

TOWN OF LYNNFIELD

MASSACHUSETTS

FISCAL YEAR 2016

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



LYNNFIELD FINANCE COMMITTEE REPORT

**ANNUAL TOWN MEETING
MONDAY, APRIL 27, 2015 – 7:30 P.M.
LYNNFIELD MIDDLE SCHOOL**

LYNNFIELD TOWN WARRANT

LYNNFIELD PARLIAMENTARY PROCEDURE REFRESHER

Lynnfield Charter requires that Town Meeting be conducted in accordance with Robert's Rules of Order; see the 11th 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 (11th 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
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.

LYNNFIELD TOWN WARRANT

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN ELECTION - APRIL 13, 2015

ANNUAL TOWN MEETING - APRIL 27, 2015

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 13, 2015 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 Board of Selectmen member for three years; one Town Moderator for one year; one Board of Assessors member for three years; two Board of Library Trustee member for three years; two School Committee members for three years; one Planning Board member for five years; and one Housing Authority member for five years.

The Polls in each precinct will open at 7:00 a.m., and will be closed at 8:00 p.m., on said April 13, 2015. 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 27, 2015 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 2016 runs from July 1, 2015 through June 30, 2016.

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, Chairman	Selectmen	Jun-16
Janet Moran, Vice Chairman	Moderator	Jun-17
Bob Priestley	Moderator	Jun-16
Chris Mattia	Moderator	Jun-17
Gene Covino	Moderator	Jun-15
Jason Caggiano	Moderator	Jun-16
Kevin Sullivan	Moderator	Jun-16
Robert Look	Selectmen	Jun-16
Stephen Riley	Selectmen	Jun-16
Thomas Kayola	Selectmen	Jun-15
Thomas Kennedy	Selectmen	Jun-17
Debbi Mallett-Secretary		

Introduction

The Fiscal Year 2016 budget process was again characterized by slight improvements in fundamental economic conditions similar to that of Fiscal Year 2015. National, State and Local economic challenges improved slightly. The Finance Committee approached this year's budget process with continued caution and an eye toward replenishing. Lynnfield has effectively navigated through recent economic difficulties, placing the town in a good position to take advantage of improvements in revenue to plan for capital requirements, improves our roads and infrastructure and replenish our reserve funds. All in an effort to uphold the wonderful standard of living we enjoy in our town.

The second phase of Market Street represents a key component to the continued revenue recovery for our town. As the second phase of Market Street comes on line in FY16, economic activity will again increase revenue through higher local receipts and tax revenues. Projected revenue recovery will provide financial flexibility to the town next year.

Revenue growth will allow many town departments to marginally increase their spending. This increase will result in improved services to our citizens. Among other things, the Finance Committee was pleased to recommend the continuation of a direct expenditure for sidewalk maintenance, the addition of over \$180k to bring our road paving into compliance with our 40 year plan. With the additional Chapter 90 funds the DPW should have nearly \$900k to spend repairing our roads. Other purchases include two new police cruisers.

The town continues to show its support for the education of our children with a recommended increase. The continued reliance on savings in Special Education costs has proven difficult this year. Those costs continue to be volatile even while the school department has effectively managed the process through the in-sourcing of certain curriculum and services, requiring fewer children to go out of district. We also recommended new measures to ensure our children our safe and competitive with other districts.

We enjoy a position unlike many of the communities around us, but that does not mean that we don't still have hard work ahead. Retiree pension and healthcare costs continue to represent a rising financial liability. We are funding the retirement pension liabilities and the current plan calls 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 increasing unfunded liabilities. In recognition of this issue last year we created a reserve fund and appropriated \$100k into this fund. We will look to continue this effort in the future as discourse continues at the state and national levels. We will also examine alternative ways to finance our obligations.

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 forward to our continued success. Please join is if you would like to learn more and thanks to those who made our meetings better by attending.

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

Finance Committee Recommends Article 3 as follows:

Board of Selectmen: Chairman \$850
Member \$700
Board of Assessors: Chairman \$4,100
Member \$3,550

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 2015 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 transfer a sum of money from Emergency Medical Services Retained Earnings to pay expenses and contractual services required to operate the emergency medical service in the Town of Lynnfield in the current 2015 Fiscal Year; 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 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 7. 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

Status of Town Funds

	Projected balance at June 30, 2015	FY2015 Additional (USE)	FinCom/BOS Projected FY16 Beg. balance
Stabilization Fund	\$ 1,140,000	\$ 180,000	\$ 1,320,000
Capital Maintenance Fund	740,000	180,000	920,000
OPEB Trust Fund	200,350		200,350
Sale of Real Estate	2,030,250	(150,000)	1,880,250
Free Cash	1,337,372	-	1,337,372
Cemetery Funds			
Lot Sales Principal	46,840	(20,000)	26,840
Golf Enterprise Retained Earnings	1,437		1,437
Ambulance Enterprise Retained Earnings	41,995	(40,000)	1,995
Totals	\$ 5,538,244	\$ 150,000	\$ 5,688,244

RESERVE FUND TRANSFERS - fiscal year to date through March 31, 2015

Fiscal Year 2015 Town Meeting Appropriation	\$ 45,000
<i>Less Transfers:</i>	-
Reserve Fund balance as of March 31, 2015	\$ 45,000

Recommendations of the Finance Committee

Revenue	Current FY 2015	Projected 2016	FY	Yr/Yr Change \$	Change %
Prior year levy limit	\$ 32,848,170	\$ 36,175,368	\$ 3,327,198		10.13%
2 1/2 % increase	821,204	904,384	83,180		10.13%
New growth	2,505,994	820,000	(1,685,994)		-67.28%
Total property taxes	36,175,368	37,899,752	1,724,384		4.77%
Override		-			
State provided funds	5,118,385	5,118,384	(1)		0.00%
Debt exclusions & tax offsets	2,780,171	2,722,688	(57,483)		-2.07%
Projected local receipts	3,868,600	4,272,870	404,270		10.45%
Colonial revenue	-	-			
Free cash	949,375	-	(949,375)		-100.00%
Overlay surplus	-	150,000			
Building reserve fund	-	-			
Cemetery & funds	20,000	20,000	-		0.00%
Reserve for approp (septic)	32,611	32,626	15		0.05%
American Legion fund	990	990			
Revenue plan	-	-			
Capital facilities fund	-	-			
Stabilization fund	-	-			
Ambulance enterprise	-	-			
Telecommunications fund	-	-			
Total Revenue	\$ 48,945,501	\$ 50,217,310	\$ 1,271,810		2.60%

