



TOWN OF GROVELAND

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TOWN OF GROVELAND

2024 TOWN MEETING WARRANT

COMMONWEALTH OF MASSACHUSETTS

Town Meeting: Monday, April 29, 2024

Essex, ss:

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

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the **Annual Town Meeting to meet at the Dr. Elmer S. Bagnall School, 253 School Street, Groveland, MA on Monday, April 29, 2024 @ 6:30 P.M.** to act upon or take any other action relative thereto on the following Articles.

ADA ADVISORY – Anyone in need of special accommodations for Town Meeting, please contact the office of the Board of Selectmen at 978-556-7204 by April 19, 2024, in order that reasonable accommodations may be made.

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2024
ANNUAL TOWN MEETING
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SUMMARY OF REVENUES

| Revenue Category | Description | Adopted FY24 | Budgeted FY25 |
|--|------------------------------------|-------------------|-------------------|
| Property Taxes | | | |
| | Prior Years Levy Limit/Taxes | 16,072,372 | 17,833,216 |
| | Plus 2.5% | 401,809 | 445,830 |
| | New Growth | 109,035 | 111,216 |
| | Override | 1,250,000 | - |
| | Debt Exclusion-Town | 302,338 | 294,351 |
| | Debt Exclusion-PRSD | 2,013,905 | 1,987,857 |
| Total Property Taxes | | 20,149,459 | 20,672,470 |
| Other Property Taxes | | | |
| | Tax Title Collections | - | - |
| Local Receipts | | | |
| | Motor Vehicle Excise | 990,000 | 990,000 |
| | Penalties & Interest | 110,000 | 44,390 |
| | PILOT | 46,200 | 47,200 |
| | Other Charges for Services | | |
| | Rentals (Cell Tower) | 41,000 | 43,000 |
| | Other Dept Revenue: | | |
| | Police | 6,000 | 6,000 |
| | Fire | 7,000 | 6,000 |
| | Selectmen | 12,000 | 11,500 |
| | Cemetery | 20,000 | 19,000 |
| | Health | 17,000 | 17,000 |
| | Library | 200 | 200 |
| | Clerk | 9,000 | 15,000 |
| | Planning Board | 4,000 | 4,000 |
| | ZBA | 400 | 400 |
| | Collector | 5,000 | 4,000 |
| | Sanitation | 3,000 | 3,000 |
| | Other | 100 | 100 |
| | Licenses and Permits | 165,000 | 190,000 |
| | Fines | 35,000 | 35,000 |
| | Investment Income | 56,000 | 95,000 |
| | Misc Recurring | | |
| | Misc Non-Recurring | | |
| Total Local Receipts | | 1,526,900 | 1,530,790 |
| State Aid | | | |
| | Chapter 70 | 65,470 | 65,470 |
| | Unrestricted Aid | 870,198 | 896,304 |
| | Vets Benefits | 16,596 | 17,536 |
| | Elderly | 28,283 | 28,470 |
| | State Owned Land | 210,195 | 211,199 |
| | Public Libraries | 15,395 | 15,470 |
| | Other State Aid | - | - |
| Total State Aid | | 1,206,137 | 1,234,449 |
| Other Finance Sources | | | |
| | Stabilization | - | - |
| | Bond Premiums | 5,625 | 5,012 |
| | Intergovernmental - Light | 40,000 | 40,000 |
| | Transfer from Other Funds | 7,398 | 8,771 |
| | Overlay Surplus | 50,000 | - |
| | Free Cash (To Reduce Tax Rate) | 85,000 | 85,000 |
| Total Other Finance Sources | | 188,023 | 138,783 |
| Other Non-Appropriated Expenses | | | |
| | Allowance for Abatements & Exempti | 116,402 | 75,000 |
| | Cherry Sheet Charges | 90,870 | 93,732 |
| | Direct to Library | 15,395 | 15,470 |
| Total Other Non-Appropriated Expenses | | 222,667 | 184,202 |
| Appropriated Expenses | | | |
| | Bond Premiums | | 5,012 |
| | Conservation Fee Receipt Transfer | | 8,771 |
| | | | 13,783 |
| Total Receipts | | 22,847,852 | 23,378,507 |

GENERAL GOVERNMENT MATTERS

ARTICLE 1: To direct those qualified to vote in Annual Town Election to meet in their respective voting precinct **Town Hall, 183 Main Street Groveland, MA on Monday, May 6, 2024, between the hours of 7:00 A.M. and 8:00 P.M.** to elect the following Town Officers and vote on the following Officers and Ballot Question:

| | |
|---------------------------|-------------|
| Assessor | 3 Year Term |
| Assessor | 2 Year Term |
| Board of Health | 3 Year Term |
| Board of Library Trustee | 3 Year Term |
| Board of Library Trustee | 3 Year Term |
| Board of Library Trustee | 3 Year Term |
| Board of Selectmen | 3 Year Term |
| Board of Selectmen | 3 Year Term |
| Cemetery Commission | 3 Year Term |
| Electric Light Commission | 3 Year Term |
| Housing Authority | 5 Year Term |
| Moderator | 1 Year Term |
| Planning Board | 2 Year Term |
| School Committee | 3 Year Term |
| Water & Sewer Commission | 3 Year Term |

To vote upon the following Question fill in the Oval to the right of the “YES” OR “NO”.

QUESTION 1: Shall the town vote to have its elected Board of Assessors become an appointed Board of Assessors of the town?

YES () NO ()

QUESTION 2: Shall the Town of Groveland revoke its acceptance of sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by the proposed by a petition signed by at least five percent of the registered voters of the Town of Groveland, a summary of which appears below?

YES () NO ()

ARTICLE 2: To see if the Town will vote to stagger the terms of the members of the Planning Board such that: (a) the membership seat currently occupied by Christopher M. Goodwin which is set to expire in 2028 shall appear on the ballot of the annual Town election in 2028 for a term expiring in 2029, at which point the seat shall again appear on the ballot at the annual Town election in 2029 for a term of five (5) years expiring in 2034 and every five years thereafter; and (b) the membership seat currently occupied by Dennis J. McNulty which is set to expire in 2028 shall appear on the ballot of the annual Town election in 2028 for a term expiring in 2030, at which point the seat shall again appear on the ballot at the annual Town election in 2030 for a term of

five (5) years expiring in 2035 and every five (5) years thereafter; or take any other action relative thereto.

Article submitted by the Town Planner

Note: Currently the terms of Planning Board members are incorrectly staggered and during certain election years three members are up for re-election and some years none are up for re-election. This article will reorder the terms of Planning Board members so that one member is up for re-election each year, which was the intent for the terms for members.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ARTICLE 3: To see if the Town will vote to accept the provisions of G.L. c.44, §54(b) to allow Town trust funds to be invested in accordance with G.L. c.203C, the so-called “Prudent Investment Rule”, or take any other action relative thereto.

Article submitted by the Treasurer/Collector

Note: Allows for a broader range of investments, some of which may be “riskier” than what would otherwise be allowed for investments in savings banks.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 4: To see if the Town will vote to accept the provisions of G.L. c.200A, §9A for Town Treasurers to manage abandoned funds in accordance therewith, or take any other action relative thereto.

Article submitted by the Treasurer/Collector

Note: Provides for an alternative procedure for the disposing of abandoned funds, known as Tailings, held in the custody of the Town. Adopting this statute allows for a more efficient and expedited process of abandoned funds.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 5: To see if the Town will vote to accept the provisions of Mass. Gen. Laws Ch. 41 Sec. 108P, authorizing the Town to pay additional compensation to the Town Treasurer/Collector in an amount equal to ten percent of their regular compensation, but in no event greater than \$1,000.00 annually, upon completion of the necessary courses of study and training, and attainment of a certificate by the Massachusetts Collectors and Treasurers Association as a certified Massachusetts municipal collector or a certified Massachusetts municipal treasurer, or take any other action relative thereto.

Article submitted by the Town Administrator

Note: Adoption of this General Law, as proposed by this article, would establish this stipend as a part of Town policy, and would formally recognize the benefits of this certification to the Town and encourage the further education of future staff if they have not already attained certification. The Mass. Gen. Law provides for a maximum stipend of \$1,000 per year.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 6: To see if the Town will vote to amend Chapter 105 Administration of Government of the Town of Groveland General Bylaws as follows (delete the strikethrough language and add the language in bold):

“Section 105-1 Evening Office Hours. Whosoever shall accept the offices of town clerk, tax collector and town treasurer shall, as a public service to the townspeople, open their offices for town business one (1) evening each week, said evening to be Monday from 4:00 p.m. to ~~7:00~~ 6:00 p.m., except for holidays or unforeseen difficulties, at which time one other evening may be designated.”; or take any other action relative thereto.

Article submitted by the Treasurer/Collector and Town Clerk

NOTE: Residents are not visiting Town Hall after 6:00PM and time would be better spent adding hours to the regular work week to provide better service for the residents.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ARTICLE 7: To see if the Town will vote to accept as a public way “Billis Way” as it has been laid out by the Board of Selectmen in the manner depicted on the plan entitled " Plan of Land in Groveland, MA - Street Acceptance Plan Showing Right of Way of Billis Way”, dated February 28, 2024, by Millennium Engineering, Inc., and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, such interests in land as are necessary to provide for the use and maintenance of said way for all purposes for which public ways are used in the Town of Groveland, or take any other action relative thereto.

Article submitted by the Planning Board

(Requires a 2/3rd Majority)

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

PLANNING BOARD RECOMMENDS: Favorable Action

ARTICLE 8: To see if the Town would vote to authorize the Board of Selectmen to purchase, accept as a gift or otherwise acquire a fee interest (or lesser interest), in the land with any improvements thereon located in Groveland, Essex County, Massachusetts being shown as Lot 8D “Not a Building Lot” and Lot 1B, on a certain plan titled, “Plan of Land in Groveland, MA, Showing ‘ANR’ Subdivision at Fairway Drive”, dated October 13, 2014, by Stephen J. Russo, Professional Land Surveyor, Millennium Engineering, Inc., recorded with the Essex County Registry of Deeds as Plan Book 446, Page 14, or to take any other action relative thereto.

Article submitted by the Town Planner

(Requires a 2/3rd Majority)

Note: This property was not included in the Fairways Street Acceptance process in 2018 and should have also been given to the Town in association with roadway maintenance.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ARTICLE 9: To see if the Town would vote to authorize the Board of Selectmen to purchase, accept as a gift or otherwise acquire a fee interest (or lesser interest), in a portion of the land known as Main Street (Assessor’s Map 24 Lot 008), and being all or a portion of the land more fully described in the deed recorded at Book 41592, Page 194 in the Southern Essex District Registry of Deeds, said Parcel consisting of 261,360± square feet of open land, a portion of which shall be used for Groveland Municipal Light purposes under the care custody and control of the Municipal Light Department and a portion of which shall be used for general municipal purposes under the care, custody and control of the Board of Selectmen, said portions generally shown on the sketch plan on file with the Town Clerk; or to take any other action relative thereto.

Article submitted by the Town Administrator

(Requires a 2/3rd Majority)

Note: The Property owner would like to give the parcel to the Groveland Municipal Light Department so they have the ability, if needed, to expand the substation at the adjacent property and to also help the Town add amenities to the Community Trail.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ARTICLE 10: To see if the Town would vote to authorize the Board of Selectmen to grant a Conservation Restriction to the Essex County Greenbelt Association for no consideration for the land which is under the care, custody and control of the Conservation Commission as follows; three parcels of land identified by the Town of Groveland Assessors as Map 5 lot 1 (34 Wood St), Map 5 lot 2F (Wood St) and Map 8 lot 4M (Wood St), for the purpose of preserving said properties in perpetuity as open space and for passive recreational use, (except that area which is used for water supply purposes or more fully shown on the sketch plan on file with the Town Clerk), and so long as the fee interest shall be retained by the Town of Groveland under the care, custody, and control of the Groveland Conservation Commission; or take any action relative thereto.

Article submitted by the Conservation Commission

(Requires a 2/3rd Majority)

Note: A permanent conservation restriction will be conveyed on parcels acquired for conservation purposes by donation or a land swap. The three parcels include the Town Forest, and two abutting parcels may have had prior approval, however this article groups them together for approval under a single CR.

