

# **TOWN OF LYNNFIELD**

## **MASSACHUSETTS**

**FISCAL YEAR 2014**

### **ANNUAL TOWN WARRANT AND SELECTMEN'S BUDGET WITH RECOMMENDATIONS OF THE FINANCE COMMITTEE**



### **LYNNFIELD FINANCE COMMITTEE REPORT**

**ANNUAL TOWN MEETING  
MONDAY, APRIL 29, 2013 – 7:30 P.M.  
LYNNFIELD MIDDLE SCHOOL**

# **LYNNFIELD TOWN WARRANT**

THE COMMONWEALTH OF MASSACHUSETTS

**ANNUAL TOWN ELECTION - APRIL 8, 2013**

**ANNUAL TOWN MEETING - APRIL 29, 2013**

Essex, ss.

To the Constable of the Town of Lynnfield in the County of Essex, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet in their respective polling places in said Lynnfield, on Monday, April 8, 2013 at 7:00 a.m., then and there to bring in their votes on one ballot for the choice of all necessary Town Officers for the ensuing year, chosen in this manner, viz.: one Assessor for three years; one Library Trustee for three years; one Moderator for one year; one Planning Board member for five years; one Housing Authority member for five years; two School Committee members for three years; one Selectman for three years; one Selectman for an unexpired term of one year.

The Polls in each precinct will open at 7:00 a.m., and will be closed at 8:00 p.m., on said April 8, 2013. The polling places for voters in Precincts 1, 2, 3 and 4 will be at Lynnfield High School, Essex Street, all in said Lynnfield.

And you are further directed to notify and warn the inhabitants of the Town of Lynnfield qualified to vote in elections and Town affairs, to meet in the Middle School Auditorium, Cafeteria, and the Gymnasium, if necessary, on Monday, April 29, 2013 at 7:30 p.m., then and there to act on the following articles:

## **Town Meeting Vocabulary**

- ❑ **To Raise and Appropriate:** Unless otherwise specified in the motion, money appropriated is raised through taxes.
- ❑ **Override:** A vote by a community at an election to permanently increase the levy limit. The override question on the election ballot must state a purpose for the override and the dollar amount.
- ❑ **Reserve Fund:** The amount voted by Town Meeting to provide for extraordinary or unforeseen expenditures that may come up during the year. It is controlled by the Finance Committee.
- ❑ **Capital Maintenance Fund:** A Town fund established in October 2002 to save funds to be used for major maintenance of Town buildings.
- ❑ **Overlay:** The amount raised by the Assessors in excess of appropriations and other charges to cover abatements granted. Any balance for a given year not collected or abated is transferred to the Overlay Reserve.
- ❑ **Overlay Reserve:** Overlay funds not used or required to be held in the Overlay Account may be used for extraordinary or unforeseen purposes by vote at Town Meeting. At the end of the fiscal year, Overlay Reserve reverts to free cash.
- ❑ **Free Cash:** The amount of Surplus revenues over and above uncollected taxes of prior years as certified by the state Director of Accounts.
- ❑ **Reserved for Appropriation:** Certain Town receipts set aside for a purpose as specified by Massachusetts General laws.
- ❑ **Stabilization Fund:** A general reserve. Money from the Stabilization Fund may be appropriated by a two-thirds vote of Town Meeting for any legal purpose.
- ❑ **Cherry Sheet:** A summary of state and county charges and reimbursements to the Town as certified by the state Director of Accounts. It charges the Town for its share of the costs of running various state agencies and the county government. It credits the Town with its share of the distribution from various state funds.
- ❑ **Fiscal Year:** Fiscal Year 2014 runs from July 1, 2013 through June 30, 2014.

## **What is the Finance Committee?**

The Finance Committee consists of eleven appointed members. Five members are appointed by the Selectmen, and six are appointed by the Town Moderator. The members serve without compensation for overlapping terms of three years. They cannot be Town employees or paid officials. The primary duty of the Finance Committee is to analyze annual expenditure requests and make budget recommendations to the Town Meeting. Other duties include recommendations on any other matters having an impact on the Town's finances and supervision of the Reserve Fund. In making its recommendations, the Finance Committee tries to develop objective verification that expenditure requests meet the needs of the Town's residents.

### **Finance Committee Members**

<u>Member</u>	<u>Appointment</u>	<u>Term Expires</u>
Jack Dahlstedt, Co-Chairman	Selectmen	Jun-13
Tim LaRovere, Co-Chairman	Selectmen	Jun-14
Bob Siegel	Moderator	Jun-15
Christopher Mattia	Moderator	Jun-14
David D'Amico	Selectmen	Jun-14
Janet Moran	Moderator	Jun-14
Jason Caggiano	Moderator	Jun-13
Stephen Riley	Selectmen	Jun-13
Thomas Kayola	Selectmen	Jun-15

Gail Rober-Secretary

## INTRODUCTION

The Fiscal Year 2014 budget process was characterized with some relief amid improved fundamental conditions compared to the significant national, state and local economic challenges of previous years. The Finance Committee approached this year's budget process with continued caution and prudence while feeling encouraged by economic trends. Spending discipline and conservative fiscal behavior remains imperative to the town's continued success. Economic stabilization with early signs of recovery can be seen but, slow growth and challenges still mark the overall landscape. Lynnfield has effectively navigated through recent economic difficulties, placing the town in a good position for projected improvements in revenue and enhancements to town services.

The Market Street project represents a key component to the projected FY14 revenue recovery. As Market Street comes on line in FY14, economic activity will increase revenue through higher local receipts and tax revenues. Projected revenue recovery is expected to provide financial flexibility to the town next year. Market Street also brings added expense reflective in the budget through increases in the Police, the Board of Health, and further costs such as EMS and Fire response, to name a few. Expectations are that the diversification of the tax base and the increased opportunity for revenue will outweigh the added expense. Total Revenues for the town are projected to increase 3.25% for FY14.

Revenue growth has allowed many town departments to increase their spending when over the past few years spending has been reduced or remained flat. This should result in improved services to the citizens through improved public safety, human services and a continued commitment to education. Among other things, the Finance Committee was pleased to recommend the resumption of a direct expenditure for sidewalk maintenance, the addition of an Assistant Director at the Library, and the purchase of a new van for Council on Aging.

The town continues to show its support for the education of our children with a recommended 4.02% increase. The education costs in the FY14 budget were held in check in large part to the cost savings associated with special education. The school department has effectively managed the special education costs through the in-sourcing of certain curriculum and services, requiring fewer children to go out of district. The Finance Committee is concerned about building these savings into future budget forecasts because of the volatile nature of the expense.

