

TOWN OF LYNNFIELD

MASSACHUSETTS

FISCAL YEAR 2015

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



LYNNFIELD FINANCE COMMITTEE REPORT

**ANNUAL TOWN MEETING
MONDAY, APRIL 28, 2014 – 7:30 P.M.
LYNNFIELD MIDDLE SCHOOL**

LYNNFIELD TOWN WARRANT

LYNNFIELD TOWN WARRANT

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN ELECTION - APRIL 14, 2014

ANNUAL TOWN MEETING - APRIL 28, 2014

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 14, 2014 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 Assessor for an unexpired term of two years; one Library Trustee for three years; one Library Trustee for an unexpired term of two years; one Moderator for one year; one Planning Board member for five years; one Housing Authority member for five years; one Housing Authority member for an unexpired term of two years; one School Committee member for three years; 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 14, 2014. 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 28, 2014 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 2015 runs from July 1, 2014 through June 30, 2015.

What is the Finance Committee?

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

Finance Committee Members

<u>Member</u>	<u>Appointment</u>	<u>Term Expires</u>
Jack Dahlstedt, Co-Chairman	Selectmen	Jun-16
Tim LaRovere, Co-Chairman	Selectmen	Jun-14
Bob Priestley	Moderator	Jun-16
Chris Mattia	Moderator	Jun-14
Gene Covino	Moderator	Jun-15
Janet Moran	Moderator	Jun-14
Jason Caggiano	Moderator	Jun-16
Kevin Sullivan	Moderator	Jun-16
Robert Look	Selectmen	Jun-16
Stephen Riley	Selectmen	Jun-16
Thomas Kayola	Selectmen	Jun-15
Gail Rober-Secretary		

Introduction

The Fiscal Year 2015 budget process was characterized by improved fundamental economic conditions similar to that of 2014. National, State and Local economic challenges improved slightly. The Finance Committee approached this year's budget process with continued caution encouraged by the local improving economic trend. Lynnfield has effectively navigated through recent economic difficulties, placing the town in a good position to take advantage of improvements in revenue, enabling the quality of life that our citizens expect.

The Market Street project will continue to represent a key component to the revenue recovery for our town. As the second phase of Market Street comes on line in FY15, economic activity will again increase revenue through higher local receipts and tax revenues. Projected revenue recovery is expected to provide financial flexibility to the town next year.

Revenue growth has allowed many town departments to incrementally increase their spending. This increase will result in improved services to the citizens through public safety, human services and a continued commitment to our children. Among other things, the Finance Committee was pleased to recommend the continuation of a direct expenditure for sidewalk maintenance, the addition of over \$150k to bring our road paving into compliance with our 40 year plan, and the purchase of a new police cruiser.

The town continues to show its support for the education of our children with a recommended increase. The education costs in the FY15 budget were held in check, largely due to the cost savings associated with special education. The school department has effectively managed the special education costs through the in-sourcing of certain curriculum and services, requiring fewer children to go out of district. The Finance Committee does not anticipate building these savings into future budget forecasts because of the volatile nature of the expense and just how far we have come.

Retiree pension and healthcare costs continue to represent a rising financial liability to the town. Retirement funding is managed through the Essex County Retirement System and structural improvements have been seen in the past few years as the financial markets have recovered. The town is appropriately funding the retirement pension liabilities and the current plan calls for full funding by the year 2035. Healthcare liabilities currently are funded on a year to year basis; as a result the town is exposed to increasingly significant unfunded liabilities. In recognition of this issue last year we created a reserve fund and appropriated \$100k into this fund. We will continue this effort in the fall as discourse continues at the state and national levels.

Lynnfield continues to be served by the extraordinary efforts of its many capable and responsible employees and volunteers. We thank them all for the contributions and look forward to continued success. The Finance Committee continues to encourage all citizens interested in hearing and participating in our deliberative process leading up to Town Meeting to attend our meetings.

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 2014 Fiscal Year where balances are below projected expenditures for various reasons; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 5. To see if the Town will vote to appropriate a sum of money for the construction of municipal outdoor recreational and athletic facilities, including the development of land and the construction and reconstruction of facilities, and to determine whether to raise this appropriation by borrowing or otherwise, or to take any other action related thereto.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 6. To see if the Town will vote to raise and appropriate, 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, 2014	FY2014 Additional (USE)	FinCom/BOS Projected FY15 Beg. balance
Stabilization Fund	\$ 980,000	\$ 150,000	\$ 1,130,000
Capital Maintenance Fund	580,000	150,000	730,000
OPEB Trust Fund	100,000		100,000
Sale of Real Estate	2,643,808	-	2,643,808
Free Cash	939,375	(939,375)	-
Cemetery lot Sales Principal	31,990	(20,000)	11,990
Golf Enterprise Retained Earnings	96,950		96,950
Ambulance Enterprise Retained Earnings	3,122		3,122
Totals	\$ 5,375,245	\$ (659,375)	\$ 4,715,870

RESERVE FUND TRANSFERS - fiscal year to date through March 31, 2014

Fiscal Year 2013 Town Meeting Appropriation	\$ 45,000
<i>Less Transfers:</i>	-
Reserve Fund balance as of March 31, 2014	\$ 45,000

Recommendations of the Finance Committee

Revenue	Final FY 2014	Recommended FY 2015	Yr/Yr Change \$	Change %
Prior year levy limit	\$ 31,150,945	\$ 32,848,170	\$ 1,697,225	5.45%
2 1/2 % increase	779,060	821,204	42,144	5.41%
New growth	918,165	800,000	(118,165)	-12.87%
Total property taxes	32,848,170	34,469,374	1,621,204	4.94%
Override				
State provided funds	4,975,577	5,077,563	101,986	2.05%
Debt exclusions & tax offsets	2,837,409	2,780,171	(57,238)	-2.02%
Projected local receipts	3,624,000	3,868,600	244,600	6.75%
Colonial revenue				
Free cash	630,000	939,375	309,375	49.11%
Overlay surplus				
Building reserve fund				
Cemetery & funds	30,000	20,000	(10,000)	-33.33%
Reserve for approp (septic)	19,958	32,611	12,653	63.40%
American Legion fund	990	990		
Revenue plan				
Capital facilities fund				
Stabilization fund				
Ambulance enterprise				
Telecommunications fund				
Total Revenue	\$ 44,966,104	\$ 47,188,685	\$ 2,222,581	4.94%

Expenses

Operating budget				
General government	1,877,926	1,987,349	109,423	5.83%
Public safety	3,912,385	3,973,270	60,885	1.56%
Public works	5,830,207	6,161,611	331,404	5.68%
Human services	409,824	417,955	8,131	1.98%
Culture & recreation	758,531	805,494	46,963	6.19%
Education (incl. Health & Vocational)	22,618,846	23,636,871	1,018,025	4.50%
Debt & interest	3,088,467	3,173,100	84,633	2.74%
Employee benefits	5,204,089	5,285,561	81,472	1.57%
Total Operating Budget	43,700,275	45,441,211	1,740,936	3.98%
<i>FinCom recommended operating budget</i>		<i>45,416,211</i>	<i>1,715,936</i>	<i>3.93%</i>

