

TOWN OF LYNNFIELD

MASSACHUSETTS

FISCAL YEAR 2009

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



LYNNFIELD FINANCE COMMITTEE REPORT

ANNUAL TOWN MEETING

MONDAY, APRIL 28, 2008 – 7:30 P.M.

LYNNFIELD MIDDLE SCHOOL

PLEASE BRING THIS REPORT WITH YOU TO TOWN MEETING

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 2009 runs from July 1, 2008 through June 30, 2009.

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

Patricia Moore, Co-Chairman
Mary Taschner, Co-Chairman
Peter Brady, Vice Chairman
David Nelson
Timothy LaRovere
Jack Dahlstedt

Bert Cleary
Sean Riley
Gerry Stoddard
Janet Moran
Phil Crawford
Fred Brooks, Secretary

Introduction

Each year as we begin the budget preparation process, the Finance Committee focuses on several objectives. We first determine a reasonable level of total spending based on the town's financial situation; both short and long-term. Second, by meeting with the Department Heads, the Board of Selectmen and the Town Administrator, we identify the most critical needs of the town and prioritize them to ensure that the needs are met. Third, we determine the effect on our future financial strength and viability that may result from the decisions we recommend. As you might imagine, these decisions can be difficult and the successful accomplishment of one objective may be in direct conflict of others. Nevertheless, we set out with all these goals in mind as we determine the recommended level of operating and capital spending and financing for the next fiscal year.

One major change from last year's budget preparation is that the FY09 budget includes both operating and capital spending for FY2009. As you may recall, for the past several years the capital plan had been addressed at the October Town Meeting. However, there is general agreement on the Finance Committee that in order for taxpayers to get a full picture of annual spending, the capital plan must be addressed in April. As a result, future budgets will include both operating and capital spending.

The FY2009 budget represents an overall spending increase of 7.1%, or \$2.6 million. The budget is predominantly balanced through a combination of full taxation up to the proposition 2 1/2 limit, use of town funds, state aid, as well as \$1 million in revenue guaranteed by National Development upon the approval of the 40R zoning change last year.

There are several items of note as we review the FY2009 budget and look towards fiscal year 2010. First, the FY2009 use of the School Building Reserve Fund in the amount of \$1.8 million will exhaust that fund. As a result, beginning in FY2010 the debt exclusion will be funded through taxation. Second, while State Aid increased by over \$600,000 from last year, we must be careful not to expect these increases to continue. It is clear that the state is having difficulty balancing its own budget and as many may remember from the not too distant past, when the state budget cannot support the state's needs, the cities and towns are greatly impacted as well. Third, we will not benefit from the full tax effect of Meadow Walk until it is completed. As a result, while we will experience some increase in new growth in FY2010, we will not see the full effect until fiscal year 2011. All these items make it critical that we continue to control spending and not over extend ourselves prior to a year that will be tight financially. While we do not expect any drastic downturn in our financial viability, we must always use caution as we plan.

We look forward to seeing you at Town Meeting and reviewing the budget with you as we plan for the future of Lynnfield.

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	\$6,100
	Member	\$5,550

Article 4. 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, 2008	FinCom/ Selectmen FY 09 Addition (Use)	FinCom/BOS Projected FY 09 Remaining Balance
Stabilization Fund	\$ 910,000	\$ 125,000	\$ 1,035,000
Cemetery Funds			
Lot Sales Principal	45,000	(30,000)	15,000
Perpetual Care Interest	50,000	(30,000)	20,000
L.I.F.E. Trust	33	0	33
Sale of Real Estate	328,951 *	0	328,951
Free Cash	98,572 **	(98,572)	-
Building Reserve Fund	1,850,000	(1,850,000)	-
Capital Maintenance Fund	790,000	(8,000) ***	782,000
Totals	\$ 4,072,556	\$ (1,891,572)	\$ 2,180,984

* Net of \$800,000 use @ Special Town Meeting to cover golf debt payments.

** Net of \$200,000 use @ Special Town Meeting to cover snow and ice deficit.

*** Appropriation of \$125,000 offset by use of \$133,000 for Capital Budget.

RESERVE FUND TRANSFERS - fiscal year to date through March 31, 2008

Fiscal Year 2008 Town Meeting Appropriation \$45,000

Less Transfers:

<u>Department</u>	<u>Description</u>	
Public Works	Pre-School Renovatio	7,441
Public Works	Sidewalk Plow	21,000
Board of Appeals	Clerical OT	1,500

Reserve Fund balance as of March 31, 2008 \$15,059

FY09 Budget Summary

Finance Committee and Selectmen Recommendation

		Recommended		
REVENUE	FY2008	FY09	Difference	% Difference
Prior Year Levy Limit	24,325,391	\$25,352,585	\$1,027,194	4.2%
2 1/2 % increase	608,135	633,815	\$25,680	4.2%
New Growth	419,059	250,000	(\$169,059)	-40.3%
Total Property Taxes	25,352,585	26,236,399	883,815	3.5%
State Provided Funds	4,891,521	5,575,673	\$684,152	14.0%
Debt Exclusions/Tax Offsets	0	841,302	\$841,302	--
Projected Local Receipts	3,550,000	3,750,000	\$200,000	5.6%
Meadow Walk Revenue	500,000	1,000,000	\$500,000	--
Free Cash	0	98,572	\$98,572	--
Overlay Surplus	77,000	60,000	(\$17,000)	-22.1%
Building Reserve Fund (1)	2,505,000	1,850,000	(\$655,000)	-26.1%
Cemetery Funds	40,000	60,000	\$20,000	50.0%
Reserve for Appropriation (Septic)	10,100	10,100	\$0	0.0%
American Legion Fund	990	990	\$0	0.0%
TOTAL REVENUE	\$36,927,196	\$39,483,036	\$2,555,841	6.9%
EXPENSES				
Operating Budget				
General Government	1,621,439	1,723,000	\$101,561	6.3%
Public Safety	3,280,102	3,440,747	\$160,645	4.9%
Public Works	4,938,826	5,221,634	\$282,808	5.7%
Human Services	241,332	278,398	\$37,066	15.4%
Culture & Recreation	630,601	661,636	\$31,035	4.9%
Education (2)	17,941,615	19,095,502	\$1,153,887	6.4%
Debt & Interest	2,932,806	3,034,711	\$101,905	3.5%
Employee Benefits	4,078,529	4,336,737	\$258,208	6.3%
Total Operating Budget	35,665,250	37,792,365	2,127,115	6.0%
Other Expenditures				
Capital Budget	125,000	1,067,800	\$942,800	754.2%
Capital Facilities Fund (2)	250,000	(8,000)	(\$258,000)	-103.2%
Appropriation to Stabilization Fund	250,000	125,000	(\$125,000)	-50.0%
Deficit Accounts	75,000	0	(\$75,000)	-100.0%
Allow for abate/exemptions	180,000	170,000	(\$10,000)	-5.6%
Offset for Direct Expenditures	21,295	21,767	\$472	2.2%
Total Other Expenditures	901,295	1,376,567	475,272	52.7%
Cherry Sheet Charges	286,220	310,948	\$24,728	8.6%
TOTAL EXPENDITURES	\$36,852,765	\$39,479,880	\$2,627,115	7.1%
Surplus/(Deficit)	\$74,431	\$3,157		

