

BOARD OF SELECTMEN
AGENDA
Monday, April 24, 2017

Regular Meeting – 6:30 p.m.

Teachers' cafeteria, Lynnfield Middle
School, 525 Main Street

****NOTE****

This meeting is being recorded and transmitted via cable television.

7:00 p.m.

Pledge of Allegiance

Recommendations on warrant articles

Use of Town facilities:

MS Walk; Geraniumfest banner; Destination Imagination
fundraiser; LHS baseball car wash

Minutes:

None

One-day liquor licenses:

None

Proclamations:

None

Administrative matters:

Signing of warrants

TOWN OF LYNNFIELD

MASSACHUSETTS

FISCAL YEAR 2018

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



LYNNFIELD FINANCE COMMITTEE REPORT

**ANNUAL TOWN MEETING
MONDAY, APRIL 24, 2017 – 7:30 P.M.
LYNNFIELD MIDDLE SCHOOL**

LYNNFIELD TOWN WARRANT

LYNNFIELD PARLIAMENTARY PROCEDURE REFRESHER

Lynnfield Charter requires that Town Meeting be conducted in accordance with Robert's Rules of Order; see the newly revised 11th Edition for complete information

1. Authority Precedence: State Law, Town Charter, By-Laws, Parliamentary Rules, Custom.
2. The State permits Towns to choose the form of Government (Open Town Meeting – Selectmen form in our case) and the type of rules with which to conduct Town Meeting. Our Lynnfield Town Charter mandates Robert's Rules of Order, latest revision (11th Edition). Town Meeting is a legislative assembly.
3. The purpose of Town Meeting, using rules of order, is for members to freely make decisions concerning their local government. Decorum and respect for neighbors and opposing views are essential to a fair and orderly meeting. All members, with respect to Warrant Articles, have the equal right to bring up ideas, discuss them and come to a conclusion.
4. The majority rules, but the rights of the minority are protected by assuring them the right to freely speak and vote.
5. The Moderator has control of the floor, facilitates and directs the discussion, keeps order.
6. All debate/questions go to, and through, the Moderator.
7. Speakers must be recognized by the Moderator before speaking. Speakers must stand, identify themselves by name, provide their address and remain standing while speaking.
8. "Speakers must address their remarks to the chair, maintain a courteous tone, and—especially in reference to any divergence of opinion—should avoid injecting a personal note into debate."
9. Complex motions have to be in writing and submitted to the Moderator. You may submit your motion during Town Meeting in writing to the Clerk or by e-mail addressed to: lynnfieldTM@gmail.com
10. Questions do not constitute a position and may be asked at any time after being recognized.
11. Parties answering questions (including town officials) do not forego their right to debate because they have spoken to the question.
12. Only one issue at a time – only one Speaker at a time.
13. Amendments must be germane to the main motion. Amendments to amendments cannot be amended.
14. Debate must be germane to the pending motion.
15. 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.
16. Debate rules can be altered by 2/3 vote of the assembly.
17. Question and mandatory reporting (FinCom, Planning Board, etc.) are not debate. Questions cannot be used as debate in disguise.
18. Dilatory motions are out of order.
19. 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").
20. 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.
21. Reconsideration: used when later substantive information affects a prior voted motion. Must be on prevailing side. Reconsideration cannot be reconsidered.
22. 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.
23. While presiding, the Moderator does not vote unless there is a tie vote and the Moderator wants to affect the result.
24. Absence or loss of a Quorum forces adjournment of the meeting.
25. Visitors/Guests can only be admitted and can only speak with the approval of Town Meeting Members.

LYNNFIELD TOWN WARRANT

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN ELECTION - APRIL 10, 2017

ANNUAL TOWN MEETING - APRIL 24, 2017

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 10, 2017 at 7:00 a.m., then and there to bring in their votes on one ballot for the choice of all necessary Town Officers for the ensuing year, chosen in this manner, viz.: one Board of Selectmen member for three years; one Town Moderator for one year; one Board of Assessors member for three years; one Board of Library Trustee member for three years; one Board of Library Trustees member for one year remaining on an unexpired three-year term; one School Committee member for three years; one Planning Board member for five years; and one Housing Authority member for five years.

The Polls in each precinct will open at 7:00 a.m., and will be closed at 8:00 p.m., on said April 10, 2017. 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 24, 2017 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 2018 runs from July 1, 2017 through June 30, 2018.

What is the Finance Committee?

