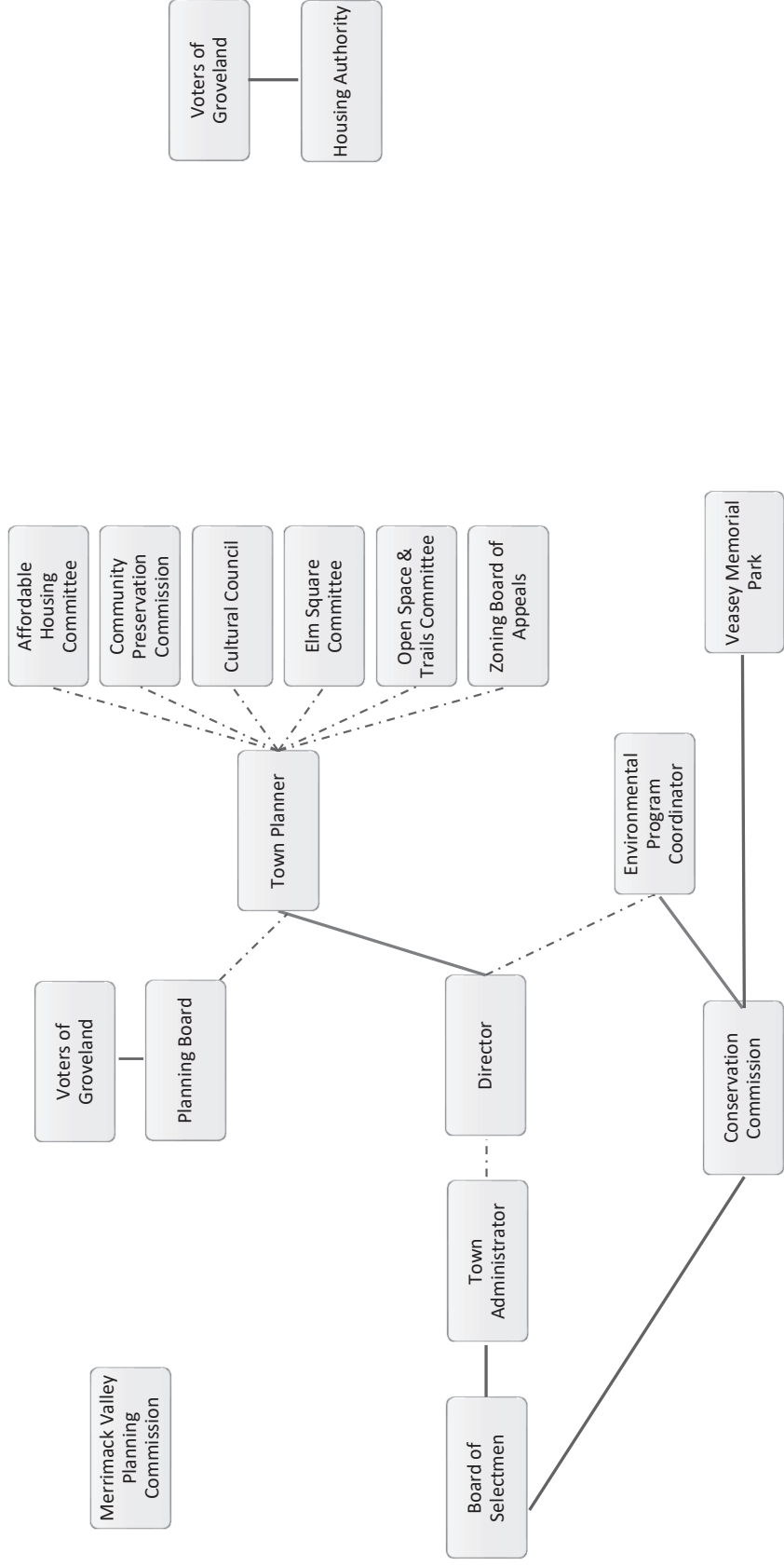
# Board & Committees



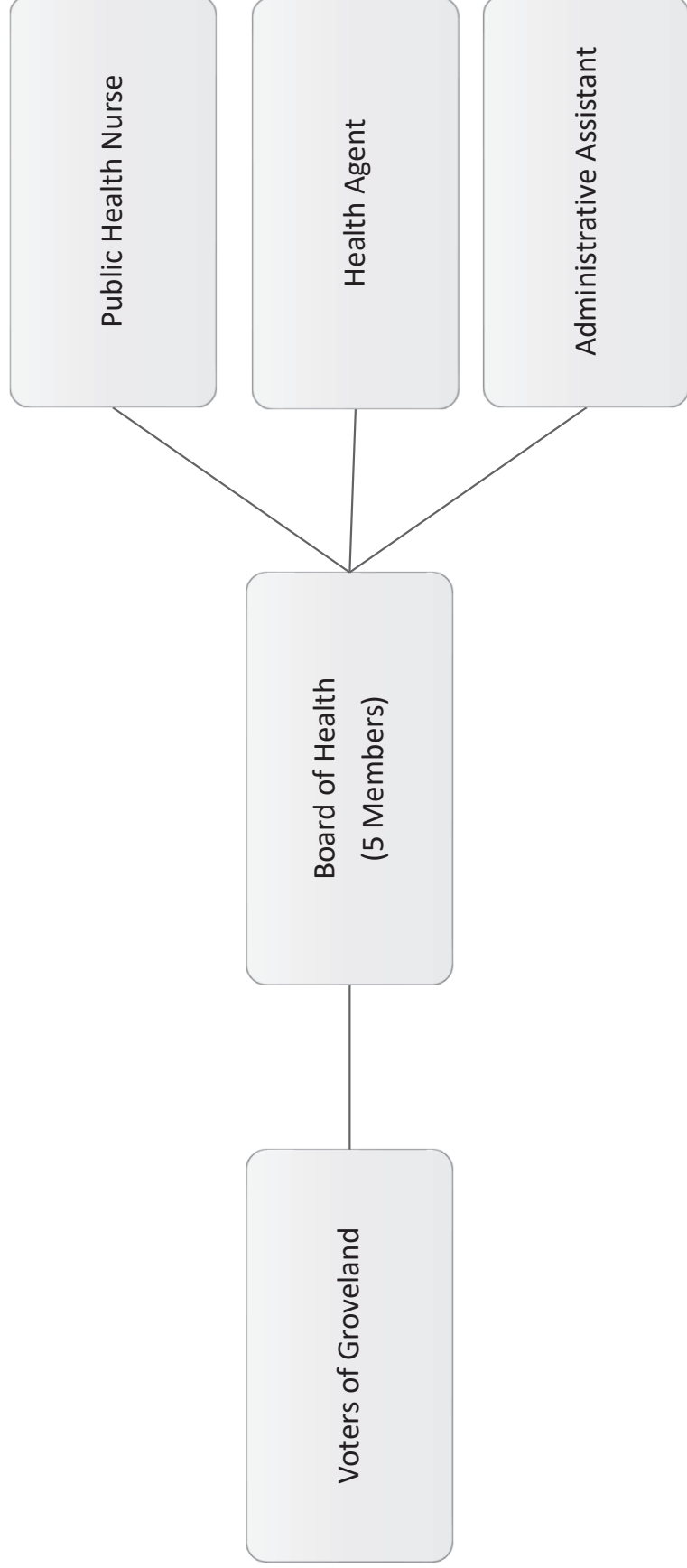
**Board and Committee Member Appointing Authority**

Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows: One member of the Board of Selectmen as designated by the Board of Selectmen for a term of three years. One member of the Finance Committee as designated by the Finance Committee for a term of three years. One member of the Conservation Commission as designated by the Conservation Commission for a term of three years. One member of the Planning Board as designated by the Planning Board for a term of three years. One member of the Historical Commission as designated by the Historical Commission for an initial term of one year and thereafter for