Expenses

Operating budget					
General government	1,988,258	2,141,577	153,319		7.71%
Public safety	3,991,518	4,208,574	217,056		5.44%
Public works	6,161,611	6,530,999	369,388		5.99%
Human services	421,348	433,466	12,118		2.88%
Culture & recreation	805,494	824,682	19,188		2.38%
Education (incl. Health & Vocational)	23,636,871	24,577,724	940,853		3.98%
Debt & interest	4,081,529	3,272,545	(808,984)		-19.82%
Employee benefits	5,285,560	5,678,822	393,263		7.44%
Total Operating Budget	46,372,189	47,668,389	1,296,201		2.80%

Other Expenditures

Allow for abate/exemptions	\$778,964	\$200,000	(578,964)		(0.74)
Deficit accounts	243,981	275,000	31,019		0.13
Building reserve fund payment	-	-			
Capital budget	741,653	1,314,820	573,167		77.28%
Transfer to OPEB	100,000	-			
Transfer to capital maintenance fund	150,000	180,000	30,000		20.00%
Appropriation to stabilization fund	150,000	180,000	30,000		20.00%
Offset for direct expenditures	23,438	23,438	-		0.00%
Other expenditures total	2,188,036	2,173,258	(14,778)		-0.68%
Cherry sheet charges	374,204	374,204	-		0.00%
Total Expenditures	\$ 48,934,429	\$ 50,215,851	\$ 1,281,423		2.62%

Surplus/(Deficit)	\$ 11,072	\$ 1,459
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Recommendations of the Finance Committee

FY 2016 Operating Budget

Line #		Final FY 2014	Voted FY 2015	Transfers	Revised FY 2015	Recommended FinCom/BOS FY 2016	FY15 vs FY16 Variance	FY15 vs FY16 %
General Government								
1	Selectmen's Salaries	\$ 2,250	\$ 2,250	-	\$ 2,250	\$ 2,250	-	0.00%
2	Town Administrator's Salary	172,510	172,510	25,000	197,510	178,500	(19,010)	-9.62%
3	Administrative Salary	64,358	63,398	-	63,398	64,666	1,268	2.00%
4	Professional Services	65,000	77,000	(8,450)	68,550	72,000	3,450	5.03%
5	Pay Rate Increase Fund	463	50,000	(25,709)	24,291	50,000	25,709	105.84%
6	Town Report	-	-	-	-	-	-	
7	Prop & Liab. Insurance	412,792	459,571	6,000	465,571	512,150	46,579	10.00%
8	Other Expenses	17,500	17,500	-	17,500	18,000	500	2.86%
	Selectmen	734,873	842,229	(3,159)	839,070	897,566	58,496	6.97%
9	Accountant's Salary	102,000	99,000	-	99,000	102,000	3,000	3.03%
10	Clerical Salary	48,205	49,342	465	49,807	52,165	2,358	4.73%
11	Expenses	4,025	4,125	-	4,125	4,255	130	3.15%
	Town Accountant	154,230	152,467	465	152,932	158,420	5,488	3.59%
12	Counsel's salary	-	-	-	-	-	-	
13	Professional Services	52,446	43,092	-	43,092	75,000	31,908	74.05%
14	Expenses Law Books	2,000	2,200	-	2,200	2,200	-	0.00%
	Town Counsel	54,446	45,292	-	45,292	77,200	31,908	70.45%
15	Finance Director	-	-	-	-	-	-	
	<i>Operations Support</i>							
16	Salaries	81,565	83,755	-	83,755	72,300	(11,455)	-13.68%
17	Expenses	36,300	41,400	-	41,400	42,900	1,500	3.62%
	<i>Information Systems</i>							
18	Salary	-	-	-	-	-	-	
19	Expenses	114,903	126,515	-	126,515	149,700	23,185	18.33%
	<i>Tax Collector</i>							
20	Collector Salary	-	-	-	-	-	-	
21	Collector Expenses	18,993	20,400	-	20,400	20,450	50	0.25%
21A	Senior Tax Work-Off Program	9,000	9,000	-	9,000	9,000	-	
	<i>Treasurer</i>							
22	Treasurer's Salaries	144,445	144,100	651	144,751	169,594	24,843	17.16%
23	Treasurer's Expenses	19,190	21,190	-	21,190	21,240		
	<i>Town Clerk</i>							
24	Town Clerk Salaries	99,216	100,823	2,553	103,376	108,944	5,568	5.39%
25	Clerk Expenses	31,876	32,832	-	32,832	29,100	(3,732)	-11.37%
26	Registrar's Expenses	-	-	-	-	-	-	
27	Tax Title Proceedings	-	-	-	-	-	-	
28	Elections	-	-	-	-	-	-	
	Division of Finance & Operations	\$ 555,488	\$ 580,015	\$ 3,204	\$ 583,219	\$ 623,228	\$ 40,009	6.86%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 1. Board annual compensation – Chairman, \$850; Members, two at \$700 each.
Line 2. Total salary for Town Administrator (decrease from FY 15 as a result of final payout of accruals to retiring Town Administrator)
Line 3. Assistant to Town Administrator salary.
- Line 4. Annual town audit, actuarial valuation, engineering, external legal, transition period with new Town Administrator, other professional services.
Line 5. Total FY16 pay rate increases for departmental positions.
Line 7. Includes insurance for property and casualty, general liability, and fidelity bonds. FY 16 Property Casualty Insurance increased because of addition of new athletic fields complex.
- Line 8. Expenses relate to office supplies, dues and seminars, subscriptions, and misc. other expenses.
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- Line 9. Town Accountant Salary.
Line 10. Town Accountant clerical salary, longevity and overtime
Line 11. Expenses relate to office supplies, printing supplies, dues and seminars, forms, travel and misc. other expenses.
- Line 13.** Town Counsel services and expenses in connection with legal matters concerning Town of Lynnfield. Increase in legal costs due to an increase of various legal matters. Underfunded in FY 2015 will be addressed with additional funding in the transfers for 2015.
- Line 14. Expenses related to law book updates.
- Line 16.** Clerical support to Treasurer's office 1FT, 1PT personnel. In FY 16 1PT position moved to Treasurer's Salaries (Line 22) and is now a FT position.
- Line 17. Includes postage for Town Hall departments; new copier lease in FY 15 and postage machine supplies and maintenance; miscellaneous other.
- Line 18. Position consolidated with School Information Systems.
Line 19. Expenses related computer hardware, accessories, supplies; software licensing; financial software support contract; computer consultant; dues/seminars; internet access; misc. other.
- Line 21. Expenses relate to office supplies, dues and seminars, tax title, legal, land court fees and other miscellaneous expenses.
- Line 21A. Senior tax Work-off Program.
- Line 22.** Treasurer and clerical salaries, overtime and longevity. 1PT position now FT in FY16. Increase partially offset from savings in line 16 Treasurer's Salaries.
- Line 23. Expenses related to office supplies, dues and seminars, bank charges, legal and misc. other. Increase due to additional legal fees for tax title accounts and additional shredding costs.
- Line 24. Town Clerk and Assistant Town Clerk salaries
Line 25. Expenses related to office supplies, dues, seminars, election and registration. Election expenses decreased in FY16 due to the number of regular elections occurring.

