

TOWN OF LYNNFIELD

MASSACHUSETTS

FISCAL YEAR 2012

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



LYNNFIELD FINANCE COMMITTEE REPORT

ANNUAL TOWN MEETING

MONDAY, APRIL 25, 2011 – 7:30 P.M.

LYNNFIELD MIDDLE SCHOOL

PLEASE BRING THIS REPORT WITH YOU TO TOWN MEETING

LYNNFIELD TOWN WARRANT

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN ELECTION - APRIL 11, 2011 ANNUAL TOWN MEETING - APRIL 25, 2011

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 11, 2011 at 7:00 a.m., then and there to bring in their votes on one ballot for the choice of all necessary Town Officers for the ensuing year, chosen in this manner, viz.: one Assessor for three years; one Library Trustee for three years; one Moderator for one year; one Planning Board member for five years; one Housing Authority member for five years; one School Committee member for three years; and one Selectman for three 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 11, 2011. 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 25, 2011 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 2012 runs from July 1, 2011 through June 30, 2012.

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

Jack Dahlstedt, Co-Chairman
Timothy LaRovere, Co-Chairman
Phil Crawford, Vice Chairman
Bob Siegel
Tom Kayola

David D'Amico
Joseph DiNanno
Janet Moran
Bert Cleary
Phil Buchek

INTRODUCTION

As the Lynnfield Finance Committee, we are charged with the duty of analyzing the financial data of the town and recommending to the Town Meeting courses of action to be taken in regards to the budget items.

This year presents additional difficulties over prior years as larger, macro-economic issues continue to weigh heavily on local town aid from the State while local revenue receipts remain depressed. Last year we cautioned that the systemic national issues of rising health care costs, pension benefits, and education costs posed a great threat to the financial health of our town and the nation as a whole. We are clearly seeing these issues plague our town and movements are underway locally and across our nation to address many of these issues.

Our School Department continues to do a tremendous job in educating our children and delivering results that have set Lynnfield apart and above many of our surrounding communities. The Finance Committee, along with the town and our citizens, has consistently voted to support our children and schools and we have all benefited from and witnessed the great results. At the same time, however, the School Department budget now represents 60% of the town's budget and we recognize that our town must maintain a healthy balance between the School Department budget and all other departments and services. We are concerned that the School Committee budget, as a percentage of the total town budget, risks sacrificing other services and we must be diligent to maintain a proper balance in the years to come.

The Fiscal Year 2012 Budget that is presented herein has required a significant amount of cost cuts in many departments. At the same time, the 2011 fiscal year has required the use of the majority of our \$540,000 free cash, a draw down of our Stabilization Fund by approximately \$250,000 while the School Department utilized approximately \$225,000 in Federal Stimulus funds. While the utilization of these funds is necessary to balance the current fiscal budget, the Finance Committee continues to be concerned these measures could pose structural deficit problems heading into this new 2012 fiscal year and beyond.

As well as our town has been managed prior to and through these challenging economic times, the severity of the downturn still leaves us all with difficult decisions. At what level of town services should we budget? Should we keep our expenditures and, therefore, taxes to the bare minimum and thereby cut services dramatically? Another alternative is not to allow these reductions in services by fully or partially funding through a tax over-ride. Of course, increased taxes should only be asked for when we have first determined that all current dollars have been spent judiciously.

After exhaustive discussions, analysis and review, The Finance Committee has voted to recommend for approval the 2012 Fiscal budget as presented herein including the proposals to increase revenues through Pay As You Throw (PAYT), the Meals Tax and the Busing fees. These were highly debated and thoroughly researched items. The conclusion, although not unanimous, was that these additional revenues or taxes on the citizens are a more fair 'tax' than a complete tax override. These additional costs will be borne proportionately based on usage. We certainly do not want to see any additional taxes or costs accrue to the citizens of Lynnfield but recognize that these unique times require these prudent revenue enhancing actions.

Although we cannot be sure that the years to follow won't be even more onerous than the financial challenges of today, we have confidence that the Town Administrator, Town Selectmen, and all departments are working diligently to control expenses while continuing to deliver the high level of services that our citizens have grown to expect.

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 2011 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 defers Article 4 until town meeting.

ARTICLE 5. To see if the Town will vote to raise and appropriate from Emergency Medical Services Enterprise receipts and/ or transfer from Ambulance Enterprise Retained Earnings a sum of money to defray the costs and expenses of the Emergency Medical Services Enterprise operation in the current 2011 Fiscal Year; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 5.