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

Finance Committee Members

<u>Member</u>	<u>Appointment</u>	<u>Term Expires</u>
Jack Dahlstedt, Chairman	Selectmen	Jun-18
Chris Mattia, Vice Chairman	Moderator	Jun-17
Bob Priestley	Moderator	Jun-19
AJ Qualtieri	Moderator	Jun-17
Gene Covino	Moderator	Jun-18
Jason Caggiano	Moderator	Jun-19
Kevin Sullivan	Moderator	Jun-18
Robert Look	Selectmen	Jun-19
Stephen Riley	Selectmen	Jun-19
Thomas Kayola	Selectmen	Jun-18
Thomas Kennedy	Selectmen	Jun-17
Debbi Mallett-Secretary		

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

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 2017 Fiscal Year where balances are below projected expenditures for various reasons; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 5. 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 to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 6. To see if the Town will vote to accept M.G.L. Chapter 44, Section 53F ³/₄, to establish a special revenue fund known as the PEG Access and Cable Related Fund to receive cable franchise fees and other cable-related revenues for appropriation to support PEG access services, oversight, and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2018, which begins on July 1, 2017, or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 6

Recommendations of the Finance Committee

ARTICLE 7. 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 necessary town charges and expenses; or to take any other action in connection therewith.

Submitted by **BOARD OF SELECTMEN**

Finance Committee recommendations on the following pages:

Status of Town Funds

	Projected balance at June 30, 2017	FY2018 Additional (USE)	FinCom/BOS Projected FY18 Beg. balance
Stabilization Fund	\$ 1,535,000	\$ 200,000	\$ 1,735,000
Capital Maintenance Fund	1,125,000	200,000	1,325,000
Recreation Capital Trust	120,000		\$ 120,000
OPEB Trust Fund	625,000	300,000	925,000
Sale of Real Estate	2,480,754		2,480,754
Free Cash	2,607,692	(1,796,418)	811,274
Cemetery Funds			
Lot Sales Principal	44,000	(20,000)	24,000
Golf Enterprise Retained Earnings	8,940		8,940
Ambulance Enterprise Retained Earnings	42,882		42,882
Totals	\$ 8,589,268	\$ (1,116,418)	\$ 7,472,850

RESERVE FUND TRANSFERS - fiscal year to date through March 31, 2017

Fiscal Year 2017 Town Meeting Appropriation	\$ 45,000
<i>Less Transfers:</i>	-
Reserve Fund balance as of March 31, 2017	\$ 45,000

Recommendations of the Finance Committee

Revenue	Revised FY 2017	Recommended FY 2018	Yr/Yr Change \$	Change %
Prior year levy limit	\$ 38,199,521	\$ 39,753,350	\$ 1,553,829	4.07%
2 1/2 % increase	954,988	993,834	38,846	4.07%
New growth	598,841	300,000	(298,841)	-49.90%
Total property taxes	39,753,350	41,047,184	1,293,834	3.25%
Override		-		
State provided funds	5,347,062	5,411,077	64,015	1.20%
Debt exclusions & tax offsets	2,704,702	2,623,367	(81,335)	-3.01%
Projected local receipts	4,700,000	4,900,000	200,000	4.26%
Colonial revenue	-	-		
Free cash	1,760,000	1,796,418	36,418	2.07%
Overlay surplus	-	-		
Building reserve fund	-	-		
Cemetery & funds	20,000	20,000	-	0.00%
Reserve for approp (septic)	32,641	32,656	15	0.05%
American Legion fund	990	990		
Borrowing	849,000			
Reserve for approp (cable)	-	101,321		
Stabilization fund	-	-		
Ambulance enterprise	-	-		
Telecommunications fund	-	-		
Total Revenue	\$ 55,167,745	\$ 55,933,013	\$ 765,268	1.39%

Expenses

Operating budget

General government	2,432,250	2,560,743	128,493	5.28%
Public safety	4,679,590	4,775,874	96,284	2.06%
Public works	6,657,819	7,008,424	350,605	5.27%
Human services	490,061	511,543	21,482	4.38%
Culture & recreation	896,664	936,723	40,059	4.47%
Education (incl. Health & Vocational)	25,776,596	26,784,272	1,007,676	3.91%
Debt & interest	3,298,159	3,498,431	200,272	6.07%
Employee benefits	6,286,165	6,761,787	475,622	7.57%
Total Operating Budget	50,517,304	52,837,797	2,320,493	4.59%

Other Expenditures

Allow for abate/exemptions	\$200,000	\$200,000	-	-
Deficit accounts	275,000	275,000	-	-
Building reserve fund payment	-	-		
Capital budget	2,528,908	1,796,418	(732,490)	-28.96%
Transfer to OPEB	-	-		
Transfer to capital maintenance fund	200,000	200,000	-	0.00%
Appropriation to stabilization fund	200,000	200,000	-	0.00%
Offset for direct expenditures	15,622	15,609	(13)	-0.08%
Other expenditures total	3,419,530	2,687,027	(732,503)	-21.42%
Cherry sheet charges	377,255	386,279	9,024	2.39%
Total Expenditures	\$ 54,314,089	\$ 55,911,103	\$ 1,597,014	2.94%

Surplus/(Deficit)	\$ 853,656	\$ 21,910
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Recommendations of the Finance Committee