Retiree pension and healthcare costs continue to represent a rising financial liability to the town. Retirement funding is managed through the Essex County Retirement System and structural improvements have been seen in the past few years as the financial markets have recovered. The town is appropriately funding the retirement pension liabilities and the current plan call for full funding by the year 2035. Healthcare liabilities currently are funded on a year to year basis; as a result the town is exposed to increasingly significant unfunded liabilities. The town recognizes this issue and has started to explore options on the appropriate way to address this concern. Discourse continues at the state and national levels and we are hopeful that viable solutions on a larger scale will be developed that begin to address this issue. Citizens should be aware of this issue and recognize the challenges all municipalities face.

Lynnfield continues to be served by the extraordinary efforts of its many capable and responsible employees and volunteers. We thank them all for the contributions and look for continued success. The Finance Committee continues to encourage all citizens interested in hearing and participating in our deliberative process leading up to Town Meeting to attend our meetings. Town Meeting is not your *only* chance, just your *final* chance, to influence the composition of the town's budget.

**ARTICLE 1.** To act on reports of town officers and special committees as published.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommends Article 1**

---

**ARTICLE 2.** To choose all Town officers not required to be chosen by ballot: viz.; three field drivers, one pound keeper and three wood measurers.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommends Article 2**

---

**ARTICLE 3.** To see if the Town will vote to FIX THE COMPENSATION of each of the Elective Officers of the Town as required by General Laws, Chapter 41, Section 108, as amended.

**Submitted by BOARD OF SELECTMEN**

<b>Board of Selectmen:</b>	<b>Chair</b>	<b>\$850</b>
	<b>Member</b>	<b>\$700</b>
<b>Board of Assessors</b>	<b>Chair</b>	<b>\$4,100</b>
	<b>Member</b>	<b>\$3,550</b>

**Finance Committee Recommends Article 3**

---

**ARTICLE 4.** To see if the Town will vote to raise and appropriate or transfer from available funds, sums of money to supplement certain accounts in the current 2013 Fiscal Year where balances are below projected expenditures for various reasons; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommendation Deferred Until Town Meeting**

---

**ARTICLE 5.** To see if the Town will vote to appropriate a sum of money from Emergency Medical Service Enterprise Retained Earnings to defray the costs of the Emergency Medical Service Enterprise in the current Fiscal Year 2013; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommendation Deferred Until Town Meeting**

---

**ARTICLE 6.** To see if the Town will vote to appropriate a sum of money from Golf Enterprise Retained Earnings to defray the costs of the Golf Enterprise in the current Fiscal Year 2013; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommendation Deferred Until Town Meeting**

---

**ARTICLE 7.** To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds, sums of money to pay overdue bills of a prior fiscal year, or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommendation Deferred Until Town Meeting**

---

**ARTICLE 8.** To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds, or otherwise, a sum of money for the necessary Town charges and expenses; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommendations on the Following Pages**

---



## Recommendations of the Finance Committee

### Status of Town Funds

	Projected balance at June 30, 2013	FY2013 Additional (USE)	FinCom/BOS Projected FY14 Beg. balance
Stabilization Fund	\$ 985,000		\$ 985,000
Capital Maintenance Fund	605,000	(25,000)	580,000
Sale of Real Estate	1,222,100	-	1,222,100
Free Cash	635,395	(630,000)	5,395
Cemetery Funds			
Lot Sales Principal	25,250	(15,000)	10,250
Perpetual Care Interest	16,500	(15,000)	1,500
Golf Enterprise Retained Earnings	87,785	(50,000)	37,785
Ambulance Enterprise Retained Earnings*	183,653	(160,000)	23,653
<b>Totals</b>	<b>\$ 3,760,683</b>	<b>\$ (895,000)</b>	<b>\$ 2,865,683</b>

*\*90k (use) of ambulance RE for Capital needs, and 70k (use) for FY 13 Budget needs.*

### RESERVE FUND TRANSFERS - fiscal year to date through March 31, 2013

<b>Fiscal Year 2013 Town Meeting Appropriation</b>	<b>\$ 45,000</b>
<i>Less Transfers:</i>	-
<b>Reserve Fund balance as of March 31, 2013</b>	<b>\$ 45,000</b>

## Recommendations of the Finance Committee

<b>Revenue</b>	Final FY 2013	Recommended FY 2014	Difference \$	Difference %
Prior year levy limit	\$ 29,909,734	\$ 31,150,945	\$ 1,241,211	4.15%
2 1/2 % increase	747,743	778,774	31,030	4.15%
New growth	487,000	700,000	213,000	43.74%
<b>Total property taxes</b>	31,144,478	32,629,719	1,485,241	4.77%
Override	-	-		
State provided funds	4,888,000	4,975,577	87,577	1.79%
Debt exclusions & tax offsets	2,905,759	2,837,409	(68,350)	-2.35%
Projected local receipts	3,544,387	3,624,000	79,613	2.25%
Colonial revenue	-	-		
Free cash	825,000	630,000	(195,000)	-23.64%
Overlay surplus	-	-		
Building reserve fund	-	-		
Cemetery & funds	20,000	30,000	10,000	50.00%
Reserve for approp (septic)	10,100	19,958	9,858	97.60%
American Legion fund	990	990		
Revenue plan	-	-		
Capital facilities fund	-	-		
Stabilization fund	-	-		
Ambulance enterprise	-	-		
Telecommunications fund	-	-		
<b>Total Revenue</b>	<b>\$ 43,338,714</b>	<b>\$ 44,747,653</b>	<b>\$ 1,408,939</b>	<b>3.25%</b>

### Expenses

#### Operating budget

General government	1,758,073	1,980,300	222,227	12.64%
Public safety	3,664,244	3,787,929	123,685	3.38%
Public works	5,493,556	5,776,827	283,271	5.16%
Human services	371,682	403,557	31,875	8.58%
Culture & recreation	681,282	745,623	64,341	9.44%
Education (incl. Health & Vocational)	21,803,848	22,618,846	814,998	3.74%
Debt & interest	3,140,118	3,088,467	(51,651)	-1.64%
Employee benefits	5,144,215	5,204,089	59,875	1.16%
<b>Total Operating Budget</b>	<b>42,057,018</b>	<b>43,605,638</b>	<b>1,548,620</b>	<b>3.68%</b>