Recommendations of the Finance Committee

FY 2016 Operating Budget

Line #		Final FY 2014	Voted FY 2015	Transfers	Revised FY 2015	Recommended FinCom/BOS Budget	FY15 vs FY16 Variance	FY15 vs FY16 %
29	Board Salaries	\$ 11,500	\$ 11,500	-	\$ 11,500	\$ 11,500	-	0.00%
30	Other Salaries	129,233	129,944	-	129,944	132,711	2,767	2.13%
31	Professional Services	52,800	27,100	-	27,100	28,800	1,700	6.27%
32	Assessment Update	10,200	11,700	-	11,700	9,200	(2,500)	-21.37%
33	Expenses	10,550	8,470	-	8,470	11,970	3,500	41.32%
	Board of Assessors	214,283	188,714	-	188,714	194,181	5,467	2.90%
34	Salary	41,049	41,854	399	42,253	44,231	1,978	4.68%
35	Expenses	3,286	3,286	-	3,286	3,286	-	0.00%
	Planning Board	44,335	45,140	399	45,539	47,517	1,978	4.34%
36	Board of Appeal expenses	2,661	2,741	-	2,741	2,741	0	0.00%
37	Salaries	68,786	69,641	-	69,641	79,006	9,365	13.45%
38	Expenses	2,200	2,266	-	2,266	2,334	68	3.00%
39	Professional Services	1,500	1,500	-	1,500	1,545	45	3.00%
40	Open Space	1,500	1,500	-	1,500	1,545	45	3.00%
	Conservation Commission	73,986	74,907	-	74,907	84,430	9,523	12.71%
41	Salary	2,874	2,874	-	2,874	2,874	-	0.00%
42	Professional Services	2,870	2,870	-	2,870	2,870	-	0.00%
43	Expenses	330	330	-	330	330	-	0.00%
	Personnel Board	6,074	6,074	-	6,074	6,074	-	0.00%
44	Salary	2,693	2,550	-	2,550	3,000	450	17.65%
45	Expenses	420	420	-	420	420	-	0.00%
46	Finance Committee Report	1,500	1,800	-	1,800	1,800	-	0.00%
47	Reserve Fund	45,000	45,000	-	45,000	45,000	-	0.00%
	Finance Committee	49,613	49,770	-	49,770	50,220	450	0.90%
Total General Government		\$ 1,889,989	\$ 1,987,349	\$ 909	\$ 1,988,258	\$ 2,141,577	\$ 153,319	7.71%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 29. Board annual compensation: Chairman - \$4,100; 2 Members at \$3,550 each; CMA certification.
- Line 30. Clerical support and full time assessing manager salaries for Assessors.
- Line 31.** Primarily commercial appraisals and assistance in preparation of state reports. Increase in Assessor's software maintenance costs.
- Line 32.** Professional services for periodic reevaluations. Completion of phase two personal property revaluation that requires fewer hours to complete.
- Line 33. Expenses related to office supplies, dues and seminars, travel, subscriptions, and misc. other.
- Line 34. One clerical staff salary.
- Line 35. Expenses relate to office supplies, dues and seminars, travel, and miscellaneous other expenses.
- Line 36. Expenses relate to office supplies, dues and seminars, and advertising.
- Line 37.** Conservation Commission administrator and part-time clerical assistant salary - 15 hours a week. FY 16 Salary reclassification for both FT and PT employees based on salary survey of comparable towns.
- Line 38. Expenses related to office supplies, dues and seminars, travel, and misc. other.
- Line 39. Engineering assistance for environmental surveys, primarily wetlands.
- Line 40. Open Space expenses.
- Line 41. One clerical support salary.
- Line 42. Legal services for negotiations and advice on labor law.
- Line 43. Expenses relate to office supplies, dues and memberships, and misc. other.
- Line 44. Finance Committee support salary.
- Line 45. Expenses relate to dues and seminars, advertising, and misc. other.
- Line 46. Annual Town Warrant report printing.
- Line 47. For qualified transfers to any Town department for unforeseen needs.