Notes:

- (1) Building Reserve Fund used to pay Debt Exclusions. There is no remaining balance in this fund after FY09 appropriation.
- (2) School Spending includes Health Insurance and Vocational School.
- (3) Appropriation of \$125,000 to Capital Facilities Maintenance Fund offset by use of \$133,000 for DPW Capital.

FY 2009 Budget

Line No.		Final FY 07	Final FY 08	Recommended FinCom/BOS FY 09	Variance FY08 VS. FY09	% Increase FY09 VS. FY08
GENERAL GOVERNMENT						
	<i>Selectmen</i>					
1	Selectmen's Salaries	2,250	2,250	2,250	0	0.0%
2	Town Administrator's Salary	112,875	138,600	138,600	0	0.0%
3	Clerical Salary	55,514	58,290	58,290	0	0.0%
4	Professional Services	44,290	46,140	50,000	3,860	8.4%
5	Pay Rate Increase Fund	25,026	44,626	60,000	15,374	34.5%
6	Town Report	4,000	4,000	4,000	0	0.0%
7	Prop & Liab. Insurance	264,537	335,353	369,000	33,647	10.0%
8	Other Expenses	14,180	14,180	15,000	820	5.8%
	Selectmen	522,672	643,439	697,140	53,701	8.3%
	<i>Town Accountant</i>					
9	Accountant's Salary	67,053	70,405	70,405	0	0.0%
10	Clerical Salary	40,025	41,159	42,133	974	2.4%
11	Expenses	3,198	3,198	3,198	0	0.0%
	Town Accountant	110,276	114,762	115,736	974	-3.9%
	<i>Town Counsel</i>					
13	Professional Services	40,000	45,000	50,000	5,000	11.1%
14	Expenses Law Books	0	1,500	1,750	250	--
	Town Counsel	40,000	46,500	51,750	5,250	11.3%
	<i>Finance and Operations</i>					
	<i>Operations Support</i>					
16	Salaries	100,283	73,183	72,675	(508)	-0.7%
17	Expenses	33,020	33,020	35,100	2,080	6.3%
	<i>Information Systems</i>					
18	Salary	46,019	61,800	61,800	0	0.0%
19	Expenses	78,865	78,865	82,672	3,807	4.8%
	<i>Tax Collector</i>					
21	Collector Expenses	13,868	13,868	15,993	2,125	15.3%
21A	Senior Tax Work-off Program			10,000	10,000	--
	<i>Treasurer</i>					
22	Treasurer's Salaries	115,635	121,149	123,065	1,916	1.6%
23	Treasurer's Expenses	13,244	13,244	15,219	1,975	14.9%
	<i>Town Clerk</i>					
24	Town Clerk Salaries	47,380	84,067	85,827	1,760	2.1%
25	Clerk Expenses	21,876	29,376	31,876	2,500	8.5%
	Finance & Administration	470,190	508,572	534,227	25,655	5.0%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 1. Board annual compensation – Chairman, \$850; Members, two at \$700 each.
- Item 2. Total salary for Town Administrator.
- Item 3. Assistant to Town Administrator salary.
- Item 4. Annual town audit, \$25,750; engineering, \$9,390; external legal \$5,000, other professional services, \$6,000.
- Item 5. Total FY09 pay rate increases for departmental positions.
- Item 7. Includes insurance for fire and casualty, liability, motor vehicles, and fidelity bonds.
- Item 8. Expenses relate to office supplies, dues and seminars, subscriptions, car allowance and misc. other expenses.
- .
- Item 9. Town Accountant Salary.
- Item 10. Town Accountant Support.
- Item 11. Expenses relate to office supplies, dues and seminars, forms, and misc. other expenses.
- Item 13. Town Counsel services and expenses in connection with legal matters concerning Town of Lynnfield.
- Item 16. Clerical support to Town Hall departments including Tax Collector, Board of Registrars, and Board of Health. One position moved in FY08 to Zoning Board of Appeals (line 61).
- Item 17. Includes postage for Town Hall departments; copier and postage machine supplies and maintenance; miscellaneous other.
- Item 18. Information Systems Manager salary
- Item 19. PC upgrade program; computer hardware, accessories, supplies; software licensing; mainframe server maintenance; financial software support contract; computer consultant; dues/seminars; internet access; misc. other.
- Item 21. Expenses relate to office supplies, dues and seminars, and misc. other expenses.
- Item 21A. Change in accounting method for Senior tax Work-off Program. Prior to FY09 carried in Abatement.
- Item 22. Treasurer and clerical salary, overtime and longevity.
- Item 23. Expenses relate to office supplies, dues and seminars, bank charges, and misc. other.
- Item 24. Town Clerk salary and transfer of clerk from Assessors Office.
- Item 25. Expenses relate to office supplies, dues and seminars