BOARD OF SELECTMEN RECOMMENDS: Unfavorable Action

ARTICLE 11: To see if the Town would vote to authorize the Board of Selectmen to grant a Conservation Restriction to the Commonwealth of Massachusetts Department of Conservation and Recreation for no consideration for the land identified by the Town of Groveland Assessors as Map 52 lot 3A (Washington St), and Map 39 lot 68 (733 Salem St), for the purpose of preserving said properties in perpetuity as open space and for passive recreational use, pursuant to Article 97 of the Amendments to the Massachusetts Constitution and as may be required by M.G.L. c.44B, §12, with the fee to be retained by the Town of Groveland under the care, custody and control of the Groveland Conservation Commission; or otherwise, or take any action relative thereto.

Article submitted by the Conservation Commission

(Requires a 2/3rd Majority)

Note: A permanent conservation restriction will be conveyed on parcels acquired for conservation purposes by donation and a purchase using CPA funds. The two parcels abut Veasey Park and will be added to the existing conservation restriction on the Park held by the State.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

GENERAL BYLAW

ARTICLE 12: To see if the Town will vote to amend Chapter 235 Earth Removal of the Town of Groveland General Bylaws by amending the language to remove all reference to a “special permit” and refer instead to a “permit” or take any other action relative thereto.

Article submitted by the Town Administrator

(Requires a Majority Vote)

Note: This change is being made to conform to compliance with state laws. The Town's general by-laws cannot require the applicant to obtain a "special permit" as that term is used in the zoning context of G.L. c. 40A, § 9, because the term "special permit" has a specific meaning in the context of zoning by-laws.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ARTICLE 13: To see if the Town will vote to amend its General Bylaw Chapter 259 Section 1 to delete the strikethrough language and add the language in bold, as follows:

§ 259-1 Consent of owner required for activity on private property. [Amended 4-24-2023 ATM by Art. 16]

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

A person shall not fish, hunt, or trap on private land without permission of the owner or tenant thereof, after such owner or tenant has conspicuously posted thereon notices which bear the name of such owner or tenant and which state that fishing, hunting, or trapping on such land, as the case may be, is prohibited. If permission is granted such consent shall be carried at all times by any person fishing, hunting, or trapping and upon request shall be shown to any police officer or officer of the Economic Development, Planning, and Conservation Department, or the property owner or his agent.

or take any action relative thereto.
Article submitted by the Conservation Agent

(Requires a Majority Vote)

Note: This article is a result of comments received from the Attorney General when they reviewed the General Bylaws from the previous Town Meeting. They note that the existing bylaw conflicts with Massachusetts General Law Chapter 131. The revised language would be in compliance with MGL c. 131.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ARTICLE 14: To see if the Town will vote to amend Chapter 111 of the Town of Groveland General Bylaws by adding a new Article VII entitled "Conservation Commission" as follows:

111.34 There shall be a Conservation Commission for the Town in accordance with G.L. c. 40 Section 8C for the promotion and development of the natural resources and for the protection of wetland resources of the Town.

111.35 The Conservation Commission shall consist of seven voting members, all of whom shall be residents of Groveland and all of whom shall be appointed by the Board of Selectmen, to staggered terms of three years.

111.36 The Conservation Commission may recommend to the Board of Selectmen an appointment of up to three non-voting associate members, who shall not count towards a quorum. The associate member holds value to the Commission in an advisory capacity and in a quasi-training role to become a new member when a

vacancy or reappointment occurs. The associate member shall be appointed for a one-year term.

or take any action relative thereto.

Article submitted by the Conservation Commission

(Requires a Majority Vote)

Note: This article is presented to formalize the appointment process and makeup of the Conservation Commission.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ARTICLE 15: To see if the Town will vote to amend its General Bylaws Chapter 370 Unregistered Motor Vehicles Section 370-2 to 370-5 regarding unregistered motor vehicles to include the following changes (**bold and underline** new ~~cross-out~~ removed):

(Explanation: Chapter 370 § 370-2 does not limit the number of unregistered vehicles allowed by permit. The language proposed limits the number of unregistered motor vehicles by permit to “no more than 2”.)

§ 370-2 ~~Special p~~**Permit required.**

A ~~special~~ permit to keep more than ~~one~~ **two** unregistered motor vehicles on any premises not within an enclosed ~~building~~ **structure**, after a duly called public hearing for which all abutters to the premises have received notice, may be granted by the Board of Selectmen if it finds that such keeping:

- A.** Is in harmony with the general purpose and intent of this bylaw;
- B.** Will not adversely affect the neighborhood; and
- C.** Will not be a nuisance.

(Explanation: Chapter 370 § 370-3 allows the permit to be granted for “a reasonable length of time”. The proposed language would limit the permit to “no more than 180 days”.)

§ 370-3 ~~Limits on special~~ **permit.**

All such ~~special~~ permits shall limit the number of unregistered motor vehicles to be kept on the premises by the permit holder, shall not run with the land and shall be limited to ~~a reasonable length of time~~ **no more than 180 days**.

(Explanation: Chapter 379, §370-5 The change proposed increases the penalty for \$5 dollars per day for each violation to \$10 per day for each violation and changes the enforcing authority to the Building Commissioner.)

§ 370-5 ~~Violations and penalties.~~

Whoever violates any provisions of this bylaw shall be liable to a penalty of \$~~5~~ **10** per day for each day of violation, commencing 10 days following date of receipt of written notice from the ~~Board of Selectmen~~ **Building Commissioner**, punishable by criminal complaint or by noncriminal disposition in accordance with MGL c. 40, § 21D and § **100-2** of the Town Code.

or take any action relative thereto.

Article submitted by the Building Commissioner

(Requires a Majority Vote)

Note: The proposed changes will clarify compliance requirements, increase the penalty for violations and change the authority from the Board of Selectmen to the Building Commissioner. The Building Commissioner is more suited to the task of enforcement than the Board of Selectmen and the fee is being increased as it has not changed for an extended period and no longer reflects the value of the penalty the Town originally intended to impose for the violation.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ZONING BYLAW

ARTICLE 16: To see if the Town will vote to amend its Zoning Bylaws by adding Section 50-13.2(A)(5):

(5) Any construction of any new or expanded Battery Energy Storage System as set forth in Section 50-7, Battery Energy Storage Systems, are subject to site plan review under the regulations listed within that section.

Article submitted by the Planning Board

(Requires a 2/3rd Majority)

Note: Battery Energy Storage Systems require a different set of parameters and regulations than a typical Site Plan Review.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

PLANNING BOARD RECOMMENDS: Favorable Action

ARTICLE 17: To see if the Town will vote to amend the Groveland Zoning Bylaws Article 7 to allow for Battery Energy Storage Systems by adding the following as a new section 50.7 to be numbered accordingly:

BATTERY ENERGY STORAGE SYSTEMS

A. Purpose

The purpose of this Section is to advance and protect the public health, safety, welfare, and quality of life by creating regulations for the installation and use of battery energy storage systems, with the following objectives:

1. To provide a regulatory scheme for the location, construction and operation of battery energy storage systems consistent with best practices and safety protocols;
2. To ensure compatible land uses in the vicinity of the areas affected by battery energy storage systems and to mitigate any potential impacts on abutting and nearby properties;
and
3. To mitigate the impacts of battery energy storage systems on environmental resources such as agricultural lands, forests, wildlife, wetlands, aquifer, and other natural resources.

This Section shall be construed to be consistent with state law, including but not limited to the provisions of General Laws chapter 40A, section 3, and state regulations, including but not limited to the provisions of the State Building Code, State Fire Code, and State Electrical

Code. In the event of any conflict between the provisions of this section and the provisions of state law or regulations, the state law and regulations shall prevail.

B. Definitions

As used in this bylaw, the following terms shall have the meanings indicated. Terms that are not defined herein or elsewhere in this Zoning Bylaw shall be as defined in NFPA 855, if applicable.

ANSI: American National Standards Institute

BATTERY OR BATTERIES: A single cell or a group of cells connected together electrically in series, in parallel, or a combination of both, which can charge, discharge, and store energy electrochemically. For the purposes of this bylaw, batteries utilized in consumer products are excluded from these requirements.

BATTERY ENERGY STORAGE MANAGEMENT SYSTEM (BESS): An electronic system that protects energy storage systems from operating outside their safe operating parameters and disconnects electrical power to the energy storage system or places it in a safe condition if potentially hazardous temperatures or other conditions are detected.

CELL: The basic electrochemical unit, characterized by an anode and a cathode, used to receive, store, and deliver electrical energy.

COMMISSIONING: A systematic process that provides documented confirmation that a battery energy storage system functions according to the intended design criteria and complies with applicable code requirements.

DEDICATED-USE BUILDING: A building that is built for the primary intention of housing battery energy storage system equipment, and complies with the following:

1. The building's only use is battery energy storage, energy generation, and other electrical grid- related operations.
2. No other occupancy types are permitted in the building.
3. Occupants in the rooms and areas containing battery energy storage systems are limited to personnel that operate, maintain, service, test, and repair the battery energy storage system and other energy systems.
4. Administrative and support personnel are permitted in areas within the buildings that do not contain battery energy storage system, provided the following:
 - a) The areas do not occupy more than 10 percent of the building area of the story in which they are located.
 - b) A means of egress is provided from the administrative and support use areas to the public way that does not require occupants to traverse through areas containing battery energy storage systems or other energy system equipment.

NATIONALLY RECOGNIZED TESTING LABORATORY (NRTL): A U.S. Department of Labor designation recognizing a private sector organization to perform certification for certain

products to ensure that they meet the requirements of both the construction and general industry OSHA electrical standards.

NFPA: National Fire Protection Association.

NON-DEDICATED-USE BUILDING: All buildings that contain a battery energy storage system and do not comply with the dedicated-use building requirements.

NON-PARTICIPATING PROPERTY: Any property that is not a participating property.

NON-PARTICIPATING RESIDENCE: Any residence located on non-participating property.

PARTICIPATING PROPERTY: A battery energy storage system host property or any real property that is the subject of an agreement that provides for the payment of monetary compensation to the landowner from the battery energy storage system owner (or affiliate) regardless of whether any part of a battery energy storage system is constructed on the property.

THIS BYLAW: Article 7 Section 8 of the Zoning Bylaw

UL: Underwriters Laboratory

C. Applicability

1. The requirements of this bylaw shall apply to battery energy storage systems permitted, installed, decommissioned, or modified after the effective date of this bylaw, excluding general maintenance and repair. BESS subject to this bylaw are only those that exceed the following capacities:

- Lead-acid with a capacity of greater than 70 kWh
- Nickel with a capacity of greater than 70 kWh
- Lithium-ion with a capacity of greater than 30 kWh
- Sodium nickel chloride with a capacity of greater than 20 kWh
- Flow with a capacity of greater than 20 kWh
- Other battery technologies with a capacity of greater than 10 kWh

BESS that do not exceed the threshold capacities above are not subject to this bylaw and are allowed by right in all zoning districts.

2. A battery energy storage system that is subject to this bylaw is classified as a Tier 1 or Tier 2 Battery Energy Storage System as follows:
 - a) Tier 1 Battery Energy Storage Systems having an aggregate energy capacity less than or equal to 1MWh and, if in a room or enclosed area, consist of only a single energy storage system technology.
 - b) Tier 2 Battery Energy Storage Systems having an aggregate energy capacity greater than 1MWh or are comprised of more than one storage battery technology in a room or enclosed area.

- c) Modifications to, retrofits or replacements of an existing battery energy storage system that increase the total battery energy storage system designed discharge or power rating shall be subject to this bylaw.