#### Other Expenditures

Allow for abate/exemptions	200,000	200,000		
Deficit accounts	-	-		
Building reserve fund payment	-	-		
Capital budget	413,954	511,257	97,303	23.51%
Special articles	-	-		
Transfer to capital maintenance fund	100,000	-	(100,000)	-100.00%
Appropriation to stabilization fund	100,000	-	(100,000)	-100.00%
Offset for direct expenditures	19,175	20,270	1,095	5.71%
<b>Other expenditures total</b>	<b>833,129</b>	<b>731,527</b>	<b>(101,602)</b>	<b>-12.20%</b>
Cherry sheet charges	395,064	409,681	14,617	3.70%
<b>Total Expenditures</b>	<b>\$ 43,285,211</b>	<b>\$ 44,746,846</b>	<b>\$ 1,461,635</b>	<b>3.38%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 53,503</b>	<b>\$ 806</b>
--------------------------	------------------	---------------

## Recommendations of the Finance Committee

### FY 2014 Operating Budget

Line #		Final FY 2011	Final FY 2012	Final FY 2013	Recommended FinCom/BOS Budget	FY13 vs FY14 Variance	FY13 vs FY14 %
<b>General Government</b>							
1	Selectmen's Salaries	2,250	2,250	2,250	2,250	-	
2	Town Administrator's Salary	147,517	155,016	165,300	165,301	1	0.00%
3	Administrative Salary	58,000	59,160	60,935	60,935	-	
4	Professional Services	47,000	47,000	47,000	50,000	3,000	6.38%
5	Pay Rate Increase Fund	28,000	36,688	35,983	212,000	176,017	489.17%
6	Town Report					-	
7	Prop & Liab. Insurance	320,881	336,925	367,792	367,792	-	
8	Other Expenses	15,000	15,000	15,000	17,500	2,500	16.67%
	<b>Selectmen</b>	<b>618,648</b>	<b>652,039</b>	<b>694,260</b>	<b>875,778</b>	<b>181,518</b>	<b>26.15%</b>
9	Accountant's Salary	77,626	85,000	87,550	87,550	-	
10	Clerical Salary	43,383	44,317	45,458	46,131	673	1.48%
11	Expenses	3,198	3,200	3,275	4,025	750	22.90%
	<b>Town Accountant</b>	<b>124,207</b>	<b>132,517</b>	<b>136,283</b>	<b>137,706</b>	<b>1,423</b>	<b>1.04%</b>
12	Counsel's salary	-	-	-	-	-	
13	Professional Services	34,000	41,837	41,837	41,837	-	
14	Expenses Law Books	1,750	1,750	1,800	2,000	200	11.11%
	<b>Town Counsel</b>	<b>35,750</b>	<b>43,587</b>	<b>43,637</b>	<b>43,837</b>	<b>200</b>	<b>0.46%</b>
15	Finance Director	-	-	-	-	-	
	<i>Operations Support</i>						
16	Salaries	65,691	74,275	78,275	78,275	-	
17	Expenses	35,100	35,100	35,300	36,300	1,000	2.83%
	<i>Information Systems</i>						
18	Salary	65,882	-	-	-	-	
19	Expenses	77,130	77,130	82,889	114,903	32,014	38.62%
	<i>Tax Collector</i>						
20	Collector Salary	-	-	-	-	-	
21	Collector Expenses	15,993	16,993	17,993	18,993	1,000	5.56%
21A	Senior Tax Work-Off Program	10,000	9,000	9,000	9,000	-	
	<i>Treasurer</i>						
22	Treasurer's Salaries	129,584	136,481	136,877	137,196	319	0.23%
23	Treasurer's Expenses	15,219	16,140	16,640	19,190	2,550	15.32%
	<i>Town Clerk</i>						
24	Town Clerk Salaries	91,364	93,165	95,815	96,095	280	0.29%
25	Clerk Expenses	31,876	31,876	31,876	31,876	-	0.00%
26	Registrar's Expenses	-	-	-	-	-	
27	Tax Title Proceedings	-	-	-	-	-	
28	Elections	-	-	-	-	-	
	<b>Division of Finance &amp; Operations</b>	<b>537,839</b>	<b>490,160</b>	<b>504,665</b>	<b>541,828</b>	<b>37,163</b>	<b>7.36%</b>

## RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 1. Board annual compensation – Chairman, \$850; Members, two at \$700 each.
- Item 2. Total salary for Town Administrator (including car allowance)
- Item 3. Assistant to Town Administrator salary.
  
- Item 4. Annual town audit, engineering, external legal, other professional services.
- Item 5. Total FY14 pay rate increases for union and non-union positions.
- Item 7. Includes insurance for property and casualty, general liability, and fidelity bonds.
- Item 8. Expenses relate to office supplies, dues and seminars, subscriptions, and misc. other expenses.
  
- Item 9. Town Accountant Salary.
- Item 10. Town Accountant clerical salary, longevity and overtime
- Item 11. Expenses relate to office supplies, printing supplies, dues and seminars, forms, travel and misc. other expenses.
  
- Item 13. Town Counsel services and expenses in connection with legal matters concerning Town of Lynnfield.
- Item 14. Expenses related to law book updates.
  
- Item 16. Clerical support to Treasurer’s office 1FT, 2PT personnel.
- Item 17. Includes postage for Town Hall departments; copier and postage machine supplies and maintenance; miscellaneous other.
  
- Item 18. Position consolidated with School Information Systems.
- Item 19. Expenses related computer hardware, accessories, supplies; software licensing; financial software support contract; computer consultant; dues/seminars; internet access; misc. other.
  
- Item 21. Expenses relate to office supplies, dues and seminars, tax title, legal, land court fees and other miscellaneous expenses.
- Item 21A. Senior tax Work-off Program.
  
- Item 22. Treasurer and clerical salaries, overtime and longevity.
- Item 23. Expenses related to office supplies, dues and seminars, bank charges, legal and misc. other.
  