a term of three years. One member of the Recreation Committee as designated by the Recreation Committee for an initial term of one year and thereafter for a term of three years. One member of the Housing Authority as designated by the Housing Authority for an initial term of one year and thereafter for a term of three years. One member of the Open Space & Trails Committee as designated by the Open Space & Trails Committee for an initial term of two years and thereafter for a term of three years. One member of the Affordable Housing Task Force as designated by the Affordable Housing Task Force for an initial term of two years and thereafter for a term of three years.

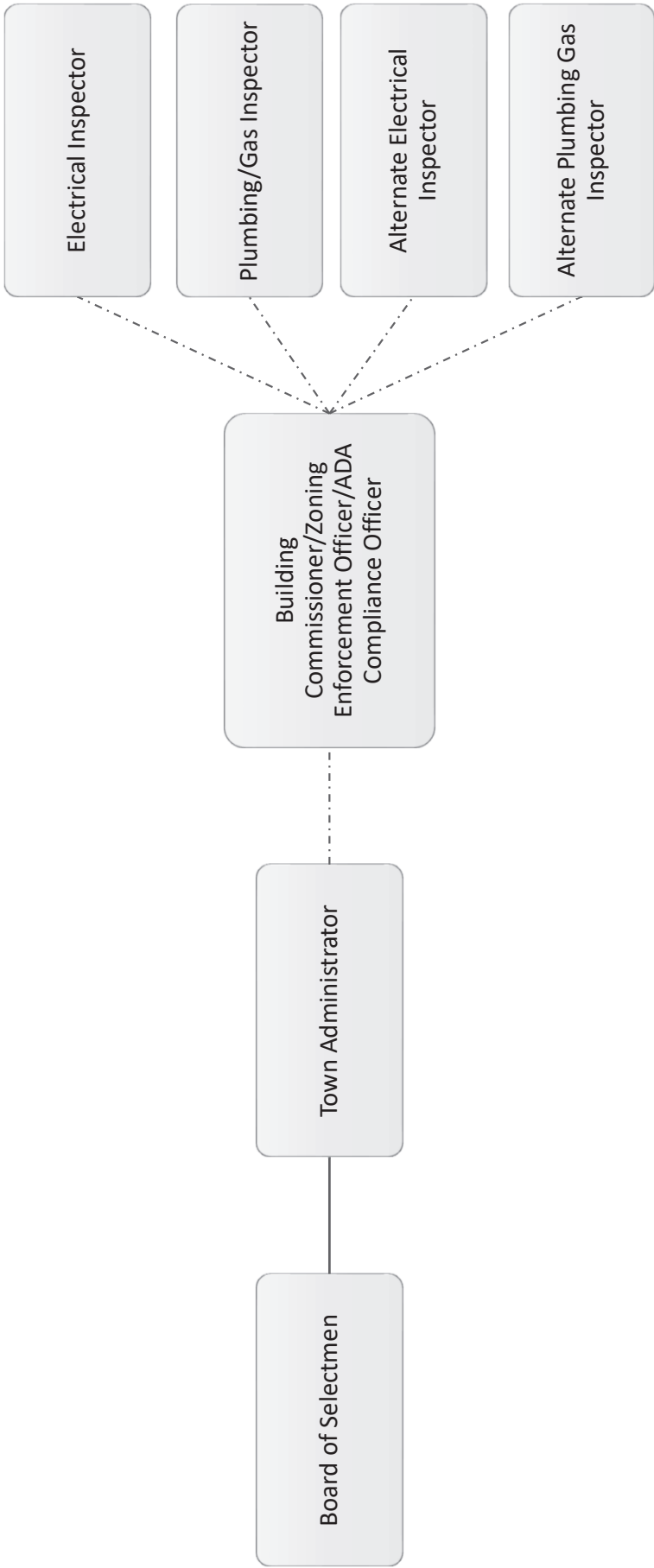
# Economic Development Planning & Conservation