D. General Requirements

1. All permits required by state codes, including but not limited to a building permit, an electrical permit, and a fire department permit shall be required for installation of all battery energy storage systems.
2. All battery energy storage systems, all Dedicated Use Buildings, and all other buildings or structures that (a) contain or are otherwise associated with a battery energy storage system and (b) subject to the requirements of the State Building Code, shall be designed, erected, and installed in accordance with all applicable provisions of the State Building Code 780 CMR, State Fire Code 527 CMR 1.00, and State Electrical Code 527 CMR 12.00. All battery energy storage systems shall comply with NFPA 855, Standard for the Installation of Stationary Energy Storage Systems.
3. Energy storage system capacities, including array capacity and separation, are limited to the thresholds contained in NFPA 855.
4. All access roads should be at least 12' wide, constructed of an all-weather surface, an area for vehicular use and/or parking area that shall be surfaced with either asphalt, concrete, chip seal, graded and compacted gravel, or other stabilized system approved by the Groveland Fire Department, and be cleared of all obstructions on both sides by at least 2'. A 16" vertical clearance shall be maintained for large vehicle access. Access gates erected on site shall be a minimum of 12' wide, accessible via Groveland Fire Department emergency access key system. Access to all sides of each enclosure shall be provided where practical.

E. Permitting Requirements for Tier 1 Battery Energy Storage Systems

Tier 1 Battery Energy Storage Systems are allowed by right in all zoning districts, subject to applicable provisions of the State Building Code, Electrical Code, Fire Code, and other applicable codes, and are subject to minor site plan review and such provisions of this bylaw as are applicable.

F. Permitting Requirements for Tier 2 Battery Energy Storage Systems

Tier 2 Battery Energy Storage Systems are subject to this bylaw and require the issuance of a special permit in all zoning districts. Tier 1 and Tier 2 BESS shall comply with the applicable requirements set forth in this bylaw, as well as this Zoning Bylaw, and the Groveland General Bylaws. The following requirements apply to all Tier 1 and Tier 2 BESS subject to this bylaw, except where it is specifically noted to apply only to Tier 2 BESS:

1. Utility Lines and Electrical Circuitry. All on-site utility lines shall be placed underground to the extent feasible and as permitted by the serving utility, with the exception of the main service connection at the utility company right-of-way and any new interconnection equipment, including without limitation any poles.

2. Signage. Signage shall comply with the requirements of Section 11 of this Zoning Bylaw and the following additional requirements; in the event of a conflict between the provisions of Section 11 and this section, the requirements of this section shall prevail.
 - a) The signage shall be in compliance with ANSI Z535 and shall include the type of technology associated with the battery energy storage systems, any special hazards associated, the type of suppression system installed in the area of battery energy storage systems, and 24-hour emergency contact information, including reach-back phone number.
 - b) As required by the state electrical code, disconnect and other emergency shutoff information shall be clearly displayed on a light reflective surface. A clearly visible warning sign concerning voltage shall be placed at the base of all pad-mounted transformers and substations.
 - c) Signage compliant with ANSI Z535 shall be provided on doors to rooms, entrances to BESS facilities, and on BESS outdoor containers.
3. Lighting. Lighting of the battery energy storage system shall be limited to that minimally required for safety, security and operational purposes and shall be consistent with local, state, and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, shall be shielded to eliminate glare from abutting properties and shall be directed downward to reduce light pollution.
4. Vegetation and tree-cutting. Areas within ten feet on each side of Tier 2 Battery Energy Storage Systems shall be cleared of combustible vegetation and other combustible growth. Single specimens of trees, shrubbery, or cultivated ground cover such as green grass, ivy, succulents, or similar plants used as ground covers shall be permitted provided they do not form a means of readily transmitting fire. Removal of trees should be minimized to the extent possible.
5. Setbacks. Tier 2 Battery Energy Storage Systems shall be set back a minimum of 50 feet from all side, rear, and front lot lines; except that Tier 2 BESS shall be set back a minimum of 100 feet from side, rear, and front lot lines that abut or are across a street from residential zoning districts or existing single, two-family, or multi-family structures. The minimum setback areas shall include a buffer area at least fifteen feet wide along all property lines that will limit visual impacts and be consistent with neighborhood characteristics. Access drives and parking are allowed in the setback areas but shall not intrude into the required buffer areas except where necessary to provide access or egress to the property. In addition, a minimum of 10 feet must be maintained between BESS components and all buildings, stored combustible materials, hazardous materials, high-piled storage, personnel means of egress, and other exposure hazards not associated with electrical grid infrastructure.
6. Dimensional. Tier 2 Battery Energy Storage Systems shall comply with the dimensional limitations for principal structures of the underlying zoning district as provided in Section 8 of this Zoning Bylaw, unless otherwise provided in this bylaw.
7. Fencing Requirements. Tier 2 Battery Energy Storage Systems, including all mechanical equipment, shall be enclosed by a minimum eight-foot-high fence with a locking gate to

prevent unauthorized access unless housed in a dedicated-use building. Security barriers, fences, landscaping, and other enclosures must not inhibit required air flow to or exhaust from the BESS and components. Electrical equipment greater than 1,000V requires a separate and additional means to restrict access. NFPA 855 requires specialty safety systems to be provided based on the BESS chemistry and installed location.

8. Screening and Visibility. Tier 2 Battery Energy Storage Systems shall have views minimized from adjacent properties to the extent reasonably practicable using architectural features, earth berms, landscaping, or other screening methods that will harmonize with the character of the property and surrounding area. Such features may not inhibit required air flow to or exhaust from the BESS and components and must comply with the setbacks established in paragraph 6 above.
9. Mitigation for Loss of Carbon Sequestration and Forest Habitat. If land that is Forestland or has been Forestland within one year immediately preceding the filing an application to install a Tier 2 BESS, the plans shall designate thereon an area of unprotected (meaning, not subject to G.L. c. 184, sections 31-33 at time of application) land on the same lot and of a size equal to two times the total area of Forestland that will be eliminated, cut, destroyed, or otherwise disturbed by such installation. Such designated land shall remain in substantially its natural condition without alteration, including prohibition of commercial forestry or tree cutting not related to the maintenance of the installation, until such time as the installation is decommissioned; except in response to a natural occurrence, invasive species or disease that impacts the trees and requires cutting to preserve the health of the forest.
10. Mitigation for Disruption of Trail Networks. If existing trail networks, old roads, or woods or cart roads are disrupted by the location of a Tier 2 BESS, the plans shall show alternative trail alignments to be constructed by the applicant, although no rights of public access may be established hereunder.
11. Mitigation for Disruption of Historic Resources and Properties. Historic resources, structures and properties, such as cellar holes, farmsteads, stone corrals, marked graves, water wells, or pre-Columbian features, including those listed on the Massachusetts Register of Historic Places or as defined by the National Historic Preservation Act, shall be excluded from the areas proposed to be developed for a Tier 2 BESS. A written assessment of the project's effects on each identified historic resource or property and ways to avoid, minimize or mitigate any adverse effects shall be submitted as part of the application. A suitable buffer area as determined by the Planning Board shall be established on all sides of each historic resource.
12. Batteries. Failed battery cells and modules shall not be stored on the site and shall be removed no later than 30 days after deemed failed by the BESS operator or cell/module manufacturer. The operator shall notify the Groveland Fire Chief and Groveland Building Commissioner in advance if the type of battery or batteries used onsite is to be changed.
13. Decommissioning Plan. The applicant shall submit with its application a decommissioning plan for Tier 2 BESS to be implemented upon abandonment and/or in conjunction with removal of the facility. The owner or operator of the BESS shall notify the Building Commissioner, Groveland Municipal Light Department and Groveland Fire

Chief in writing at least twenty days prior to when a Tier 2 BESS will be decommissioned. Decommissioning of an abandoned or discontinued Tier 2 BESS shall be completed within six months after the facility ceases operation. The decommissioning plan shall include:

- a) A narrative description of the activities to be accomplished, including who will perform that activity and at what point in time, for complete physical removal of all battery energy storage system components, structures, equipment, security barriers, and transmission lines from the site;
 - b) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations;
 - c) The anticipated life of the battery energy storage system;
 - d) The estimated decommissioning costs and how said estimate was determined;
 - e) The method of ensuring that funds will be available for decommissioning and restoration;
 - f) The method by which the decommissioning cost will be kept current;
 - g) The manner in which the site will be restored, including a description of how any changes to the surrounding areas and other systems adjacent to the battery energy storage system, such as, but not limited to, structural elements, building penetrations, means of egress, and required fire detection suppression systems, will be protected during decommissioning and confirmed as being acceptable after the system is removed; and
 - h) A listing of any contingencies for removing an intact operational energy storage system from service, and for removing an energy storage system from service that has been damaged by a fire or other event.
14. Decommissioning Fund. The owner and/or operator of the energy storage system, shall continuously maintain a fund or other surety acceptable to the Town, in a form approved by the Planning Board and Town Counsel, for the removal of the battery energy storage system, in an amount to be determined by the Town, for the period of the life of the facility. All costs of the financial security shall be borne by the applicant.
15. Proof of Liability Insurance. The applicant or property owner shall provide evidence of commercial liability insurance in an amount and type generally acceptable in the industry and approved by the Planning Board prior to the issuance of a building permit, and shall continue such insurance in effect until such facility has been decommissioned, removed, and the site restored in accordance with this bylaw.

G. Battery Energy Storage System Site plan application.

For a Tier 2 Battery Energy Storage System the site plan application shall include the following information, in addition to that required by Article 13 Section 5 of this Zoning Bylaw:

1. A one- or three-line electrical diagram detailing the battery energy storage system layout, associated components, and electrical interconnection methods, with all State Electrical Code compliant disconnects and over current devices.

2. A preliminary equipment specification sheet that documents the proposed battery energy storage system components, inverters and associated electrical equipment that are to be installed. A final equipment specification sheet shall be submitted prior to the issuance of a building permit.
3. Name, address, and contact information of proposed or potential system installer and the owner and/or operator of the battery energy storage system. Such information of the final system installer shall be submitted prior to the issuance of building permit.
4. Large-scale fire test data, evaluation information, calculations, and modeling data. For any of the following, UL 9540A fire test data must be made available to the Planning Board for review:
 - BESS systems with a capacity of greater than 50kWh
 - BESS systems with spacing between arrays of less than 3 feet
 - Safety data sheets (SDS) that address response safety concerns and extinguishment.
5. Commissioning Plan. The system installer or commissioning agent shall prepare a commissioning plan prior to the start of commissioning. Such plan shall be compliant with NFPA 855 and document and verify that the system and its associated controls and safety systems are in proper working condition per requirements set forth in applicable state codes. Where commissioning is required by the Building Code, battery energy storage system commissioning shall be conducted by a Massachusetts Licensed Professional Engineer after the installation is complete but prior to final inspection and approval. A corrective action plan shall be developed for any open or continuing issues that are allowed to be continued after commissioning. A report describing the results of the system commissioning and including the results of the initial acceptance testing required by applicable state codes shall be provided to Zoning Enforcement Officer, Groveland Municipal Light Department and Groveland Fire Department prior to final inspection and approval and maintained at an approved on-site location.
6. Fire Safety Compliance Plan. Such plan shall document and verify that the system and its associated controls and safety systems are in compliance with state codes.
7. Operation and Maintenance Manual. Such plan shall describe continuing battery energy storage system maintenance and property upkeep, as well as design, construction, installation, testing and commissioning information and shall meet all requirements set forth state codes and NFPA 855. Maintenance provisions will be driven by manufacturer requirements for the specific listed system.
8. Depending on the location of the BESS in relation to and its interaction with the electrical grid, interconnection will be completed per 527 CMR 12.00. System interconnections into utility grids shall be in accordance with NFPA 855. An accessible disconnect is required per 527 CMR 12.00.
9. Prior to the issuance of the building permit, engineering documents must be signed and sealed by a Massachusetts Licensed Professional Engineer.
10. Emergency Operations Plan. An Emergency Operations Plan compliant with NFPA 855 is required. A copy of the approved Emergency Operations Plan shall be given to the system owner, the local fire department, and local fire code official. For so long as the BESS is

operational, the operator shall provide the Fire Department, Police Department, Building Commissioner, Groveland Municipal Light Department, and Town Administrator's office with contact information for personnel that can be reached 24 hours per day every day, and this contact information shall be updated by the operator whenever there is a change in the information. The operator shall also be required to have an official representative present onsite not later than two hours after notification by the Fire Chief, Police Chief, or their designee. A permanent copy shall also be placed in an approved location to be accessible to facility personnel, fire code officials, and emergency responders. The emergency operations plan shall include the following information:

- a) Procedures for safe shutdown, de-energizing, or isolation of equipment and systems under emergency conditions to reduce the risk of fire, electric shock, and personal injuries, and for safe start-up following cessation of emergency conditions.
- b) Procedures for inspection and testing of associated alarms, interlocks, and controls, including time intervals for inspection and testing.
- c) Procedures to be followed in response to notifications from the Battery Energy Storage Management System, when provided, that could signify potentially dangerous conditions, including shutting down equipment, summoning service and repair personnel, and providing agreed upon notification to fire department personnel for potentially hazardous conditions in the event of a system failure.
- d) Emergency procedures to be followed in case of fire, explosion, release of liquids or vapors, damage to critical moving parts, or other potentially dangerous conditions. Procedures can include sounding the alarm, notifying the fire department, evacuating personnel, de-energizing equipment, and controlling and extinguishing the fire.
- e) Response considerations similar to a safety data sheet (SDS) that will address response safety concerns and extinguishment when an SDS is not required.
- f) Procedures for safe disposal of battery energy storage system equipment damaged in a fire or other emergency event, including maintaining contact information for personnel qualified to safely remove damaged battery energy storage system equipment from the facility.
- g) Other procedures as determined necessary by the Town to provide for the safety of occupants, neighboring properties, and emergency responders.
- h) Procedures and schedules for conducting drills of these procedures and for training local first responders on the contents of the plan and appropriate response procedures.
- i) Explosion control mitigation plan.
- j) A plan showing the proposed location of the system on the lot.