Recommendations of the Finance Committee

FY 2016 Operating Budget

Line #		Final FY 2014	Voted FY 2015	Transfers	Revised FY 2015	Recommended FinCom/BOS Budget	FY15 vs FY16 Variance	FY15 vs FY16 %
PUBLIC SAFETY								
48	Chief's Salary (incl. holidays)	\$ 161,780	\$ 147,460	\$ 18,248	\$ 165,708	\$ 169,087	\$ 3,379	2.04%
49	Other Salaries (incl. holidays)	1,811,071	1,853,384	-	1,853,384	1,981,108	127,724	6.89%
50	Officer's Overtime	490,415	358,383	-	358,383	358,383	-	0.00%
51	Officers Training	47,639	48,592	-	48,592	96,000	47,408	97.56%
52	Other Expenses	186,002	191,582	-	191,582	197,330	5,747	3.00%
	Police	2,696,907	2,599,401	18,248	2,617,649	2,801,908	184,259	7.04%
53	Chief's Salary (incl. holidays)	118,885	112,200	-	112,200	114,444	2,244	2.00%
54	Full time Salaries (incl. holidays)	574,579	598,800	-	598,800	610,776	11,976	2.00%
55	Call Dept. Salaries	313,229	313,229	-	313,229	319,494	6,265	2.00%
56	Fire Alarm Salaries	18,752	13,007	-	13,007	13,267	260	2.00%
57	Fire Dept. Expenses	102,300	105,369	-	105,369	107,033	1,664	1.58%
58	ALS	-	-	-	-	-	-	-
59	Fire Alarm Expenses	7,500	8,000	-	8,000	8,128	128	1.60%
60	Hydrant Rental	-	-	-	-	-	-	-
	Fire	1,135,245	1,150,605	-	1,150,605	1,173,142	22,537	1.96%
61	Other Salaries	76,809	77,466	(18,548)	58,918	68,662	9,744	16.54%
62	Professional Services	115,962	106,647	18,548	125,195	125,195	-	0.00%
63	Expenses	7,351	11,211	-	11,211	11,211	-	0.00%
	Div of Zoning & Inspection	200,122	195,324	(0)	195,324	205,068	9,744	4.99%
64	Director's Salary	250	250	-	250	250	-	0.00%
65	Expenses	1	1	-	1	1	-	0.00%
	Civil Defense	251	251	-	251	251	-	0.00%
66	Dog Officer's Salary	25,328	25,835	-	25,835	26,352	517	2.00%
67	Expenses	1,800	1,854	-	1,854	1,854	-	0.00%
	Dog Officer	27,128	27,689	-	27,689	28,206	517	1.87%
Total Public Safety		\$ 4,059,653	\$ 3,973,270	\$ 18,248	\$ 3,991,518	\$ 4,208,574	\$ 217,056	5.44%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

Police Department

- Line 48. Base salary; Quinn incentive pay, EMT stipend, holidays, longevity.
Line 49. Includes salaries for 1 Captain, 5 sergeants, patrolmen, dispatchers, traffic supervisors, 2 clerical, and 1 matron; Also includes; longevity pay, holiday pay, & Quinn Incentive pay. FY 16 includes 2 additional patrolmen and 1 additional sergeant.
- Line 50. Overtime for vacation and illness coverage, investigations, court appearances.
Line 51. Overtime charges for training or for training-caused coverage. Increase in FY 16 training costs to meet mandatory in-service training and training of new officers.
- Line 52. Expense lines 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

- Line 53. Fire Chief Salary.
Line 54. Includes salaries for full-time firefighters, overtime pay for firefighting and training, holidays, longevity, and school credits.
- Line 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.
- Line 57. Expenses related to maintenance and repair of aging vehicles, needed parts, firefighting tools and equipment, clothing, telephone, radio maintenance and miscellaneous other.
- .
- Line 61.** Includes salaries for electrical, gas, and plumbing inspectors, clerical support and sealer of weights and measures. Increase in salary for weights and measures inspector due to additional workload at Market Street. Additional revenue will be realized through permitting.
- Line 62. Salary reimbursement to Town of Wakefield for shared inspector, regional building inspection activities.
- Line 63. Expenses relate to office supplies, dues and seminars, subscriptions, travel and misc. other.
- Line 65. To keep account open as required by law.
- Line 66. Salaries for Dog Officer and assistant.
Line 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 2016 Operating Budget

Line #		Final FY 2014	Voted FY 2015	Transfers	Revised FY 2015	Recommended FinCom/BOS Budget	FY15 vs FY16 Variance	FY15 vs FY16 %
Public Works								
68	Director Salary	\$ 123,231	\$ 108,275	\$ -	\$ 108,275	\$ 105,463	(2,812)	-2.60%
69	Other Salaries	339,204	347,179	-	347,179	373,087	25,908	7.46%
70	Motor Fuel/oil	183,500	191,500	-	191,500	195,000	3,500	1.83%
71	Other Expenses	6,500	6,500	-	6,500	9,500	3,000	46.15%
	Administration	652,435	653,454	-	653,454	683,050	29,596	4.53%
72	Salaries	827,161	845,222	-	845,222	883,012	37,790	4.47%
73	Expenses	340,951	459,000	-	459,000	643,720	184,720	40.24%
	Highway	1,168,112	1,304,222	-	1,304,222	1,526,732	222,510	17.06%
74	Salaries	-	-	-	-	-	-	-
75	Expenses	25,000	25,000	-	25,000	25,000	-	0.00%
	Sidewalk Construction & Maint.	25,000	25,000	-	25,000	25,000	-	0.00%
76	Snow & Ice removal salary and expenses	160,828	120,000	-	120,000	120,000	-	0.00%
77	Street lighting expenses	133,000	174,070	-	174,070	180,000	5,930	3.41%
78	Rubbish Collection expenses	749,300	771,779	-	771,779	791,800	20,021	2.59%
79	Salaries	941,083	1,030,917	-	1,030,917	984,963	(45,954)	-4.46%
80	Energy Supply	631,000	645,000	-	645,000	699,000	54,000	8.37%
81	Expenses	878,059	902,990	-	902,990	964,490	61,500	6.81%
	School Maintenance & Buses	2,450,142	2,578,907	-	2,578,907	2,648,453	69,546	2.70%
82	Salaries	208,790	215,291	-	215,291	229,964	14,673	6.82%
83	Expenses	309,600	318,888	-	318,888	326,000	7,112	2.23%
	Town Building Maintenance	518,390	534,179	-	534,179	555,964	21,785	4.08%
84	Salaries	-	-	-	-	-	-	-
85	Expenses	-	-	-	-	-	-	-
	Cemetery, Parks & Tree							
86	Salaries	-	-	-	-	-	-	-
87	Expenses	-	-	-	-	-	-	-
	Cemetery Renov. & Upgrades							
88	Salaries	-	-	-	-	-	-	-
89	Expenses	-	-	-	-	-	-	-
	After School/Youth Center							
Total Public Works		\$ 5,857,207	\$ 6,161,611	\$ -	\$ 6,161,611	\$ 6,530,999	\$ 369,388	5.99%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 68. Director Salary.
- Line 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.
- Line 70. For all Town-owned vehicles.
- Line 71.** Expenses related to office supplies, and copier maintenance contract. FY 16 replace old copier with new leased unit.
- Line 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.
- Line 73.** Expense Lines 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. Additional funding for supplemental road construction.
- Line 75.** Ongoing sidewalk construction repair and maintenance.
- Line 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 carried to following year as an addition to the tax levy, be handled in transfers or a Special Town Meeting.
- Line 77. Electric bills and maintenance of Town- and utility-owned lights.
- Line 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.
- Line 79.** Custodian and bus driver salaries, overtime, clothing allowance, and longevity. FY 16 decrease of one bus driver, now covered by contractual bus company.
- Line 80.** Gas and electric supply for school buildings. Increase in electric for FY 16 because of the addition of the new athletic fields complex.
- Line 81.** Expense Lines 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 FY16 includes one additional contracted bus and substitute drivers/buses.
- Line 82.** One foreman, custodians; overtime, summer help, clothing allowance, and longevity. FY 16 one custodian moved from part time to full time.
- Line 83. Electricity, heat utility, telephone, electrical and heating repairs and maintenance, custodial supplies and misc. other.