# Board of Health

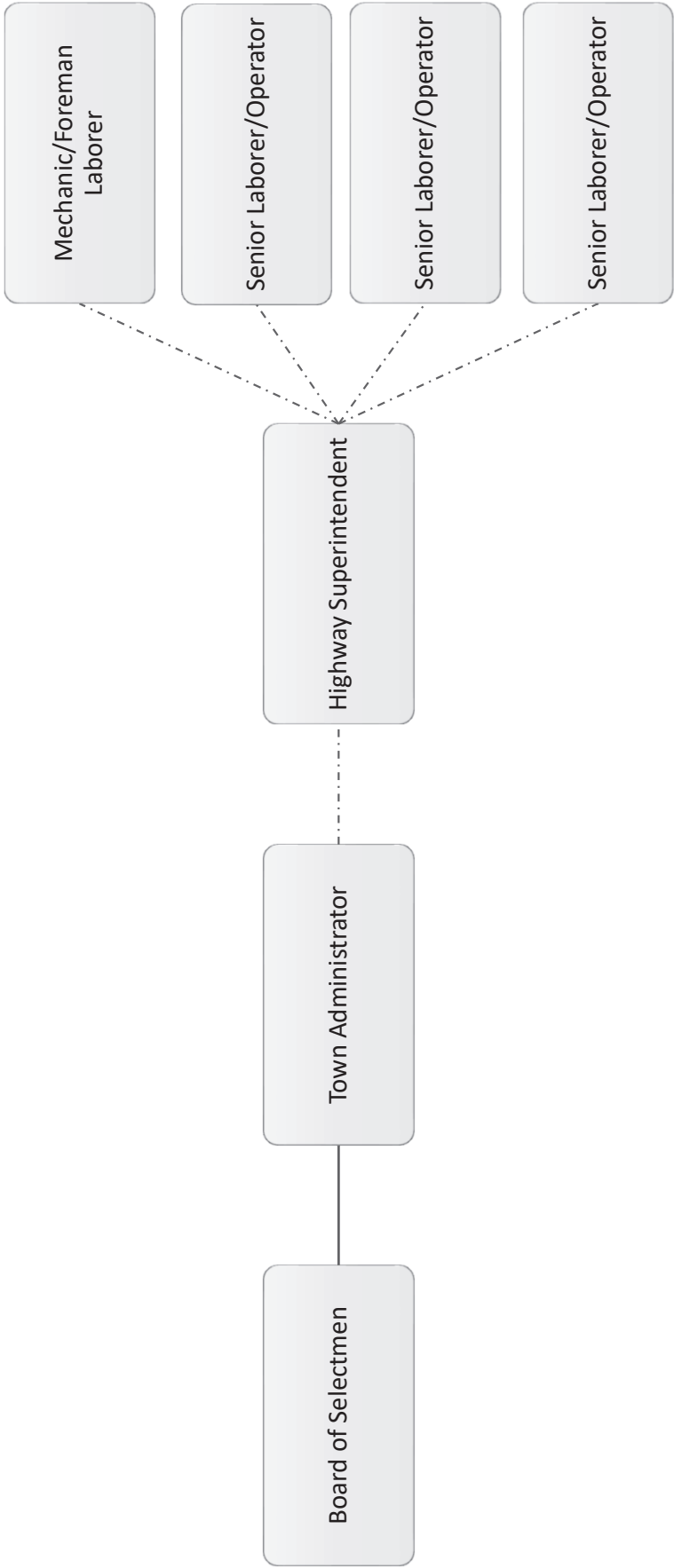


# Building Inspections

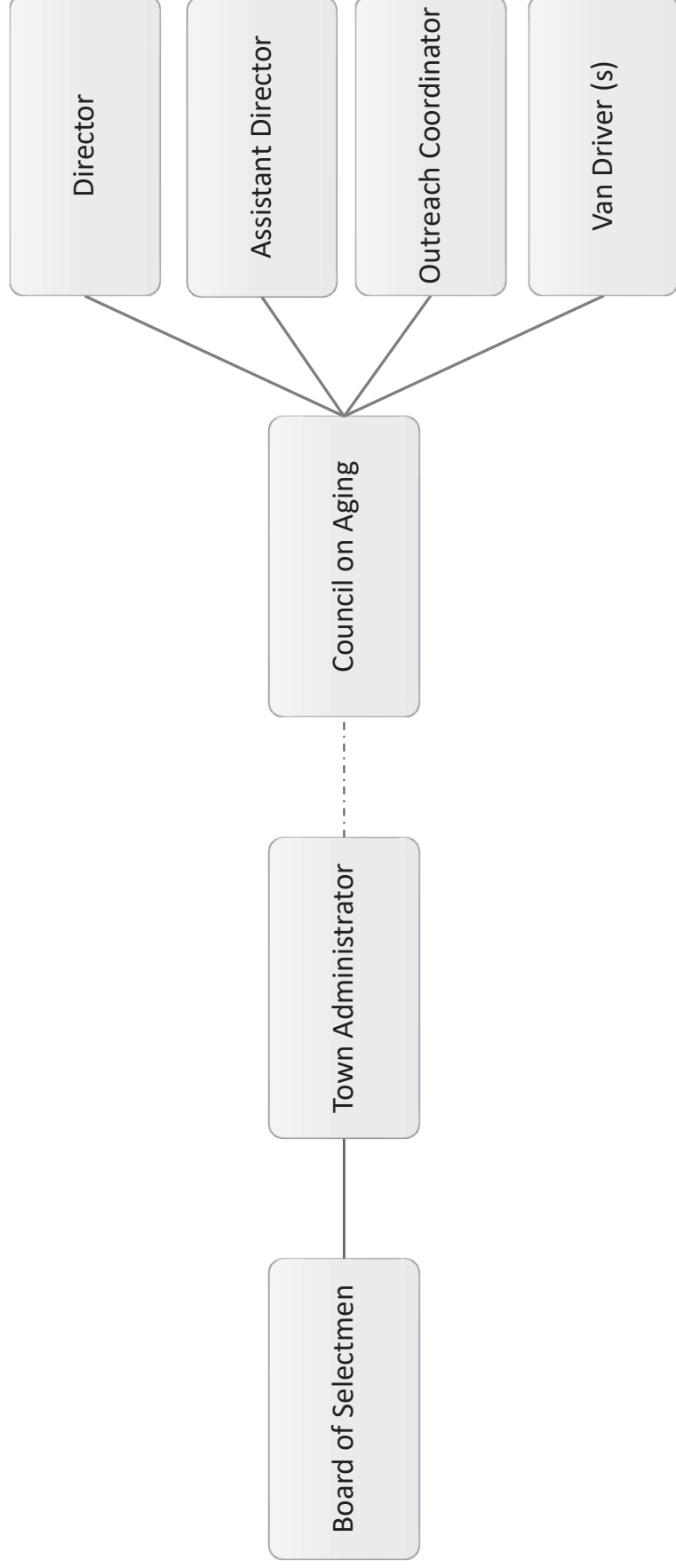




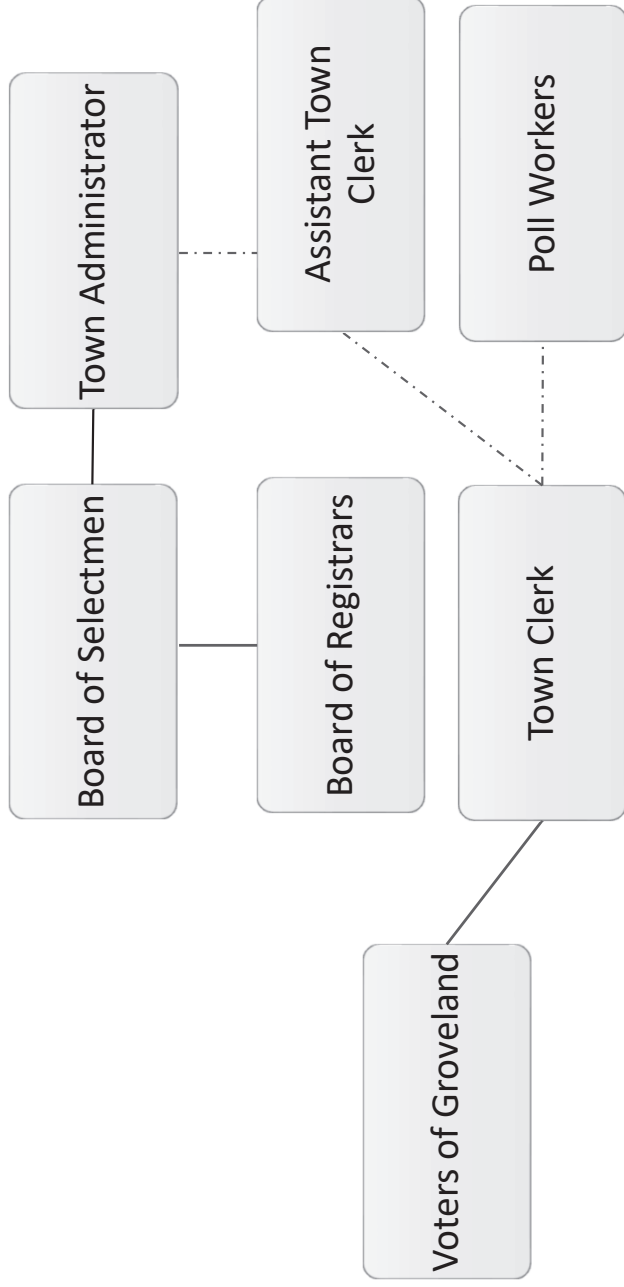
# Highway Department



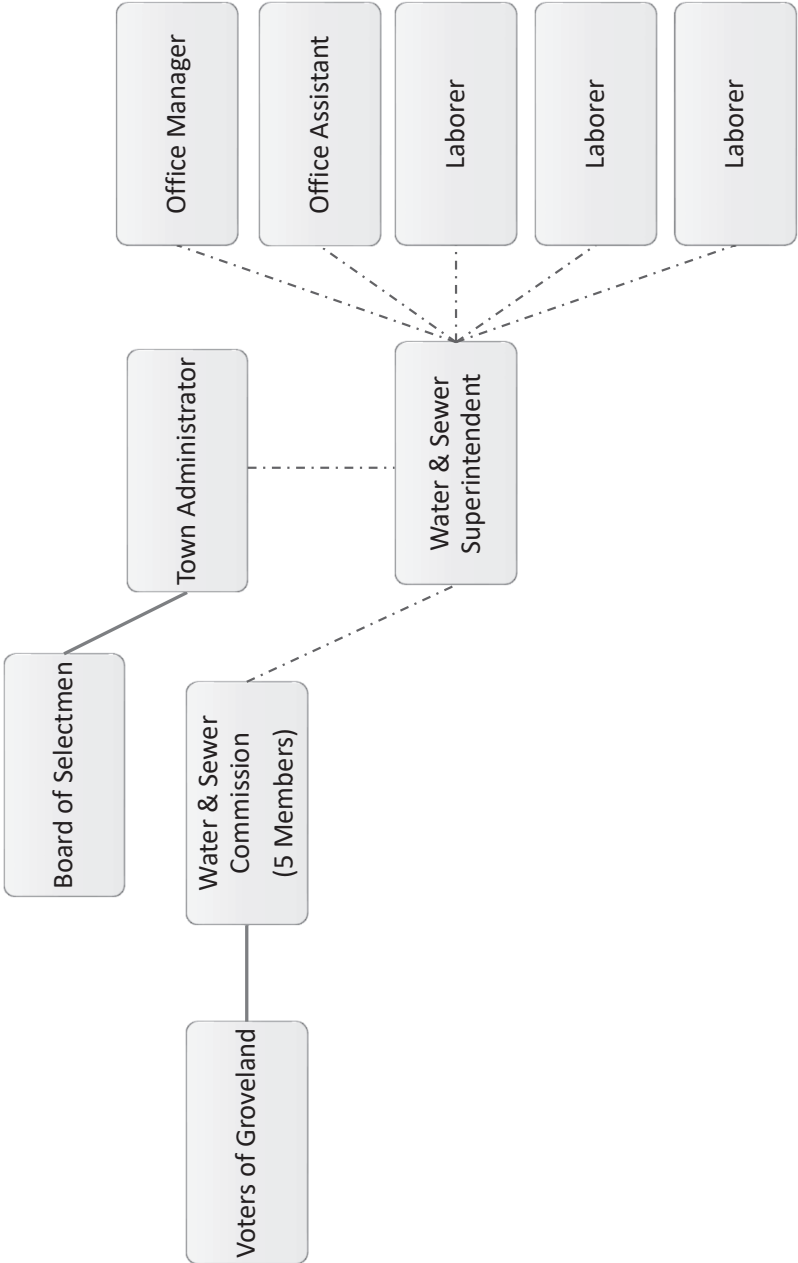
# Council on Aging



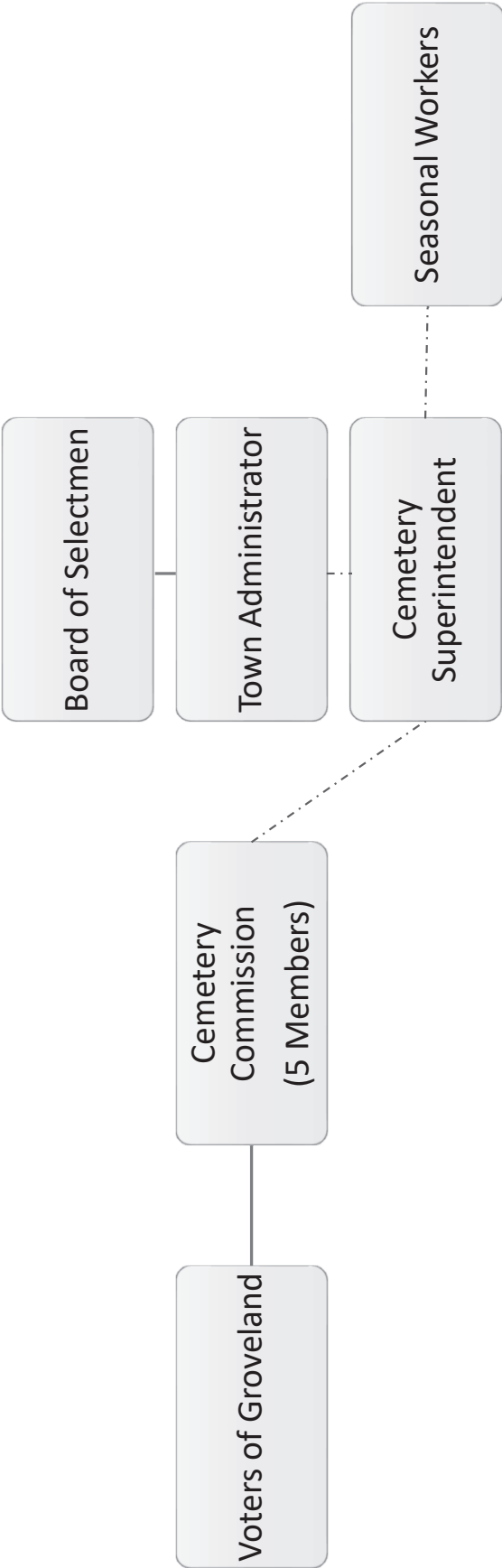
# Town Clerk



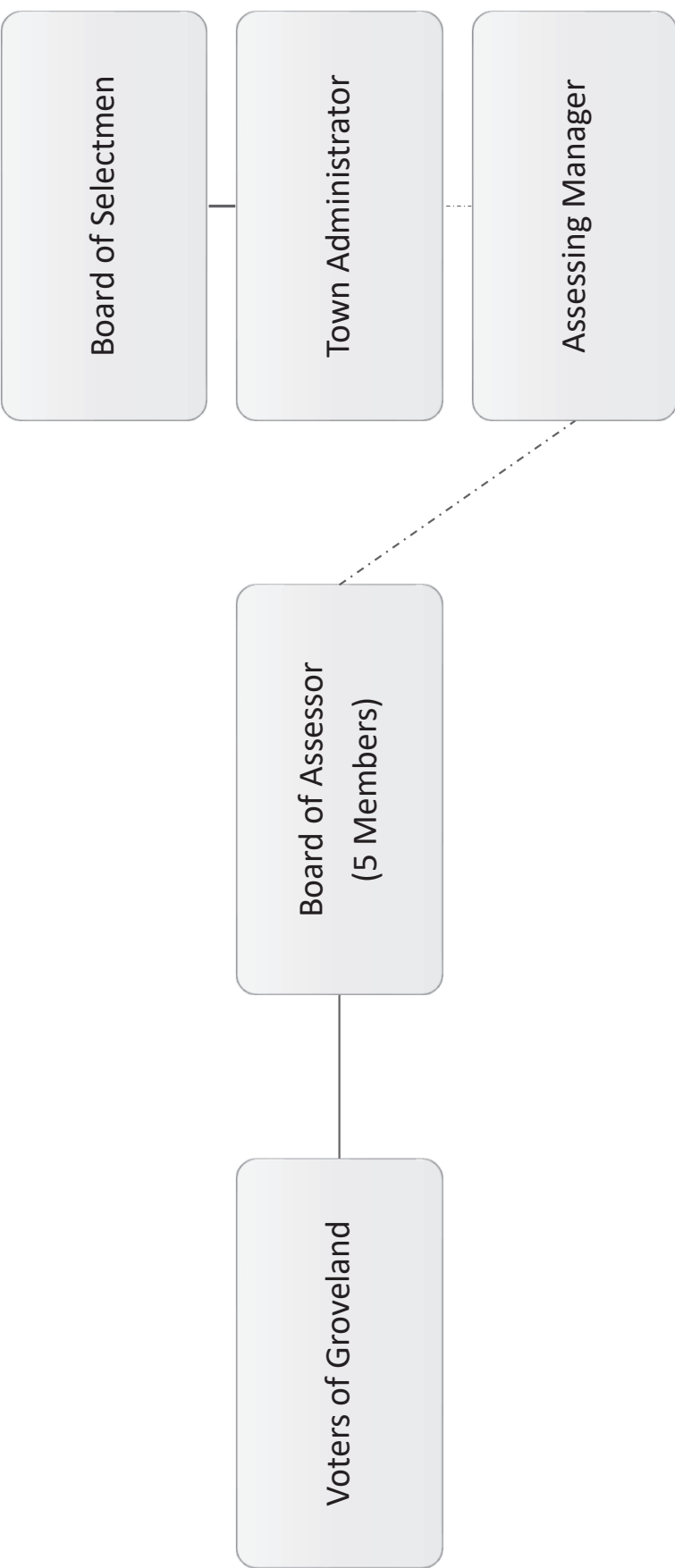