H. Ownership Changes

If the owner of the battery energy storage system changes or the owner of the property changes, the special permit shall remain in effect, provided that the successor owner or operator assumes in writing all of the obligations of the special permit, site plan approval, and decommissioning

plan. A new owner or operator of the battery energy storage system shall notify the Building Commissioner, Groveland Municipal Light Department and Groveland Fire Department of such change in ownership or operator within 14 days of the ownership change. A new owner or operator must provide such notification to the Building Commissioner in writing.

I. Safety

1. System Certification. Battery energy storage systems and equipment shall be listed by a Nationally Recognized Testing Laboratory to UL 9540 (Standard for battery energy storage systems and Equipment) or approved equivalent, with subcomponents meeting each of the following standards as applicable:
 - a) UL 1973 (Standard for Batteries for Use in Stationary, Vehicle Auxiliary Power and Light Electric Rail Applications),
 - b) UL 1642 (Standard for Lithium Batteries),
 - c) UL 1741 or UL 62109 (Inverters and Power Converters),
 - d) Certified under the applicable electrical, building, and fire prevention codes as required.
 - e) Alternatively, field evaluation by an approved testing laboratory for compliance with UL 9540 (or approved equivalent) and applicable codes, regulations and safety standards may be used to meet system certification requirements.
2. Site Access. Battery energy storage systems shall be maintained in good working order and in accordance with industry standards. Site access shall be maintained, including snow removal at a level acceptable to the local fire department.
3. Battery energy storage systems, components, and associated ancillary equipment shall have required working space clearances, and electrical circuitry shall be within weatherproof enclosures marked with the environmental rating suitable for the type of exposure in compliance with NFPA 70.

J. Abandonment

The battery energy storage system shall be considered abandoned when it ceases to operate consistently for more than six months. If the owner and/or operator fails to comply with decommissioning upon any abandonment, the Town may, after compliance with any applicable state and federal constitutional requirements, enter the property and utilize the available bond and/or security for the removal of a Tier 2 BESS and restoration of the site in accordance with the decommissioning plan.

K. Waivers

Waivers may only be granted by the permit granting authority for aesthetic items, not health and/or safety requirements.

or take any other action relative thereto.

Article submitted by the Planning Board

(Requires a 2/3rd Majority)

Note: As technology progresses, BESS are used more frequently, so the Town is seeking to be proactive in allowing for BESS with proper regulations in place to ensure they fit within the needs of Groveland and keep all residents safe.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

PLANNING BOARD RECOMMENDS: Favorable Action

COMMUNITY PRESERVATION

ARTICLE 18: To see if the Town will vote to appropriate or reserve from Community Preservation Fund Fiscal Year 2024 estimated annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects, and other expenses, with each item to be considered a separate appropriation:

| PURPOSE | RECOMMENDED AMOUNT |
|-----------------------------------|--------------------|
| Set Aside Appropriations: | |
| Committee Administrative Expenses | \$ 35,000 |
| Reserves: | |
| Open Space | \$ 64,000 |
| Historic Preservation | \$ 64,000 |
| Community Housing | \$ 64,000 |

or take any other action relative thereto.

Article submitted by the Community Preservation Committee

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

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 19: Community Garden. To see if the Town will vote to appropriate a sum of up to FOUR THOUSAND NINE HUNDRED FIFTY DOLLARS (\$4,950.) from the Community Preservation General Reserve FY-2024 to be made available towards the Design Phase of a Community Garden. The project is to be managed by the Conservation Agent and the Town Administrator under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: This Phase 1 project will create a plan to convert the old dog park into a community garden space including plans and costs for raised beds, infrastructure, and permaculture. The Groveland Community Garden will promote gardening as a recreational activity, enhance sustainability through growing food, promote community educational and intergenerational opportunities, and help beautify the Pines.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 20: Washington Hall on National Registry. To see if the Town will vote to appropriate a sum of up to SIX THOUSAND SIX HUNDRED DOLLARS (\$ 6,600.) from the

Community Preservation Historic Preservation Reserve FY-2024 to be made available for placing Washington Hall on the National Historic Registry. The project is to be managed by the Groveland Historic Society and the Town Administrator under the CPA category of Historic Preservation or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: The Groveland Historic Society is requesting funds to place Washington Hall on the National Registry of Historic Places. This will enable the Society to apply for future historic grants.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 21: Shade & Seating at the Pines. To see if the Town will vote to appropriate a sum of up to TWENTY-ONE THOUSAND FOUR HUNDRED TWENTY-SIX DOLLARS (\$ 21,426.) from the Community Preservation General Reserve FY-2024 to be made available for Shade & Seating at the Pines. The project is to be managed by the Groveland Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: This project will provide additional seating and shade at the Pines Recreation Area for people visiting the park, using the playground or splashpad, and those watching practice/games on the small utility field.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 22: Town Clerk Scan Documents. To see if the Town will vote to appropriate a sum of up to THIRTY-THREE THOUSAND DOLLARS (\$ 33,000.) from the Community Preservation Historic Preservation Reserve FY-2024 to be made available for the Town Clerk Scan Historic Documents. The project is to be managed by the Town Clerk and the Town Administrator under the CPA category of Historic Preservation or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: This is a conversion project to digitally transform Groveland Town Report records to be secure and accessible. The project will scan 21 hardcover, 53 soft bound and 46 staple bound books of Town of Groveland Annual Reports. It will provide access for town employees and residents to view and research the historical records.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 23: Perry Park Design Phase. To see if the Town will vote to appropriate a sum of up to THIRTY THOUSAND EIGHT HUNDRED DOLLARS (\$30,800.) from the Community Preservation General Reserve FY-2024 to be made available for Perry Park Design Phase. The project is to be managed by the Conservation Agent and the Town Administrator under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: This project is an effort to restore a town park of recreational and historical significance for the purpose of public enjoyment, education, and recognition. During this initial phase a consultant will design the improvements, research any issues, and provide cost estimates for the future work.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 24: Pines Parking Enhancements. To see if the Town will vote to appropriate a sum of up to FIVE HUNDRED TWENTY-THREE THOUSAND ONE HUNDRED TEN DOLLARS (\$ 523,110.) from the Community Preservation General Reserve FY-2024 to be made available for Pines Parking Enhancements. The project is to be managed by the Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: This project will provide additional parking and final paving and markings of parking spaces at the Pines to improve safety, enhance circulation and maximize space while offering accessibility to a town owned recreational facility. This project would also provide a pedestrian connection between the Town Hall complex parking lot and the Pines to increase parking and access between both areas.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 25: Parking Creation at Shanahan Field. To see if the Town will vote to appropriate a sum of up to EIGHT HUNDRED EIGHTY-SIX THOUSAND EIGHT HUNDRED DOLLARS (\$ 886,800.) from the Community Preservation General Reserve FY-2024 to be made available for Parking Creation at Shanahan Field. The project is to be managed by the Recreation Committee and the Town Administrator under the CPA category of Recreation or take any action relative thereto.

Article submitted by the Community Preservation Committee

Note: Shanahan Field is primarily used by Groveland Youth and Pentucket Soccer, where parking is limited on site, forcing parents and children to park on the street, creating a dangerous traffic situation and risk for young children. This project proposes to create designated parking, to provide better and more broad access to parking and improve the vehicular circulation at the site.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: 2 Voted Favorable Action and 2 voted Unfavorable Action

APPROPRIATIONS

ARTICLE 26: To see if the Town will vote as set forth below, to set the annual spending limits for the following eight (8) revolving accounts established in the General Bylaws for Fiscal Year 2025; or take any other action relative thereto.

| A. REVOLVING FUND | C. SPENDING LIMIT FOR FISCAL YEAR 2025 |
|----------------------------------|--|
| BAGNALL SUMMER PROGRAM | \$200,000 |
| COUNCIL ON AGING | \$15,000 |
| FIRE DEPARTMENT CPR CLASS | \$6,000 |
| GROVELAND DAY | \$30,000 |
| PINES BOAT RAMP | \$25,000 |

| | |
|---|-----------|
| RECREATION OPERATION AND MAINTENANCE | \$75,000 |
| WETLANDS PROTECTION ACT | \$20,000 |
| VEASEY MEMORIAL PARK | \$130,000 |

Article submitted by Town Administrator

Note: Reports on the revolving funds may be found in Appendix A.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 27: To see if the Town will vote to transfer the sum of ONE HUNDRED
TEWNTY-FIVE THOUSAND DOLLARS (\$125,000) from the following:

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

EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) from Fiscal Year 2024 Town Free
Cash

to reduce the Fiscal Year 2025 tax rate; or take any other action relative thereto.

Article submitted by the Town Administrator

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 28: To see if the Town will transfer THREE HUNDRED FORTY-THREE
THOUSAND TWO HUNDRED SEVENTY-THREE DOLLARS (\$343,273) from Free Cash to
the following accounts:

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

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

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

FIVE THOUSAND DOLLARS (\$5,000) to the MS4 Stormwater Permit Account #2452-
421-45810-000-000

FIVE THOUSAND DOLLARS (\$5,000) to the Personnel Buy back Account # 2410-
040-49700-000-000

FOUR THOUSAND EIGHT HUNDRED FORTY-FOUR DOLLARS (\$4,844) to the
Opioid Settlement Account # 2550-991-49700-000

SIXTY-FOUR THOUSAND NINE HUNDRED SIXTY-SEVEN DOLLARS (\$64,967)
to purchase a Line Cruiser for the Police Department

TWENTY-FIVE THOUSAND DOLLARS (\$25,000) to fund the electrical study for the
Town Hall Complex

SIXTY-EIGHT THOUSAND FOUR HUNDRED SIXTY-TWO DOLLARS (\$68,462) to
purchase a generator for the Town Hall Complex

TWENTY THOUSAND DOLLARS (\$20,000) to the match for the FEMA FY2025
Assistance to Firefighters Grant (AFG)

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

ARTICLE 29: To see if the Town will vote to appropriate or transfer from the PEG Access and
Cable Related Fund the sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000)
to be expended under the direction of the Town Administrator to fund cable access services,
supplies and equipment for Fiscal Year 2025; or take any other action related thereto.
Article submitted by Cable Department

BOARD OF SELECTMEN RECOMMENDS: Favorable Action
FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 30: To see if the Town will vote to transfer the sum of EIGHT THOUSAND SEVEN
HUNDRED SEVENTY-ONE DOLLARS (\$8,771.00) from the Conservation Commission Fees
Account (2601-990-45305-000) to the Conservation Commission Agent Account (1001-182-
51110-051) for Fiscal Year 2025; or to take any other action relative thereto.
Article submitted by Conservation Commission

BOARD OF SELECTMEN RECOMMENDS: Favorable Action
FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 31: To see if the Town of Groveland will appropriate FIVE THOUSAND TWELVE
DOLLARS (\$5,012) 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

ARTICLE 32: To see if the Town will vote to transfer a sum to be determined as follows:

FROM:

Receipts Reserved for Sale of Town Buildings

NINETY-ONE THOUSAND THREE DOLLARS AND SEVENTY CENTS
(\$91,003.70) and any interest earned thereon until the date of transfer;

Premiums Received on Sale of Bonds between 11/7/16-12/7/21

FORTY-FOUR THOUSAND NINE HUNDRED FIFTY-SIX DOLLARS AND SIXTY-TWO
CENT (\$44,956.62)

TO:

The following items which have a useful life of greater than five years:

Highway Garage Replacement
Public Safety Generator Replacement

Or take any other action related thereto.