FY 2009 Budget

Line No.		Final FY 07	Final FY 08	Recommended FinCom/BOS FY 09	Variance FY08 VS. FY09	% Increase FY09 VS. FY08
	<i>Board of Assessors</i>					
29	Board Salaries	17,500	17,500	17,500	0	0.0%
30	Other Salaries	73,752	95,814	102,120	6,306	6.6%
31	Professional Services	8,320	8,320	10,300	1,980	23.8%
32	Assessment Update	44,700	24,700	22,700	(2,000)	-8.1%
33	Expenses	10,250	10,250	10,250	0	0.0%
	Assessors	154,522	156,584	162,870	6,286	4.0%
	<i>Planning Board</i>					
34	Salary	35,878	35,978	36,303	325	0.9%
35	Expenses	3,286	3,286	3,286	0	0.0%
	Planning Board	39,164	39,264	39,589	325	0.8%
	<i>Board of Appeals</i>					
36	Expenses	2,142	2,142	6,345	4,203	196.2%
	Board of Appeals	2,142	2,142	6,345	4,203	196.2%
	<i>Conservation Commission</i>					
37	Salary	41,937	50,411	52,660	2,249	4.5%
38	Expenses	1,446	1,446	1,725	279	19.3%
39	Professional Services	520	520	520	0	0.0%
40	Open Space	3,000	3,000	3,000	0	0.0%
	Conservation Commission	46,903	55,377	57,905	2,528	4.6%
	<i>Personnel Board</i>					
41	Salary	2,818	2,818	2,818	0	0.0%
42	Professional Services	2,000	2,000	5,000	3,000	150.0%
43	Expenses	200	200	200	0	0.0%
	Personnel Board	5,018	5,018	8,018	3,000	59.8%
	<i>Finance Committee</i>					
44	Salary	2,880	2,880	2,500	(380)	-13.2%
45	Expenses	400	400	420	20	5.0%
46	Finance Committee Report	1,500	1,500	1,500	0	0.0%
47	Reserve Fund	45,000	45,000	45,000	0	0.0%
	Finance Committee	49,780	49,780	49,420	(360)	-0.7%
	TOTAL GEN. GOVERNMENT	1,440,668	1,621,439	1,723,000	101,561	6.3%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 29. Board annual compensation: Chairman - \$6,100; 2 Members at \$5,550 each; CMA certification.
- Item 30. Clerical support for Assessors. Professional assessor added in FY08. FY09 reflects full year of new position added in FY08.
- Item 31. Primarily commercial appraisals and assistance in preparation of state reports.
- 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 mapping new lots to be compatible with Global Identification System.

- Item 36. Expenses relate to office supplies, dues and seminars, and advertising.

- Item 37. Conservation Commission administrator and part-time clerical assistant salary.
- Item 38. Expenses relate to office supplies, dues and seminars, travel, and misc. other.
- Item 39. Engineering assistance for environmental surveys, primarily wetlands.

- 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 secretary 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.

FY 2009 Budget

Line No.		Final FY 07	Final FY 08	Recommended FinCom/BOS FY 09	Variance FY08 VS. FY09	% Increase FY09 VS. FY08
PUBLIC SAFETY						
<i>Police</i>						
48	Chief's Salary (incl. holidays)	96,978	96,978	96,978	0	0.0%
49	Other Salaries (incl. holidays)	1,440,000	1,493,016	1,544,283	51,267	3.4%
50	Officer's Overtime	375,000	375,000	375,000	0	0.0%
51	Officers Training	46,705	46,705	46,705	0	0.0%
52	Other Expenses	135,717	135,717	140,417	4,700	3.5%
	Police	2,094,400	2,147,416	2,203,383	55,967	2.6%
<i>Fire</i>						
53	Chief's Salary (incl. holidays)	18,668	18,668	18,689	21	0.1%
54	Full time Salaries (incl. holidays)	474,398	501,843	561,263	59,420	11.8%
55	Call Dept. Salaries	317,960	326,704	368,360	41,656	12.8%
56	Fire Alarm Salaries	10,767	11,063	11,500	437	4.0%
57	Fire Dept. Expenses	75,000	87,400	102,000	14,600	16.7%
58	ALS					
59	Fire Alarm Expenses	5,815	5,815	7,500	1,685	29.0%
60	Hydrant Rental	23,520	23,520		(23,520)	-100.0%
	Fire	926,128	975,013	1,069,312	94,299	9.7%
<i>Div of Zoning & Inspection</i>						
61	Other Salaries	42,900	94,070	101,654	7,584	8.1%
62	Professional Services	32,284	32,284	34,337	2,053	6.4%
63	Expenses	7,110	7,110	7,852	742	10.4%
	Zoning & Inspection	82,294	133,464	143,843	10,379	7.8%
<i>Civil Defense</i>						
64	Director's Salary	250	250	250	0	0.0%
65	Expenses	1	1	1	0	0.0%
	Civil Defense	251	251	251	0	0.0%
<i>Dog Officer</i>						
66	Dog Officer's Salary	22,158	22,158	22,158	0	0.0%
67	Expenses	1,800	1,800	1,800	0	0.0%
	Dog Officer	23,958	23,958	23,958	0	0.0%
	TOTAL PUBLIC SAFETY	3,127,031	3,280,102	3,440,747	160,645	4.9%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

Police Department

The FY2009 Police Department budget includes two new patrolmen that will be hired late in the year. These officers will begin training and be ready for the opening of Meadow Walk. These positions were identified in the financial analysis during the Meadow Walk proposal/approval process.

- Item 48. Base salary; Quinn Bill (school credits – half of the expense is reimbursed by the state), \$15,928; EMT stipend, \$2,600; holidays, \$3,594; longevity \$625.
- Item 49. Includes Captain, sergeants, patrolmen, dispatchers, traffic supervisors, 2 clerical, 1 matron; Quinn Bill (school credits – half of the expense is reimbursed by the state). Also includes new positions described above.
- Item 50. 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, \$5,250; radio maintenance, dues and subscriptions, medical support for cruisers, public safety/software maintenance, equipment, photo ID, other.

Fire Department

The Fire Department will hire a new Fire Fighter/Paramedic (one position) in FY2009. This position will be available the day shift to not only work on the fire engine, but also be able to respond to ambulance calls as a paramedic.

- Item 54. Includes salaries for full-time firefighters, overtime pay for firefighting, training, and ambulance; EMT stipends, holidays, longevity, and school credits.
- Item 55. Includes response to fires and other calls, EMT stipends, standbys during storms, training, vacation/sick coverage. Beginning in FY04, recommendations reflect carve out of call firefighter costs associated with ambulance runs. See below for discussion of "Emergency Medical Services Enterprise Fund".
- Item 57. Includes maintenance and repair of aging vehicles, needed parts, firefighting tools and equipment, clothing, telephone, radio maintenance and miscellaneous other.
- Item 60. Rental payments to Lynnfield Center and South Lynnfield water districts. Eliminated in FY09.
- Item 61. Wire, gas, and plumbing inspectors and sealer of weights and measures. Fee income is paid to Town, shown in Local Receipts.
- Item 62. Salary reimbursement to Town of Wakefield for shared inspector, regional building inspection activities
- Item 63. Expenses relate to office supplies, dues and seminars, subscriptions, travel and misc. other.
- Item 65. To keep account open as required by law..
- Item 66. Salaries for Dog Officer and assistant.
- Item 67. Veterinarian, \$1,000; telephone, \$600; other, \$200.