- Item 24. Town Clerk and Assistant Town Clerk salaries
- Item 25. Expenses related to office supplies, dues, seminars, election and registration

## Recommendations of the Finance Committee

### FY 2014 Operating Budget

Line #		Final FY 2011	Final FY 2012	Final FY 2013	Recommended FinCom/BOS Budget	FY13 vs FY14 Variance	FY13 vs FY14 %
29	Board Salaries	11,500	11,500	11,500	11,500	-	
30	Other Salaries	87,924	87,924	123,658	123,831	173	0.14%
31	Professional Services	10,300	50,300	50,300	52,800	2,500	4.97%
32	Assessment Update	41,765	12,700	12,700	10,200	(2,500)	-19.69%
33	Expenses	10,250	10,250	10,550	10,550	-	
	<b>Board of Assessors</b>	<b>\$ 161,739</b>	<b>\$ 172,674</b>	<b>\$ 208,708</b>	<b>\$ 208,881</b>	<b>\$ 173</b>	<b>0.08%</b>
34	Salary	37,425	38,065	39,139	39,287	148	0.38%
35	Expenses	3,286	3,286	3,286	3,286	-	
	<b>Planning Board</b>	<b>40,711</b>	<b>41,351</b>	<b>42,425</b>	<b>42,573</b>	<b>148</b>	<b>0.35%</b>
36	<b>Board of Appeal expenses</b>	<b>2,661</b>	<b>2,661</b>	<b>2,661</b>	<b>2,661</b>	<b>-</b>	
37	Salaries	54,500	55,794	61,058	66,342	5,284	8.65%
38	Expenses	1,725	1,725	1,725	2,200	475	27.54%
39	Professional Services	520	520	1,500	1,500	-	
40	Open Space	3,000	1,500	1,500	1,500	-	
	<b>Conservation Commission</b>	<b>59,745</b>	<b>59,539</b>	<b>65,783</b>	<b>71,542</b>	<b>5,759</b>	<b>8.75%</b>
41	Salary	2,818	2,874	2,874	2,874	-	
42	Professional Services	2,870	2,870	2,870	2,870	-	
43	Expenses	330	330	330	330	-	
	<b>Personnel Board</b>	<b>6,018</b>	<b>6,074</b>	<b>6,074</b>	<b>6,074</b>	<b>-</b>	
44	Salary	2,500	2,500	2,500	2,500	-	
45	Expenses	420	420	420	420	-	
46	Finance Committee Report	1,500	1,500	1,500	1,500	-	
47	Reserve Fund	45,000	45,000	45,000	45,000	-	
	<b>Finance Committee</b>	<b>49,420</b>	<b>49,420</b>	<b>49,420</b>	<b>49,420</b>	<b>-</b>	
<b>Total General Government</b>		<b>\$ 1,636,738</b>	<b>\$ 1,650,022</b>	<b>\$ 1,753,916</b>	<b>\$ 1,980,300</b>	<b>\$ 226,384</b>	<b>12.91%</b>

## RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 29. Board annual compensation: Chairman - \$4,100; 2 Members at \$3,550 each; CMA certification.
- Item 30. Clerical support and full time assessing manager salaries for Assessors.
- Item 31. Primarily commercial appraisals and assistance in preparation of state reports. In FY12 the Finance Committee moved \$40,000 from Reserve Fund to initiate 3-year town-wide appraisal plan. Current contract is subject to town appropriating funds for the remainder of the contract.
- Item 32. Professional services for periodic reevaluations.
- Item 33. Expenses relate to office supplies, dues and seminars, travel, subscriptions, and misc. other.
- Item 34. One clerical staff salary.
- Item 35. Expenses relate to office supplies, dues and seminars, travel, and miscellaneous other expenses.
- Item 36. Expenses relate to office supplies, dues and seminars, and advertising.
- Item 37. Conservation Commission administrator and part-time clerical assistant salary. Hours for part-time clerical position to increase from 9 to 15 hours a week.
- Item 38. Expenses related to office supplies, dues and seminars, travel, and misc. other.
- Item 39. Engineering assistance for environmental surveys, primarily wetlands.
- Item 40. Open Space expenses.
- Item 41. One clerical support salary.
- Item 42. Legal services for negotiations and advice on labor law.
- Item 43. Expenses relate to office supplies, dues and memberships, and misc. other.
- Item 44. Finance Committee support salary.
- Item 45. Expenses relate to dues and seminars, advertising, and misc. other.
- Item 46. Annual Town Warrant report printing.
- Item 47. For qualified transfers to any Town department for unforeseen needs.

## Recommendations of the Finance Committee

### FY 2014 Operating Budget

Line #		Final FY 2011	Final FY 2012	Final FY 2013	Recommended FinCom/BOS Budget	FY13 vs FY14 Variance	FY13 vs FY14 %
<b>PUBLIC SAFETY</b>							
48	Chief's Salary (incl. holidays)	119,225	140,682	145,100	140,100	(5,000)	-3.45%
49	Other Salaries (incl. holidays)	1,543,478	1,574,348	1,653,925	1,759,527	105,602	6.38%
50	Officer's Overtime	375,000	382,500	382,500	382,500	-	0.00%
51	Officers Training	46,705	47,639	47,639	47,639	-	
52	Other Expenses	140,417	140,417	156,500	186,002	29,502	18.85%
	<b>Police</b>	<b>\$ 2,224,825</b>	<b>\$ 2,285,586</b>	<b>\$ 2,385,664</b>	<b>\$ 2,515,768</b>	<b>\$ 130,104</b>	<b>5.45%</b>
53	Chief's Salary (incl. holidays)	118,427	120,796	122,436	122,436	-	0.00%
54	Full time Salaries (incl. holidays)	492,772	488,516	505,563	508,688	3,125	0.62%
55	Call Dept. Salaries	346,183	376,283	257,087	307,087	50,000	19.45%
56	Fire Alarm Salaries	11,903	12,138	12,502	12,502	-	
57	Fire Dept. Expenses	102,300	102,300	102,300	102,300	-	
58	ALS	-	-	-	-	-	
59	Fire Alarm Expenses	7,500	7,500	7,500	7,500	-	
60	Hydrant Rental	-	-	-	-	-	
	<b>Fire</b>	<b>1,079,085</b>	<b>1,107,533</b>	<b>1,007,388</b>	<b>1,060,513</b>	<b>53,125</b>	<b>5.27%</b>
61	Other Salaries	103,969	106,048	109,975	110,415	440	0.40%
62	Professional Services	35,200	42,500	57,500	65,500	8,000	13.91%
63	Expenses	7,851	7,851	7,851	8,851	1,000	12.74%
	<b>Div of Zoning &amp; Inspection</b>	<b>147,020</b>	<b>156,399</b>	<b>175,326</b>	<b>184,766</b>	<b>9,440</b>	<b>5.38%</b>
64	Director's Salary	250	250	250	250	-	
65	Expenses	1	1	1	1	-	
	<b>Civil Defense</b>	<b>251</b>	<b>251</b>	<b>251</b>	<b>251</b>	<b>-</b>	
66	Dog Officer's Salary	23,634	24,107	24,831	24,831	-	
67	Expenses	1,800	1,800	1,800	1,800	-	
	<b>Dog Officer</b>	<b>25,434</b>	<b>25,907</b>	<b>26,631</b>	<b>26,631</b>	<b>-</b>	
<b>Total Public Safety</b>		<b>\$ 3,476,615</b>	<b>\$ 3,575,675</b>	<b>\$ 3,595,260</b>	<b>\$ 3,787,929</b>	<b>\$ 192,669</b>	<b>5.36%</b>