Article submitted by the Board of Selectmen

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 33: 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, 2025; or take any other action relative thereto. Fixing of salaries according to Articles #34, #38, #39 below.

Article submitted by Finance Board

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 34: To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide to meet the salaries and wages of Town Officers and employees, expense and outlays of the Town Departments, and other sundry and miscellaneous, but regular expenditures necessary for the operation of the Town for Fiscal Year 2025;

| | |
|--------------------|--------------|
| General Government | \$2,343,079 |
| Public Safety | \$2,396,105 |
| Education | \$14,729,189 |
| Public Works | \$1,845,196 |
| Human Services | \$339,217 |
| Library | \$344,312 |
| Debt Service | \$298,351 |
| Unclassified | \$1,083,030 |
| TOTAL Budget | \$23,378,479 |

or take any other action relative thereto.

Note: Line-Item Budget may be found in Appendix B.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action
FINANCE BOARD RECOMMENDS: Favorable Action

CITIZENS PETITION

ARTICLE 35: To see if the Town will vote to amend the Town’s General Bylaw and Zoning Bylaw as follows:

Substitute “Select Board” for (a) “Board of Selectmen” (and any variants as “BoS”, “BOS”, “Board of Selectman”) and (b) for “Selectmen” in context in which that term refers to the Select Board as whole, acting as a board;

Substitute (a) “Select Board member” for “Selectman”, and (b) “Select Board members” for “Selectmen” in contexts in which that term refers to one or more (or all) Selectmen individually but not to the entire Select Board acting as a Board.

or take any other action relative thereto.

Note: Zoning Bylaw changes require a Public Hearing through the Planning Board. A vote on the above will only impact the General Bylaw since the proper process to make a zoning change was not taken.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action

ENTERPRISE FUND

ARTICLE 36: To see if the Town will vote to transfer the sum of SEVENTY THOUSAND DOLLARS (\$70,000.00) from the Sewer Enterprise Department Retained Earnings to fund the replacement of the roof on the Main Street Sewer Pump Station.; or take other action relative thereto.

Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMENDS: Favorable Action
FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 37: To see if the Town will transfer the sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) from Water Retained Earnings to fund a pilot study pertaining to water filtration and a feasibility study to investigate buying water from Haverhill; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

BOARD OF SELECTMEN RECOMMENDS: Favorable Action
FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 38: To see if the Town will vote to raise and appropriate the sum of ONE MILLION TWO HUNDRED EIGHTY-SEVEN THOUSAND, TWO HUNDRED THIRTY-THREE DOLLARS AND THIRTY-SIX CENTS (\$1,287,233.36) to fund the Water Department salaries and expenses for FY2025, said sum to be offset by Fiscal Year 2025 Water Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

Note: Line-Item Budget may be found in Appendix C.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action
FINANCE BOARD RECOMMENDS: Favorable Action

ARTICLE 39: To see if the Town will vote to raise and appropriate the sum of SEVEN HUNDRED THIRTY-EIGHT THOUSAND, NINE HUNDRED TWELVE DOLLARS AND SIXTY-THREE CENTS (\$738,912.63) to fund the Sewer Department salaries and expenses for FY2025, said sum to be offset by Fiscal Year 2025 Sewer Department Revenue; or take any other action relative thereto:

Article submitted by Water & Sewer Commissioners

Note: Line-Item Budget may be found in Appendix D.

BOARD OF SELECTMEN RECOMMENDS: Favorable Action
FINANCE BOARD RECOMMENDS: Favorable Action

APPENDIX A

REVOLVING FUNDS ACTIVITY THROUGH MARCH 31, 2024

Bagnall Summer Program Revolving Fund - Fund 2406

| | | |
|--------------------------------------|----|-------------|
| Beginning Balance as of July 1, 2023 | \$ | 72,602.78 |
| Add: Revenues | | 39,997.88 |
| Less: Payroll Expenses | | 99,170.84 |
| Less: Operating Expenses | | 32,200.56 |
| Ending Balance as of March 31, 2024 | \$ | (18,770.74) |

Council on Aging Revolving Fund - Fund 2407

| | | |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2023 | \$ | 18,164.44 |
| Add: Revenues | | 12,937.99 |
| Less: Operating Expenses | | 7,043.82 |
| Ending Balance as of March 31, 2024 | \$ | 24,058.61 |

Pines Boat Ramp Revolving Fund - Fund 2409

| | | |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2023 | \$ | 12,872.78 |
| Add: Revenues | | 2,130.00 |
| Less: Operating Expenses | | 1,172.34 |
| Ending Balance as of March 31, 2024 | \$ | 13,830.44 |

Veasey Memorial Park Revolving Fund - Fund 2411

| | | |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2023 | \$ | 12,189.58 |
| Add: Revenues | | 89,706.02 |
| Less: Payroll Expenses | | 3,658.59 |
| Less: Operating Expenses | | 95,746.70 |
| Ending Balance as of March 31, 2024 | \$ | 2,490.31 |

Fire Department CPR Class Revolving Fund - Fund 2451

| | | |
|--------------------------------------|----|----------|
| Beginning Balance as of July 1, 2023 | \$ | 211.56 |
| Add: Revenues | | 1,030.00 |
| Less: Operating Expenses | | - |
| Ending Balance as of March 31, 2024 | \$ | 1,241.56 |

Pines Maintenance Revolving Fund - Fund 2660

| | | |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2023 | \$ | 10,473.21 |
| Add: Revenues | | 32,140.29 |
| Less: Payroll Expenses | | 6,124.67 |
| Less: Operating Expenses | | 23,872.23 |
| Ending Balance as of March 31, 2024 | \$ | 12,616.60 |

Groveland Day Revolving Fund - Fund 2661

| | | |
|--------------------------------------|----|----------|
| Beginning Balance as of July 1, 2023 | \$ | 5,987.97 |
| Add: Revenues | | 7,657.00 |
| Less: Operating Expenses | | 9,501.53 |
| Ending Balance as of March 31, 2024 | \$ | 4,143.44 |

Wetlands Revolving Fund - Fund 2662

| | | |
|--------------------------------------|----|-----------|
| Beginning Balance as of July 1, 2023 | \$ | - |
| Add: Revenues | | 16,560.00 |
| Less: Operating Expenses | | - |
| Ending Balance as of March 31, 2024 | \$ | 16,560.00 |

Veasey Memorial Park FY 2024 Revolving Fund Status

4/1/2024

Expenditures

| | Budget FY 24 | Expenses FY 24 | Percent of Budget |
|--|-------------------------|---------------------------|------------------------------|
| Utilities | | | |
| Main Building | | | |
| Heat (gas) | \$ 5,200 | \$ 3,196 | 61.46% |
| Electricity | \$ 6,500 | \$ 5,517 | 84.87% |
| Internet /Phone /TV | \$ 3,600 | \$ 3,443 | 95.65% |
| Water | \$ 2,000 | \$ 972 | 48.61% |
| Alarm | \$ 650 | \$ 1,071 | 164.82% |
| Outbuildings and grounds | | | |
| Electricity | \$ 60 | \$ 190 | 317.33% |
| Water | \$ 600 | \$ 472 | 78.61% |
| Maintenance | | | |
| Heating Systems | | | |
| Main Building | \$ 350 | \$ 268 | 76.43% |
| 199 Washington | \$ 350 | \$ 300 | 85.71% |
| Good Shepherds Cottage | \$ 250 | \$ 300 | 120.00% |
| Septic Systems | | | |
| Main Building | \$ 300 | \$ 245 | 81.67% |
| 199 Washington | \$ 300 | \$ 200 | 66.67% |
| Good Shepherds Cottage | \$ 300 | \$ 200 | 66.67% |
| Professional Services | | | |
| Director | \$ 29,980 | \$ 31,092 | 103.71% |
| Marketing | \$ 10,000 | \$ 8,283 | 82.83% |
| Facilities and Grounds Manager | \$ 23,000 | \$ 16,380 | 71.22% |
| Housekeeping | \$ 6,000 | \$ 3,659 | 60.98% |
| Carpet Cleaning | \$ 500 | \$ 500 | 100.00% |
| Special Cleaning Projects | \$ 200 | \$ 395 | 197.50% |
| Web Services | \$ 400 | \$ - | 0.00% |
| Supplies | | | |
| Administrative | \$ 1,200 | \$ 832 | 69.32% |
| Housekeeping | \$ 800 | \$ 775 | 96.86% |
| Hospitality | \$ 1,000 | \$ 820 | 81.99% |
| Facilities | \$ 3,500 | \$ 3,285 | 93.87% |
| Miscellaneous | | | |
| Misc repairs | \$ 5,000 | \$ 7,363 | 147.27% |
| Licenses | \$ 300 | \$ 248 | 82.74% |
| Repairs | | | |
| Apartment repairs fund | \$ 5,000 | \$ - | 0.00% |
| Insurance | | | |
| General insurance contribution to town | \$ 9,795 | \$ 9,796 | 100.01% |
| Total Expenses | \$ 117,135 | \$ 99,802 | 85.20% |

Veasey Memorial Park FY 2024 Revolving Fund Status

Year to Date

| <u>Revenue</u> | <u>Expected FY24</u> | <u>Revenue FY24</u> | <u>Percent Expected</u> |
|--|----------------------|---------------------|-------------------------|
| Tenants | | | |
| 199 Washington St | \$ 22,200 | \$ 16,875 | 76.01% |
| Good Sheppherd Cottage | \$ 14,400 | \$ 10,800 | 75.00% |
| Main Bldg. Apartment | \$ 23,400 | \$ 17,550 | 75.00% |
| Lucile's Cottage | \$ - | \$ - | |
| West Wing Office | \$ 3,840 | \$ 2,925 | 76.17% |
| Storage Room | \$ 1,400 | \$ - | 0.00% |
| | \$ 65,240 | \$ 48,150 | |
| Long Term Partners | | | |
| Girl Scouts | \$ - | \$ - | |
| Visions | \$ - | \$ - | |
| | \$ - | \$ - | |
| Single Use /Events | \$ 52,000 | \$ 39,544 | 76.05% |
| Fundraising | | | |
| Donations | \$ - | \$ - | |
| | \$ - | \$ - | |
| Total Income | \$ 117,240 | \$ 87,694 | 74.80% |
| <u>Total Status</u> | | | |
| On hand at start of FY 2024 (Rev Fund) | | \$ 12,189 | |
| Available Revenue (2024 total funds available) | | \$ 99,883 | |
| Total Expenditures (2024 total spent) | | \$ 99,802 | |
| Balance on hand at end of FY 2024 (Rev Fund) | | \$ 81 | |

