

TOWN MEETING HANDOUT PACKET

**Prepared by Town
Administrator's
Office**



APRIL 29, 2019

ARTICLE 4

<i>Transfer To:</i>		
<i>0112254-530000</i>	Other Professional Services	24,000.00
<i>0117151-51120</i>	Conservation Salaries	13,000.00
<i>0121052-511002</i>	Patrolmen Salaries	67,198.00
<i>0121052-513001</i>	Dispatcher's Salaries	20,000.00
<i>0122052-513005</i>	FT Firefighter Shift Coverage	25,000.00
<i>0122052-514100</i>	FT Firefighter Holiday Coverage	4,000.00
<i>0124052-530010</i>	Building Inspectors (Town of Wakefield)	17,500.00
<i>0124053-5780000</i>	Zoning Expenses	1,200.00
<i>0142351-530019</i>	Snow & Ice Plow Contractors	6,469.00
<i>0161053-530000</i>	Library Expenses- Contractual	22,500.00
<i>0163052-578000</i>	Recreation Expenses	500.00
<i>90152001-517001</i>	School Health Insurance	25,000.00
	TOTAL	201,367.00
<i>Transfer From:</i>		
<i>0112257-574000</i>	Property & Liability Insurance	50,000.00
<i>0114652-511028</i>	Tax Collector - Sr. Work off program	7,952.00
<i>0117551-511200</i>	Planning Salaries	13,000.00
<i>0142153-548002</i>	DPW Fuel Expense	6,469.00
<i>0161051-511000</i>	Library Director Salaries	9,500.00
<i>0161052-511000</i>	Librarian Salaries	13,000.00
<i>0191052-517002</i>	Town Health Insurance	75,000.00
<i>0191356-517009</i>	Unemployment Insurance	15,000.00
<i>0100-104000</i>	Certified Free Cash- General Fund	11,446.00
	TOTAL	201,367.00

ARTICLE 5
Payment of Prior Year Bills

Amount	Vendor	Reason
6,850.00	Integra Realty Resources	Received in Nov
36,641.58	John M. Lynch, P.C.	Received late
5,441.15	Global Montello Group	Received late
48,932.73	TOTAL	

ARTICLE 10
Emergency Medical Services Enterprise

**Recommended
FinCom/BOS**

6100	511023	Call Salaries		152,774.00
6100	511030	EMS Coverage		219,752.00
6100	513000	Overtime		73,886.00
6100	515000	Fringe Benefits/Indirect Costs		15,200.00
6100	519026	Call Firefighter EMT Stipend		17,000.00
6100	519300	Full Time Coverage		164,050.00
6100	519500	Training Expenses		8,364.00
6100	524002	Vehicle Maintenance		5,125.00
6100	530000	Other Professional Services		15,000.00
6100	530024	CPR Expenses		5,000.00
6100	531300	Billing Services		32,800.00
6100	534000	Telephone		1,600.00
6100	542000	Ambulance Supplies		25,625.00
6100	542215	Pharmacy Supplies		20,000.00
6100	548002	Fuel Expense		6,000.00
6100	578000	Other Expenses		1,700.00
6100	585000	Ambulance Equipment		18,450.00
Total		Ambulance Enterprise		782,326.00

ARTICLE 11
Golf Enterprise

**Recommended
FinCom/BOS**

6350	511026	Golf Course Management		180,349.00
6350	511027	Golf Course Staff		342,401.00
6350	514000	Longevity		2,250.00
6350	515000	Indirect Costs		120,000.00
6350	521008	Utilities		25,000.00
6350	530004	Advertising		10,000.00
6350	578000	Other Expenses		270,000.00
Total		Golf Course Enterprise		\$950,000.00

SIMPLIFIED RULES OF PROCEDURE

The purpose of Town Meeting is to establish and update the by-laws, operational policies, budgets and land use rules that govern our Town. Lynnfield's Open Town Meeting has been in force as our form of government since 1782. It represents the purest form of democracy in that every vote truly counts. Each registered voter is guaranteed an equal voice in the decisions made by the Meeting. These rules are historically based on the traditions established by generations of Lynnfield citizens and by other New England communities, acting as legislators of their local governments.

Specific parliamentary rulings and conduct are governed by the Moderator, using Massachusetts General Laws, the Lynnfield Charter, Lynnfield By-Laws, Robert's Rules of Order and local tradition. The passing of each Town Meeting adds to the rich history – and changes – to that practice and tradition that helps guide future Moderators and meetings.

Town Meetings across the Commonwealth of Massachusetts are similar, but not identical, in the manner in which they are conducted. Local traditions can significantly affect a town's proceedings and help define the role and latitude of the Moderator. At Lynnfield Town Meetings we will endeavor to present all necessary information in an efficient and timely manner so that the most clarity can be afforded to voters, enabling them to make informed decisions. Voters, in turn, have a unique responsibility. Not only must they express, by vote, the decisions made based upon their own judgment and perspective, but also be cognizant of the effect their vote and/or decision has on all citizens of Lynnfield.