## RECOMMENDATIONS OF THE FINANCE COMMITTEE

### Police Department

- Item 48. Base salary; Quinn incentive pay, EMT stipend, holidays, longevity.
- Item 49.** Includes salaries for 1 Captain, 4 sergeants, patrolmen, dispatchers, traffic supervisors, 2 clerical, and 1 matron; Also includes; longevity pay, holiday pay, & Quinn Incentive pay; Also includes additional pay for a new patrolman who will receive additional stipend for detective work, an additional patrolman position and 2 additional patrolmen for FY14 to reflect the needs at the Market Place at Lynnfield.
- Item 50. Overtime for vacation and illness coverage, investigations, court appearances.
- Item 51. Overtime charges for training or for training-caused coverage.
- Item 52. Expense items include uniforms, vehicle maintenance including dog officer's car, telephone equipment, service, and data processing, office supplies, training, radio maintenance, dues and subscriptions, medical support for cruisers, public safety/software maintenance, equipment, photo ID, other.

### Fire Department

- Item 53. Fire Chief Salary; readjusted in FY13 based on chief's negotiated salary.
- Item 54. Includes salaries for full-time firefighters, overtime pay for firefighting and training, holidays, longevity, and school credits.
- Item 55.** Includes salaries for call firefighters in response to fires and other calls, standbys during storms, training, vacation/sick coverage etc. Moved all EMS salaries to the Emergency Medical Services Enterprise Fund. Additional funding in FY14 to address Market Street needs.
- Item 57. Expenses related to maintenance and repair of aging vehicles, needed parts, firefighting tools and equipment, clothing, telephone, radio maintenance and miscellaneous other.
- .
- Item 61. Includes salaries for electrical, gas, and plumbing inspectors, clerical support and sealer of weights and measures.
- Item 62.** Salary reimbursement to Town of Wakefield for shared inspector, regional building inspection activities. Increase due to lateness of contract settlement.
- Item 63.** Expenses relate to office supplies, dues and seminars, subscriptions, travel and misc. other. Additional office supply expenses related to Market Street.
- Item 65. To keep account open as required by law.
- Item 66. Salaries for Dog Officer and assistant.
- Item 67. Veterinarian, telephone, other.

### EMERGENCY MEDICAL SERVICES ENTERPRISE FUND:

Effective FY04, the Town established the Emergency Medical Services Enterprise Fund. Revenues and medical supply expenses related to Town of Lynnfield Ambulance Service are received into and paid directly from this fund.



## Recommendations of the Finance Committee

### FY 2014 Operating Budget

Line #		Final FY 2011	Final FY 2012	Final FY 2013	Recommended FinCom/BOS Budget	FY13 vs FY14 Variance	FY13 vs FY14 %
<b>Public Works</b>							
68	Director Salary	101,040	103,061	106,153	106,560	407	0.38%
69	Other Salaries	289,774	292,356	327,153	330,521	3,368	1.03%
70	Motor Fuel/oil	160,000	160,000	167,000	191,500	24,500	14.67%
71	Other Expenses	6,050	6,171	6,171	6,500	329	5.33%
	<b>Administration</b>	<b>\$ 556,864</b>	<b>\$ 561,588</b>	<b>\$ 606,477</b>	<b>\$ 635,081</b>	<b>\$ 28,604</b>	<b>4.72%</b>
72	Salaries	771,751	782,631	804,667	837,483	32,816	4.08%
73	Expenses	297,151	303,094	304,301	316,251	11,950	3.93%
	<b>Highway</b>	<b>1,068,902</b>	<b>1,085,725</b>	<b>1,108,968</b>	<b>1,153,734</b>	<b>44,766</b>	<b>4.04%</b>
74	Salaries	-	-	-	-	-	
75	Expenses	-	-	-	25,000	25,000	
	<b>Sidewalk Construction &amp; Maint.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	
76	Snow & Ice removal salary and expenses	120,000	120,000	120,000	120,000	-	
77	Street lighting expenses	164,000	166,000	166,000	169,000	3,000	1.81%
78	Rubbish Collection expenses	729,948	720,600	727,600	749,300	21,700	2.98%
79	Salaries	993,025	924,110	971,468	1,015,913	44,445	4.58%
80	Energy Supply	613,054	613,054	613,054	645,000	31,946	5.21%
81	Expenses	490,500	652,054	675,800	747,059	71,259	10.54%
	<b>School Maintenance &amp; Buses</b>	<b>2,096,579</b>	<b>2,189,218</b>	<b>2,260,322</b>	<b>2,407,972</b>	<b>147,650</b>	<b>6.53%</b>
82	Salaries	200,356	171,348	205,669	207,140	1,471	0.72%
83	Expenses	296,750	300,000	300,000	309,600	9,600	3.20%
	<b>Town Building Maintenance</b>	<b>497,106</b>	<b>471,348</b>	<b>505,669</b>	<b>516,740</b>	<b>11,071</b>	<b>2.19%</b>
84	Salaries	-	-	-	-	-	
85	Expenses	-	-	-	-	-	
	<b>Cemetery, Parks &amp; Tree</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
86	Salaries	-	-	-	-	-	
87	Expenses	-	-	-	-	-	
	<b>Cemetery Renov. &amp; Upgrades</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
88	Salaries	-	-	-	-	-	
89	Expenses	-	-	-	-	-	
	<b>After School/Youth Center</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Public Works</b>		<b>\$ 5,233,399</b>	<b>\$ 5,314,479</b>	<b>\$ 5,495,036</b>	<b>\$ 5,776,827</b>	<b>\$ 281,791</b>	<b>5.13%</b>

## RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 68. Director Salary.
- Item 69. Assistant Director of Facilities, Asst. Director of School Operations, Department Secretary, 1 FT clerical, and Town Engineer. Increase includes an additional intern salary for support on special engineering projects plus additional contractual and step raises.
- Item 70. For all Town-owned vehicles. Based on usage in FY 13.
- Item 71. Expenses relate to office supplies, and copier maintenance contract.
- Item 72. Effective FY05, Cemetery, Parks and Tree department and Cemetery Renovation and Upgrades department (lines 84-87) have been removed and the functions combined with Highway department to allow for maximum flexibility and assignments relative to personnel and tasks. Combined department salaries include: General working foreman, foremen, crew supervisors, equipment operators, and equipment maintenance worker. Combined expenses include clothing allowance, summer help, overtime, and longevity.
- Item 73. Expense items include road maintenance, street sweeping, vehicle maintenance, basin and storm drain maintenance, street striping, equipment repair/rent (tree work), park materials, cemetery materials, and misc. other.
- Item 75. Projects are capital in nature. Items are included in Capital Budget.
- Item 76. If line item is increased, it cannot be decreased in future years, however it had been increased for FY09 since experience has shown the past amounts were not even close to sufficient for even a mild winter. If appropriation is exceeded, excess can either be transferred to following year as an addition to the tax levy or be handled in the Special Town Meeting in April.
- Item 77. Electric bills and maintenance of Town- and utility-owned lights.
- Item 78. Contractual cost for trash collection services. Proposal to implement a Pay-As-You-Throw program was rejected at Town Meeting in Spring of 2011.
- Item 79. Custodian and bus driver salaries, overtime, clothing allowance, and longevity. FY 14 includes 1 new custodian position.
- Item 80. Gas and electric supply for school buildings.
- Item 81. Expense items include vandalism, custodial supplies, renovations, contract buses and repair/leasing, ground maintenance (97 acres), and roofing. LMS and LHS septic systems licensed operator, septic/chemical holding tanks, heat repair parts and maintenance, painting, plumbing, water utility backflow testing, electrical maintenance, security repairs/monitoring and misc. other. In FY14 includes additional contracted bus.
- Item 82. One foreman, custodians; overtime, summer help, clothing allowance, and longevity.
- Item 83. Electricity, heat utility, telephone, electrical and heating repairs and maintenance, custodial supplies and misc. other.

## Recommendations of the Finance Committee

### FY 2014 Operating Budget

Line #		Final FY 2011	Final FY 2012	Final FY 2013	Recommended FinCom/BOS Budget	FY13 vs FY14 Variance	FY13 vs FY14 %
<b>Human Services</b>							
90	Other Salaries	81,883	81,883	76,839	79,969	3,130	4.07%
91	Expenses	14,013	14,013	21,513	29,829	8,316	38.66%
	<b>Board of Health</b>	<b>95,896</b>	<b>95,896</b>	<b>98,352</b>	<b>109,798</b>	<b>11,446</b>	<b>11.64%</b>
92	Salary	210,872	226,000	246,681	245,490	(1,191)	-0.48%
93	Expenses	22,550	22,550	23,869	24,869	1,000	4.19%
	<b>Council on Aging</b>	<b>233,422</b>	<b>248,550</b>	<b>270,550</b>	<b>270,359</b>	<b>(191)</b>	<b>-0.07%</b>
94	Director's Salary	5,000	5,000	5,000	10,000	5,000	100.00%
95	Expenses	500	500	500	900	400	80.00%
96	Veterans Benefits	4,000	12,500	12,500	12,500	-	
	<b>Veteran's Services</b>	<b>9,500</b>	<b>18,000</b>	<b>18,000</b>	<b>23,400</b>	<b>5,400</b>	<b>30.00%</b>
						-	
<b>Total Human Services</b>		<b>338,818</b>	<b>362,446</b>	<b>386,902</b>	<b>403,557</b>	<b>16,655</b>	<b>4.30%</b>
<b>Culture &amp; Recreation</b>							
97	Director's Salary	69,434	70,823	72,948	73,229	281	0.39%
98	Other Salaries	372,682	379,238	432,615	444,187	11,572	2.67%
99	Expenses	169,893	184,000	189,520	194,143	4,623	2.44%
	<b>Library</b>	<b>612,009</b>	<b>634,061</b>	<b>695,083</b>	<b>711,559</b>	<b>16,476</b>	<b>2.37%</b>
100	Salaries	11,729	17,500	18,025	18,025	-	
101	Expenses	9,530	3,759	3,759	3,759	-	
	<b>Recreation Commission</b>	<b>21,259</b>	<b>21,259</b>	<b>21,784</b>	<b>21,784</b>	<b>-</b>	<b>0.00%</b>
102	<b>Historical Commission expenses</b>	<b>5,425</b>	<b>5,425</b>	<b>8,000</b>	<b>8,280</b>	<b>280</b>	<b>3.50%</b>
103	<b>Memorial Day Observance expenses</b>	<b>990</b>	<b>990</b>	<b>990</b>	<b>4,000</b>	<b>3,010</b>	<b>304.04%</b>
<b>Total Culture and Recreation</b>		<b>639,683</b>	<b>661,735</b>	<b>725,857</b>	<b>745,623</b>	<b>19,766</b>	<b>2.72%</b>

## RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 90. Salaries for Board of Health Director, clerical support and Town Physician..  
Item 91. Nurse Services, office supplies and advertising, veterinary services, biological testing, clerical support for monthly meetings. The FY14 expenses are increased from the prior year to cover contractual services for septic and plan reviews.
- Item 92. Salaries for Director, Van Drivers (2) , Receptionist, Activity Coordinator, Trip Coordinator; Cook and Outreach Worker, net of anticipated grant.  
Item 93. Expenses for office supplies, telephone, paper products, seminars and dues, copier maintenance, travel, and Senior Meal Program.
- Item 96. Benefits for eligible Veterans.
- Item 97. Director Salary.  
Item 98. Salaries of Asst. Director, Full-time librarians, staff members and pages. Additional funding in FY14 for Saturday coverage  
Item 99. Expenses for reading material mandated at 16% of budget; data processing and NOBLE fees, maintenance contract, book processing and office supplies, telephone, postage, misc. other.
- Item 100. Salary for PT Director.  
Item 101. Expenses for supplies., seminars, advertising and other miscellaneous expenses.
- Item 102. Expenses related to preservation supplies, seminar & dues registrations and misc. other. The Commission requested additional budgeted expenses to enhance current projects.
- Item 103. Memorial Day celebration expenses – refreshments/grave markers.