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.

FY 2009 Budget

Line No.		Final FY 07	Final FY 08	Recommended FinCom/BOS FY 09	Variance FY08 VS. FY09	% Increase FY09 VS. FY08
PUBLIC WORKS						
	<i>Administration</i>					
68	Director Salary	89,838	92,534	92,534	0	0.0%
69	Other Salaries	224,238	234,348	236,688	2,340	1.0%
70	Motor Fuel/oil	95,000	125,000	160,000	35,000	28.0%
71	Other Expenses	5,600	5,600	6,050	450	8.0%
	Administration	414,676	457,482	495,272	37,790	8.3%
	<i>Highway</i>					
72	Salaries	722,051	752,567	777,869	25,302	3.4%
73	Expenses	249,600	261,350	297,151	35,801	13.7%
	Highway	971,651	1,013,917	1,075,020	61,103	6.0%
	<i>Sidewalk Construction & Maint.</i>					
75	Expenses					--
	Sidewalk	0	0	0	0	--
	<i>Snow & Ice Removal</i>					
76	Salaries and Expenses	75,000	75,000	120,000	45,000	60.0%
	Snow & Ice Removal	75,000	75,000	120,000	45,000	60.0%
	<i>Street Lighting</i>					
77	Expenses	155,000	165,000	174,000	9,000	5.5%
	Street Lighting	155,000	165,000	174,000	9,000	5.5%
	<i>Rubbish Collection</i>					
78	Expenses	688,455	712,000	744,948	32,948	4.6%
	Rubbish Collection	688,455	712,000	744,948	32,948	4.6%
	<i>School Maintenance & Buses</i>					
79	Salaries	893,715	984,719	997,954	13,235	1.3%
80	Energy Supply	623,000	620,000	620,000	0	0.0%
81	Expenses	432,000	467,200	506,500	39,300	8.4%
	School Maintenance & Buses	1,948,715	2,071,919	2,124,454	52,535	2.5%
	<i>Town Building Maintenance</i>					
82	Salaries	161,560	168,508	191,190	22,682	13.5%
83	Expenses	255,000	275,000	296,750	21,750	7.9%
	Town Building Maintenance	416,560	443,508	487,940	44,432	10.0%
	TOTAL PUBLIC WORKS	4,670,057	4,938,826	5,221,634	282,808	5.7%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 68. Director Salary.
Item 69. Assistant Director of Facilities, Department Secretary, 1 FT clerical, and Town Engineer.
Item 70. For all Town-owned vehicles. Increase reflects need.
Item 71. Expense 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. Beginning FY05, items are included in Capital Budget.
- Item 76. If line item is increased, it cannot be decreased in future years, however it has 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.
- Item 79. Director of Facilities, custodians, bus drivers, overtime, clothing allowance, and longevity.
- 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.
- 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.

FY 2009 Budget

Line No.		Final FY 07	Final FY 08	Recommended FinCom/BOS FY 09	Variance FY08 VS. FY09	% Increase FY09 VS. FY08
HUMAN SERVICES						
	<i>Board of Health</i>					
90	Other Salaries	30,040	31,408	31,408	0	0.0%
91	Expenses	10,771	10,771	14,013	3,242	30.1%
	Board of Health	40,811	42,179	45,421	3,242	7.7%
	<i>Council on Aging</i>					
92	Salary	151,228	169,836	199,000	29,164	17.2%
93	Expenses	17,890	17,890	22,550	4,660	26.0%
	Council on Aging	169,118	187,726	221,550	33,824	18.0%
	<i>Veteran's Services</i>					
94	Director's Salary	6,725	6,927	6,927	0	0.0%
95	Expenses	500	500	500	0	0.0%
96	Veterans Benefits	4,000	4,000	4,000	0	0.0%
	Veteran's Services	11,225	11,427	11,427	0	0.0%
	TOTAL HUMAN SERVICES	221,154	241,332	278,398	37,066	15.4%
CULTURE & RECREATION						
	<i>Library</i>					
97	Director's Salary	65,131	67,085	67,085	0	0.0%
98	Other Salaries	364,825	385,410	397,380	11,970	3.1%
99	Expenses	150,800	154,848	169,894	15,046	9.7%
	Library	580,756	607,343	634,359	27,016	4.4%
	<i>Recreation Commission</i>					
100	Salaries	11,332	11,332	11,332	0	0.0%
101	Expenses	9,530	9,530	9,530	0	0.0%
	Recreation Commission	20,862	20,862	20,862	0	0.0%
	<i>Historical Commission</i>					
102	Expenses	495	1,406	5,425	4,019	285.8%
	Historical Commission	495	1,406	5,425	4,019	285.8%
	<i>Memorial Day Observance</i>					
103	Expenses	990	990	990	0	0.0%
	Memorial Day Observance	990	990	990	0	0.0%
	TOTAL CULTURE & RECREATION	603,103	630,601	661,636	31,035	4.9%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 90. Salaries for Health Officer, Health Agent/Septic Inspector, Sanitarian, Animal Inspector.
Item 91. Nurse Services, \$6,500; office supplies and advertising, \$451; veterinary services, \$500; biological testing, \$800; clerical support for monthly meetings, \$2,220.
- Item 92. Salaries for Director; Van Drivers (2) – PT Van Driver added for FY09 since Town received an additional vehicle from GLSS; Receptionist, Activity Coordinator, Trip Coordinator; Outreach Worker, net of anticipated grant.
- Item 93. Office supplies, \$2,000; telephone, \$3,700; paper products, \$3,000; seminars and dues, \$1,530; copier maintenance, \$2,000; travel, \$200; Senior Meal Program (\$8,320) – FY09 includes increased subsidy to address rising costs.
- Item 96. Benefits for needy Veterans. Reimbursed 75% by the State.
- Item 97. Director Salary.
- Item 98. Salaries of Full-time librarians and staff members.
- 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. Salaries for Director; clerical; summer assistance.
- Item 101. Programs and supplies.
- Item 102. Signs for houses of historical interest, seminars, grant match. More active group has required additional funding.
- Item 103. Memorial Day celebration expenses – refreshments/grave markers.