Other Expenditures

Allow for abate/exemptions	200,000	200,000		
Deficit accounts		275,000	275,000	
Building reserve fund payment				
Capital budget	511,257	629,750	118,493	23.18%
Special articles				
Transfer to capital maintenance fund		150,000	150,000	
Appropriation to stabilization fund		150,000	150,000	
Offset for direct expenditures	20,270	20,373	103	0.51%
Other expenditures total	731,527	1,425,123	693,596	94.81%
Cherry sheet charges	409,681	322,301	(87,380)	-21.33%
Total Expenditures	\$ 44,841,483	\$ 47,188,635	\$ 2,347,152	5.23%
FinCom recommended total expenditures		<i>\$ 47,163,635</i>	<i>\$ 2,322,152</i>	<i>5.18%</i>

Surplus/(Deficit)	\$ 124,621	\$ 50
FinCom recommended		<i>\$ 25,050</i>

Recommendations of the Finance Committee

FY 2015 Operating Budget

Line #		Final FY 2013	Voted FY 2014	Transfers	Revised FY 2014	Recommended FinCom/BOS Budget	FY14 vs FY15 Variance	FY14 vs FY15 %
General Government								
1	Selectmen's Salaries	\$ 2,250	\$ 2,250	-	\$ 2,250	\$ 2,250	-	0.00%
2	Town Administrator's Salary	169,331	165,301	7,209	172,510	172,510	-	0.00%
3	Administrative Salary	62,935	60,935	1,219	62,154	63,398	1,244	2.00%
4	Professional Services	72,000	50,000	-	50,000	77,000	27,000	54.00%
5	Pay Rate Increase Fund	2,499	212,000	(187,708)	24,292	50,000	25,708	105.83%
6	Town Report	-	-	-	-	-	-	-
7	Prop & Liab. Insurance	367,792	367,792	50,000	417,792	459,571	41,779	10.00%
8	Other Expenses	15,000	17,500	-	17,500	17,500	-	0.00%
	Selectmen	691,807	875,778	(129,280)	746,498	842,229	95,731	12.82%
9	Accountant's Salary	93,550	87,550	8,450	96,000	99,000	3,000	3.13%
10	Clerical Salary	45,458	46,131	1,842	47,973	49,342	1,369	2.85%
11	Expenses	3,275	4,025	-	4,025	4,125	100	2.48%
	Town Accountant	142,283	137,706	10,292	147,998	152,467	4,469	3.02%
12	Counsel's salary	-	-	-	-	-	-	-
13	Professional Services	41,837	41,837	-	41,837	43,092	1,255	3.00%
14	Expenses Law Books	1,800	2,000	-	2,000	2,200	200	10.00%
	Town Counsel	43,637	43,837	-	43,837	45,292	1,455	3.32%
15	Finance Director	-	-	-	-	-	-	-
	<i>Operations Support</i>							
16	Salaries	78,275	78,275	3,290	81,565	83,755	2,190	2.68%
17	Expenses	35,300	36,300	-	36,300	41,400	5,100	14.05%
	<i>Information Systems</i>							
18	Salary	-	-	-	-	-	-	-
19	Expenses	82,889	114,903	-	114,903	126,515	11,612	10.11%
	<i>Tax Collector</i>							
20	Collector Salary	-	-	-	-	-	-	-
21	Collector Expenses	17,993	18,993	-	18,993	20,400	1,407	7.41%
21A	Senior Tax Work-Off Program	7,306	9,000	-	9,000	9,000	-	-
	<i>Treasurer</i>							
22	Treasurer's Salaries	139,877	137,196	4,249	141,445	144,100	2,655	1.88%
23	Treasurer's Expenses	16,640	19,190	-	19,190	21,190		
	<i>Town Clerk</i>							
24	Town Clerk Salaries	96,815	96,095	2,621	98,716	100,823	2,107	2.13%
25	Clerk Expenses	31,876	31,876	-	31,876	32,832	956	3.00%
26	Registrar's Expenses	-	-	-	-	-	-	-
27	Tax Title Proceedings	-	-	-	-	-	-	-
28	Elections	-	-	-	-	-	-	-
	Division of Finance & Operations	\$ 506,971	\$ 541,828	\$ 10,160	\$ 551,988	\$ 580,015	\$ 28,027	5.08%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

General Government

Line 1.	Board annual compensation – Chairman, \$850; Members, two at \$700 each.
Line 2.	Total salary for Town Administrator (including car allowance)
Line 3.	Assistant to Town Administrator salary.
Line 4.	Annual town audit, actuarial valuation, engineering, external legal, transition period with new Town Administrator, other professional services.
Line 5.	Total FY15 pay rate increases for departmental positions.
Line 7.	Includes insurance for property and casualty, general liability, and fidelity bonds.
Line 8.	Expenses relate to office supplies, dues and seminars, subscriptions, and misc. other expenses.

Selectmen

Line 9.	Town Accountant Salary.
Line 10.	Town Accountant clerical salary, longevity and overtime
Line 11.	Expenses relate to office supplies, printing supplies, dues and seminars, forms, travel and misc. other expenses.

Town Accountant

Line 13.	Town Counsel services and expenses in connection with legal matters concerning Town of Lynnfield.
Line 14.	Expenses related to law book updates.
Line 16.	Clerical support to Treasurer's office 1FT, 2PT personnel.
Line 17.	Includes postage for Town Hall departments; new copier lease in FY 15 and postage machine supplies and maintenance; miscellaneous other.
Line 18.	Position consolidated with School Information Systems.
Line 19.	Expenses related computer hardware, accessories, supplies; software licensing; financial software support contract; computer consultant; dues/seminars; internet access; misc. other.
Line 21.	Expenses relate to office supplies, dues and seminars, tax title, legal, land court fees and other miscellaneous expenses.
Line 21A.	Senior tax Work-off Program.
Line 22.	Treasurer and clerical salaries, overtime and longevity.
Line 23.	Expenses related to office supplies, dues and seminars, bank charges, legal and misc. other. Increase due to additional legal fees for tax title accounts and additional shredding costs.
Line 24.	Town Clerk and Assistant Town Clerk salaries
Line 25.	Expenses related to office supplies, dues, seminars, election and registration