Recommendations of the Finance Committee

FY 2016 Operating Budget

Line #		Final FY 2014	Voted FY 2015	Transfers	Revised FY 2015	Recommended FinCom/BOS Budget	FY15 vs FY16 Variance	FY15 vs FY16 %
Human Services								
90	Other Salaries	\$ 82,561	\$ 84,558	\$ -	\$ 84,558	\$ 84,072	\$ (486)	-0.57%
91	Expenses	29,829	30,724	-	30,724	32,604	1,880	6.12%
	Board of Health	112,390	115,282	-	115,282	116,676	1,394	1.21%
92	Salary	250,165	253,458	3,393	256,851	266,037	9,186	3.58%
93	Expenses	24,869	25,615	-	25,615	26,949	1,334	5.21%
	Council on Aging	275,034	279,073	3,393	282,466	292,986	10,520	3.72%
94	Director's Salary	10,000	10,200	-	10,200	10,404	204	2.00%
95	Expenses	900	900	-	900	900	-	0.00%
96	Veterans' Benefits	10,093	12,500	-	12,500	12,500	-	0.00%
	Veterans' Services	20,993	23,600	-	23,600	23,804	204	0.86%
	Total Human Services	408,417	417,955	3,393	421,348	433,466	12,118	2.88%
Culture & Recreation								
97	Director's Salary	76,907	75,896	-	75,896	77,414	1,518	2.00%
98	Other Salaries	456,841	476,276	-	476,276	491,616	15,340	3.22%
99	Expenses	195,043	193,170	-	193,170	194,620	1,450	0.75%
	Library	728,791	745,342	-	745,342	763,650	18,308	2.46%
100	Salaries	18,385	44,000	-	44,000	44,880	880	2.00%
101	Expenses	3,759	3,872	-	3,872	3,872	0	0.01%
	Recreation Commission	22,144	47,872	-	47,872	48,752	880	1.84%
102	Historical Commission expenses	8,280	8,280	-	8,280	8,280	-	0.00%
103	Memorial Day Observance expenses	6,407	4,000	-	4,000	4,000	-	0.00%
	Total Culture and Recreation	\$ 765,622	\$ 805,494	\$ -	\$ 805,494	\$ 824,682	\$ 19,188	2.38%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 90. Salaries for Board of Health Director, clerical support and Town Physician..
Line 91. Nurse Services, office supplies and advertising, veterinary services, biological testing, clerical support for monthly meetings.
- Line 92. Salaries for Director, Van Drivers (2) , Receptionist, Activity Coordinator, Trip Coordinator; Cook and Outreach Worker, net of anticipated grant.
- Line 93. Expenses for office supplies, telephone, paper products, seminars and dues, copier maintenance, travel, and Senior Meal Program.
- Line 96. Benefits for eligible Veterans.
- Line 97. Director Salary.
- Line 98.** Salaries of Asst. Director, Full-time librarians, staff members and pages. Funding in FY16 for Saturday coverage
- Line 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.
- Line 100.** Salary for FT Recreation Director.
- Line 101. Expenses for supplies, seminars, advertising and other miscellaneous expenses.
- Line 102. Expenses related to preservation supplies, seminar & dues registrations and misc. other. The Commission requested additional budgeted expenses to enhance current projects.
- Line 103. Memorial Day celebration expenses – refreshments/grave markers.

Recommendations of the Finance Committee

FY 2016 Operating Budget

Line #	Final FY 2014	Voted FY 2015	Transfers	Revised FY 2015	Recommended FinCom/BOS Budget	FY15 vs FY16 Variance	FY15 vs FY16 %
Education							
High School	\$ 423,445	\$ 439,139	\$ -	\$ 439,139	\$ 428,139	\$ (11,000)	-2.50%
Middle School	163,945	164,225	-	164,225	171,070	6,845	4.17%
Huckleberry Hill School	108,975	119,900	-	119,900	126,200	6,300	5.25%
Summer Street School	122,725	125,600	-	125,600	126,700	1,100	0.88%
Sped/Preschool	190,100	209,500	-	209,500	199,786	(9,714)	-4.64%
SPED Out of District Tuitions/Contracte	658,076	422,007	-	422,007	570,896	148,889	35.28%
SPED Out of District Transportation	201,753	145,994	-	145,994	163,297	17,303	11.85%
Administration/Technology	472,210	518,461	-	518,461	571,875	53,414	10.30%
Non-Salary Expense	\$ 2,341,229	\$ 2,144,826	\$ -	\$ 2,144,826	\$ 2,357,965	\$ 213,139	9.94%
Salary Expenses	18,373,704	19,042,072	226,654	19,268,726	19,945,119	676,393	3.51%
Staffing requests							
High School		36,451	(36,451)	-	5,202	5,202	-14.27%
Middle School		93,203	(93,203)	-	46,000	46,000	-49.35%
Huckleberry Hill School		36,000	(36,000)	-	-	-	
Summer Street School		36,000	(36,000)	-	-	-	
Special Ed/Preschool		-	-	-	-	-	
Administration		-	-	-	-	-	
Technology		25,000	(25,000)	-	65,000	65,000	260.00%
Total Salaries	18,373,704	19,268,726	-	19,268,726	20,061,321	792,595	4.11%
Offsets							
Activity Fees	(180,000)	(180,000)	-	(180,000)	(180,000)	-	
Community Schools	(45,000)	(45,000)	-	(45,000)	(80,000)	(35,000)	77.78%
Kindergarten Revenue	(250,000)	(250,000)	-	(250,000)	(278,500)	(28,500)	11.40%
Total Offsets	(475,000)	(475,000)	-	(475,000)	(538,500)	(63,500)	13.37%
104 Net Salaries and Expenses	20,239,933	20,938,552	-	20,938,552	21,880,787	942,235	4.50%
104A School Health Insurance	2,077,102	2,200,000	-	2,200,000	2,332,000	132,000	6.00%
105 Tuition to Non-Public Schools	301,811	498,319	-	498,319	364,937	(133,382)	-26.77%
Total Education	\$ 22,618,846	\$ 23,636,871	\$ -	\$ 23,636,871	\$ 24,577,724	\$ 940,853	4.16%