FY 2009 Budget

Line No.		Final FY 07	Final FY 08	Recommended FinCom/BOS FY 09	Variance FY08 VS. FY09	% Increase FY09 VS. FY08
	EDUCATION					
	Expenses					
	Administration & Technology	288,906	453,350	443,616	(9,734)	-2.1%
	Summer Street School	108,601	108,601	124,651	16,050	14.8%
	Huckleberry Hill School	97,664	105,014	108,214	3,200	3.0%
	Middle School	165,543	164,463	166,783	2,320	1.4%
	High School	316,454	364,009	400,910	36,901	10.1%
	Special Education/Preschool	113,973	125,350	140,350	15,000	12.0%
	SPED Out of District Tuition	668,544	638,985	914,061	275,076	43.0%
	SPED Out of District Transportation	224,107	235,000	283,320	48,320	20.6%
	Total Expenses	1,983,792	2,194,772	2,581,905	387,133	17.6%
	Salaries Existing Staff	13,327,895	14,185,163	14,789,926	604,763	4.3%
	Gross School Expenses	15,311,687	16,379,935	17,371,831	991,896	6.1%
	Less:					
	METCO	(15,838)	(15,838)	(19,562)	(3,724)	
	Activity Fees	(70,000)	(80,000)	(80,000)	0	
	USAC Libraries Reimbursement	0	(3,617)	0	3,617	
	Community Schools Rent	(150,000)	(25,000)	(25,000)	0	
	Kindergarten revenue	<u>(165,000)</u>	<u>(182,000)</u>	<u>(163,800)</u>	18,200	
	Total Offsets	(400,838)	(306,455)	(288,362)	18,093	-5.9%
104	Net Salaries and Expenses	14,910,849	16,073,480	17,083,469	1,009,989	6.3%
104A	School Health Insurance	1,543,556	1,761,500	1,900,000	138,500	7.9%
105	N.S. Technical High School	106,635	106,635	112,033	5,398	5.1%
	TOTAL EDUCATION	16,561,040	17,941,615	19,095,502	1,153,887	6.4%

- 104** School budget increase represents a "level Service" budget. It is important to note, however, that Town Meeting votes only a total number for the School Department and has no "line item authority" over spending. As a result, new positions are still possible should the School Department wish to re-set spending priorities as highlighted in the overall budget request.

LYNNFIELD SCHOOL SYSTEM DATA

PUPIL & EMPLOYEE HEADCOUNT

<u>SCHOOL</u> <u>YEAR</u>	<u>PUPILS</u>	<u>SPECIAL ED.</u> <u>TEACHERS/</u>			<u>CLASS</u>	<u>SCHOOL</u>	<u>CENTRAL</u>
		<u>TEACHERS</u>	<u>PSYCH.</u>	<u>SPECIALISTS</u>	<u>AIDES</u>	<u>ADMIN.</u>	<u>OFFICE</u>
2007-2008	2,276	138.7	24.5	16.0	44.5	26.5	11.2
* 2008-2009	2,293	138.7	24.5	16.0	44.5	26.5	11.2

*Projected numbers

Teachers:	Classroom teachers, Physical Education, Music, Art.
SPED Teachers/Psychologists:	SPED Teachers, Psychologists, Speech and Language Specialists, Therapists.
Specialists:	Librarians, Curriculum Specialist, Nurses, Reading Specialists, Guidance Counselors, SPED Team Chairs.
Class Aides:	SPED Aides, Kindergarten Aides
School Admin.	Principals, Asst. Principals, Secretaries, Clerks, Office Aides, Pre-school Bus Driver.
Central Office:	Superintendent and staff, Business Office Staff, Technology Dept., SPED Director and SPED Office Staff.

ENROLLMENT PROJECTION: 2008-2009 SCHOOL YEAR

	<u>ACTUAL</u> <u>2007-2008</u>	<u>PROJECTED</u> <u>2008-2009</u>	<u>Y/Y</u> <u>CHANGE</u>	<u>Y/Y</u> <u>% CHANGE</u>
KINDERGARTEN	146	157	11	7.5%
GRADES 1 - 4	755	726	-29	-3.8%
GRADES 5 - 8	715	742	27	3.8%
GRADES 9 - 12	660	668	8	1.2%
TOTALS	2,276	2,293	17	0.7%

FY 2009 Budget

Line No.		Final FY 07	Final FY 08	Recommended FinCom/BOS FY 09	Variance FY08 VS. FY09	% Increase FY09 VS. FY08
DEBT & INTEREST						
106	Short Term Interest Debt Exclusion	0	0		0	--
107	Short Term Interest	71,453	71,453		(71,453)	-100.0%
108	Long Term Principal Payment	12,000	282,000	280,000	(2,000)	-0.7%
109	Long Term Interest	1,000	64,589	53,309	(11,280)	-17.5%
110	Long Term Principal Debt Exclusion	1,580,000	1,575,000	1,690,000	115,000	7.3%
111	Long Term Interest Debt Exclusion	973,615	929,664	1,001,302	71,638	7.7%
112	Septic Loan Program	10,100	10,100	10,100	0	0.0%
	TOTAL DEBT & INTEREST	2,648,168	2,932,806	3,034,711	101,905	3.5%
EMPLOYEE BENEFITS						
113	Pension Contributions	1,245,477	1,305,279	1,278,141	(27,138)	-2.1%
	<i>Health/Liability/Disability Insurance</i>					
114	Town Health/Life/Disability Insurance	310,174	348,946	376,861	27,915	8.0%
114A	Public Safety Health Insurance	211,560	238,005	257,045	19,040	8.0%
114B	DPW Health Insurance	282,912	318,276	343,738	25,462	8.0%
114C	Library Health Insurance	55,357	62,277	67,259	4,982	8.0%
114D	Council on Aging Health Insurance	15,214	17,116	18,485	1,369	8.0%
114E	Retiree Health Insurance	1,191,227	1,340,130	1,447,341	107,211	8.0%
	Total Health/Liability/Disability	2,066,444	2,324,750	2,510,729	185,979	8.0%
115	Medicare - F.I.C.A.	262,500	272,500	306,181	33,681	12.4%
116	Workers' Compensation Insurance	108,086	130,000	190,000	60,000	46.2%
117	Other	6,000	6,000	6,742	742	12.4%
118	Unemployment Compensation	40,000	40,000	44,944	4,944	12.4%
	TOTAL EMPLOYEE BENEFITS	3,728,507	4,078,529	4,336,737	258,208	6.3%
TOTAL OPERATING BUDGET						
		\$ 32,999,728	\$ 35,665,250	\$ 37,792,365	\$ 2,127,115	6.0%

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

Items 110 and 111. School Building Project principal and interest. Will use balance of School Building Reserve Fund (\$1,8500,000) to service portion of debt obligation.