Division of Finance and Operations

Recommendations of the Finance Committee

FY 2015 Operating Budget

Line #		Final FY 2013	Voted FY 2014	Transfers	Revised FY 2014	Recommended FinCom/BOS Budget	FY14 vs FY15 Variance	FY14 vs FY15 %
29	Board Salaries	\$ 11,500	\$ 11,500	-	\$ 11,500	\$ 11,500	-	0.00%
30	Other Salaries	125,658	123,831	3,402	127,233	129,944	2,711	2.13%
31	Professional Services	50,300	52,800	-	52,800	27,100	(25,700)	-48.67%
32	Assessment Update	12,700	10,200	-	10,200	11,700	1,500	14.71%
33	Expenses	10,550	10,550	-	10,550	8,470	(2,080)	-19.72%
	Board of Assessors	210,708	208,881	3,402	212,283	188,714	(23,569)	-11.10%
34	Salary	39,139	39,287	1,608	40,895	41,854	959	2.35%
35	Expenses	3,286	3,286	-	3,286	3,286	-	0.00%
	Planning Board	42,425	42,573	1,608	44,181	45,140	959	2.17%
36	Board of Appeal expenses	2,661	2,661	-	2,661	2,741	80	3.00%
37	Salaries	62,058	66,342	1,444	67,786	69,641	1,855	2.74%
38	Expenses	1,725	2,200	-	2,200	2,266	66	3.00%
39	Professional Services	1,500	1,500	-	1,500	1,500	-	0.00%
40	Open Space	1,500	1,500	-	1,500	1,500	-	0.00%
	Conservation Commission	66,783	71,542	1,444	72,986	74,907	1,921	2.63%
41	Salary	2,874	2,874	-	2,874	2,874	-	0.00%
42	Professional Services	2,870	2,870	-	2,870	2,870	-	0.00%
43	Expenses	330	330	-	330	330	-	0.00%
	Personnel Board	6,074	6,074	-	6,074	6,074	-	0.00%
44	Salary	2,500	2,500	-	2,500	2,550	50	2.00%
45	Expenses	420	420	-	420	420	-	0.00%
46	Finance Committee Report	1,500	1,500	-	1,500	1,800	300	20.00%
47	Reserve Fund	45,000	45,000	-	45,000	45,000	-	0.00%
	Finance Committee	49,420	49,420	-	49,420	49,770	350	0.71%
Total General Government		\$ 1,762,769	\$ 1,980,300	\$ (102,374)	\$ 1,877,926	\$ 1,987,349	\$ 109,423	5.83%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 29. Board annual compensation: Chairman - \$4,100; 2 Members at \$3,550 each; CMA certification.
- Line 30. Clerical support and full time assessing manager salaries for Assessors.
- Line 31.** Primarily commercial appraisals and assistance in preparation of state reports.
- Line 32. Professional services for periodic reevaluations.
- Line 33. Expenses relate to office supplies, dues and seminars, travel, subscriptions, and misc. other.

Board of Assessors

- Line 34. One clerical staff salary.
- Line 35. Expenses relate to office supplies, dues and seminars, travel, and miscellaneous other expenses.

Planning Board

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

Board of Appeal

- Line 37.** Conservation Commission administrator and part-time clerical assistant salary - 15 hours a week.
- Line 38. Expenses related to office supplies, dues and seminars, travel, and misc. other.
- Line 39. Engineering assistance for environmental surveys, primarily wetlands.
- Line 40. Open Space expenses.

Conservation Commission

- Line 41. One clerical support salary.
- Line 42. Legal services for negotiations and advice on labor law.
- Line 43. Expenses relate to office supplies, dues and memberships, and misc. other.

Personnel Board

- Line 44. Finance Committee support salary.
- Line 45. Expenses relate to dues and seminars, advertising, and misc. other.
- Line 46. Annual Town Warrant report printing.
- Line 47. For qualified transfers to any Town department for unforeseen needs.

Finance Committee

Recommendations of the Finance Committee

FY 2015 Operating Budget

Line #		Final FY 2013	Voted FY 2014	Transfers	Revised FY 2014	Recommended FinCom/BOS Budget	FY14 vs FY15 Variance	FY14 vs FY15 %
PUBLIC SAFETY								
48	Chief's Salary (incl. holidays)	\$ 145,100	\$ 140,100	\$ 9,595	\$ 149,695	\$ 147,460	\$ (2,235)	-1.49%
49	Other Salaries (incl. holidays)	1,613,544	1,759,527	36,544	1,796,071	1,853,384	57,313	3.19%
50	Officer's Overtime	475,261	382,500	-	382,500	358,383	(24,117)	-6.31%
51	Officers Training	47,639	47,639	-	47,639	48,592	953	2.00%
52	Other Expenses	164,120	186,002	-	186,002	191,582	5,580	3.00%
	Police	2,445,664	2,515,768	46,139	2,561,907	2,599,401	37,494	1.46%
53	Chief's Salary (incl. holidays)	122,436	122,436	2,449	124,885	112,200	(12,685)	-10.16%
54	Full time Salaries (incl. holidays)	457,337	508,688	65,891	574,579	598,800	24,221	4.22%
55	Call Dept. Salaries	319,298	307,087	6,142	313,229	313,229	-	0.00%
56	Fire Alarm Salaries	12,064	12,502	250	12,752	13,007	255	2.00%
57	Fire Dept. Expenses	102,300	102,300	-	102,300	105,369	3,069	3.00%
58	ALS	-	-	-	-	-	-	-
59	Fire Alarm Expenses	7,500	7,500	-	7,500	8,000	500	6.67%
60	Hydrant Rental	-	-	-	-	-	-	-
	Fire	1,020,935	1,060,513	74,732	1,135,245	1,150,605	15,360	1.35%
61	Other Salaries	111,428	110,415	(34,468)	75,947	77,466	1,519	2.00%
62	Professional Services	70,959	65,500	39,056	104,556	106,647	2,091	2.00%
63	Expenses	7,851	8,851	(1,500)	7,351	11,211	3,860	52.51%
	Div of Zoning & Inspection	190,238	184,766	3,088	187,854	195,324	7,470	3.98%
64	Director's Salary	250	250	-	250	250	-	0.00%
65	Expenses	1	1	-	1	1	-	0.00%
	Civil Defense	251	251	-	251	251	-	0.00%
66	Dog Officer's Salary	24,831	24,831	497	25,328	25,835	507	2.00%
67	Expenses	1,800	1,800	-	1,800	1,854	54	3.00%
	Dog Officer	26,631	26,631	497	27,128	27,689	561	2.07%
Total Public Safety		\$ 3,683,719	\$ 3,787,929	\$ 124,456	\$ 3,912,385	\$ 3,973,270	\$ 60,885	1.56%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

Public Safety

- Line 48. Base salary; Quinn incentive pay, EMT stipend, holidays, longevity.
Line 49. Includes salaries for 1 Captain, 4 sergeants, patrolmen, dispatchers, traffic supervisors, 2 clerical, and 1 matron; Also includes; longevity pay, holiday pay, & Quinn Incentive pay.
Line 50. Overtime for vacation and illness coverage, investigations, court appearances.
Line 51. Overtime charges for training or for training-caused coverage.
Line 52. Expense lines include uniforms, vehicle maintenance including dog officer's car, telephone equipment, service, and data processing, office supplies, training, radio maintenance, dues and subscriptions, medical support for cruisers, public safety/software maintenance, equipment, photo ID, other.

Police Department

- Line 53** Fire Chief Salary.
Line 54. Includes salaries for full-time firefighters, overtime pay for firefighting and training, holidays, longevity, and school credits.
Line 55. Includes salaries for call firefighters in response to fires and other calls, standbys during storms, training, vacation/sick coverage etc. Moved all EMS salaries to the Emergency Medical Services Enterprise Fund.
Line 57. Expenses related to maintenance and repair of aging vehicles, needed parts, firefighting tools and equipment, clothing, telephone, radio maintenance and miscellaneous other.

Fire Department

- Line 61. Includes salaries for electrical, gas, and plumbing inspectors, clerical support and sealer of weights and measures.
Line 62. Salary reimbursement to Town of Wakefield for shared inspector, regional building inspection activities.
Line 63. Expenses relate to office supplies, dues and seminars, subscriptions, travel and misc. other.

Div of Zoning & Inspection

- Line 65. To keep account open as required by law.

Civil Defense

- Line 66. Salaries for Dog Officer and assistant.
Line 67. Veterinarian, telephone, other.