ARTICLE 6. To see if the Town will vote to raise and appropriate from Golf Enterprise receipts a sum of money to defray the costs and expenses of the Golf Enterprise operation in the current 2011 Fiscal Year; 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 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 Recommends Article 7.

ARTICLE 8. To see if the Town will vote to accept the provisions of G.L. c. 64L, § 2, to impose a tax upon the sale of restaurant meals originating within Lynnfield by any vendors at a rate of three-quarters of one percent (.75%) of the gross receipts of such vendors from the sale of restaurant meals, and that such provisions take effect on July 1, 2011; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 8.

ARTICLE 9. To see if the Town will vote to accept the provisions of G.L. c. 44, Sec. 53 F1/2 establishing a Solid Waste and Recycling Enterprise Fund effective Fiscal Year 2012 to implement a Pay as You Throw Program to defray the cost of disposal of solid waste; and to raise and appropriate or transfer from enterprise receipts a sufficient sum of money to operate the Solid Waste and Recycling Enterprise Program; 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 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, 2011	FY12 Additional (Use)	FinCom/BOS Projected FY12 Beg. Balance
Stabilization Fund	\$ 855,000	\$ -	\$ 855,000
Capital Maintenance Fund	587,000	-	\$ 587,000
Sale of Real Estate	858,952	-	\$ 858,952
Free Cash	152,769	(150,000)	\$ 2,769
Cemetery Funds			
Lot Sales Principal	17,500	(16,500)	\$ 1,000
Perpetual Care Interest	4,000	(3,500)	\$ 500
Golf Enterprise Retained Earnings	329,119	-	\$ 329,119
Ambulance Enterprise Retained Earnings	117,531	(45,000)	\$ 72,531
Totals	\$ 2,921,871	\$ (215,000)	\$ 2,706,871

RESERVE FUND TRANSFERS - fiscal year to date through March 31, 2011

Beginning Balance	\$45,000
Reserve Fund balance as of March 31, 2011	\$45,000

Finance Committee and Selectmen Recommendations

	Final	Recommended		
REVENUE	FY2011	FY2012	Difference	% Difference
Prior Year Levy Limit	\$27,532,182	\$28,460,177	\$927,995	3.4%
2 1/2 % increase	\$688,305	\$711,504	\$23,199	3.4%
New Growth	\$239,690	\$350,000	\$110,310	46.0%
Total Property Taxes	\$28,460,177	\$29,521,681	\$1,061,504	3.7%
State Provided Funds	\$4,778,019	\$4,753,814	(\$24,205)	-0.5%
Debt Exclusions/Tax Offsets	\$3,109,824	\$2,887,829	(\$221,995)	-7.1%
Projected Local Receipts	\$3,343,387	\$3,368,387	\$25,000	0.7%
Colonial Revenue	\$0	\$0	\$0	NA
Free Cash	\$566,566	\$150,000	(\$416,566)	-73.5%
Overlay Surplus	\$10,000	\$0	(\$10,000)	-100.0%
Building Reserve Fund	\$0	\$0	\$0	NA
Cemetery & Funds	\$30,000	\$20,000	(\$10,000)	-33.3%
Reserve For Approp (Septic)	\$10,100	\$10,100	\$0	0.0%
American Legion Fund	\$990	\$990	\$0	0.0%
Revenue Plan	\$0	\$300,000	\$300,000	NA
Capital Facilities Fund	\$100,000	\$0	(\$100,000)	-100.0%
Stabilization Fund	\$200,000	\$0	(\$200,000)	-100.0%
Ambulance Enterprise	\$250,000	\$0	(\$250,000)	-100.0%
Telecommunications Fund	\$0	\$0	\$0	NA
TOTAL REVENUE	\$40,859,063	\$41,012,801	\$153,738	0.4%
EXPENSES				
Operating Budget				
General Government	\$1,636,738	\$1,608,785	(\$27,953)	-1.7%
Public Safety	\$3,476,615	\$3,543,089	\$66,474	1.9%
Public Works	\$5,233,399	\$4,964,479	(\$268,920)	-5.1%
Human Services	\$338,818	\$362,146	\$23,328	6.9%
Culture & Recreation	\$639,683	\$661,735	\$22,052	3.4%
Education (incl. Health and Vocational)	\$20,058,829	\$20,956,759	\$897,930	4.5%
Debt & Interest	\$3,160,793	\$3,108,368	(\$52,425)	-1.7%
Employee Benefits	\$4,828,380	\$4,997,768	\$169,388	3.5%
Total Operating Budget	\$39,373,255	\$40,203,129	\$829,874	2.1%
Other Expenditures				
Capital Budget	\$782,266	\$0	(\$782,266)	-100.0%
Capital Facilities Fund	\$0	\$0	\$0	NA
Appropriation to Stabilization Fund	\$0	\$0	\$0	NA
Deficit Accounts	\$0	\$230,000	\$230,000	NA
Allow for abate/exemptions	\$180,000	\$180,000	\$0	0.0%
Offset for Direct Expenditures	\$18,249	\$19,175	\$926	5.1%
Total Other Expenditures	\$980,515	\$429,175	(\$551,340)	-128.5%
Cherry Sheet Charges	349,969	380,428	\$30,459	8.0%
TOTAL EXPENDITURES	\$40,703,739	\$41,012,732	\$308,993	0.8%
Surplus/(Deficit)	\$155,324	\$69		