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

Item 114. For Town Government Employees.

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

Item 115. Medicare matching payroll tax paid on employees hired since 1/1/86.

Article 5. 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 of said items, and said sums of money to be expended under the direction of various Town Boards, or officers, or what action it will take thereon.

Submitted By BOARD OF SELECTMEN

Finance Committee Recommendation Summarized Below.

ITEM	APPROPRIATION
<u>CONSERVATION</u>	
File Cabinet	800
TOTAL CONSERVATION	800
 <u>DPW</u>	
Small equipment-chain saws, tools etc.	5,000
S.School Playground	10,000
Field Upgrades	50,000
Fencing/Backstop upgrades or replacements	35,000
Storm water Compliance*	5,000
Replace Bus #8 (71 passenger)	75,000
Pillings Pond Improvements	25,000
9" Street Signs	5,000
Town Common electrical upgrade	5,000
Street Lamp Replacement program	5,000
 Library Painting Exterior	15,000
Library gutter/ downspouts	6,500
Library Shutter replacement/repairs	10,000
Town Hall- exterior painting	16,500
S. Fire/s.Hall plumbing upgrades	15,000
Townwide door replacement	10,000
Energy Management system repairs	25,000
Schoolwide- interior lighting	15,000
High School Parking Lot Light Replace.	20,000
TOTAL DPW	353,000
 <u>Fire</u>	
Gear Replacement	10,000
Hose Replacement	10,000
Tower Truck Motor and Controls	50,000
TOTAL FIRE	70,000
 <u>Police</u>	
Cruisers	70,000
BAPERN Base Station	225,000
TOTAL POLICE	295,000
 <u>Technology - Schools</u>	
Servers	14,000
Laptops	109,000
Desktops	204,000
Printers	22,000
TOTAL SCHOOL	349,000
 TOTAL CAPITAL BUDGET	\$1,067,800
 <u>CAPITAL BUDGET FUNDING SOURCES</u>	
Raise and Appropriate	836,228
From Free Cash	98,572
From Capital Facilities Maintenance Fund	133,000
TOTAL CAPITAL FUNDING	\$1,067,800

Article 6. 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 FY 2009, 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 FY 2008 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 6.

Article 7. 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 FY 2009, to pay expenses and contractual services required to operate the Flu Clinic; said fund to be credited with recovery through third party billing received during FY 2009 from persons taking part in said activities, or what action it will take thereon.

Submitted by BOARD OF HEALTH

Finance Committee Recommends Article 7.

Article 8. 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 FY 2009, 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 FY 2009 from persons paying such fines, or what action it will take thereon.

Submitted by BOARD OF LIBRARY TRUSTEES

Finance Committee Recommends Article 8.

Article 9. To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 D, to be spent by the Recreation Commission, limited to a certain amount, without further appropriation during FY 2009, 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 FY 2009 from persons taking part in said activities n field trips, or what action it will take thereon.

Submitted By BOARD OF SELECTMEN

Finance Committee Recommends Article 9.

Article 10. To see if the Town will vote to appropriate a sum of money from Emergency Medical Service Enterprise receipts to defray the cost of providing emergency medical services in the Town of Lynnfield; or what action it will take thereon.

Submitted By BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting.

Article 11. To see if the Town will vote to appropriate a sum of money from Golf Enterprise receipts to pay expenses and contractual services required to operate the Reedy Meadow Golf Course, and to pay the debt service in connection therewith, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2009 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 12. To see if the Town will vote to appropriate a sum of money for highway design, construction and maintenance and for all other purposes which are authorized by law and to fund such effort with so-called Chapter 90 money approved for said use by the Commonwealth of Massachusetts, or what action it will take thereon.

Submitted By BOARD OF SELECTMEN

Finance Committee Recommends Article 12.

Article 13. To see if the Town will vote to appropriate \$200,000 for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof, as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$200,000 and issue bonds or notes therefor under G.L.c.111§127B1/2 and/or Chapter 29C of the General Laws; that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds or notes shall be general obligations of the town; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise contract with the trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Board of Selectmen, Board of Health or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the projects, or what action it will take thereon

Submitted By BOARD OF HEALTH

Finance Committee Recommends Article 13.

Article 14. To see if the Town will vote to propose to amend the Home Rule Charter of the Town of Lynnfield by reducing the quorum necessary for the conduct of business from 175 registered voters, as now set forth in Section 2-1-2 of the Charter, to a fixed number of 100 registered votes, or to take any other action in relation thereto.

Submitted By BOARD OF SELECTMEN

Finance Committee Does Not Recommend Article 14.

Article 15. To see if the Town will vote to appropriate the following sum of money, being proceeds from security posted by the developer of the following subdivision pursuant to G.L. c. 41, § 81U, for the purpose of completing the work as specified in the approved plan for the said subdivision, each such appropriation to be effective upon a determination by the Planning Board that the developer is in default of his obligations and has forfeited his security:

Bridle Path \$153,730.00

or to take any other action in connection therewith.

Submitted By PLANNING BOARD

Finance Committee Recommends Article 15.