Dog Officer

Recommendations of the Finance Committee

FY 2015 Operating Budget

Line #		Final FY 2013	Voted FY 2014	Transfers	Revised FY 2014	Recommended FinCom/BOS Budget	FY14 vs FY15 Variance	FY14 vs FY15 %
Public Works								
68	Director Salary	\$ 111,153	\$ 106,560	\$ 1,715	\$ 108,275	\$ 108,275	-	0.00%
69	Other Salaries	330,653	330,521	8,683	339,204	347,179	7,975	2.35%
70	Motor Fuel/oil	167,000	191,500	-	191,500	191,500	-	0.00%
71	Other Expenses	6,171	6,500	-	6,500	6,500	-	0.00%
	Administration	614,977	635,081	10,398	645,479	653,454	7,975	1.24%
72	Salaries	804,667	837,483	(7,738)	829,745	845,222	15,477	1.87%
73	Expenses	304,301	316,251	27,700	343,951	459,000	115,049	33.45%
	Highway	1,108,968	1,153,734	19,962	1,173,696	1,304,222	130,526	11.12%
74	Salaries	-	-	-	-	-	-	-
75	Expenses	-	25,000	-	25,000	25,000	-	0.00%
	Sidewalk Construction & Maint.	-	25,000	-	25,000	25,000	-	0.00%
76	Snow & Ice removal salary and expenses	270,000	120,000	-	120,000	120,000	-	0.00%
77	Street lighting expenses	141,000	169,000	-	169,000	174,070	5,070	3.00%
78	Rubbish Collection expenses	702,600	749,300	-	749,300	771,779	22,479	3.00%
79	Salaries	908,968	1,015,913	18,870	1,034,783	1,030,917	(3,866)	-0.37%
80	Energy Supply	613,054	645,000	-	645,000	645,000	-	0.00%
81	Expenses	695,800	747,059	-	747,059	902,990	155,931	20.87%
	School Maintenance & Buses	2,217,822	2,407,972	18,870	2,426,842	2,578,907	152,065	6.27%
82	Salaries	203,169	207,140	4,150	211,290	215,291	4,001	1.89%
83	Expenses	295,000	309,600	-	309,600	318,888	9,288	3.00%
	Town Building Maintenance	498,169	516,740	4,150	520,890	534,179	13,289	2.55%
84	Salaries	-	-	-	-	-	-	-
85	Expenses	-	-	-	-	-	-	-
	Cemetery, Parks & Tree	-	-	-	-	-	-	-
86	Salaries	-	-	-	-	-	-	-
87	Expenses	-	-	-	-	-	-	-
	Cemetery Renov. & Upgrades	-	-	-	-	-	-	-
88	Salaries	-	-	-	-	-	-	-
89	Expenses	-	-	-	-	-	-	-
	After School/Youth Center	-	-	-	-	-	-	-
Total Public Works		\$ 5,553,536	\$ 5,776,827	\$ 53,380	\$ 5,830,207	\$ 6,161,611	\$ 331,404	5.68%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

Public Works

- Line 68. Director Salary.
Line 69. Assistant Director of Facilities, Asst. Director of School Operations, Department Secretary, 1 FT clerical, and Town Engineer. Increase includes an additional intern salary for support on special engineering projects plus additional contractual and step raises.
Line 70. For all Town-owned vehicles. Based on usage in FY 14.
Line 71. Expenses relate to office supplies, and copier maintenance contract.

Administration

- Line 72. Effective FY05, Cemetery, Parks and Tree department and Cemetery Renovation and Upgrades department (lines 84-87) have been removed and the functions combined with Highway department to allow for maximum flexibility and assignments relative to personnel and tasks. Combined expenses include clothing allowance, summer help, overtime, and longevity.
Line 73. Expense Lines include road maintenance, street sweeping, vehicle maintenance, basin and storm drain maintenance, street striping, equipment repair/rent (tree work), park materials, cemetery materials, and misc. other. Additional funding for supplemental road construction.

Highway

- Line 75. Projects are capital in nature. Lines are included in Capital Budget.

Sidewalk Constructions & Maintenance

- Line 76. If line item is increased, it cannot be decreased in future years, however it had been increased for FY09 since experience has shown the past amounts were not even close to sufficient for even a mild winter. If appropriation is exceeded, excess can either be transferred to following year as an addition to the tax levy or be handled in the Special Town Meeting in April.

Snow & Ice removal salary and expenses

- Line 77. Electric bills and maintenance of Town- and utility-owned lights.

Street Lighting expenses

- Line 78. Contractual cost for trash collection services. Proposal to implement a Pay-As-You-Throw program was rejected at Town Meeting in Spring of 2011.

Rubbish Collection expenses

- Line 79.** Custodian and bus driver salaries, overtime, clothing allowance, and longevity. .
Line 80. Gas and electric supply for school buildings.
Line 81. Expense Lines include vandalism, custodial supplies, renovations, contract buses and repair/leasing, ground maintenance (97 acres), and roofing. LMS and LHS septic systems licensed operator, septic/chemical holding tanks, heat repair parts and maintenance, painting, plumbing, water utility backflow testing, electrical maintenance, security repairs/monitoring and misc. other. **In FY15** includes additional contracted bus.

School Maintenance & Busses

- Line 82.** One foreman, custodians; overtime, summer help, clothing allowance, and longevity.
Line 83. Electricity, heat utility, telephone, electrical and heating repairs and maintenance, custodial supplies and misc. other.

Town Building Maintenance

Recommendations of the Finance Committee

FY 2015 Operating Budget

Line #		Final FY 2013	Voted FY 2014	Transfers	Revised FY 2014	Recommended FinCom/BOS Budget	FY14 vs FY15 Variance	FY14 vs FY15 %
Human Services								
90	Other Salaries	\$ 74,534	\$ 79,969	\$ 1,592	\$ 81,561	\$ 84,558	\$ 2,997	3.67%
91	Expenses	23,818	29,829	-	29,829	30,724	895	3.00%
	Board of Health	98,352	109,798	1,592	111,390	115,282	3,892	3.49%
92	Salary	248,681	245,490	4,675	250,165	253,458	3,293	1.32%
93	Expenses	23,869	24,869	-	24,869	25,615	746	3.00%
	Council on Aging	272,550	270,359	4,675	275,034	279,073	4,039	1.47%
94	Director's Salary	1,000	10,000	-	10,000	10,200	200	2.00%
95	Expenses	4,500	900	-	900	900	-	0.00%
96	Veterans Benefits	13,003	12,500	-	12,500	12,500	-	0.00%
	Veteran's Services	18,503	23,400	-	23,400	23,600	200	0.85%
Total Human Services		389,405	403,557	6,267	409,824	417,955	8,131	1.98%
Culture & Recreation								
97	Director's Salary	75,448	73,229	1,178	74,407	75,896	1,489	2.00%
98	Other Salaries	432,615	444,187	10,470	454,657	476,276	21,619	4.76%
99	Expenses	189,520	194,143	900	195,043	193,170	(1,873)	-0.96%
	Library	697,583	711,559	12,548	724,107	745,342	21,235	2.93%
100	Salaries	18,025	18,025	360	18,385	44,000	25,615	139.33%
101	Expenses	3,759	3,759	-	3,759	3,872	113	3.00%
	Recreation Commission	21,784	21,784	360	22,144	47,872	25,728	116.18%
102	Historical Commission expenses	8,000	8,280	-	8,280	8,280	-	0.00%
103	Memorial Day Observance expenses	990	4,000	-	4,000	4,000	-	0.00%
Total Culture and Recreation		\$ 728,357	\$ 745,623	\$ 12,908	\$ 758,531	\$ 805,494	\$ 46,963	6.19%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