# Water & Sewer Department



# Cemetery Department

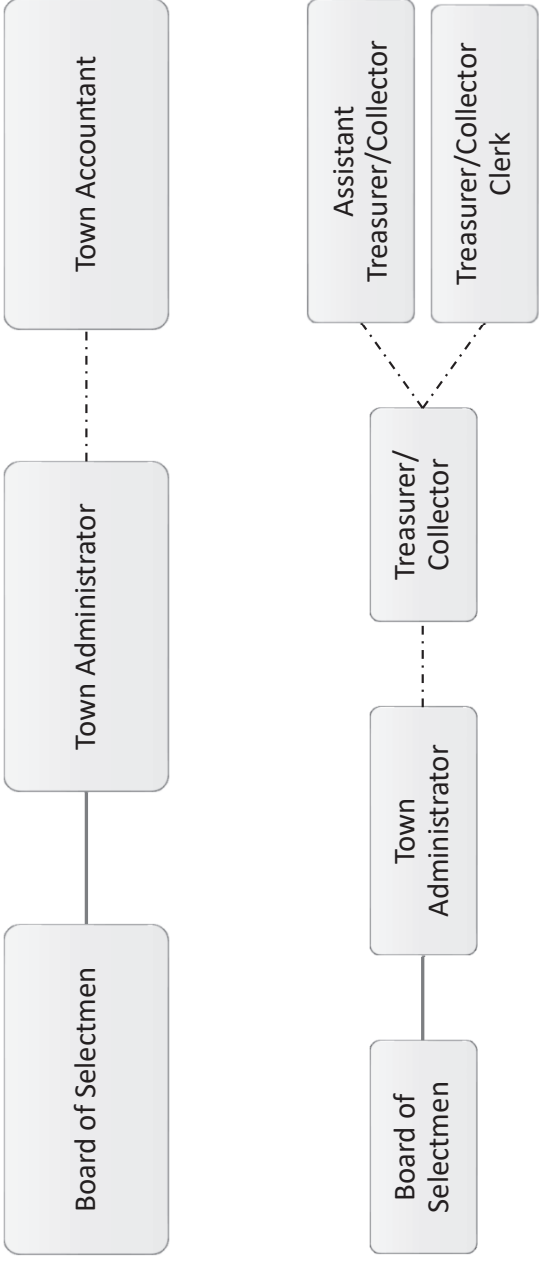


# Assessing Department

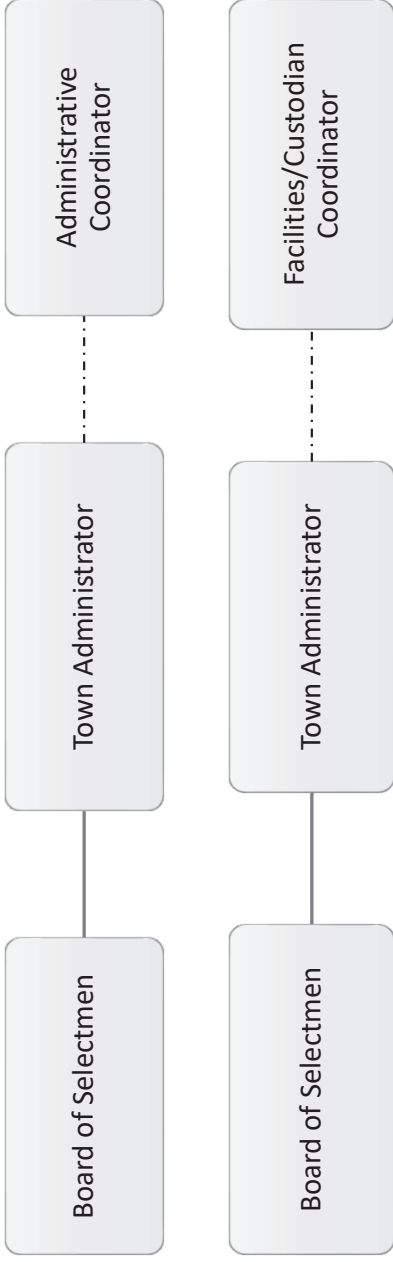




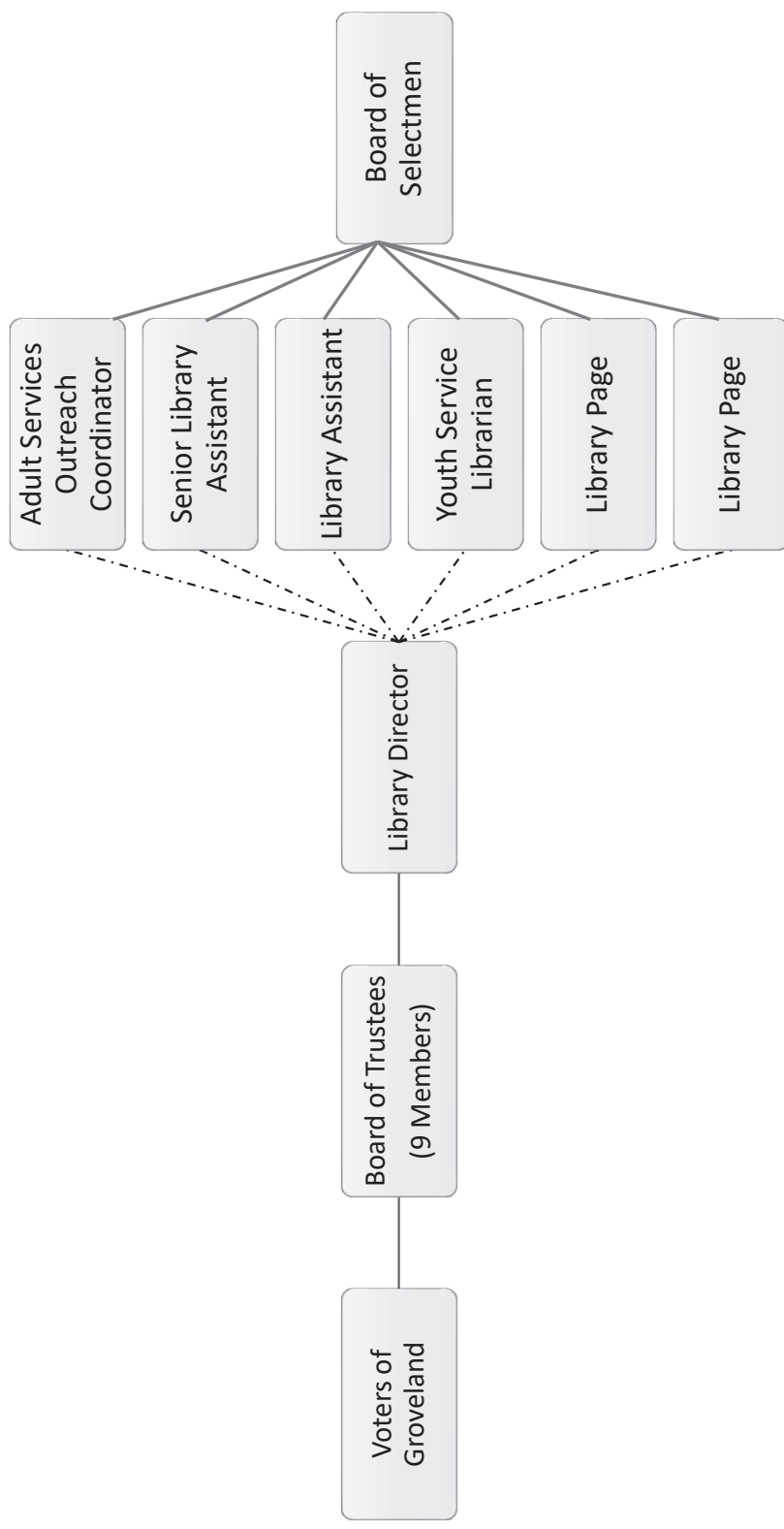
# Accountant & Treasurer Collector



# General Administration



# Library Department



# TOWN DIRECTORY

|   |                     |
|---|---------------------|