Article 16.	To see if the Town will vote to amend Section 7 – FILTH AND RUBBISH NOT TO BE DEPOSITED IN THE STREETS of Chapter 5 of the Town’s Bylaws by amending the fine of each offense from “a sum of not less than fifty dollars (\$50.00) nor more than two hundred dollars (\$200.00). And in case any person so offending shall refuse or neglect to remove such matter or thing without delay, after notice is given to him or her by the Selectmen or Board of Health to so remove the same, such person shall forfeit and pay a further sum of not less than fifty dollars (\$50.00) nor more than two hundred dollars (\$200.00) for each offense” to “a sum of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000.00). And in case any person so offending shall refuse or neglect to remove such matter or thing without delay, after notice is given to him or her by the Selectmen or Board of Health to so remove the same, such person shall forfeit and pay a further sum of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000.00) for each offense”, or to take any other action in connection therewith.
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Submitted By Board of Selectmen

Finance Committee Recommendation Deferred Until Town Meeting.

Article 17. To see if the Town will vote to authorize the Selectmen to accept for elderly housing purposes and for no consideration a conveyance from PHF-ND COLONIAL LLC, a Delaware limited liability company ("Colonial"), of a parcel of land of 6.754 acres, more or less, subject to a conservation restriction (the "Premises"), being more particularly bounded and described as follows:

A PORTION OF A CERTAIN PARCEL OF LAND SITUATED IN THE TOWN OF LYNNFIELD, COUNTY OF ESSEX AND THE COMMONWEALTH OF MASSACHUSETTS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT BEING S81°06'17"W AND 237.21 FEET DISTANT FROM THE MOST SOUTHWESTERLY CORNER OF LAND NOW OR FORMERLY OF NUSBLATT, THENCE RUNNING THE FOLLOWING FIFTEEN COURSES BY OTHER LAND NOW OR FORMERLY OF PHF-ND COLONIAL LLC: S04°33'50"E, A DISTANCE OF 165.25 FEET TO A POINT OF CURVATURE;

THENCE BY A CURVE TO THE RIGHT, HAVING A RADIUS OF 225.46 FEET AND AN ARC LENGTH OF 116.16 FEET TO A POINT OF TANGENCY;

THENCE S25°43'19"W, A DISTANCE OF 77.87 FEET TO A POINT ON A CURVE;

THENCE BY A CURVE TO THE LEFT, HAVING A RADIUS OF 229.50 FEET, AN ARC LENGTH OF 93.31 FEET, A CHORD BEARING OF N82°58'21"W, AND A CHORD DISTANCE OF 92.67 FEET TO A POINT OF NON-TANGENCY;

THENCE N26°20'34"W, A DISTANCE OF 16.37 FEET TO A POINT OF CURVATURE;

THENCE BY A CURVE TO THE LEFT, HAVING A RADIUS OF 269.22 FEET AND AN ARC LENGTH OF 134.18 FEET TO A POINT OF A NON-TANGENT CURVE;

THENCE BY A CURVE TO THE, LEFT HAVING A RADIUS OF 106.53 FEET, AN ARC LENGTH OF 60.45 FEET, A CHORD BEARING OF N71°09'16"W, AND A CHORD DISTANCE OF 59.64 FEET TO A POINT ON A NON-TANGENT CURVE;

THENCE BY A CURVE TO THE, LEFT HAVING A RADIUS OF 144.00 FEET, AN ARC LENGTH OF 62.08 FEET, A CHORD BEARING OF S84°32'35"W, AND A CHORD DISTANCE OF 61.60 FEET TO A POINT;

THENCE N14°03'19"W, A DISTANCE OF 229.69 FEET TO A POINT;

THENCE N44°03'19"W, A DISTANCE OF 207.91 FEET TO A POINT;

THENCE N14°08'46"W, A DISTANCE OF 83.60 FEET TO A POINT;

THENCE N14°01'44"W, A DISTANCE OF 288.12 FEET TO A POINT;
THENCE N55°51'32"E, A DISTANCE OF 201.41 FEET TO A POINT;
THENCE S34°08'28"E, A DISTANCE OF 530.20 FEET TO A POINT;
THENCE S40°15'15"E, A DISTANCE OF 260.63 FEET TO THE POINT OF
BEGINNING.

and further to authorize the Selectmen to convey the Premises to Lynnfield Initiative for Elders, Inc., a Massachusetts non-profit corporation ("LIFE") for elderly housing purposes, in consideration of payment of One Million Eight Hundred Thousand Dollars (\$1,800,000.00), and to reserve such easements over the Premises as the Selectmen may deem appropriate;

all on such terms and conditions, and subject to such provisions, as the Selectmen may in their discretion deem appropriate, 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 amend the Zoning Bylaws and Zoning District Map of the Town of Lynnfield as follows:

Section 1. To amend the Zoning District Map of the Town of Lynnfield as amended through July 2002 by changing from the Single Residence B District to the Housing for the Elderly District (EH) three parcels of land situated off Walnut Street containing 13,529 square feet (Parcel A-1), 5,716 square feet (Parcel A-2), and 7,847 square feet (Parcel A-3), shown on a plan entitled: "Plan of Land Showing Parcels to be Rezoned to the Housing for the Elderly District" dated March 11, 2008, by Stantec Consulting Services, Inc., a copy of which is on file with the Town Clerk and bounded and described as follows:

PARCEL A-1:

A portion of a certain parcel of land situated in the Town of Lynnfield, County of Essex and the Commonwealth of Massachusetts and being more particularly described as follows:

Beginning at the most easterly corner of Parcel A, thence running S85°51'32"W, a distance of 140.50 feet to a point; thence N04°08'28"W, by said Parcel A, a distance of 192.58 feet to a point; thence S40°15'15"E, by land now or formerly of PHF-ND Colonial LLC, a distance of 238.39 feet to the point of beginning.
Containing approximately 13,529 square feet of land.

PARCEL A-2:

A portion of a certain parcel of land situated in the Town of Lynnfield, County of Essex and the Commonwealth of Massachusetts and being more particularly described as follows:

Beginning at the most southeasterly corner of Parcel A, thence running N25°43'19"E, by said Parcel A, a distance of 84.05 feet to a point of curvature; thence
by a curve to the left, by said Parcel A, having a radius of 200.50 feet and an arc length of 104.51 feet to a point of tangency; thence
N04°08'35"W, by said Parcel A, a distance of 183.21 feet to a point; thence the following five courses by land now or formerly of PHF-ND Colonial LLC:
S40°15'15"E, a distance of 22.24 feet to a point;
S04°33'50"E, a distance of 165.25 feet to a point of curvature;
by a curve to the right, having a radius of 225.46 feet and an arc length of 116.16 feet to a point of tangency;
S25°43'19"W, a distance of 77.87 feet to a point on a curve;
by a non-tangent curve to the left, having a radius of 229.50 feet, an arc length of 19.14 feet, a chord bearing of N73°42'51"W, and a chord length of 19.14 feet to the point of beginning.
Containing approximately 5,716 square feet of land.