FY 2012 Budget

Line No.		Final FY2009	Final FY2010	Final Appropriation FY2011	Recommended FinCom/BOS FY2012	Variance FY11 VS. FY12	% Increase FY11 VS. FY12
GENERAL GOVERNMENT							
	<i>Selectmen</i>						
1	Selectmen's Salaries	2,250	2,250	2,250	2,250	0	0.0%
2	Town Administrator's Salary	142,650	147,517	147,517	150,467	2,950	2.0%
3	Clerical Salary	33,290	50,000	58,000	59,160	1,160	2.0%
4	Professional Services	47,000	47,000	47,000	47,000	0	0.0%
5	Pay Rate Increase Fund	59,000	59,000	28,000	40,000	12,000	42.9%
6	Town Report	0	0			0	--
7	Prop & Liab. Insurance	369,000	302,744	320,881	336,925	16,044	5.0%
8	Other Expenses	3,000	15,000	15,000	15,000	0	0.0%
	Selectmen	656,190	623,511	618,648	650,802	32,154	5.2%
	<i>Town Accountant</i>						
9	Accountant's Salary	75,000	77,626	77,626	85,000	7,374	9.5%
10	Clerical Salary	42,133	43,383	43,383	44,317	934	2.2%
11	Expenses	3,198	3,198	3,198	3,200	2	0.1%
	Town Accountant	120,331	124,207	124,207	132,517	8,310	6.7%
	<i>Town Counsel</i>						
13	Professional Services	50,000	34,000	34,000	41,837	7,837	23.1%
14	Expenses Law Books	1,750	1,750	1,750	1,750	0	--
	Town Counsel	51,750	35,750	35,750	43,587	7,837	21.9%
	<i>Finance and Operations</i>						
	<i>Operations Support</i>						
16	Salaries	72,675	65,616	65,691	74,275	8,584	13.1%
17	Expenses	35,100	35,100	35,100	35,100	0	0.0%
	<i>Information Systems</i>						
18	Salary	61,800	65,882	65,882	0	(65,882)	-100.0%
19	Expenses	82,672	77,130	77,130	77,130	0	0.0%
	<i>Tax Collector</i>						
21	Collector Expenses	15,993	15,993	15,993	16,993	1,000	6.3%
21A	Senior Tax Work-off Program	10,000	10,000	10,000	9,000	(1,000)	-10.0%
	<i>Treasurer</i>						
22	Treasurer's Salaries	123,065	129,584	129,584	136,481	6,897	5.3%
23	Treasurer's Expenses	15,219	15,219	15,219	16,140	921	6.1%
	<i>Town Clerk</i>						
24	Town Clerk Salaries	85,827	91,364	91,364	93,165	1,801	2.0%
25	Clerk Expenses	31,876	31,876	31,876	31,876	0	0.0%
	Finance & Administration	534,227	537,764	537,839	490,160	(47,679)	-8.9%

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 – Hired in FY10 at pay rate of \$58,000. The increase in FY11 is to reflect a full year salary.
- Item 4. Annual town audit, engineering, external legal, other professional services.
- Item 5. Total FY11 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.
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- Item 13. Town Counsel services and expenses in connection with legal matters concerning Town of Lynnfield.
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- Item 16. Clerical support to Town Hall departments including Tax Collector, Board of Registrars, and Board of Health.
- 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