FY 2024 Summary to Date

APPENDIX B

| Expenditures | FY 2024 Budgeted | FY2025 Recommended |
|---|---------------------|-----------------------|
| General Government | | |
| Moderator | | |
| Salaries | | |
| Moderator Stipend | \$ 100 | \$ - |
| Total Salaries: | \$ 100 | \$ - |
| Total Moderator: | \$ 100 | \$ - |
| | | |
| Selectmen | | |
| Salaries | | |
| Selectmen-Stipend | \$ 7,500 | \$ - |
| Total Salaries: | \$ 7,500 | \$ - |
| | | |
| Expenses | | |
| Expenses | \$ 2,000 | \$ 2,000 |
| Minutes Clerk | \$ 2,000 | \$ 2,000 |
| Reserve Fund | \$ 30,000 | \$ 10,000 |
| Association Fees | \$ 1,800 | \$ 1,800 |
| Town Audit | \$ 25,000 | \$ 25,000 |
| Consulting Services | \$ 3,400 | \$ 3,400 |
| Town Reports | \$ 2,000 | \$ 1,500 |
| Total Expenses: | \$ 66,200 | \$ 45,700 |
| Total Selectmen: | \$ 73,700 | \$ 45,700 |
| | | |
| Town Administrator | | |
| Salaries | | |
| Adm Asst Salary | \$ - | \$ 70,000 |
| GF: Town Administrator - Salary Expense | \$ 115,566 | \$ 127,296 |
| Total Salaries: | \$ 115,566 | \$ 197,296 |
| | | |
| Expenses | | |
| GF: Town Admin. - Office Expenses | \$ - | \$ - |
| GF: Town Admin. - Education & Association Fee | \$ - | \$ - |
| Education and Association Fees | \$ 2,000 | \$ 2,000 |
| Office Expenses | \$ 3,000 | \$ 3,000 |
| Total Expenses: | \$ 5,000 | \$ 5,000 |
| Total Town Administrator: | \$ 120,566 | \$ 202,296 |
| | | |
| Town Accountant | | |
| Salaries | | |
| Accountants Salary | \$ 108,404 | \$ 110,572 |
| Total Salaries: | \$ 108,404 | \$ 110,572 |

| | | | |
|-------------------------------|----|----------------|-------------------|
| Expenses | | | |
| Office Expenses | \$ | 1,500 | \$ 1,500 |
| Education & Association Fees | \$ | 2,000 | \$ 2,000 |
| Total Expenses: | \$ | 3,500 | \$ 3,500 |
| Total Town Accountant: | \$ | 111,904 | \$ 114,072 |

Board of Assessors

Salaries

| | | | |
|--------------------------|----|---------------|------------------|
| Assessors-Manager Salary | \$ | 80,872 | \$ 82,490 |
| Assessors Stipends | \$ | 1,500 | \$ - |
| Total Salaries: | \$ | 82,372 | \$ 82,490 |

Expenses

| | | | |
|--|----|----------------|-------------------|
| Expenses | \$ | 2,000 | \$ 2,000 |
| GF: Assessors - Personal Property Appraisals | \$ | 7,500 | \$ 7,500 |
| Maps-Updating | \$ | 7,500 | \$ 8,000 |
| Revaluation Maintenance | \$ | 40,000 | \$ 47,000 |
| Software and Licenses | \$ | 7,520 | \$ 7,897 |
| Total Expenses: | \$ | 64,520 | \$ 72,397 |
| Total Board of Assessors: | \$ | 146,892 | \$ 154,887 |

Town Treasurer/Collector

Salaries

| | | | |
|---|----|----------------|-------------------|
| GF: Treasurer/Collector - Wages Expense | \$ | 87,391 | \$ 89,139 |
| Asst. Treasurer/Collectors Salary | \$ | 65,012 | \$ 69,235 |
| Treasury/Collection Clerk | \$ | - | \$ - |
| Total Salaries: | \$ | 152,403 | \$ 158,374 |

Expenses

| | | | |
|---|----|----------------|-------------------|
| Office Expenses | \$ | 2,700 | \$ 2,700 |
| GF: Finance - Online Payment Fees Expense | \$ | 800 | \$ 1,265 |
| Payroll Fees | \$ | 4,800 | \$ 5,800 |
| Personnel Expenses | \$ | - | \$ - |
| Education and Association Fees | \$ | - | \$ - |
| Postage | \$ | 16,000 | \$ 14,700 |
| Tax Title Treasury/Collection | \$ | 2,000 | \$ 2,000 |
| GF: Treasurer/Collector - Education & Associati | \$ | 3,000 | \$ 2,700 |
| GF: Treasurer/Collector - Contract Work Expens | \$ | 2,700 | \$ 4,000 |
| Total Expenses: | \$ | 32,000 | \$ 33,165 |
| Total Town Treasurer/Collector: | \$ | 184,403 | \$ 191,539 |

Town Counsel

Expenses

| | | | | |
|----------------------------|-----------|---------------|-----------|---------------|
| Legal Expense | \$ | 65,000 | \$ | 40,000 |
| Total Expenses: | \$ | 65,000 | \$ | 40,000 |
| Total Town Counsel: | \$ | 65,000 | \$ | 40,000 |

Technology

Expenses

| | | | | |
|------------------------------------|-----------|----------------|-----------|----------------|
| Computer Hardware Maint & Lic Fees | \$ | 130,666 | \$ | 131,779 |
| Hardware & Software Expense | \$ | - | \$ | - |
| Total Expenses: | \$ | 130,666 | \$ | 131,779 |
| Total Technology: | \$ | 130,666 | \$ | 131,779 |

Town Clerk

Salaries

| | | | | |
|--|-----------|----------------|-----------|----------------|
| Town Clerk-Salary | \$ | 82,724 | \$ | 82,724 |
| GF: Town Clerk - Asst. Town Clerk Wage Expense | \$ | 21,027 | \$ | 23,444 |
| Poll Workers | \$ | 8,670 | \$ | 16,933 |
| Total Salaries: | \$ | 112,421 | \$ | 123,101 |

Expenses

| | | | | |
|-------------------------------------|-----------|----------------|-----------|----------------|
| Office Expenses and Supplies | \$ | 9,914 | \$ | 9,914 |
| GF: Town Clerk - Education Expenses | \$ | 1,400 | \$ | 1,425 |
| * Election Expense | \$ | 16,824 | \$ | 25,683 |
| Total Expenses: | \$ | 28,138 | \$ | 37,022 |
| Total Town Clerk: | \$ | 140,559 | \$ | 160,122 |

| | | | | |
|-----------------------------|--|--|----|-------|
| Economic Development | | | \$ | 2,068 |
|-----------------------------|--|--|----|-------|

Economic Development

Salaries

| | | | | |
|---|-----------|---------------|-----------|---------------|
| GF: EDC&P - Town Planner Salary Expense | \$ | 83,067 | \$ | 10,000 |
| GF: EDP&C - Conservation Agent Wage Expense | \$ | - | \$ | 15,000 |
| GF: EDP&C - Admin. Assistant Wage Expense | \$ | - | \$ | - |
| GF: EDP&C - Conservation Commission Stipend | \$ | 1,400 | \$ | - |
| GF: EDP&C - Planning Board Stipends | \$ | 1,800 | \$ | - |
| Administrative Assistant | \$ | 11,361 | \$ | - |
| Total Salaries: | \$ | 97,628 | \$ | 25,000 |

Expenses

| | | | | |
|--|-----------|----------------|-----------|---------------|
| GF: EDP&C - Conservation Expenses | \$ | 3,360 | \$ | 2,000 |
| GF: EDP&C - Planning Expenses | \$ | 7,000 | \$ | 6,000 |
| GF: EDP&C - Merrimack Valley Planning Assess | \$ | 2,576 | \$ | 2,645 |
| Total Expenses: | \$ | 12,936 | \$ | 10,645 |
| Total Economic Development: | \$ | 110,564 | \$ | 35,645 |

Municipal Buildings

Salaries

| | | | | |
|-----------------------------|-----------|---------------|-----------|---------------|
| Custodian/Facilities Salary | \$ | 58,763 | \$ | 57,483 |
| Total Salaries: | \$ | 58,763 | \$ | 57,483 |

Expenses

| | | | | |
|-----------------------------------|-----------|----------------|-----------|----------------|
| Lawn and Grounds | \$ | 17,000 | \$ | 17,000 |
| Utilities | \$ | 150,000 | \$ | 150,000 |
| Public Relations: Town Wide | \$ | 9,588 | \$ | 6,000 |
| Copier Lease and Supplies | \$ | 7,000 | \$ | 7,000 |
| Town Dcor(Winter and Spring) | \$ | 7,500 | \$ | 7,500 |
| Repairs and Maintenance | \$ | 35,000 | \$ | 35,000 |
| Supplies | \$ | 11,000 | \$ | 11,000 |
| Total Expenses: | \$ | 237,088 | \$ | 233,500 |
| Total Municipal Buildings: | \$ | 295,851 | \$ | 290,983 |

Insurance**Expenses**

| | | | | |
|----------------------------------|-----------|------------------|-----------|------------------|
| Employee Group Life Insurance | \$ | 3,000 | \$ | 3,000 |
| Employee Group Health Insurance | \$ | 613,041 | \$ | 668,214 |
| Property and Casualty Insurance | \$ | 298,864 | \$ | 304,841 |
| Total Expenses: | \$ | 914,905 | \$ | 976,055 |
| Total Insurance: | \$ | 914,905 | \$ | 976,055 |
| Total General Government: | \$ | 2,295,110 | \$ | 2,343,079 |

Public Safety**Police Department****Salaries**

| | | | | |
|-------------------------------------|-----------|------------------|-----------|------------------|
| Police Chief Salary | \$ | 146,512 | \$ | 156,354 |
| Deputy Chiefs/Lieutenants Salary | \$ | 96,809 | \$ | 98,746 |
| Patrolmens Salary | \$ | 613,331 | \$ | 629,176 |
| Education Incentives | \$ | 58,636 | \$ | 61,899 |
| Sergeants Salary | \$ | 251,890 | \$ | 256,929 |
| Communication Salary | \$ | 301,560 | \$ | 288,935 |
| Police-Salary OT | \$ | 64,455 | \$ | 68,245 |
| Training | \$ | 21,260 | \$ | 24,165 |
| Reserves | \$ | 59,720 | \$ | 56,548 |
| GF: Police - Longevity Wage Expense | | | \$ | 1,200 |
| Total Salaries: | \$ | 1,614,173 | \$ | 1,642,197 |

Expenses

| | | | | |
|----------------------|----|--------|----|--------|
| Supplies | \$ | 9,554 | \$ | 9,554 |
| Harbormaster Expense | \$ | - | \$ | - |
| Vehicle Maintenance | \$ | 12,000 | \$ | 12,000 |
| Equipment Expense | \$ | 23,116 | \$ | 25,116 |

| | | | | |
|---------------------------------|-----------|------------------|-----------|------------------|
| Firearms | \$ | 4,080 | \$ | 4,162 |
| Clothing Allowance | \$ | 18,200 | \$ | 18,200 |
| Expenses | \$ | 3,837 | \$ | 18,837 |
| Association Fees | \$ | 2,000 | \$ | 2,000 |
| Communication Expense | \$ | 4,480 | \$ | 4,480 |
| Training | \$ | 14,124 | \$ | 14,124 |
| Fuel | \$ | 32,000 | \$ | 32,000 |
| Total Expenses: | \$ | 123,391 | \$ | 140,473 |
| Total Police Department: | \$ | 1,737,564 | \$ | 1,782,670 |

Fire Department

Salaries

| | | | | |
|---|-----------|----------------|-----------|----------------|
| Fire Chief Salary | \$ | 88,690 | \$ | 93,125 |
| GF: Fire - Career Salaries Expense | \$ | - | \$ | 133,989 |
| Firefighter Call Wages | \$ | 124,400 | \$ | 120,000 |
| Inspectors Salary | \$ | - | \$ | - |
| Mass Fire Academy Training | \$ | - | \$ | - |
| FIRE-Drill Wages | \$ | 43,500 | \$ | 27,000 |
| EMS Recertification Expense | \$ | 5,000 | \$ | 5,000 |
| GF: Fire - Per Diem Vacation Coverage Wage Ex | \$ | - | \$ | - |
| Per-Diem Vacation Coverage | \$ | 17,000 | \$ | 20,000 |
| Firefighter Wages | \$ | 66,369 | \$ | - |
| Total Salaries: | \$ | 344,959 | \$ | 399,114 |

Expenses

| | | | | |
|---------------------------------|-----------|----------------|-----------|----------------|
| Medical Supplies | \$ | 3,000 | \$ | 3,000 |
| Communications | \$ | 8,000 | \$ | 8,000 |
| Training Expense | \$ | 3,000 | \$ | 3,000 |
| Fire Equipment and Supplies | \$ | 35,000 | \$ | 35,000 |
| Fuel | \$ | 9,500 | \$ | 9,500 |
| Association Dues | \$ | 3,100 | \$ | 3,600 |
| Annual Testing & Inspecting | \$ | 20,000 | \$ | 20,000 |
| Vehicle & Equipment Maintenance | \$ | 20,000 | \$ | 20,000 |
| Total Expenses: | \$ | 101,600 | \$ | 102,100 |
| Total Fire Department: | \$ | 446,559 | \$ | 501,214 |