## Recommendations of the Finance Committee

### FY 2014 Operating Budget

Line #		Final FY 2011	Final FY 2012	Final FY 2013	Recommended FinCom/BOS Budget	FY13 vs FY14 Variance	FY13 vs FY14 %
<b>Education</b>							
	High School			409,392	423,445	14,053	3.43%
	Middle School			159,440	163,945	4,505	2.83%
	Huckleberry Hill School			101,805	108,975	7,170	7.04%
	Summaer Street School			118,525	122,725	4,200	3.54%
	Special Education/PreSchool			187,100	190,100	3,000	1.60%
	Special Ed out of district tuitions/Contracted Services			755,333	658,076	(97,257)	-12.88%
	Special Ed out of district transportation			245,222	201,753	(43,469)	-17.73%
	Administration/Technology			471,688	472,210	522	0.11%
	<b>Non-Salary Expenses</b>			<b>2,448,505</b>	<b>2,341,229</b>	<b>(107,276)</b>	<b>-4.38%</b>
	<b>Salary Expenses</b>			<b>17,488,585</b>	<b>18,087,218</b>	<b>598,633</b>	<b>3.42%</b>
	<b>Staffing requests</b>						
	High School				81,000		
	Middle School				129,586		
	Huckleberry Hill School				22,800		
	Summer Street School				22,800		
	Special Education/Preschool				7,800		
	Administration				-		
	Technology				22,500		
	Total FY 14 requested staff				286,486		
	<b>Total FY 14 Salaries</b>			<b>17,488,585</b>	<b>18,373,704</b>	<b>885,119</b>	<b>5.06%</b>
	<b>Net Salaries and Expenses</b>	<b>17,828,795</b>	<b>18,628,795</b>	<b>19,937,090</b>	<b>20,714,933</b>	<b>777,843</b>	<b>3.90%</b>
	<b>Offsets</b>						
	Activity Fees			(180,000)	(180,000)		
	Community Schools			(45,000)	(45,000)		
	Kindergarten Revenue			(245,000)	(250,000)		
	<b>Total Offsets</b>			<b>(470,000)</b>	<b>(475,000)</b>		
<b>104</b>	<b>Total Operating Budget</b>	<b>17,828,795</b>	<b>18,628,795</b>	<b>19,467,090</b>	<b>20,239,933</b>	<b>772,843</b>	<b>3.97%</b>
<b>104A</b>	<b>School Health Insurance</b>	<b>2,038,300</b>	<b>2,152,102</b>	<b>2,077,102</b>	<b>2,077,102</b>	<b>-</b>	
<b>105</b>	<b>N.S. Technical High School</b>	<b>191,734</b>	<b>175,862</b>	<b>200,355</b>	<b>301,811</b>	<b>101,456</b>	<b>50.64%</b>
<b>Total Education</b>							
		<b>20,058,829</b>	<b>20,956,759</b>	<b>21,744,547</b>	<b>22,618,846</b>	<b>874,299</b>	<b>4.02%</b>

## LYNNFIELD SCHOOL SYSTEM DATA

### PUPILS & EMPLOYEE HEADCOUNT

School Year	Pupils	Teachers	Special Ed Teachers/ Psych	Specialists	Class Aides	School Admin	Central Office
2011-2012	2,223	138.3	31	14	60.7	28.3	9
2012-2013	2,204	139.6	34	14	59.7	28.3	9.5
2013-2014*	2,214	139.7	34	17	58.7	28.3	10

\*Projected numbers

<b>Teachers</b>	Classroom Teachers, Physical Education, Music, Art
<b>Special Ed Teachers / Psychologists / Specialists</b>	Special Ed Teachers, Team Chairs, Psychologists, Speech and Language Specialists, Therapists Media Specialists, Curriculum Specialists, Nurses, Reading Specialist, Guidance Counselors, Technology
<b>Class Aides</b>	Special Ed Aides, Kindergarten Aides
<b>School Admin</b>	Principals, Asst. Principals, Special Ed Director, Secretaries, Clerks, Office Aides, Permanent Subs, Preschool Bus Driver
<b>Central Office</b>	Superintendent and Staff, Business Office Staff, Technology Dept

### ENROLLMENT PROJECTION:

### 2013-2014 SCHOOL YEAR

	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Projected 2013-2014</u>	<u>Y/Y Change</u>	<u>Y/Y % Change</u>
KINDERGARTEN - GRADE 4	830	826	818	-8	-1.0%
GRADES 5 - 8	778	755	770	15	2.0%
GRADES 9 - 12	620	623	626	3	0.5%
<b>TOTALS</b>	<b>2,228</b>	<b>2,204</b>	<b>2,214</b>	<b>10</b>	<b>0.5%</b>

## Recommendations of the Finance Committee

## FY 2014 Operating Budget

[illegible]

## RECOMMENDATIONS OF THE FINANCE COMMITTEE

Items 108 and 109 Principal and interest on various borrowing initiatives for municipal purposes

Items 110 and 111 Debt excludes principal and interest for School Project and Golf Course purchase.

Item 113. Annual contribution to Essex County Retirement Board (Town employees excluding teachers)

Item. 114 Health Insurance for Town employees, Dental and Life Insurance for all employees.

Items 114a through 114e Breakout of health insurance costs attributable to specific town departments.

Item 115. Medicare matching payroll tax paid on employees hire since 1/1/1986.



## Recommendations of the Finance Committee

**ARTICLE 9.** To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds or by borrowing, or from any or all such sources, sums of money for the purchase of various equipment and items in the nature of capital expenditure and to give authority to credit the value of the various old equipment to be turned in toward the purchase price of said items, said sums of money to be expended under the direction of various Town boards, committees, or officers; or what action it will take thereon.

**Finance Committee recommends Article 9**

**Submitted by Board of Selectmen**

### **FY 2014 Capital Budget**

Technology	\$ 250,000
<b>School Department</b>	<b>250,000</b>
Copier Replacement (TH and Inspectional Services)	6,125
<b>Town Hall</b>	<b>6,125</b>
Tri-Centennial Celebration	10,000
<b>Selectmen</b>	<b>10,000</b>
Reading Room Furniture	13,512
<b>Library</b>	<b>13,512</b>
(1) Marked Police Cruiser w/lighting and siren options	36,750
(1) On Board Computer with vehicle mounts and software license	7,100
(2) Taser units w/ batteries and cartridges	2,450
(1) SWAT Rifle for Regional Participation	3,000
(3) Patrol Rifles	3,000
(1) Patrol Bicycle	2,820
<b>Police Department</b>	<b>55,120</b>
Protective Gear	4,000
Radios and Information Technology	10,000
Hoses and Nozzles	5,000
FF Equipment Replacement	10,000
(3) EMS Cardiac Monitors	90,000
<b>Fire Department</b>	<b>119,000</b>
(1) Replacement Truck #7	110,000
Upgrade Small Equipment	10,000
Highway	120,000
Replace Concrete Pad South Fire Station	25,000
Pillings Pond Improvements	12,500
Energy Management Improvements	15,000
Other Town Improvements	52,500
<b>Public Works</b>	<b>172,500</b>
<b>Total Capital Budget</b>	<b>\$ 626,257</b>
Total General Fund	511,257
Total Capital Facilities Fund	25,000
Total Ambulance Enterprise	90,000
<b>Total Capital Spending</b>	<b>\$ 626,257</b>