Recommendations of the Finance Committee

FY 2012 Budget

Line No.		Final FY2009	Final FY2010	Final Appropriation FY2011	Recommended FinCom/BOS FY2012	Variance FY11 VS. FY12	% Increase FY11 VS. FY12
	<i>Board of Assessors</i>						
29	Board Salaries	17,500	11,500	11,500	11,500	0	0.0%
30	Other Salaries	102,120	116,989	87,924	87,924	0	0.0%
31	Professional Services	10,300	10,300	10,300	10,300	0	0.0%
32	Assessment Update	22,700	12,700	41,765	12,700	(29,065)	-69.6%
33	Expenses	10,250	10,250	10,250	10,250	0	0.0%
	Assessors	162,870	161,739	161,739	132,674	(29,065)	-18.0%
	<i>Planning Board</i>						
34	Salary	36,303	37,375	37,425	38,065	640	1.7%
35	Expenses	3,286	3,286	3,286	3,286	0	0.0%
	Planning Board	39,589	40,661	40,711	41,351	640	1.6%
	<i>Board of Appeals</i>						
36	Expenses	6,345	2,661	2,661	2,661	0	0.0%
	Board of Appeals	6,345	2,661	2,661	2,661	0	0.0%
	<i>Conservation Commission</i>						
37	Salary	52,660	54,500	54,500	55,794	1,294	2.4%
38	Expenses	1,725	1,725	1,725	1,725	0	0.0%
39	Professional Services	520	520	520	520	0	0.0%
40	Open Space	3,000	3,000	3,000	1,500	(1,500)	-50.0%
	Conservation Commission	57,905	59,745	59,745	59,539	(206)	-0.3%
	<i>Personnel Board</i>						
41	Salary	2,818	2,818	2,818	2,874	56	2.0%
42	Professional Services	5,000	2,870	2,870	2,870	0	0.0%
43	Expenses	200	330	330	330	0	0.0%
	Personnel Board	8,018	6,018	6,018	6,074	56	0.9%
	<i>Finance Committee</i>						
44	Salary	2,500	2,500	2,500	2,500	0	0.0%
45	Expenses	420	420	420	420	0	0.0%
46	Finance Committee Report	1,500	1,500	1,500	1,500	0	0.0%
47	Reserve Fund	45,000	45,000	45,000	45,000	0	0.0%
	Finance Committee	49,420	49,420	49,420	49,420	0	0.0%
	TOTAL GEN. GOVERNMENT	1,686,645	1,641,476	1,636,738	1,608,785	(27,953)	-1.7%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 29. Board annual compensation: Chairman - \$4,100; 2 Members at \$3,550 each; CMA certification.
- Item 30. Clerical support for Assessors.
- 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 2012 Budget

Line No.		Final FY2009	Final FY2010	Final Appropriation FY2011	Recommended FinCom/BOS FY2012	Variance FY11 VS. FY12	% Increase FY11 VS. FY12
PUBLIC SAFETY							
<i>Police</i>							
48	Chief's Salary (incl. holidays)	96,978	117,225	119,225	133,096	13,871	11.6%
49	Other Salaries (incl. holidays)	1,491,283	1,543,478	1,543,478	1,574,348	30,870	2.0%
50	Officer's Overtime	375,000	375,000	375,000	382,500	7,500	2.0%
51	Officers Training	46,705	46,705	46,705	47,639	934	2.0%
52	Other Expenses	140,417	140,417	140,417	140,417	0	0.0%
	Police	2,150,383	2,222,825	2,224,825	2,278,000	53,175	2.4%
<i>Fire</i>							
53	Chief's Salary (incl. holidays)	18,689	107,037	118,427	120,796	2,369	2.0%
54	Full time Salaries (incl. holidays)	541,263	508,632	492,772	488,516	(4,256)	-0.9%
55	Call Dept. Salaries	366,360	379,183	346,183	351,283	5,100	1.5%
56	Fire Alarm Salaries	11,500	11,903	11,903	12,138	235	2.0%
57	Fire Dept. Expenses	102,000	102,000	102,300	102,300	0	0.0%
58	ALS	0					
59	Fire Alarm Expenses	7,500	7,500	7,500	7,500	0	0.0%
60	Hydrant Rental	0					--
	Fire	1,047,312	1,116,254	1,079,085	1,082,533	3,448	0.3%
<i>Div of Zoning & Inspection</i>							
61	Other Salaries	101,654	103,969	103,969	106,048	2,079	2.0%
62	Professional Services	34,338	35,200	35,200	42,500	7,300	20.7%
63	Expenses	7,852	7,851	7,851	7,851	0	0.0%
	Zoning & Inspection	143,843	147,020	147,020	156,399	9,379	6.4%
<i>Emergency Management</i>							
64	Director's Salary	250	250	250	250	0	0.0%
65	Expenses	1	1	1	1	0	0.0%
	Emergency Management	251	251	251	251	0	0.0%
<i>Dog Officer</i>							
66	Dog Officer's Salary	22,158	23,634	23,634	24,107	473	2.0%
67	Expenses	1,800	1,800	1,800	1,800	0	0.0%
	Dog Officer	23,958	25,434	25,434	25,907	473	1.9%
	TOTAL PUBLIC SAFETY	3,365,747	3,511,784	3,476,615	3,543,089	66,474	1.9%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