LYNNFIELD SCHOOL SYSTEM DATA

PUPIL & EMPLOYEE COUNT

School Year	Pupils	Teachers/ Specialists	Aides/Tutors	School Admin	Central Office
2013-2014	2,222	195.7	55.9	26.7	10
2014-2015	2,226	198.7	59.9	27.7	10.5
2015-2016*	2,200	199.9	65.2	27.7	10.5

*Projected numbers

Teachers/Specialists	Classroom Teachers, Special Education Teachers, Physical Education, Music, Art, Team Chair,
Aides	Special Education Aides, Kindergarten Aides, Tutors, Non Instructional Aides
School Admin	Principals, Asst. Principals, Special Ed Director, Athletic Director, Secretaries, Clerks, Permanent
Central Office	Superintendent and Staff, Business Office Staff, Technology Staff

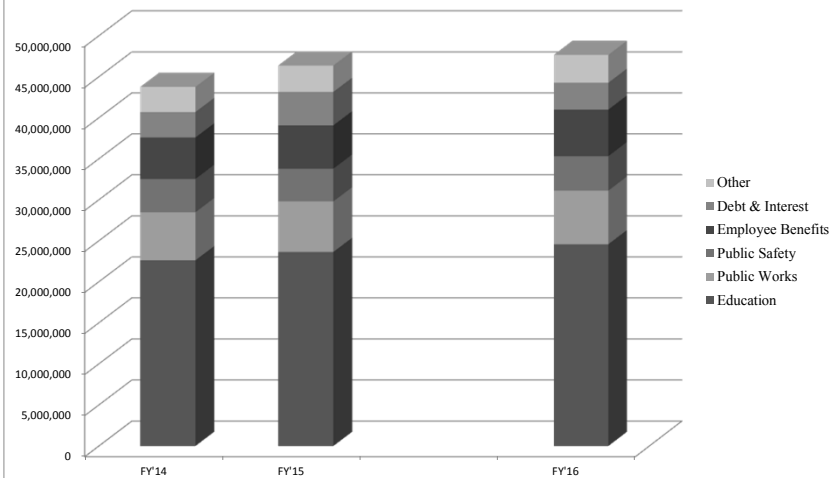
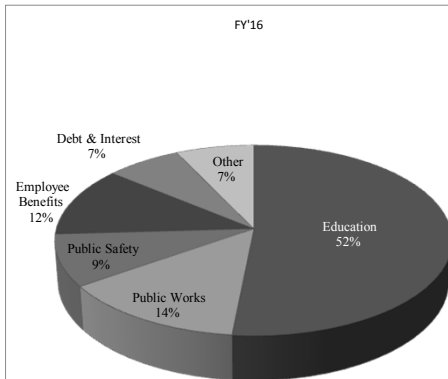
ENROLLMENT PROJECTION: 2015-2016 SCHOOL YEAR

	Actual	Actual	Projected	Y/Y	Y/Y
	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>Change</u>	<u>% Change</u>
PRESCHOOL - GRADE 4	847	861	857	-4	-0.5%
GRADES 5 - 8	753	733	706	-27	-3.7%
GRADES 9 - 12	622	632	637	5	0.8%
TOTALS	2,222	2,226	2,200	-26	-1.2%

Recommendations of the Finance Committee

FY 2016 Operating Budget

Line #		Final FY 2014	Voted FY 2015	Transfers	Revised FY 2015	Recommended FinCom/BOS Budget	FY15 vs FY16 Variance	FY15 vs FY16 %
106	Short Term Interest Debt Exclusion	\$ -						
107	Short Term Interest	\$ 42,137	\$ 49,000	\$ -	\$ 49,000	\$ 10,000	\$ (39,000)	-79.59%
108	Long Term Principal Payment	158,963	287,000	840,500	1,127,500	353,000	(774,500)	-68.69%
109	Long Term Interest	30,000	24,317	67,929	92,246	154,231	61,985	67.20%
110	Long Term Principal Debt Exclusion	2,067,666	2,004,000	-	2,004,000	2,009,000	5,000	0.25%
111	Long Term Interest Debt Exclusion	769,743	776,172	-	776,172	713,688	(62,484)	-8.05%
112	Septic Loan Program	32,601	32,611	-	32,611	32,626	15	0.05%
	Debt & Interest	3,101,110	3,173,100	908,429	4,081,529	3,272,545	(808,984)	-19.82%
113	Pension Contributions	1,877,480	2,118,002	-	2,118,002	2,329,802	211,800	10.00%
114	Town Health/Life/Disability Insurance	312,472	348,000	-	348,000	372,360	24,360	7.00%
114A	Public Safety Health Insurance	272,882	233,500	-	233,500	247,510	14,010	6.00%
114B	DPW Health Insurance	367,998	315,000	-	315,000	333,900	18,900	6.00%
114C	Library Health Insurance	62,555	53,500	-	53,500	56,710	3,210	6.00%
114D	Council on Aging Health Insurance	16,460	14,000	-	14,000	14,840	840	6.00%
114E	Retiree Health Insurance	1,607,000	1,600,000	-	1,600,000	1,696,000	96,000	6.00%
115	Medicare - F.I.C.A.	365,134	353,465	-	353,464	367,603	14,139	4.00%
116	Workers' Compensation Insurance	136,203	206,203	-	206,203	214,451	8,248	4.00%
117	Other	3,891	3,891	-	3,891	4,047	156	4.00%
118	Unemployment Compensation	40,000	40,000	-	40,000	41,600	1,600	4.00%
	Employee Benefits	5,062,075	5,285,561	-	5,285,560	5,678,822	393,263	7.44%
TOTAL OPERATING BUDGET		\$ 43,762,919	\$ 45,441,211	\$ 930,978	\$ 46,372,189	\$ 47,668,389	\$ 1,296,201	2.80%



RECOMMENDATIONS OF THE FINANCE COMMITTEE

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

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

Line 112 Funded by septic betterment receipts of homeowner.