Building Department

Salaries

| | | | | |
|--|-----------|---------------|-----------|---------------|
| GF: Building Dept. - Building Inspector Salary E | \$ | 63,173 | \$ | 64,437 |
| GF: Building Dept. - Electrical Inspector Wage E | \$ | 14,280 | \$ | 14,566 |
| GF: Building Dept. - Plumbing & Gas Inspector W | \$ | 14,280 | \$ | 14,566 |
| Total Salaries: | \$ | 91,733 | \$ | 93,568 |

Expenses

| | | | | |
|--|-----------|----------------|-----------|----------------|
| GF: Building Dept. - Expenses | \$ | 6,000 | \$ | 6,000 |
| GF: Building Dept. - Permit Software Expense | \$ | 8,100 | \$ | 8,100 |
| Total Expenses: | \$ | 14,100 | \$ | 14,100 |
| Total Building Department: | \$ | 105,833 | \$ | 107,668 |

Emergency Management

Salaries

| | | | | |
|---|-----------|--------------|-----------|--------------|
| GF: Emergency Mgmt. - Directors Stipend | \$ | 3,378 | \$ | 3,446 |
| Total Salaries: | \$ | 3,378 | \$ | 3,446 |

Expenses

| | | | | |
|------------------------------------|-----------|--------------|-----------|--------------|
| GF: Emergency Mgmt. - Expenses | \$ | 1,107 | \$ | 1,107 |
| Total Expenses: | \$ | 1,107 | \$ | 1,107 |
| Total Emergency Management: | \$ | 4,485 | \$ | 4,553 |

| | | | | |
|-----------------------------|-----------|------------------|-----------|------------------|
| Total Public Safety: | \$ | 2,294,442 | \$ | 2,396,105 |
|-----------------------------|-----------|------------------|-----------|------------------|

Public Works

Tree Warden

Salaries

| | | | | |
|------------------------|-----------|----------|-----------|----------|
| Tree Warden Stipend | \$ | - | \$ | - |
| Total Salaries: | \$ | - | \$ | - |

Expenses

| | | | | |
|----------------------------|-----------|---------------|-----------|---------------|
| GF: Tree Warden - Expenses | \$ | 20,000 | \$ | 15,000 |
| Total Expenses: | \$ | 20,000 | \$ | 15,000 |
| Total Tree Warden: | \$ | 20,000 | \$ | 15,000 |

Highways

Salaries

| | | | | |
|--------------------------------|-----------|----------------|-----------|----------------|
| Highway Superintendents Salary | \$ | 100,356 | \$ | 102,363 |
| Highway Salary Part-Time | \$ | 12,000 | \$ | 13,709 |
| Highway Salaries | \$ | 258,795 | \$ | 288,300 |
| Sick Day Buy Back(Contractual) | \$ | 2,200 | \$ | 2,200 |
| Overtime | \$ | 17,937 | \$ | 18,655 |
| GF: Highway - On Call Stipends | \$ | - | \$ | - |
| On-Call Stipends | \$ | 13,050 | \$ | 13,050 |
| Total Salaries: | \$ | 404,338 | \$ | 438,277 |

Expenses

| | | | | |
|--------------------------|----|---------|----|---------|
| Highway Expense | \$ | 9,719 | \$ | 10,001 |
| Front End Loader (Lease) | \$ | 37,100 | | |
| Snow and Ice Removal | \$ | 225,000 | \$ | 225,000 |
| Road Machinery Expense | \$ | 76,000 | \$ | 77,520 |
| Road Maintenance Expense | \$ | 145,628 | \$ | 145,628 |

| | | | | |
|------------------------|----|----------------|----|----------------|
| Highway Fuel Expense | \$ | 16,457 | \$ | 18,102 |
| Total Expenses: | \$ | 509,904 | \$ | 476,251 |
| Total Highways: | \$ | 914,242 | \$ | 914,528 |

Rubbish Collection

Salaries

| | | | | |
|------------------------|----|----------|----|----------|
| Contract Administrator | \$ | - | \$ | - |
| Total Salaries: | \$ | - | \$ | - |

Expenses

| | | | | |
|----------------------------------|----|----------------|----|----------------|
| Contract Expense | \$ | 735,000 | \$ | 820,480 |
| Total Expenses: | \$ | 735,000 | \$ | 820,480 |
| Total Rubbish Collection: | \$ | 735,000 | \$ | 820,480 |

Cemetery

Salaries

| | | | | |
|--------------------------|----|---------------|----|---------------|
| Cemetery Full Time Wages | \$ | 68,717 | \$ | 65,052 |
| Cemetery Part Time Wages | \$ | 13,369 | \$ | 13,637 |
| Cemetery: Overtime | \$ | 2,000 | \$ | 2,000 |
| CEMETERY-Stipend | \$ | 450 | \$ | - |
| Total Salaries: | \$ | 84,536 | \$ | 80,689 |

Expenses

| | | | | |
|-------------------------|----|----------------|----|---------------|
| Expenses | \$ | 2,500 | \$ | 2,200 |
| Supplies | \$ | 3,000 | \$ | 2,000 |
| Vehicle Fuel | \$ | 3,000 | \$ | 3,000 |
| Landscaping | \$ | 800 | \$ | 800 |
| Utilities | \$ | 4,400 | \$ | 2,500 |
| Equipment & Maintenance | \$ | 4,000 | \$ | 4,000 |
| Total Expenses: | \$ | 17,700 | \$ | 14,500 |
| Total Cemetery: | \$ | 102,236 | \$ | 95,189 |

| | | | | |
|----------------------------|----|------------------|----|------------------|
| Total Public Works: | \$ | 1,771,478 | \$ | 1,845,196 |
| | | | \$ | 7,274 |

Education

Whittier Vocational-Technical Assessment

Expenses

| | | | | |
|--|----|----------------|----|----------------|
| Whittier Vocational/Technical Assessment | \$ | 615,068 | \$ | 661,382 |
| Total Expenses: | \$ | 615,068 | \$ | 661,382 |
| Total Whittier Vocational-Technical Assessment: | \$ | 615,068 | \$ | 661,382 |

Essex Tech

Expenses

| | | | | |
|------------------------|----|----------------|----|----------------|
| Essex Technical | \$ | 200,550 | \$ | 276,535 |
| Total Expenses: | \$ | 200,550 | \$ | 276,535 |

| | | | | |
|--------------------------|-----------|----------------|-----------|----------------|
| Total Essex Tech: | \$ | 200,550 | \$ | 276,535 |
|--------------------------|-----------|----------------|-----------|----------------|

Pentucket Capital Assessment

Expenses

| | | | | |
|------------------------------|----|-----------|----|-----------|
| Pentucket Capital Assessment | \$ | 2,258,586 | \$ | 2,224,874 |
|------------------------------|----|-----------|----|-----------|

| | | | | |
|------------------------|-----------|------------------|-----------|------------------|
| Total Expenses: | \$ | 2,258,586 | \$ | 2,224,874 |
|------------------------|-----------|------------------|-----------|------------------|

| | | | | |
|--|-----------|------------------|-----------|------------------|
| Total Pentucket Capital Assessment: | \$ | 2,258,586 | \$ | 2,224,874 |
|--|-----------|------------------|-----------|------------------|

Pentucket Base Assessment

Expenses

| | | | | |
|-----------------------------|----|------------|----|------------|
| SCHOOL-Pentucket Assessment | \$ | 11,442,246 | \$ | 11,566,398 |
|-----------------------------|----|------------|----|------------|

| | | | | |
|-----------------------------------|----|---|----|---|
| Pentucket Supplemental Assessment | \$ | - | \$ | - |
|-----------------------------------|----|---|----|---|

| | | | | |
|------------------------|-----------|-------------------|-----------|-------------------|
| Total Expenses: | \$ | 11,442,246 | \$ | 11,566,398 |
|------------------------|-----------|-------------------|-----------|-------------------|

| | | | | |
|---|-----------|-------------------|-----------|-------------------|
| Total Pentucket Base Assessment: | \$ | 11,442,246 | \$ | 11,566,398 |
|---|-----------|-------------------|-----------|-------------------|

| | | | | |
|-------------------------|-----------|-------------------|-----------|-------------------|
| Total Education: | \$ | 14,516,450 | \$ | 14,729,189 |
|-------------------------|-----------|-------------------|-----------|-------------------|

Human Services

Board of Health

Salaries

| | | | | |
|--------------|----|--------|----|--------|
| Health Nurse | \$ | 30,048 | \$ | 30,730 |
|--------------|----|--------|----|--------|

| | | | | |
|-----------------------|----|--------|----|--------|
| Part Time Clerk Wages | \$ | 36,227 | \$ | 37,020 |
|-----------------------|----|--------|----|--------|

| | | | | |
|-------------------------------|----|--------|----|--------|
| Health/Sanitation Agent Wages | \$ | 41,870 | \$ | 42,707 |
|-------------------------------|----|--------|----|--------|

| | | | | |
|---------------------------|----|-----|----|---|
| HEALTH/SANITATION-Stipend | \$ | 900 | \$ | - |
|---------------------------|----|-----|----|---|

| | | | | |
|------------------------|-----------|----------------|-----------|----------------|
| Total Salaries: | \$ | 109,045 | \$ | 110,457 |
|------------------------|-----------|----------------|-----------|----------------|

Expenses

| | | | | |
|----------|----|-------|----|-------|
| Expenses | \$ | 3,200 | \$ | 3,500 |
|----------|----|-------|----|-------|

| | | | | |
|------------------------|-----------|--------------|-----------|--------------|
| Total Expenses: | \$ | 3,200 | \$ | 3,500 |
|------------------------|-----------|--------------|-----------|--------------|

| | | | | |
|-------------------------------|-----------|----------------|-----------|----------------|
| Total Board of Health: | \$ | 112,245 | \$ | 113,957 |
|-------------------------------|-----------|----------------|-----------|----------------|

Council on Aging

Salaries

| | | | | |
|------------------|----|--------|----|--------|
| Directors Salary | \$ | 74,589 | \$ | 76,081 |
|------------------|----|--------|----|--------|

| | | | | |
|----------------------------|----|--------|----|--------|
| GF: COA Assistant Director | \$ | 57,393 | \$ | 66,609 |
|----------------------------|----|--------|----|--------|

| | | | | |
|-----------------|----|--------|----|--------|
| Outreach Worker | \$ | 20,672 | \$ | 21,086 |
|-----------------|----|--------|----|--------|

| | | | | |
|----------------------|----|--------|----|--------|
| Part Time Van Driver | \$ | 21,310 | \$ | 22,121 |
|----------------------|----|--------|----|--------|

| | | | | |
|------------------------|-----------|----------------|-----------|----------------|
| Total Salaries: | \$ | 173,964 | \$ | 185,896 |
|------------------------|-----------|----------------|-----------|----------------|

Expenses

| | | | | |
|----------|----|-------|----|---|
| Expenses | \$ | 3,500 | \$ | - |
|----------|----|-------|----|---|

| | | | | |
|----------------------------------|----|-------|----|---|
| COA: Vehicle Maintenance Expense | \$ | 2,500 | \$ | - |
|----------------------------------|----|-------|----|---|

| | | | | |
|------------------------|-----------|--------------|-----------|----------|
| Total Expenses: | \$ | 6,000 | \$ | - |
|------------------------|-----------|--------------|-----------|----------|

| | | | | |
|--------------------------------|-----------|----------------|-----------|----------------|
| Total Council on Aging: | \$ | 179,964 | \$ | 185,896 |
|--------------------------------|-----------|----------------|-----------|----------------|

Veterans**Expenses**

| | | | | |
|-----------------------|----|-------|----|-------|
| Veterans Agent Salary | \$ | 9,364 | \$ | 9,364 |
|-----------------------|----|-------|----|-------|

| | | | | |
|-------------------|----|--------|----|--------|
| Veterans Benefits | \$ | 30,000 | \$ | 30,000 |
|-------------------|----|--------|----|--------|

| | | | | |
|------------------------|-----------|---------------|-----------|---------------|
| Total Expenses: | \$ | 39,364 | \$ | 39,364 |
|------------------------|-----------|---------------|-----------|---------------|

| | | | | |
|------------------------|-----------|---------------|-----------|---------------|
| Total Veterans: | \$ | 39,364 | \$ | 39,364 |
|------------------------|-----------|---------------|-----------|---------------|

| | | | | |
|------------------------------|-----------|----------------|-----------|----------------|
| Total Human Services: | \$ | 331,572 | \$ | 339,217 |
|------------------------------|-----------|----------------|-----------|----------------|