Police Department

- Item 48. Base salary; Quinn Bill (school credits – half of the expense is reimbursed by the state), EMT stipend, holidays, longevity.
- 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).
- 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, radio maintenance, dues and subscriptions, medical support for cruisers, public safety/software maintenance, equipment, photo ID, other.

Fire Department

- 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, 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.

FY 2012 Budget

Line No.		Final FY2009	Final FY2010	Final Appropriation FY2011	Recommended FinCom/BOS FY2012	Variance FY11 VS. FY12	% Increase FY11 VS. FY12
PUBLIC WORKS							
<i>Admininistration</i>							
68	Director Salary	97,622	101,040	101,040	103,061	2,021	2.0%
69	Other Salaries	220,874	289,774	289,774	292,356	2,582	0.9%
70	Motor Fuel/oil	160,000	160,000	160,000	160,000	0	0.0%
71	Other Expenses	6,050	6,050	6,050	6,171	121	2.0%
	Admininistration	484,546	556,864	556,864	561,588	4,724	0.8%
<i>Highway</i>							
72	Salaries	741,629	771,751	771,751	782,631	10,880	1.4%
73	Expenses	297,151	297,151	297,151	303,094	5,943	2.0%
	Highway	1,038,780	1,068,902	1,068,902	1,085,725	16,823	1.6%
<i>SidewalkConstruction & Maint.</i>							
75	Expenses						--
	Sidewalk	0	0	0	0	0	--
<i>Snow & Ice Removal</i>							
76	Salaries and Expenses	120,000	120,000	120,000	120,000	0	0.0%
	Snow & Ice Removal	120,000	120,000	120,000	120,000	0	0.0%
<i>Street Lighting</i>							
77	Expenses	174,000	164,000	164,000	166,000	2,000	1.2%
	Street Lighting	174,000	164,000	164,000	166,000	2,000	1.2%
<i>Rubbish Collection</i>							
78	Expenses	744,948	729,948	729,948	370,600	(359,348)	-49.2%
	Rubbish Collection	744,948	729,948	729,948	370,600	(359,348)	-49.2%
<i>School Maintenance & Buses</i>							
79	Salaries	997,954	993,025	993,025	924,110	(68,915)	-6.9%
80	Energy Supply	613,054	613,054	613,054	613,054	0	0.0%
81	Expenses	490,500	490,500	490,500	652,054	161,554	32.9%
	School Maintenance & Buses	2,101,508	2,096,579	2,096,579	2,189,218	92,639	4.4%
<i>Town Building Maintenance</i>							
82	Salaries	191,190	200,356	200,356	171,348	(29,008)	-14.5%
83	Expenses	296,750	296,750	296,750	300,000	3,250	1.1%
	Town Building Maintenance	487,940	497,106	497,106	471,348	(25,758)	-5.2%
	TOTAL PUBLIC WORKS	5,151,722	5,233,399	5,233,399	4,964,479	(268,920)	-5.1%

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 had been increased for FY09 since experience has shown the past amounts were not even close to sufficient for even a mild winter. If appropriation is exceeded, excess can either be transferred to following year as an addition to the tax levy or be handled in the Special Town Meeting in April.
- Item 77. Electric bills and maintenance of Town- and utility-owned lights.
- Item 78. Contractual cost for trash collection services.
- 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 2012 Budget