Human Services

Line 90. Salaries for Board of Health Director, clerical support and Town Physician..
Line 91. Nurse Services, office supplies and advertising, veterinary services, biological testing, clerical support for monthly meetings.
Board of Health

Line 92. Salaries for Director, Van Drivers (2) , Receptionist, Activity Coordinator, Trip Coordinator; Cook and Outreach Worker, net of anticipated grant.
Line 93. Expenses for office supplies, telephone, paper products, seminars and dues, copier maintenance, travel, and Senior Meal Program.
Council on Aging

Line 96. Benefits for eligible Veterans.
Veterans Services

Culture & Recreation

Line 97. Director Salary.
Line 98. Salaries of Asst. Director, Full-time librarians, staff members and pages. Funding in FY15 for Saturday coverage
Line 99. Expenses for reading material mandated at 16% of budget; data processing and NOBLE fees, maintenance contract, book processing and office supplies, telephone, postage, misc. other.
Library

Line 100. Salary for PT Director. Additional funding in FY 15 to support recreation staffing upon their expansion of programming.
Line 101. Expenses for supplies., seminars, advertising and other miscellaneous expenses.
Recreation Commission

Line 102. Expenses related to preservation supplies, seminar & dues registrations and misc. other. The Commission requested additional budgeted expenses to enhance current projects.
Historical Commission

Line 103. Memorial Day celebration expenses – refreshments/grave markers.
Memorial Day Observance

Recommendations of the Finance Committee

FY 2015 Operating Budget

Line #	Final FY 2013	Voted FY 2014	Transfers	Revised FY 2014	Recommended FinCom/BOS Budget	FY14 vs FY15 Variance	FY14 vs FY15 %
Education							
High School	\$ 409,392	\$ 423,445	\$ -	\$ 423,445	\$ 439,139	\$ 15,694	3.71%
Middle School	159,440	163,945	-	163,945	164,225	280	0.17%
Huckleberry Hill School	101,805	108,975	-	108,975	119,900	10,925	10.03%
Summer Street School	118,525	122,725	-	122,725	125,600	2,875	2.34%
Sped/Preschool	187,100	190,100	-	190,100	209,500	19,400	10.21%
SPED Out of District Tuitions/Contracted Services	755,333	658,076	-	658,076	422,007	(236,069)	-35.87%
SPED Out of District Transportation	245,222	201,753	-	201,753	145,994	(55,759)	-27.64%
Administration/Technology	471,688	472,210	-	472,210	518,461	46,251	9.79%
Non-Salary Expense	\$ 2,448,505	\$ 2,341,229	\$ -	\$ 2,341,229	\$ 2,144,826	\$ (196,403)	-8.39%
Salary Expenses	17,455,085	18,087,218	-	18,087,218	19,042,072	954,854	5.28%
Staffing requests							
High School		81,000	-	81,000	36,451	(44,549)	-55.00%
Middle School		129,586	-	129,586	93,203	(36,383)	-28.08%
Huckleberry Hill School		22,800	-	22,800	36,000	13,200	57.89%
Summer Street School		22,800	-	22,800	36,000	13,200	57.89%
Special Ed/Preschool		7,800	-	7,800	-	(7,800)	-100.00%
Administration		-	-	-	-	-	
Technology		22,500	-	22,500	25,000	2,500	11.11%
Total Salaries	17,455,085	18,373,704	-	18,373,704	19,268,726	895,022	4.87%
Offsets							
Activity Fees	(180,000)	(180,000)	-	(180,000)	(180,000)	-	0.00%
Commhnicity Schools	(45,000)	(45,000)	-	(45,000)	(45,000)	-	0.00%
Kindergarten Revenue	(245,000)	(250,000)	-	(250,000)	(250,000)	-	0.00%
Total Offsets	(470,000)	(475,000)	-	(475,000)	(475,000)	-	0.00%
104 Net Salaries and Expenses	19,433,590	20,239,933	-	20,239,933	20,938,552	698,619	3.45%
<i>104 FinCom Recommended (\$25K less than BOS recommended)</i>							
104A SCHOOL HEALTH INSURANCE	2,110,602	2,077,102	-	2,077,102	2,200,000	122,898	5.92%
105 TUITION TO NON-PUBLIC SCHOOLS	200,355	301,811	-	301,811	498,319	196,508	65.11%
Total Education BOS Budget	\$ 21,744,547	\$ 22,618,846	\$ -	\$ 22,618,846	\$ 23,636,871	\$ 1,018,025	4.68%
<i>FinCom Recommended</i>					23,611,871	993,025	4.39%

LYNNFIELD SCHOOL SYSTEM DATA

PUPILS & EMPLOYEE HEADCOUNT

School Year	Pupils	Teachers/ Specialists	Class Aides	School Admin	Central Office
2012-2013	2,209	192.7	59.7	27	9.5
2013-2014	2,161	195.7	56.9	28	10
2014-2015*	2,167	198.7	49.9	29	10.5

*Projected numbers

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

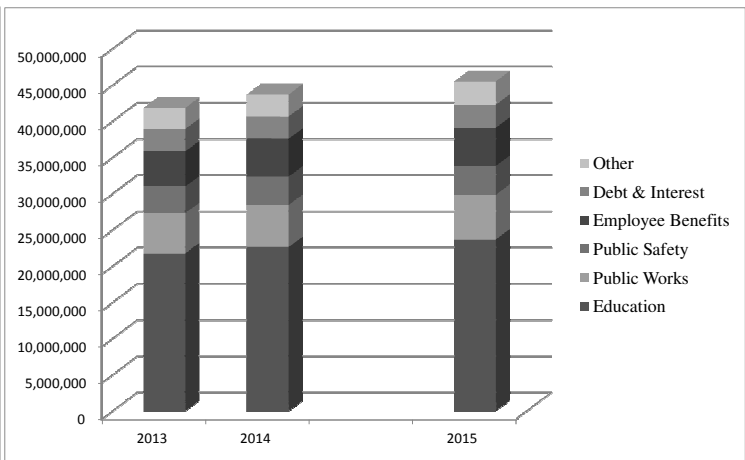
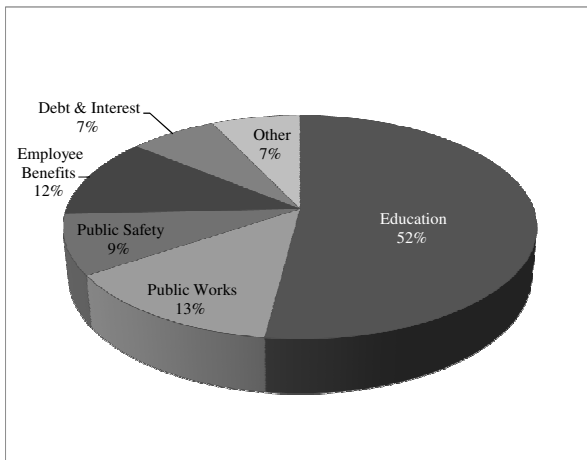
ENROLLMENT PROJECTION: 2014-2015 SCHOOL YEAR

	<u>Actual 2012-2013</u>	<u>Actual 2013-2014</u>	<u>Projected 2014-2015</u>	<u>Y/Y Change</u>	<u>Y/Y % Change</u>
K - GRADE 4	828	796	790	-6	-0.8%
GRADES 5 - 8	756	751	742	-9	-1.2%
GRADES 9 - 12	625	614	635	21	3.4%
TOTALS	2,209	2,161	2,167	6	0.3%