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

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

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

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

Recommendations of the Finance Committee

ARTICLE 8. 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.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 8

FY 2016 Capital Budget				
Security	\$	225,000	Doors/ways/passpoint	15,000
Technology		250,000	Sub-Total Town Hall	15,000
Central Admin Renovations		75,000		
School Department		550,000	Septic Engineering Study	15,000
			Repair Boiler Coil	15,000
Furniture		5,000	Sub-Total Library	30,000
Library		5,000	Roof	70,000
			Replace Concrete Pad	7,500
Portable Radios		27,500	Sub-Total South Hall/South Fire	77,500
Tasers (4)		6,600		
Rifles		4,000	School Admin	50,000
Computers		3,600	Kitchen Hood	10,000
Toughbooks		6,000	Sub-Total South School/COA	60,000
Audio/Video Recorder		4,500		
Cruisers (2)		77,520	Chain Lift	13,000
Police Department		129,720	Vehicle Lift	45,000
Hose Replacement		10,000	Sub-Total DPW Complex	58,000
PPE Replacement		10,000	Energy Management/Contract	25,000
Extrication Tools		10,000		
Radios/Pagers/It		5,000	HS Cafeteria AC	35,000
Fire Department		35,000	Sub-Total School Buildings	35,000
Landmark Signs		3,500	Bus Equipment	2,800
Historic Commission		3,500	Sub-Total Buses	2,800
New Trucks		72,000	Pillings Pond	15,000
Drainage Issues		100,000	Sub-total Other	15,000
Sub-Total Highway		172,000		
			Total Public Works	591,600
Mowers		10,000		
Sub-Total Parks		10,000	Total Capital Budget	1,314,820
Saws		3,000		
Sub-Total Trees		3,000		
Site Restoration		50,000		
Sub-Total Recycling		50,000		
Software/AutoCad		6,000		
GIS		7,000		
Gas System Filler box		6,500		
Copy Machine lease		3,800		
Storm Water Compliance		15,000		
Sub-Total Admin		38,300		

ARTICLE 9. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the town's Stabilization Fund, or what action the Town will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 9

ARTICLE 10. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the town's Capital Facilities 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 2016, 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 2016 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 2016, 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 2016 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 2016, 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 2016 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 2016, to pay part time salaries, expenses and contractual services required to operate Recreation Activities, field administration and field trips; said fund to be credited with all fees and charges received during Fiscal Year 2016 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 2016 from persons using said service; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

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 2016 from persons using the golf course; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 17. To see if the Town will vote, pursuant to G.L. c. 40, § 15A and any other applicable authority, to transfer to the Board of Selectmen for the purpose of sale the real property known and numbered as 567 Main Street, Lynnfield, Massachusetts, including the structures and fixtures thereon erected, being the same property conveyed to the Town by deed dated October 2, 2014 and recorded with the Essex South District Registry of Deeds at Book 33587, Page 278 from Denault M. Donovan, Charles S. Donovan and

Alice Kiernan, Trustees of the Centre Farm Nominee Realty Trust II, under declaration of trust dated December 28, 2007 and recorded with said Deeds at Book 27459, Page 234, consisting of seven (7) acres; and pursuant to G.L. c. 40, § 3; c. 30B, § 16, and any other applicable authority, to authorize the Selectmen to sell, transfer and convey the said real property subject to an Historic Preservation Restriction under G.L. c. 184, §§ 31-33, pertaining to the said property and the exterior of the structures and fixtures thereon, such sale otherwise to be on such terms and subject to such conditions as the Selectmen may deem prudent; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 18. To see if the Town will vote to accept so much of G.L. c. 140, § 139(c) as provides that no fee shall be charged for a license for a dog owned by a person aged 70 years or over; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 18

ARTICLE 19. To see if the Town will amend its by-laws to add the following Scenic Road By-law:

SCENIC ROADS BYLAW

1. PURPOSE - The purpose of this Bylaw is to allow at Town Meeting the recognition of specific roads in Lynnfield as “Scenic Roads.” By so doing, the public right-of-way along these roads shall not be altered, improved, or reconstructed without approval. For a road designated a Scenic Road any repair, maintenance, reconstruction, paving or construction of an additional driveway; cutting or removal of trees; the tearing down, burial, relocation, or destruction of stonewalls by any person public or private shall require written consent of the Planning Board. No privately owned properties shall be subject to this Bylaw.

2. AUTHORITY - The enactment of this Bylaw is authorized by Massachusetts General Law Chapter 40, Section 15C.

3. DEFINITIONS

Applicant: any person or entity that undertakes an action requiring prior written consent pursuant to this Bylaw who is therefore required to file an application with the Planning Board.

Repair, Maintenance, Reconstruction or Paving Work: any such work done within the public right-of-way by any person or entity, public or private, including the roadway and/or construction of an additional driveway.

Scenic Road: The entire area within the boundaries of the public right-of-way other than a state highway or a numbered route.

Stone Wall: A structure of natural stone constructed to enclose, divide, or define an area, and located at least partially within the boundaries of the public right-of-way.

Tree: A tree located within the public right-of-way that is larger than 6" DBH (diameter at breast height).

4. DESIGNATION OF SCENIC ROADS

4.1. Considerations for Scenic Road Designation - The determination of which roads or portions of roads to be recommended as Scenic Roads shall consider these criteria:

- a) Overall scenic beauty of the public way.
- b) The contribution of any vegetation, stonewalls, fences, shoulders, or tree canopy.
- c) The potential for lessening of scenic beauty, aesthetic value or historical significance.