| <b>Town Hall Main Line</b>                                  | <b>978-556-7200</b> |
| <b>Accountant's Office</b>                                  | <b>978-556-7203</b> |
| <b>Assessor's Office</b>                                    | <b>978-556-7218</b> |
| <b>Cemetery Department</b>                                  | <b>978-373-5686</b> |
| <b>Economic Development Planning &amp;<br/>Conservation</b> | <b>978-556-7214</b> |
| <b>Council on Aging</b>                                     | <b>978-556-7217</b> |
| <b>Electric Light Department</b>                            | <b>978-372-1671</b> |
| <b>Town Administrator</b>                                   | <b>978-556-7204</b> |
| <b>Fire Department</b>                                      | <b>978-374-1923</b> |
| <b>Health Department</b>                                    | <b>978-556-7210</b> |
| <b>Highway Department</b>                                   | <b>978-556-7208</b> |
| <b>Inspectional Services</b>                                | <b>978-556-7209</b> |
| <b>Langley Adams Library</b>                                | <b>978-372-1732</b> |
| <b>Police Department</b>                                    | <b>978-521-1212</b> |
| <b>Selectmen's Office</b>                                   | <b>978-556-7207</b> |
| <b>Tax Office (Treasurer/ Collector)</b>                    | <b>978-556-7202</b> |
| <b>Town Clerk's Office</b>                                  | <b>978-556-7221</b> |
| <b>Water and Sewer Department</b>                           | <b>978-556-7220</b> |