Recommendations of the Finance Committee

FY 2015 Operating Budget

Line #		Final FY 2013	Voted FY 2014	Transfers	Revised FY 2014	Recommended FinCom/BOS Budget	FY14 vs FY15 Variance	FY14 vs FY15 %
106	Short Term Interest Debt Exclusion	\$ 12,969						
107	Short Term Interest	\$ 30,000	\$ 40,000	\$ -	\$ 40,000	\$ 49,000	\$ 9,000	22.50%
108	Long Term Principal Payment	161,100	161,100	-	161,100	287,000	125,900	78.15%
109	Long Term Interest	33,159	30,000	-	30,000	24,317	(5,683)	-18.94%
110	Long Term Principal Debt Exclusion	1,874,000	2,083,884	-	2,083,884	2,004,000	(79,884)	-3.83%
111	Long Term Interest Debt Exclusion	971,759	753,525	-	753,525	776,172	22,647	3.01%
112	Septic Loan Program	10,100	19,958	-	19,958	32,611	12,653	63.40%
	Debt & Interest	3,093,087	3,088,467	-	3,088,467	3,173,100	84,633	2.74%
113	Pension Contributions	1,722,459	1,877,480	-	1,877,480	2,118,002	240,522	12.81%
114	Town Health/Life/Disability Insurance	349,835	406,451	70,000	476,451	348,000	(128,451)	-26.96%
114A	Public Safety Health Insurance	234,472	272,882	-	272,882	233,500	(39,382)	-14.43%
114B	DPW Health Insurance	316,784	367,998	-	367,998	315,000	(52,998)	-14.40%
114C	Library Health Insurance	54,553	62,555	-	62,555	53,500	(9,055)	-14.48%
114D	Council on Aging Health Insurance	10,657	16,460	-	16,460	14,000	(2,460)	-14.95%
114E	Retiree Health Insurance	1,607,000	1,607,000	-	1,607,000	1,600,000	(7,000)	-0.44%
115	Medicare - F.I.C.A.	349,086	343,169	-	343,169	353,465	10,296	3.00%
116	Workers' Compensation Insurance	176,203	206,203	(70,000)	136,203	206,203	70,000	51.39%
117	Other	1,391	3,891	-	3,891	3,891	-	0.00%
118	Unemployment Compensation	35,000	40,000	-	40,000	40,000	-	0.00%
	Employee Benefits	4,857,440	5,204,089	-	5,204,089	5,285,561	81,472	1.57%
TOTAL OPERATING BUDGET		\$ 41,812,860	\$ 43,605,638	\$ 94,637	\$ 43,700,275	\$ 45,441,211	\$ 1,740,936	3.98%
<i>FinCom Operating Budget</i>						\$ 45,416,211	\$ 1,715,936	3.93%



RECOMMENDATIONS OF THE FINANCE COMMITTEE

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

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

Line 112 Additional Septic Loan payment in FY 15. Funded by septic betterment receipts of homeowner.

Debit & Interest

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

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

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

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

Employee Benefits

Recommendations of the Finance Committee

ARTICLE 7. To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds or by borrowing, or from any or all such sources, sums of money for the purchase of various equipment and items in the nature of capital expenditure and to give authority to credit the value of the various old equipment to be turned in toward the purchase price of said items, said sums of money to be expended under the direction of various Town boards, committees, or officers; or what action it will take thereon.

Finance Committee recommends Article 7

Submitted by Board of Selectmen

FY 2015 Capital Budget

Technology	\$ 250,000
Middle School Room Configurations for Team Teaching	51,000
School Department	301,000

Inspectional Services Cabinets and Files	9,500
Town Hall	9,500

Selectmen

Telephone System	10,100
Library	10,100

(1) Marked Police Cruiser w/lighting and siren options	45,000
Firearm Parts Washer/Cleaner	2,000
(1) Taser units w/ batteries and cartridges	1,650
Computer Hardware/Software	7,500
(3) Patrol Rifles, slings, sights, magazines	10,000
Recording Device	3,000
Police Department	69,150

Protective Gear	5,000
Hose Replacement	10,000
Extrication Tools	37,500
Thermal Imaging Camera	15,000
Utility Vehicle	30,000
Fire Department	97,500

Replace Truck #16	36,000
Small Equipment	5,000
Parks, Playgrounds and Cemetery Equipment	4,000
Replace Gas Boy System	30,000
Senior Center Kitchen Floor Epoxy Treatment	5,500
DPW Building Improvements	25,000
Pillings Pond Improvements	12,500
Refinish Gym Floors	7,000
Refinish Stage Floor	5,000
Small Equipment	6,000
Repair High School Gym Bleachers	6,500
Public Works	142,500

Total Capital Budget	\$ 629,750
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Total General Fund	629,750
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Total Capital Spending	\$ 629,750
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ARTICLE 8. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the town's Stabilization Fund, or what action the Town will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 8

ARTICLE 9. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the town's Capital Facilities Fund, 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 reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Council on Aging, limited to a certain amount, without further appropriation during Fiscal Year 2015, to pay expenses and contractual services required to operate Senior Center Activities and field trips; said fund to be credited with all fees and charges received during Fiscal Year 2015 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 10

ARTICLE 11. To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Board of Health, limited to a certain amount, without further appropriation during Fiscal Year 2015, to pay expenses and contractual services required to operate the Flu Clinic; said fund to be credited with all fees and charges received, and with recovery through third party billing received, during Fiscal Year 2015 from or in connection with persons taking part in said activities; or what action it will take thereon.

Submitted by BOARD OF HEALTH

Finance Committee Recommends Article 11

ARTICLE 12. To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Board of Library Trustees, limited to a certain amount, without further appropriation during Fiscal Year 2015, to pay expenses related to book replacement and new book acquisitions, said fund to be credited with all fines collected for the loss of library books received during Fiscal Year 2015 from persons paying such fines; or what action it will take thereon.

Submitted by BOARD OF LIBRARY TRUSTEES

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 Recreation Commission, limited to a certain amount, without further appropriation during Fiscal Year 2015, to pay part time salaries, expenses and contractual services required to operate Recreation Activities, field administration and field trips; said fund to be credited with all fees and charges received during Fiscal Year 2015 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 13

ARTICLE 14. To see if the Town will vote to appropriate a sum of money from Emergency Medical Service Enterprise receipts to pay expenses and contractual services required to operate the emergency medical service in the Town of Lynnfield, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2015 from persons using said service; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 14

ARTICLE 15. To see if the Town will vote to appropriate a sum of money from 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 2015 from persons using the golf course; 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 amend the Town's Zoning Bylaws Section 7.7. Temporary Moratorium on Medical Marijuana Treatment Centers under subsection 7.7.3 Temporary Moratorium by replacing the current date of June 30, 2014 with the date of December 31, 2014, or what action it will take thereon

Submitted by PLANNING BOARD

Finance Committee Recommends Article 16

ARTICLE 17. To see if the Town will vote to amend the Zoning Bylaws by adding Section 8.7 entitled Medical Marijuana

8.7 MEDICAL MARIJUANA

This bylaw applies to Registered Marijuana in Dispensaries within the Town of Lynnfield including all like or related businesses and facilities.