4.2. Procedures to Designate Scenic Roads - Upon recommendation or request of the Planning Board, Conservation Commission, or Historical Commission, any road shall, upon vote of a majority of the voters present and voting at any annual or special Town Meeting, become a Scenic Road subject to the provisions in this Bylaw. A public hearing regarding the proposed roads shall be conducted prior to Town Meeting.

5. PROCEDURE FOR ACTIONS ON A SCENIC ROAD

5.1. Determination of Applicability - The applicant shall submit a written request to the Town Engineer who shall determine the boundaries of the public right-of-way relative to the location of any specific tree(s) and any specific stonewall(s) to determine the applicability of the Bylaw. A copy of the written request shall also be filed with the Planning Board and the Director of Public Works and/or Tree Warden.

5.2. Scope of Work - The applicant shall deliver to the Planning Board an application with a clear and legible site plan, together with a written description detailing the scope of the proposed work which will cause the Planning Board to schedule a public hearing within a reasonable amount of time.

5.3. Public Hearing Notice - A Notice of Public Hearing shall be advertised in a newspaper of general circulation in the town once in each of two successive weeks, the first publication to be not less than seven days before the day of the hearing, the cost of which shall be born by the applicant.

5.4. Director of Public Works and/or Tree Warden - Whenever feasible, Planning Board hearings shall be held in conjunction with those to be held by the Director of Public Works and/or Tree Warden acting pursuant to this Bylaw. Consent to an action by the Planning Board shall not be construed as implying consent by the Director of Public Works and/or Tree Warden, or vice versa.

5.5. Decision of Board - Within forty-five (45) days after submission, the Planning Board shall conduct a hearing and take final action thereon by approving, modifying, or disapproving the application. Failure of the Board to take final action within the time allotted shall be construed as constructive approval. Extension of time may be agreed upon at the written request of the applicant.

5.6. Appeals Process - The applicant can appeal the decision of the Planning Board to the Board of Selectmen within twenty-one (21) days. The appeal shall be submitted in writing in which the reasons for the appeal are itemized.

5.7. Enforcement - Without waiving any other enforcement authority, violations of the Scenic Road Bylaw shall be punishable by a fine of \$300.00. In addition, the property owner and whoever is responsible for the violation shall be required within sixty (60) days to:

- a. restore any altered stone walls to the condition they were in prior to the alterations, and
- b. plant tree(s) of similar and native in species to those which may have been cut or removed, or
- c. implement other mitigating measures as may be directed by the Planning Board.

The failure of the property owner to restore or mitigate as directed by the Planning Board shall be deemed a subsequent and separate violation. The Planning Board may assess further penalties of up to \$300 for each fourteen (14) day period during which any violation has not been corrected as directed by the Planning Board.

6. ACTIONS THAT DO NOT REQUIRE APPROVAL

6.1. Emergency Repair - Nothing in this Bylaw shall prevent any work being performed as the result of emergency conditions that threaten the lives, health, and/or safety of the public.

6.2. Normal Repair - The provisions of this Bylaw will not restrict either the Department of Public Works or any utility companies from conducting normal maintenance or repairs.

6.3. Stonewall Repair - A property owner's repair of a stonewall using natural stones and of similar appearance to the original wall shall not be restricted.

7. SEVERABILITY - If any section or subsection of this Bylaw is found to be unconstitutional or contrary to the laws of the Commonwealth of Massachusetts or the United States of America then that section or subsection shall be stricken

from this Bylaw, and the remainder of this Bylaw shall remain in full force and effect.

or what action it will take thereon.

Submitted by TREE COMMITTEE

Finance Committee Recommends Article 19

ARTICLE 20. To see if the Town will vote to transfer from the Sale of Real Estate Fund the sum of \$150,000 for architectural and design services for a new clubhouse at King Rail Golf Course; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 20

ARTICLE 21. To see if the Town will vote to amend the Zoning Bylaws by adding the following subsection to the end of Section 6, concerning signs:

6.8 STANDARDS APPLICABLE IN ALL DISTRICTS

Signs shall neither contain moving elements nor convey the appearance of movement, whether by changing pixilation or any other physical or electronic representation of movement.

Or what action it will take thereon.

Submitted by PLANNING BOARD

Finance Committee Recommends Article 21

ARTICLE 22. To see if the Town will vote to amend the Zoning Bylaws by adding the following subsection to Section 2, concerning definitions:

2.15 SIGN:

Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter or illuminated service, which shall be constructed, placed, attached, painted, corrected, fastened or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine or merchandise, whatsoever, which is displayed in any manner outdoors including any of the foregoing which may be visible in any manner for the outdoors.

Or what action it will take thereon.

Submitted by PLANNING BOARD

Finance Committee Recommends Article 22

ARTICLE 23. To see if the Town will vote to amend the Zoning Bylaws by adding the following subsection to Section 2, concerning definitions:

2.16 STANDARDS APPLICABLE TO ALL DEFINITIONS

2.16.1 TENSE & CONSTRUCTION: Words used in the present tense include the future; the singular includes the plural, and the plural the singular; the words “structure”, “land”, or “premises” shall be construed as though followed by the words “or any portion thereof”, and the word “shall” is always mandatory and not merely discretionary.

2.16.2 PRECEDENCE: Those definitions that are set forth in a subsection outside this Section 2 shall take precedence only in that subsection; otherwise those listed in this section shall be used.

2.16.3 SPECIFIC DEFINITIONS: In this Zoning Bylaw each term shall have the meaning given herein, unless another meaning is required by the context.

2.16.4 MISSING DEFINITIONS: Words not defined herein shall have the meaning as defined in the Commonwealth of Massachusetts Building Code in effect on April 1, 2015.

Or what action it will take thereon.

Submitted by PLANNING BOARD

Finance Committee Recommends Article 23

ARTICLE 24. To see if the Town will vote to amend the Zoning Bylaws by adding the following subsection at the end of Subsection 9.3.3 concerning definitions used in connection with the Groundwater Protection District:

7. Acre: For the purposes of this section of the Bylaw relating to Groundwater Protection only, an acre shall be considered to be 40,000 square feet.

Or what action it will take thereon.

Submitted by PLANNING BOARD

Finance Committee Recommends Article 24