Line No.		Final FY2009	Final FY2010	Final Appropriation FY2011	Recommended FinCom/BOS FY2012	Variance FY11 VS. FY12	% Increase FY11 VS. FY12
HUMAN SERVICES							
	<i>Board of Health</i>						
90	Other Salaries	31,408	26,408	81,883	81,883	0	0.0%
91	Expenses	14,013	14,013	14,013	14,013	0	0.0%
	Board of Health	45,421	40,421	95,896	95,896	0	0.0%
	<i>Council on Aging</i>						
92	Salary	199,000	210,872	210,872	226,000	15,128	7.2%
93	Expenses	22,550	22,550	22,550	22,250	(300)	-1.3%
	Council on Aging	221,550	233,422	233,422	248,250	14,828	6.4%
	<i>Veteran's Services</i>						
94	Director's Salary	6,927	5,000	5,000	5,000	0	0.0%
95	Expenses	500	500	500	500	0	0.0%
96	Veterans Benefits	4,000	4,000	4,000	12,500	8,500	212.5%
	Veteran's Services	11,427	9,500	9,500	18,000	8,500	89.5%
	TOTAL HUMAN SERVICES	278,398	283,343	338,818	362,146	23,328	6.9%
CULTURE & RECREATION							
	<i>Library</i>						
97	Director's Salary	67,085	69,434	69,434	70,823	1,389	2.0%
98	Other Salaries	397,380	371,703	372,682	379,238	6,556	1.8%
99	Expenses	169,894	169,894	169,893	184,000	14,107	8.3%
	Library	634,359	611,031	612,009	634,061	22,052	3.6%
	<i>Recreation Commission</i>						
100	Salaries	11,332	11,729	11,729	17,500	5,771	--
101	Expenses	9,530	9,530	9,530	3,759	(5,771)	-60.6%
	Recreation Commission	20,862	21,259	21,259	21,259	0	0.0%
	<i>Historical Commission</i>						
102	Expenses	5,425	5,425	5,425	5,425	0	0.0%
	Historical Commission	5,425	5,425	5,425	5,425	0	0.0%
	<i>Memorial Day Observance</i>						
103	Expenses	990	990	990	990	0	0.0%
	Memorial Day Observance	990	990	990	990	0	0.0%
	TOTAL CULTURE & RECREATION	661,636	638,705	639,683	661,735	22,052	3.4%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Item 90. Salaries for Health Officer, Health Agent/Septic Inspector, Sanitarian, Animal Inspector.
Item 91. Nurse Services, office supplies and advertising, veterinary services, biological testing, clerical support for monthly meetings.
- Item 92. Salaries for Director, Van Drivers (2) , Receptionist, Activity Coordinator, Trip Coordinator; Outreach Worker, net of anticipated grant.
Item 93. Office supplies, telephone, paper products, seminars and dues, copier maintenance, travel, Senior Meal Program.
- Item 96. Benefits for needy Veterans.
- 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.
- Item 103. Memorial Day celebration expenses – refreshments/grave markers.

FY 2012 Budget

Line No.		Final FY2009	Final FY2010	Final Appropriation FY2011	Recommended FinCom/BOS FY2012	Variance FY11 VS. FY12	% Increase FY11 VS. FY12
EDUCATION							
Expenses							
	Administration & Technology	443,616	425,275	397,575	423,689	26,114	6.6%
	Summer Street School	124,651	123,051	115,668	115,668	0	0.0%
	Huckleberry Hill School	108,214	105,860	99,508	99,508	0	0.0%
	Middle School	166,783	161,780	152,108	152,108	0	0.0%
	High School	400,910	400,296	418,927	443,927	25,000	6.0%
	Special Education/Preschool	140,350	180,650	180,650	189,150	8,500	4.7%
	SPED Out of District Tuition*&**	914,061	666,650	926,117	1,125,477	199,360	21.5%
	SPED Out of District Transportation	283,320	276,728	230,343	293,727	63,384	27.5%
	Total Expenses	2,581,905	2,340,290	2,520,896	2,843,254	322,358	12.8%
	Salaries Existing Staff	14,789,926	15,698,254	15,714,699	16,421,570	706,871	4.5%
	FY12 Staffing Requests				30,000		
	Gross School Expenses	17,371,831	18,038,544	18,235,595	19,294,824	1,059,229	5.8%
Less:							
	METCO	(19,562)	(19,749)	0	0	0	
	Federal Education Jobs Grant			0	(191,029)	(191,029)	
	Activity Fees	(80,000)	(100,000)	(195,000)	(170,000)	25,000	
	Food Services	0	0	0	(50,000)	(50,000)	
	Community Schools Rent	(25,000)	(75,000)	(35,000)	(30,000)	5,000	
	Kindergarten revenue	<u>(163,800)</u>	<u>(195,000)</u>	<u>(176,800)</u>	<u>(225,000)</u>	(48,200)	
	Total Offsets	(288,362)	(389,749)	(406,800)	(666,029)	(259,229)	63.7%
104	Net Salaries and Expenses	17,083,469	17,648,795	17,828,795	18,628,795	800,000	4.5%
104A	School Health Insurance	1,900,000	1,870,000	2,038,300	2,152,102	113,802	5.6%
105	N.S. Technical High School	112,033	164,164	191,734	175,862	(15,872)	-8.3%
	TOTAL EDUCATION	19,095,502	19,682,959	20,058,829	20,956,759	897,930	4.5%