**ARTICLE 10.** To see if the Town will vote to establish in its treasury a special fund in which shall be deposited such sum as may be appropriated under the provisions of G.L. c. 40, § 5H and/or c. 44, § 53I to celebrate the 200<sup>th</sup> anniversary of the incorporation of the Town of Lynnfield and the 300th anniversary of the Town of Lynnfield Meeting House and any and all sums received from the sale of commemorative items or from admission charges for commemorative ceremonies or events in connection therewith, the principal and interest of such fund to be expended upon the authorization of the Board of Selectmen pursuant to the said statutes, and further to raise and appropriate a sum of money to be deposited in such fund; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommends Article 10**

---

**ARTICLE 11.** To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Council on Aging, limited to a certain amount, without further appropriation during Fiscal Year 2014, to pay expenses and contractual services required to operate Senior Center Activities and field trips; said fund to be credited with all fees and charges received during Fiscal Year 2014 from persons taking part in said activities and field trips; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommends Article 11**

---

**ARTICLE 12.** To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Board of Health, limited to a certain amount, without further appropriation during Fiscal Year 2014, to pay expenses and contractual services required to operate the Flu Clinic; said fund to be credited with all fees and charges received, and with recovery through third party billing received, during Fiscal Year 2014 from or in connection with persons taking part in said activities; or what action it will take thereon.

**Submitted by BOARD OF HEALTH**

**Finance Committee Recommends Article 12**

---

**ARTICLE 13.** To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Board of Library Trustees, limited to a certain amount, without further appropriation during Fiscal Year 2014, to pay expenses related to book replacement and new book acquisitions, said fund to be credited with all fines collected for the loss of library books received during Fiscal Year 2014 from persons paying such fines; or what action it will take thereon.

**Submitted by BOARD OF LIBRARY TRUSTEES**

**Finance Committee Recommends Article 13**

---

**ARTICLE 14.** To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Recreation Commission, limited to a certain amount, without further appropriation during Fiscal Year 2014, to pay expenses and contractual services required to operate Recreation Activities and field trips; said fund to be credited with all fees and charges received during Fiscal Year 2014 from persons taking part in said activities and field trips; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommends Article 14**

---

**ARTICLE 15.** To see if the Town will vote to appropriate a sum of money from Emergency Medical Service Enterprise receipts to pay expenses and contractual services required to operate the emergency medical service in the Town of Lynnfield, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2014 from persons using said service; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommends Article 15**

---

**ARTICLE 16.** To see if the Town will vote to appropriate a sum of money from Golf Enterprise receipts and or Golf Enterprise Retained Earnings to pay expenses and contractual services required to operate the Reedy Meadow Golf Course and King Rail Golf Course, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2014 from persons using the golf course; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**Finance Committee Recommends Article 16**

**ARTICLE 17.** To see if the Town will vote to accept the provisions of G.L. c. 60A , § 1, ¶ 8, authorizing the Town to exempt from motor vehicle excise tax certain residents who are on active military duty outside of the country; or what action it will take thereon.

**Submitted by BOARD of SELECTMEN**

**Finance Committee Recommends Article 17**

---

**ARTICLE 18.** To see if the Town will vote to amend the Town’s Zoning Bylaws by adding a new Section 7.7 entitled “Temporary Moratorium on Medical Marijuana Treatment Centers,” that would provide as follows:

7.7.1: Purpose

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law’s effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Medical Marijuana Treatment Centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

7.7.2: Definition

“Medical Marijuana Treatment Center” shall mean a “not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.”

### 7.7.3: Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations regarding Medical Marijuana Treatment Centers and related uses, and consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses; or what action it will take thereon.

**Submitted by PLANNING BOARD**

**Finance Committee Recommendation Deferred Until Town Meeting**

---

## **LYNNFIELD PARLIAMENTARY PROCEDURE REFRESHER**

*Lynnfield Charter requires that Town Meeting be conducted in accordance with Robert's Rules of Order; see the newly revised 11<sup>th</sup> Edition for complete information*

1. Authority Precedence: State Law, Town Charter, By-Laws, Parliamentary Rules, Custom.
2. The State permits Towns to choose the form of Government (Open Town Meeting – Selectmen form in our case) and the type of rules with which to conduct Town Meeting. Our Lynnfield Town Charter mandates Robert's Rules of Order, latest revision (11<sup>th</sup> Edition). Town Meeting is a legislative assembly.
3. The purpose of Town Meeting, using rules of order, is for members to freely make decisions concerning their local government. Decorum and respect for neighbors and opposing views are essential to a fair and orderly meeting. All members, with respect to Warrant Articles, have the equal right to bring up ideas, discuss them and come to a conclusion.
4. The majority rules, but the rights of the minority are protected by assuring them the right to freely speak and vote.
5. The Moderator has control of the floor, facilitates and directs the discussion, keeps order.
6. All debate/questions go to, and through, the Moderator.
7. Complex motions have to be in writing and submitted to the Moderator. You may submit your motion during Town Meeting in writing to the Clerk or by e-mail addressed to: [lynnfieldTM@gmail.com](mailto:lynnfieldTM@gmail.com)
8. Speakers must be recognized by the Moderator before speaking. Speakers must stand, identify themselves by name, provide their address and remain standing while speaking.
9. Questions do not constitute a position and may be asked at any time after being recognized.
10. Parties answering questions (including town officials) do not forego their right to debate because they have spoken to the question.
11. Only one issue at a time – only one Speaker at a time.
12. Amendments must be germane to the main motion. Amendments to amendments cannot be amended.
13. Debate must be germane to the pending motion.
14. Each Speaker can speak twice on the same day on a debatable pending motion for up to 10 minutes each time, however, that Speaker cannot speak for the second time until all those wishing to speak for the first time have done so.
15. Debate rules can be altered by 2/3 vote of the assembly.
16. Question and mandatory reporting (FinCom, Planning Board, etc.) are not debate. Questions cannot be used as debate in disguise.
17. Dilatory motions are out of order.
18. Use of the third person/title is proper form; use of names is not (i.e., “the previous speaker”, the “Selectman”, etc., not “Joe Jones”).
19. A “majority” motion fails when there is a tie vote – the vote must be more than 1/2. In a “super-majority” vote, where there is exactly a 2/3 to 1/3 split the 2/3 vote prevails.
20. Reconsideration: used when later substantive information affects a prior voted motion. Must be on prevailing side. Reconsideration cannot be reconsidered.
21. The Moderator cannot stop debate while members wish to speak on a pending motion. Only the members, by a 2/3 vote, can stop debate.
22. While presiding, the Moderator does not vote unless there is a tie vote and the Moderator wants to affect the result.
23. Absence or loss of a Quorum forces adjournment of the meeting.
24. Visitors/Guests can only be admitted and can only speak with the approval of Town Meeting Members.