There are ten simple rules of procedure for Lynnfield Town Meeting:

1. The first action required after the announcement of any Article on the Meeting's Warrant is that a main motion be proposed. The citizen sponsor of an article, Town Board sponsor, or Town Board with an affirmative recommendation, are likely movers of a main motion. The initial motion for the Town budget will be made by the Board of Selectmen. Any Town Board or voter may amend the motion for consideration and deliberation of the meeting. All motions must be seconded by a voter other than the person offering the motion and only then can discussion and debate begin.
2. Any voter wishing to address the meeting must first gain the attention of the Moderator when no other speaker has the floor. Those wishing to speak should raise their hand, and upon being recognized by the Moderator, should use the public microphone provided. Speakers must introduce themselves using their full name and street address each time speaking at a session of Town Meeting. Speakers should show courtesy, and should be accorded courtesy by other attendees.

3. Once recognized by the Moderator, a speaker is given a turn to speak for up to three (3) minutes, (Article IV, § 45-6 of Chapter 45), and must address the meeting on only the article currently under discussion. Voters not doing so or speaking in a disrespectful fashion may be suspended from speaking on the matter at the discretion of the Moderator. Additional time can be granted by assent of the meeting. Questions are welcome, as well as statements endorsing or opposing a position.
4. All remarks should be addressed to and through the Moderator, for the benefit of all attendees. Direct questioning of others is not permitted. Questions may be directed, through the Moderator, to any petitioner, speaker or official and, if determined germane by the Moderator, the person asked will have the immediate opportunity to answer should they choose.
5. Please refrain from inappropriate applause or negative responses during discussions.
6. Keeping remarks brief and relevant shows respect for the value of your neighbors' time. The most persuasive statements at Town Meeting are often those succinctly stated, disclosing new facts or arguments in an effort to advance a position while retaining the audience's full attention.
7. An amendment changing or limiting the main motion can be offered during the course of debate. The Moderator may rule an amendment out of order if it is beyond the scope of the warrant article. The Moderator will redirect the discussion to consider the proposed amendment once it is properly before the meeting. The party proposing such motion shall concisely state, to the meeting, the consequence of the amendment on the existing main motion and/or article being considered. Should further reference or context be necessary to provide the meeting with full understanding of the amendment, then this shall be allowed at the Moderator's discretion.
8. Votes are recorded by electronic clicker. The two buttons that are utilized on the clicker are #1 and #2. To Vote YES press #1. To Vote NO press #2. The last vote that is entered will be registered as your vote. Voting is open for 10 seconds upon the Moderator calling for a vote. In the event the electronic clickers are not utilized the meeting will use voter cards counted by tellers.
9. Only those informational handouts prepared by Town of Lynnfield governmental boards and committees, and approved by the Moderator, may be distributed inside the meeting place. There may be no distribution of any other handouts, signage or other collateral within the confines of the meeting place at any time, whether while gathering together or during conduct of the Town Meeting. Handouts or other illustrative materials may be distributed, outside the meeting hall, upon the permission of the Moderator for informational purposes only. All handouts should bear the name of the person who prepared or endorsed the handout.

10. New Rule: Any person who has a **financial interest** in an article under discussion shall make a disclosure of that interest before speaking. The employment, whether paid or unpaid, of any person acting as an attorney, engineer, architect, land surveyor, broker, consultant, agent or in any other capacity by a person interested in the article under discussion, shall be disclosed before that person speaks. Being an **abutter** to a project constitutes having a financial interest in an article before town meeting. Violations of such disclosure, or refusal to disclose the required information, is on the honor system, but it may result in revocation of the speaker's right to be heard on the matter then before Town Meeting. Disclosure is not generally required of voters who are utilizing and/or are beneficiaries of Town services such as, for example, public safety, public works and public utilities, or parents of children in public schools. However, if the speaker has a personal financial interest beyond what is reasonably available to all eligible citizens, disclosure is required.

a. Definitions:

- i. **Financial interest:** A benefit of gaining or losing personal monetary value from a decision on an article.
- ii. **Abutter:** An abutter is defined as a property directly adjacent to the subject property, and a property directly across the road to the subject property.

Open Town Meeting remains the most direct and inclusive form of participatory democracy ever employed, by any form of government, anywhere on the globe. It offers opportunity for a vital community conversation in which free expression of idea and opinion are celebrated - and its decisions hit home in the moment and for generations. Your vote truly counts.

Sincerely,

Joe Markey
Town Moderator
22 Pine St.