* Four Special Ed teacher salaries totaling \$249,923 were transferred from the Special Ed Entitlement grant to the operating budget in FY10. A corresponding amount of out of district tuitions were transferred from the operating budget to the Entitlement grant. This shift was made in order to save on retirement surcharges applied to salaries charged to the grant.

** \$199,098 was subtracted from out of district tuitions. This amount will be paid for by stimulus funds from the federal government that have been earmarked for Special Ed use.

LYNNFIELD SCHOOL SYSTEM DATA

PUPILS & EMPLOYEE HEADCOUNT

School Year	Pupils	Teachers	Special Ed Teachers/ Psych	Specialists	Class Aides	School Admin	Central Office
2009-2010	2,307	138.9	29.5	14	53.1	28.3	8.55
2010-2011	2,260	138.9	30.5	14	54.1	28.3	8.7
2011-2012*	2,238	138.9	30.5	14	56.1	28.3	9.2

*Projected numbers

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

ENROLLMENT PROJECTION: 2011-2012 SCHOOL YEAR

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Projected 2011-2012</u>	<u>Y/Y Change</u>	<u>Y/Y % Change</u>
KINDERGARTEN - GRADE 4	886	841	808	-33	-4%
GRADES 5 - 8	760	774	779	5	1%
GRADES 9 - 12	661	645	651	6	1%
Totals	2,307	2,260	2,238	-22	-1%

FY 2012 Budget

Line No.		Final FY2009	Final FY2010	Final Appropriation FY2011	Recommended FinCom/BOS FY2012	Variance FY11 VS. FY12	% Increase FY11 VS. FY12
DEBT & INTEREST							
106	Short Term Interest Debt Exclusion	190,719				0	--
107	Short Term Interest					0	--
108	Long Term Principal Payment	400,000	281,000	176,000	171,000	(5,000)	-2.8%
109	Long Term Interest	172,101	55,759	45,359	39,439	(5,920)	-13.1%
110	Long Term Principal Debt Exclusion	2,140,000	2,019,000	1,829,000	1,849,000	20,000	1.1%
111	Long Term Interest Debt Exclusion	882,510	1,167,953	1,100,334	1,038,829	(61,505)	-5.6%
112	Septic Loan Program	10,100	10,100	10,100	10,100	0	0.0%
	TOTAL DEBT & INTEREST	3,795,430	3,533,812	3,160,793	3,108,368	(52,425)	-1.7%
EMPLOYEE BENEFITS							
113	Pension Contributions	1,254,711	1,325,726	1,464,305	1,572,286	107,981	7.4%
	<i>Health/Liability/Disability Insurance</i>						
114	Town Health/Life/Disability Insurance	376,861	385,704	420,417	426,451	6,034	1.4%
114A	Public Safety Health Insurance	257,045	264,897	288,738	292,882	4,144	1.4%
114B	DPW Health Insurance	343,738	350,925	382,508	387,998	5,490	1.4%
114C	Library Health Insurance	67,259	65,622	71,528	72,555	1,027	1.4%
114D	Council on Aging Health Insurance	18,485	19,409	21,156	21,460	304	1.4%
114E	Retiree Health Insurance	1,447,341	1,499,707	1,634,681	1,658,142	23,461	1.4%
	Total Health/Liability/Disability	2,510,729	2,586,264	2,819,028	2,859,487	40,459	1.4%
115	Medicare - F.I.C.A.	293,181	304,908	314,055	321,907	7,851	2.5%
116	Workers' Compensation Insurance	185,000	181,650	187,100	200,197	13,097	7.0%
117	Other	3,741	3,891	3,891	3,891	0	0.0%
118	Unemployment Compensation	40,944	34,000	40,000	40,000	0	0.0%
	TOTAL EMPLOYEE BENEFITS	4,288,307	4,436,439	4,828,380	4,997,768	169,388	3.5%
 TOTAL OPERATING BUDGET							
		\$ 38,323,387	\$ 38,961,917	\$ 39,373,255	\$ 40,203,128	\$ 829,874	2.1%