PARCEL A-3:

A portion of a certain parcel of land situated in the Town of Lynnfield, County of Essex and the Commonwealth of Massachusetts and being more particularly described as follows:

Beginning on a curve at the most southwesterly corner of Parcel A, thence running by land now or formerly of PHF-ND Colonial LLC, by a curve to the left, having a radius of 229.50 feet, an arc length of 6.13 feet, a chord bearing of S86°08'44"W, and a chord length of 6.13 feet to a point; thence

by land now or formerly of PHF-ND Colonial LLC, N26°20'34"W, a distance of 16.37 feet to a point of curvature; thence

by land now or formerly of PHF-ND Colonial LLC, by a curve to the left, having a radius of 269.22 feet and an arc length of 134.18 feet to a point of a non-tangent curve; thence

by land now or formerly of PHF-ND Colonial LLC, by a curve to the left, having a radius of 106.53 feet, an arc length of 60.45 feet, a chord bearing of N71°09'16"W, and a chord length of 59.64 feet to a point on a non-tangent curve; thence

by land now or formerly of PHF-ND Colonial LLC, by a curve to the left, having a radius of 144.00 feet, an arc length of 62.08 feet, a chord bearing of S84°32'35"W, and a chord length of 61.60 feet to a point; thence

by land now or formerly of PHF-ND Colonial LLC, N14°03'19"W, a distance of 53.23 feet to a point on a curve; thence

by said Parcel A, by a curve to the right, having a radius of 313.00 feet, an arc length of 202.58 feet, a chord bearing of S67°34'27"E, and a chord length of 199.07 feet to a point of compound curvature; thence

by said Parcel A, by a curve to the right, having a radius of 121.29 feet and an arc length of 86.74 feet to a point of tangency; thence

S09°25'32"E, by said Parcel A, a distance of 30.52 feet to the point of beginning.

Containing approximately 7,847 square feet of land
or to take any other action in relation thereto.

Submitted By BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting.

Article 19. To see if the Town will vote to amend Section 2.10 of the Zoning Bylaw entitled 'Housing for the Elderly' by deleting from the third sentence of the first paragraph of said Section the word 'sixty' and replacing it with the word 'fifty-five', or to take any other action in relation thereto.

Submitted By BOARD OF SELECTMEN

Finance Committee Does Not Recommend Article 19.

Article 20. To see if the Town will vote to transfer to the Conservation Commission those certain parcels of land located in Lynnfield and identified as Parcels 1385 and 2576 on Map 56 of the Assessors' Maps of the Town of Lynnfield, provided that the conveyance be subject to conservation restrictions ensuring that the Conservation Land not be used for any purpose other than those authorized by G.L. c. 40, § 8C for the promotion and protection of natural resources and watershed resources, nor for any purpose inconsistent with the terms set forth in the deed of Gordon L. Kallenberg to the Town of Lynnfield dated January 7, 1965 and recorded with the Essex South Registry of Deeds at Book 5237, Page 440; or what action it will take thereon.

Submitted By BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting.

Article 21. “To see if the Town will vote to amend the Zoning District Map of the Town of Lynnfield so as to change the premises hereinafter described from the Single Residence A District to the General Business District:

“The 15 parcels of land making up a neighborhood in South Lynnfield described as follows:

“Beginning and ending on the northbound side of Route 1 at the Southwesterly corner of 571 Broadway running north 168 feet to the intersection of Green Street. Continuing North at 583 Broadway for 106 feet to 597 Broadway for 127 feet to 611 Broadway for 100 feet to 617 Broadway for 129.7 feet to 621 Broadway for 104 feet.

Turning southeast along 621 Broadway for 120 feet, turning northeast 190 feet along parcel number 1576.

Turning southeast 574 feet along city of Peabody/Lynnfield town line.

Turning southwest 450 feet along the north side of Green St.

Continuing southwest on south side of Green Street, number 43 for 120.49 feet abutting Route 128 south.

Continuing to 39 Green St for 100 feet abutting Route 128 south

Continuing southwest at 25 Green St for 85 feet abutting Route 128 south

Continuing 86 feet at 21 Green St abutting 128 south

Continuing northwest 178 feet on Green St to Route 1 North abutting 128 South.”
Or what action it will take thereon.

Submitted By PETITION

Finance Committee Recommendation Deferred Until Town Meeting.

LYNNFIELD PARLIAMENTARY PROCEDURE REFRESHER

Brief summary – not comprehensive, not exhaustive.
See Robert's Rules of Order Newly Revised 10th 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 – Selectman 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 (10th Edition currently 2008).
3. The purpose of Town Meeting, using rules of order, is for members to freely make decisions concerning their local government.
4. All members have the equal right to bring up ideas, discuss them and come to a conclusion.
5. The majority rules, but the rights of the minority are protected by assuring them the right to speak and vote.
6. The Moderator facilitates and directs the discussion and keeps order.
7. All debate/questions go to, and through, the Moderator.
8. Complex motions have to be in writing and submitted to the Moderator.
9. Speakers must be recognized by the Moderator before speaking. Speakers must stand, identify themselves and remain standing while speaking.
10. Moderator alternates between pro and con speakers whenever possible and practical.
11. Only one item at a time. Only one Speaker at a time.
12. Amendments must be germane to the main motion.
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 the first time have done so.
15. Debate rules can be altered by 2/3 vote of the assembly.
16. Questions 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. In a super majority vote, where there is exactly a 2/3 to 1/3 split, the 2/3 vote prevails. In fractional votes, a majority is "more than half or those voting"; a 2/3 majority is "more than 2/3 of those voting".
20. The Moderator cannot stop debate while members wish to speak on the pending motion. Only the members, by 2/3 vote, can stop debate.
21. While presiding, the Moderator does not vote unless there is a tie vote and the Moderator wants to affect the result.
22. Absence or loss of Quorum forces adjournment of the meeting.
23. Visitors/Guests can only be admitted and can only speak with the approval of Town Meeting Members.
24. Decorum and respect for neighbors and opposing views are essential to a fair and orderly meeting which leads to the best decision possible.

DEM – SPRING, 2008