Library**Salaries**

| | | | | |
|-------------------------|----|--------|----|--------|
| Library Director-Salary | \$ | 84,382 | \$ | 86,070 |
|-------------------------|----|--------|----|--------|

| | | | | |
|---------------------|----|---------|----|---------|
| Library Staff Wages | \$ | 165,934 | \$ | 151,005 |
|---------------------|----|---------|----|---------|

| | | | | |
|-----------------|----|--------|----|--------|
| Part Time Wages | \$ | 12,000 | \$ | 12,200 |
|-----------------|----|--------|----|--------|

| | | | | |
|------------------------|-----------|----------------|-----------|----------------|
| Total Salaries: | \$ | 262,317 | \$ | 249,275 |
|------------------------|-----------|----------------|-----------|----------------|

Expenses

| | | | | |
|-------------------|----|--------|----|--------|
| Library Materials | \$ | 55,520 | \$ | 65,953 |
|-------------------|----|--------|----|--------|

| | | | | |
|------------|----|-------|----|-----|
| Technology | \$ | 1,086 | \$ | 786 |
|------------|----|-------|----|-----|

| | | | | |
|----------|----|-------|----|-------|
| Programs | \$ | 1,066 | \$ | 1,066 |
|----------|----|-------|----|-------|

| | | | | |
|------|----|--------|----|--------|
| Dues | \$ | 19,500 | \$ | 19,600 |
|------|----|--------|----|--------|

| | | | | |
|----------|----|-------|----|-------|
| Training | \$ | 2,132 | \$ | 1,500 |
|----------|----|-------|----|-------|

| | | | | |
|----------|----|-------|----|-------|
| Supplies | \$ | 5,500 | \$ | 6,132 |
|----------|----|-------|----|-------|

| | | | | |
|------------------------|-----------|---------------|-----------|---------------|
| Total Expenses: | \$ | 84,804 | \$ | 95,037 |
|------------------------|-----------|---------------|-----------|---------------|

| | | | | |
|-----------------------|-----------|----------------|-----------|----------------|
| Total Library: | \$ | 347,121 | \$ | 344,312 |
|-----------------------|-----------|----------------|-----------|----------------|

Debt Service**Expenses**

| | | | | |
|-----------------------------------|----|-------|----|-------|
| Debt Services Administrative Fees | \$ | 5,500 | \$ | 4,000 |
|-----------------------------------|----|-------|----|-------|

| | | | | |
|------------------------|-----------|--------------|-----------|--------------|
| Total Expenses: | \$ | 5,500 | \$ | 4,000 |
|------------------------|-----------|--------------|-----------|--------------|

Debt Service

| | | | | |
|--------------------------------------|----|---------|----|---------|
| Maturing Principal on Long Term Debt | \$ | 225,000 | \$ | 225,000 |
|--------------------------------------|----|---------|----|---------|

| | | | | |
|----------------------------------|----|---|----|---|
| GF: Repayment of Temporary Loans | \$ | - | \$ | - |
|----------------------------------|----|---|----|---|

| | | | | |
|------------------------------|----|-------|----|---|
| Interest on Short Term Notes | \$ | 3,000 | \$ | - |
|------------------------------|----|-------|----|---|

| | | | | |
|----------------------------|-----------|----------------|-----------|----------------|
| Total Debt Service: | \$ | 228,000 | \$ | 225,000 |
|----------------------------|-----------|----------------|-----------|----------------|

Transfers

| | | | | |
|----------------------------|----|--------|----|--------|
| Interest on Long Term Debt | \$ | 82,963 | \$ | 69,351 |
|----------------------------|----|--------|----|--------|

| | | | | |
|-------------------------|-----------|---------------|-----------|---------------|
| Total Transfers: | \$ | 82,963 | \$ | 69,351 |
|-------------------------|-----------|---------------|-----------|---------------|

| | | | | |
|----------------------------|-----------|----------------|-----------|----------------|
| Total Debt Service: | \$ | 316,463 | \$ | 298,351 |
|----------------------------|-----------|----------------|-----------|----------------|

Unclassified**Expenses**

| | | | | |
|------------------------------|----|-----|----|-----|
| Sealer of Weights & Measures | \$ | 750 | \$ | 750 |
|------------------------------|----|-----|----|-----|

| | | | | |
|----------------------------|-----------|-------------------|-----------|-------------------|
| Essex County Retirement | \$ | 717,962 | \$ | 911,780 |
| Unemployment Compensation | \$ | 2,000 | \$ | 2,000 |
| Medicare Tax | \$ | 71,000 | \$ | 65,000 |
| Memorial Day Services | \$ | 500 | \$ | 500 |
| Street Lighting | \$ | 17,000 | \$ | 18,000 |
| OPEB Appropriation | \$ | 85,000 | \$ | 85,000 |
| Total Expenses: | \$ | 894,212 | \$ | 1,083,030 |
| Total Unclassified: | \$ | 894,212 | \$ | 1,083,030 |
| Total Expenditures: | \$ | 22,766,846 | \$ | 23,378,479 |

APPENDIX C

SALARIES

| PURPOSE | FY24 APPROVED BUDGET | FY25 REQUESTED | AMOUNT INCREASE | % Change |
|--------------------------------|-----------------------------|-----------------------|------------------------|-----------------|
| <i>Commissioners</i> | \$ 1,377.24 | \$ 1,377.24 | \$ - | 0% |
| <i>Superintendent</i> | \$ 72,546.08 | \$ 73,997.00 | \$ 1,450.92 | 2% |
| <i>Office Manager</i> | \$ 47,462.59 | \$ 48,411.84 | \$ 949.25 | 2% |
| <i>Laborers' Wages (3)</i> | \$ 151,204.73 | \$ 160,000.00 | \$ 8,795.27 | 6% |
| <i>Admin. Assistant</i> | \$ 37,915.35 | \$ 38,673.66 | \$ 758.31 | 2% |
| <i>Overtime</i> | \$ 42,214.23 | \$ 45,000.00 | \$ 2,785.77 | 7% |
| TOTAL SALARIES EXPENSES | \$ 352,720.22 | \$ 367,459.74 | \$ 14,739.52 | 4% |
| PURPOSE | FY24 APPROVED BUDGET | FY25 REQUESTED | AMOUNT INCREASE | % Change |
| <i>Expenses</i> | \$ 364,649.67 | \$ 375,589.16 | \$ 10,939.49 | 3% |
| <i>Health</i> | \$ 62,381.00 | \$ 66,123.86 | \$ 3,742.86 | 6% |
| <i>Retirement</i> | \$ 72,836.68 | \$ 92,499.33 | \$ 19,662.65 | 27% |
| <i>Emergency Funds</i> | \$ 50,000.00 | \$ 50,000.00 | \$ - | 0% |
| <i>Bond Principal</i> | \$ 238,875.00 | \$ 234,172.50 | \$ (4,702.50) | -2% |
| <i>Bond Interest</i> | \$ 50,000.00 | \$ 77,312.50 | \$ 27,312.50 | 55% |
| <i>Medicare</i> | \$ 5,013.88 | \$ 5,276.27 | \$ 262.39 | 5% |
| <i>Equipment</i> | \$ 18,800.00 | \$ 18,800.00 | \$ - | 0% |
| TOTAL EXPENSES | \$ 862,556.23 | \$ 919,773.62 | \$ 57,217.39 | 7% |
| TOTAL BUDGET | \$ 1,215,276.45 | \$ 1,287,233.36 | \$ 71,956.91 | 5.92% |

APPENDIX D

SALARIES

| | FY24 APPROVED BUDGET | FY25 REQUESTED | AMOUNT INCREASE | % Change |
|-----------------------------------|-------------------------|----------------|--------------------|----------|
| <i>Commissioners</i> | \$ 590.24 | \$ 590.24 | \$ - | 0% |
| <i>Superintendent</i> | \$ 30,871.82 | \$ 31,489.26 | \$ 617.44 | 2% |
| <i>Office Manager</i> | \$ 20,341.11 | \$ 20,747.93 | \$ 406.82 | 2% |
| <i>Laborers' Wages(3)</i> | \$ 64,801.97 | \$ 69,000.00 | \$ 4,198.03 | 6% |
| <i>Overtime</i> | \$ 17,238.00 | \$ 18,492.66 | \$ 1,254.66 | 7% |
| <i>Admin. Assistant</i> | \$ 16,249.44 | \$ 16,574.43 | \$ 324.99 | 2% |
| TOTAL SALARIES | \$ 150,092.58 | \$ 156,894.52 | \$ 6,801.94 | 5% |
| EXPENSES | | | | |
| PURPOSE | FY24 APPROVED BUDGET | FY25 REQUESTED | AMOUNT INCREASE | % Change |
| <i>Expenses</i> | \$ 106,962.77 | \$ 110,171.65 | \$ 3,208.88 | 3% |
| <i>Health</i> | \$ 27,356.81 | \$ 28,998.22 | \$ 1,641.41 | 6% |
| <i>Medicare</i> | \$ 2,006.02 | \$ 2,255.39 | \$ 249.37 | 12% |
| <i>Retirement</i> | \$ 31,215.72 | \$ 39,642.57 | \$ 8,426.85 | 27% |
| <i>Bond Principal</i> | \$ 59,306.26 | \$ 50,000.00 | \$ (9,306.26) | -16% |
| <i>Bond Interest</i> | | \$ 12,906.26 | | |
| <i>Emergency Funds</i> | \$ 25,000.00 | \$ 25,000.00 | \$ - | 0% |
| <i>Haverhill Wastewater</i> | \$ 193,676.38 | \$ 213,044.02 | \$ 19,367.64 | 10% |
| <i>Haverhill Capital Bond</i> | \$ 76,238.68 | \$ 100,000.00 | \$ 23,761.32 | 31% |
| <i>Equipment</i> | \$ - | \$ - | \$ - | |
| TOTAL EXPENSES | \$ 521,762.64 | \$ 582,018.11 | \$ 47,349.21 | |
| TOTAL BUDGET | \$ 671,855.22 | \$ 738,912.63 | \$ 54,151.15 | 8.06% |

APPENDIX E

DEFINITION OF FINANCIAL TERMS COMMONLY USED AT TOWN MEETINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX F

TABLE OF MOTIONS

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Table of Basic Points of Motion

| Rank | | Second Required | Debatable | Amendable | Vote Required | May Reconsider | May Interrupt |
|-------------------------------|--|--------------------|-----------|-----------|------------------|-------------------|------------------|
| PRIVILEGED MOTIONS | | | | | | | |
| 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 |
| SUBSIDIARY MOTIONS | | | | | | | |
| 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 |
| INCIDENTAL MOTIONS | | | | | | | |
| * | 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 |
| MAIN MOTIONS | | | | | | | |
| 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 8th day of April in the year of our Lord two thousand twenty-four.

Daniel MacDonald, Chairman

Kathleen Kastrinelis, Vice-Chair

Edward Watson, Selectman

Mark Parenteau, Selectman

Jason Naves, 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

Warrant posted April 12, 2024

Warrant must be posted by April 15, 2024, (at least fourteen days prior to the April 29, 2024, Annual Town Meeting).

TOWN OF GROVELAND
2024 APR 12 AM 10:58
TOWN CLERK RECEIVED/POSTED

**TOWN OF GROVELAND
MASSACHUSETTS
2023-2024**

BOARD OF SELECTMEN

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

TOWN ADMINISTRATOR

Rebecca Oldham

FINANCE BOARD

TERM EXPIRES

| | |
|----------------------------|------|
| Melissa Baker, Chair | 2024 |
| William O'Neil, Vice-Chair | 2026 |
| Ruth Rivard, Secretary | 2026 |
| James Scanlon | 2024 |
| Alexander Wood | 2026 |
| Mark Huber | 2026 |