8.7.1 PURPOSE and INTENT

The Town adopts this bylaw to apply to all Registered Marijuana Dispensaries and like or related operations in the Town as permitted under the laws of the Commonwealth of Massachusetts. The purpose of this bylaw is to protect the health, safety, and welfare of the residents, businesses, and property owners in the Town. Further, the purpose of this bylaw is to provide areas within the Town for the cultivation, production, and distribution of marijuana so that persons permitted to obtain, possess, and use marijuana for medical purposes may do so. Nothing in this bylaw is intended to promote or condone the production, distribution, or possession of marijuana in violation of any applicable law.

8.7.2 LOCATION

8.7.2.1 By Special Permit, a Registered Marijuana Dispensary may be located within the Commercial District within the Town, and only within the Commercial District.

8.7.2.2 A separate Special Permit shall be required for each premises from which a Registered Marijuana Dispensary is operated. No two or more different Registered Marijuana Dispensaries may be treated as one premises nor may they be co-located on a single premises.

8.7.2.3 A Registered Marijuana Dispensary shall not be located within 1000 yards of any school, church, licensed childcare center, playground, place of worship, or any other Registered Marijuana Dispensary.

8.7.2.4 No Registered Marijuana Dispensary shall be located within the same premises as any medical doctor's office or the offices of any other professional practitioner authorized to prescribe the use of medical marijuana.

8.7.2.5 Any and all cultivation, production, storage, display, sales, or other distribution of marijuana shall be located so as to occur only within the Restricted Area of a Registered Marijuana Dispensary and shall not be visible from the exterior of the business.

8.7.2.6 Any and all signs related to the Registered Marijuana Dispensary must be located on the same building in which the Registered Marijuana Dispensary is located and must comply with all Sign Regulations of the Town of Lynnfield. No sign, advertisement, display, or other promotional material which utilizes graphics related to marijuana or marijuana paraphernalia, or figures or symbols related to marijuana shall be visible to the

public from any public way, including but not limited to, sidewalks, pedestrian walkways, or highways.

8.7.3 DEFINITIONS

8.7.3.1 "Marijuana" or "Marihuana", means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted therefrom, fiber, oil, or cake or the sterilized seed of the plant which is incapable of germination.

8.7.3.2 Marijuana - infused Product (MIP) means a product infused with marijuana that is intended for use or consumption, including but not limited to edible products, ointments, aerosols, oils, and tinctures.

8.7.3.3 Medical Marijuana means any marijuana intended for medical use which meets all requirements for medical marijuana contained in this bylaw, the general laws of the Commonwealth of Massachusetts, and the Code of Massachusetts Regulations (CMR).

8.7.3.4 Person means any individual, any entity, or any combination of individuals, entities, or both individuals and entities.

8.7.3.5 Premises means a single lot as well as a single building.

8.7.3.6 Registered Marijuana Dispensary (RMD) means a not - for - profit entity registered under the Code of Massachusetts Regulations, that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

8.7.3.7 Special Permit Granting Authority means the town of Lynnfield Planning Board.

8.7.3.8 Violation of any Law or Violated any Law means a plea or finding of a violation of any law in a criminal, civil, or administrative proceeding, whether part of a plea agreement, settlement agreement or determination by an arbitrator, board, hearing officer, court, or jury.

8.7.3.9 References in this bylaw to any other bylaw, regulation, or law shall be construed to refer to such bylaw, regulation, or law as in effect at the date of adoption of this bylaw.

8.7.4 SPECIAL PERMIT

8.7.4.1 Authority

No operation of a Registered Marijuana Dispensary within the Town shall be allowed without a Special Permit granted by the Planning Board.

8.7.5 APPROVAL REQUIREMENTS

8.7.5.1 The Planning Board may issue a Special Permit for a Registered Marijuana Dispensary if the information available to the Planning Board verifies that the applicant has submitted a full and complete application, has planned improvements to the business location consistent with the application, is prepared to operate the business as set forth in the application and in accordance with Town Bylaws and has submitted the required fees as required. The Planning Board shall deny any application for a Special Permit where the applicant does not meet the requirements of Town Bylaws or any other applicable law, rule, or regulation or in the event that such application contains any false or incomplete information. The Planning Board may impose such conditions as it deems appropriate for the protection of public health, safety, and welfare in any district permitting such use. Said Special permit shall only be issued following a public hearing within sixty-five (65) days after the filing of an application and payment of the filing fees with the Planning Board, a copy of such application shall forthwith be given to the Town Clerk by the applicant.

8.7.5.2 A Special Permit for a Registered Marijuana Dispensary is not transferable or assignable, including, without limitation, not transferable or assignable to a different premises, to a different type of business (including another RMD), or to a different owner or licensee. A Registered Marijuana Dispensary Special Permit is valid only for the owner(s) named thereon, the type of business disclosed on the application for the license, and the location for which the license is issued.

8.7.6 APPLICATION

8.7.6.1 An application for a Special Permit for a Registered Marijuana Dispensary shall be made to the Planning Board with an application fee of One Thousand Five Hundred (\$1,500.00) Dollars. The Board may provide forms to applicants for that purpose. The application shall provide such information relative to the public health, safety, and welfare as may be required by the Planning Board including, but not limited to such matters as:

- (a) the identity of all investors, owners, officers, and employees of the applicant;
- (b) the applicant's past history and experience operating Registered Marijuana Dispensaries, including history of license or permit denials;
- (c) a description of all products and services to be provided;

- (d) an operating plan and a site plan for the proposed facility, including building layout, lighting, and security;
- (e) a ventilation plan for the elimination of marijuana odors off premises;
- (f) a written plan for wastewater disposal accompanied by a site plan describing the treatment of wastewater so as to prevent environmental harm;
- (g) a plan for the storage and disposal of all toxic substances on the premises;
- (h) a plan for the exclusion of minors from the premises if unaccompanied by an adult;
- (i) a statement as to the amount of the projected daily average and peak electric load anticipated and certification by a qualified engineer that the premises are equipped to provide such electric loads.
- (j) a plan by a Registered Land Surveyor to show within a radius of one thousand (1,000) feet from the boundaries of the property upon which the Registered Marijuana Dispensary is located, the proximity of the property to any school, church, licensed child care center, playground, place of worship, every other Registered Marijuana Dispensary, every residential zone district, and other facility identified in this bylaw, or to a mixed - use development containing one or more residences.
- (k) a copy of the applicant's completed state RMD registration application in its entirety and a copy of the applicant's state RMD registration.
- (l) proof of ownership or legal possession of the restricted area for a Registered Marijuana Dispensary for the term of the proposed license. If the Registered Marijuana Dispensary is not the owner of the premises of the business, the applicant shall provide on a form approved by the Town, written authorization to the Town from the owner to enter the property for inspection of the premises.

8.7.7 EXCLUSIONS

8.7.7.1 The permitting requirement set forth in this bylaw shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state, or local law, including, by way of example, a retail sales and use tax license, a retail food establishment license, or any applicable zoning or building permit.

8.7.7.2 A Special Permit granted under this bylaw Does Not Provide any Exception, Defense, or Immunity from Other Laws. The issuance of any Special Permit pursuant to this bylaw does not create an exception, defense, or immunity to any person in regard to any potential criminal liability the person may have for the production, distribution, or possession of marijuana.

8.7.7.3 Compliance with the requirements of this bylaw shall not provide an exception, immunity, or defense to criminal prosecution under any applicable law, except for a violation of this bylaw.