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

Items 110 and 111. School Building Project principal and interest

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 1/1/1986

Recommendation of the Finance Committee

FY12 Capital Budget

Article 11. 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, committees, or officers, or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

School Department

Technology	\$	250,000
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Police Department

2011 Chevrolet Tahoe 4WD Special Service Vehicle	\$	31,237
2011 Chevrolet Tahoe 2WD Pursuit Vehicle	\$	28,212
(2) CF31 Toughbooks w/Software	\$	20,600
Total Police	\$	80,049

Fire Department

Protective Gear	\$	10,000
Portable Radios and Pagers	\$	20,000
South Station Improvements	\$	55,000
Total Fire	\$	85,000

Library

Furniture and Furnishings	\$	7,488
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Public Works

Highway

Vehicle/Equipment replacement		
Trucks #1, #3, #6, #20	\$	245,000
Loaders 544B, 300B	\$	180,000
Radio upgrade - FCC narrow band requirement	\$	9,000
Upgrade Equipment, Small	\$	5,000
Sub-total Highway	\$	439,000

Parks/Playgrounds/Cemetery/Trees

"Bat Wing" - mower attachment	\$	22,000
High School - field upgrade, resod	\$	30,000
Small Equipment - chain saws, tools, etc	\$	2,000
Sub-total Parks/Playgrounds/Cemetery/Trees	\$	54,000

Recommendation of the Finance Committee

FY12 Capital Budget

Additional FY12 Capital Budget items

Public Works Administration

Storm Water Compliance*	\$	10,000
Sub-Total Public Works Administration	\$	10,000

Municipal Buildings

Senior Center

Floor tile replacement - card room	\$	6,000
Basement waterproofing, pump replacement	\$	18,000
Sub-total Senior Center	\$	24,000

School Buildings

Purchahse new "Genie Lift"	\$	8,000
Sub-total Schools	\$	8,000

Other Town Improvements

9" Road Sign Replacement	\$	5,000
Drain Improvements	\$	50,000
Street Lamp Replacement Program	\$	5,000
Pillings Pond Improvements	\$	25,000
Sub-total Other Town Improvements	\$	85,000

Total Public Works	\$	620,000
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***State Mandated Program**

Information Technology

Storage Configuration	\$	66,000
Server Virtualization	\$	38,500
Total Information Technology	\$	104,500

Total General Fund (<i>Borrowing</i>)	\$	1,147,037
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Ambulance Enterprise

(3) Tough Books	\$	15,000
Total Ambulance Enterprise Fund	\$	15,000

Total FY 12 Capital Budget	\$	1,162,037
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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 Council on Aging, limited to a certain amount, without further appropriation during FY 2012, 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 2012 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 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 Health, limited to a certain amount, without further appropriation during FY 2012, 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 2012 from persons taking part in said activities; 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 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 2012, 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 2012 from persons paying such fines; or what action it will take thereon.

Submitted by BOARD OF LIBRARY TRUSTEES

Finance Committee Recommends Article 14.

ARTICLE 15. 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 FY 2012, 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 2012 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 15.

ARTICLE 16. 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 Recommends Article 16.

ARTICLE 17. 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 2012 from persons using the golf course; or what action it will take thereon.

Submitted By BOARD OF SELECTMEN

Finance Committee Recommends Article 17.

ARTICLE 18. To see if the Town will vote to 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 18.

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 – 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 (10th 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.
8. Speakers must be recognized by the Moderator before speaking. Speakers must stand, identify themselves and remain standing while speaking.
9. The Moderator alternates between pro and con speakers whenever possible and practical.
10. Only one issue at a time – only one Speaker at a time.
11. Amendments must be germane to the main motion. Amendments to amendments cannot be amended.
12. Debate must be germane to the pending motion.
13. 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.
14. Debate rules can be altered by 2/3 vote of the assembly.
15. Question and mandatory reporting (FinCom, Planning Board, etc.) are not debate. Questions cannot be used as debate in disguise.
16. Dilatory motions are out of order.
17. 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").
18. 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.
19. Reconsideration: used when later substantive information affects a prior voted motion. Must be on prevailing side. Reconsideration cannot be reconsidered.
20. 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.
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 a Quorum forces adjournment of the meeting.
23. Visitors/Guests can only be admitted and can only speak with the approval of Town Meeting Members.