8.7.8 ANNUAL RENEWAL

8.7.8.1 A Registered Marijuana Dispensary Special Permit shall be valid for one year. The Special Permit shall expire on the date stated on the license unless otherwise provided by the Planning Board. The Planning Board may extend the term of the license for no more than six months to facilitate the administration by the Planning Board of renewals and coordinate with the date for renewal of the state license of such licensee.

8.7.8.2 The Special Permit must be renewed annually by application on a form provided by the Planning Board requiring the Special Permit holder to confirm the status of information provided in its original application and all renewals thereof.

8.7.8.3 The application for renewal need not be considered unless the renewal application fee of Two Thousand Five Hundred (\$2500.00) Dollars has been paid in full.

8.7.8.4 The licensee shall apply for renewal of the medical marijuana business license at least ninety (90) days before the expiration of the license. The licensee shall apply for renewal using forms provided by the Planning Board.

8.7.8.5 In the event there has been a change to any information provided in the immediately prior application and if there has been any change to any of the plans identified in the license application which were submitted to and approved by the Planning Board with the application or an earlier renewal, the renewal application shall include specifics of such changes or proposed changes.

8.7.8.6 The renewal application shall include a copy of the applicant's current and valid state registration, a summary report for the previous twelve months showing the amount of marijuana purchased; the amount of marijuana sold, the forms in which marijuana was sold; the police report numbers or case numbers of all police calls to the RMD and its related facilities; and, for calls resulting in a charge of a violation of any law, the charge, case number, and disposition of any of the charges.

8.7.8.7 In the event there have been allegations of violations of this bylaw or any other law on the part of the Special Permit holder or the person submitting a renewal application, the Planning Board may hold a hearing prior to approving the renewal application. The hearing shall be to determine whether the application complies with this bylaw and whether the operation of the business has been in compliance with law. If the Planning Board does not hold a hearing and the application and the applicant(s) does not meet the requirements of all applicable rules, regulations, bylaws, and laws, or the business has been operated in the past in violation of any applicable rules, regulations, bylaws and laws, the renewal application may be denied or issued with conditions.

8.7.9 SEVERABILITY

The provisions of this bylaw are severable. If a court of competent jurisdiction declares any section, subsection, paragraph, or provision unconstitutional or invalid, the validity of the remaining provisions shall not be affected.

or what action it will take thereon

Submitted by PLANNING BOARD

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 18. To see if the Town will vote to authorize the Board of Trustees of the Lynnfield Public Library to proceed with a feasibility study as part of the Planning & Design Grant Application submitted to the Massachusetts Board of Library Commissioners on January 14, 2014 to examine the options for expanding and renovating its current library building, or building a new facility and; to ratify the filing of said application and; to authorize the Trustees of the Lynnfield Public Library to apply for, accept, and expend any state grants which may be available for a feasibility study for the current and future needs of the Lynnfield Public Library; or what action it will take thereon.

Submitted by BOARD OF LIBRARY TRUSTEES

Finance Committee Recommends Article 19

ARTICLE 19. To see if the Town will vote to accept as a public way, as laid out and reported by the Board of Selectmen, Market Street as shown on a plan of land entitled "Street Layout Plan, Market Street, Lynnfield, Massachusetts," prepared by Nitsch Engineering, dated December 23, 2013 and revised through February 11, 2014, a copy of which plan is on file at the office of the Town Clerk and available for inspection, and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain such interests in land as may be necessary or appropriate to create such public way, or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 20. To see if the Town will vote to amend the Zoning Map of the Town so that the following-described areas, previously shown as lying within the Single Residence A District, shall be shown instead as lying within the Limited Business District:

Assessors' Map 52, Parcels 816, 825 and 823 also known and numbered as 624, 628 Salem Street and also known as Rear Salem Street respectively.

or what action it will take thereon.

Submitted by PLANNING BOARD

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 21. To see if the Town will amend the Zoning By-Law to add the following:

To:	9.4	Wireless Communications District
	9.4.1	Purpose
Add:	9.4.1.8	“To lesson the impact upon residents, property values, public safety, and Town character.”
To:	9:4	Wireless Communications District
	9.4.6	Application Process
Add:	9.4.6. 2 (b)	“That the proposed monopole with its antenna and/or panels can not be replaced through the use of other technology and shall be documented to show that such technology would not be sufficient to meet Federal and State standards.”

or what action it will take thereon.

Submitted by PETITION

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 22. To see if the Town will vote to adopt the following bylaw:

“No person shall be allowed to Bow Hunt in the Town of Lynnfield, whether on public or private land. The ban includes, but is not limited to, bear, turkey, waterfowl and deer, during all four hunting seasons.”

or what action it will take thereon.

Submitted by PETITION

Finance Committee does not recommend Article 22

ARTICLE 23. To see if the Town will vote to adopt the following:

“The Town Meeting hereby advises the Lynnfield Board of Selectmen that for future Town Meetings, the omnibus expense/capital budget for the forthcoming fiscal year(s) be prepared and presented with two alternatives as follows:

Alternative 1: Without incorporating the voluntary 2 ½ % increase permitted by Proposition 2 ½.

Alternative 2: Incorporating the full voluntary 2 ½ % increase permitted by Proposition 2 ½.

or what action it will take thereon.

Submitted by PETITION

Finance Committee Recommends Article 23

Lynnfield Celebrates 300 Years.



Centennial Celebration in June, 1914. Photo courtesy of Lynnfield Historical Society.

2014 marks an important year in Lynnfield's history. **It's the 300th anniversary of the Meeting House, built in 1714, and the bicentennial of the town, incorporated in 1814.** When you walk or drive or bicycle up and down the main streets and across Route 1, you can't escape the history rooted in our town. How will we honor the past? **The Tricentennial Committee has decided to celebrate our history by planning a year of celebrations with a Victorian Tea, a photography exhibit, a storyteller, a dance, an ecumenical service, sports events, music, a parade, and much more!** There will be several ways for residents, our friends and neighbors to participate in a broad series of festivities. Organized by civic groups and town departments, there will be celebratory activities throughout the year.

Does your group want to participate or sponsor a Tricentennial activity? Please email: contact@LynnfieldHistoricalSociety.org, or leave a message at (781) 334-9620.



For more information on these and other activities, please visit our website at:
www.LynnfieldHistoricalSociety.org

UPCOMING EVENTS

May: Sunday, May 4, noon-5:00 pm:
"Lynnfield Community Connections Carnival."
Location: Lynnfield Middle School. For more info:
LynnfieldCommunityConnections@gmail.com.

Saturday, May 10, 9:00 am-noon.
"Flower Workshop Annual Plant Sale."
Location: 1714 Meeting House.

Saturday, May 17, 9:00 am-2:00 pm: "Lynnfield Day" Includes geraniums, recreational events, 'Arbor Day' tree planting, crafts. **"Our Town in Pictures 1714-2014"** open for viewing at 1714 Meeting House. Location: On and around the Town Common.

June: Saturday, June 7: "Jazz Under the Stars"
7-10:00 pm on the Common at the 1714 Meeting House. Tickets are \$10.00. for reservations call Nan Hockenbury at (781) 334-6245 or email contact@lynnfieldhistoricalsociety.org.

Saturday, June 21: "Town Day" 10:00am-4:00 pm."
Parade with marching bands, dignitaries. Route: Lynnfield High School to Middle School. Following parade: recreational activities, games, crafts, antique cars, food and more on Middle School grounds. Check website for parking instructions, shuttle service.

1714-2014
Lynnfield
TRICENTENNIAL
HERITAGE. CULTURE. FUN!