FY 2018 Operating Budget

Line #		Final FY 2016	Voted FY 2017	Transfers	Revised FY 2017	Recommended FinCom/BOS FY 2018	FY17 vs FY18 Variance	FY17 vs FY18 %
General Government								
1	Selectmen's Salaries	\$ 2,250	\$ 2,250	-	\$ 2,250	\$ 2,250	-	0.00%
2	Town Administrator's Salary	178,500	178,500	8,064	186,564	187,537	973	0.52%
3	Administrative Salary	64,666	64,666	1,615	66,281	67,939	1,658	2.50%
4	Professional Services	92,000	82,000	-	82,000	82,000	-	0.00%
5	Pay Rate Increase Fund	43,406	400,000	(283,709)	116,291	50,000	(66,291)	-57.00%
6	Town Report	-	-	-	-	-	-	-
7	Prop & Liab. Insurance	537,150	632,297	-	632,297	695,530	63,233	10.00%
8	Other Expenses	18,000	21,000	-	21,000	21,000	-	0.00%
8a	Cable Access Salaries					66,321		
8b	Cable Access Expense					20,000		
8c	Cable Access Capital					15,000		
	Selectmen	935,972	1,380,713	(274,030)	1,106,683	1,207,577	100,894	9.12%
9	Accountant's Salary	120,000	99,000	12,500	111,500	114,000	2,500	2.24%
10	Clerical Salary	54,665	55,660	1,095	56,755	58,179	1,424	2.51%
11	Expenses	4,255	4,605	-	4,605	5,005	400	8.69%
	Town Accountant	178,920	159,265	13,595	172,860	177,184	4,324	2.50%
12	Counsel's salary	-	-	-	-	-	-	-
13	Professional Services	75,000	75,000	-	75,000	75,000	-	0.00%
14	Expenses Law Books	2,200	2,200	800	3,000	3,000	-	0.00%
	Town Counsel	77,200	77,200	800	78,000	78,000	-	0.00%
15	Finance Director	-	-	-	-	-	-	-
	<i>Operations Support</i>							
16	Salaries	72,300	72,300	1,720	74,020	74,020	-	0.00%
17	Expenses	42,900	45,400	-	45,400	45,400	-	0.00%
	<i>Information Systems</i>							
18	Salary	-	-	-	-	-	-	-
19	Expenses	149,700	160,700	-	160,700	179,276	18,576	11.56%
	<i>Tax Collector</i>							
20	Collector Salary	-	-	-	-	-	-	-
21	Collector Expenses	20,450	20,450	-	20,450	20,450	-	0.00%
21A	Senior Tax Work-Off Program	9,000	9,000	-	9,000	9,000	-	-
	<i>Treasurer</i>							
22	Treasurer's Salaries	169,594	170,994	5,610	176,604	183,790	7,186	4.07%
23	Treasurer's Expenses	21,240	21,240	7,500	28,740	28,740	-	-
	<i>Town Clerk</i>							
24	Town Clerk Salaries	108,944	110,480	2,537	113,017	119,314	6,297	5.57%
25	Clerk Expenses	29,100	40,740	-	40,740	31,315	(9,425)	-23.13%
26	Registrar's Expenses	-	-	-	-	-	-	-
27	Tax Title Proceedings	-	-	-	-	-	-	-
28	Elections	-	-	-	-	-	-	-
	Division of Finance & Operations	\$ 623,228	\$ 651,304	\$ 17,367	\$ 668,671	\$ 691,305	\$ 22,634	3.38%

Line 1. Board annual compensation – Chairman, \$850; Members, two at \$700 each.
 Line 2. Total salary for Town Administrator
 Line 3. Assistant to Town Administrator salary.

Line 4. Annual town audit, actuarial valuation, engineering, external legal, transition period with new Town Administrator, other professional services.
 Line 5. Total FY18 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.

Line 8A. Cable/PEG Access Director Salary
 Line 8B. Cable/PEG Access expenses related to operating cable studio.
 Line 8C. Cable/PEG Access capital equipment

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

Line 13. Town Counsel services and expenses in connection with legal matters concerning Town of Lynnfield.

Line 14. Expenses related to law book updates.

Line 16. Clerical support to Treasurer’s office 1FT, 1PT personnel.

Line 17. Includes postage for Town Hall departments; 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. Election expenses decreased in FY 18 due to the number of regular elections occurring.

Recommendations of the Finance Committee

FY 2018 Operating Budget

Line #		Final FY 2016	Voted FY 2017	Transfers	Revised FY 2017	Recommended FinCom/BOS Budget	FY17 vs FY18 Variance	FY17 vs FY18 %
29	Board Salaries	\$ 11,500	\$ 11,500	-	\$ 11,500	\$ 11,500	-	0.00%
30	Other Salaries	127,711	127,711	842	128,553	131,793	3,240	2.52%
31	Professional Services	33,800	33,800	16,000	49,800	41,435	(8,365)	-16.80%
32	Assessment Update	9,200	9,200	-	9,200	8,200	(1,000)	-10.87%
33	Expenses	11,970	11,970	-	11,970	11,970	-	0.00%
	Board of Assessors	194,181	194,181	16,842	211,023	204,898	(6,125)	-2.90%
34	Salary	45,056	45,355	932	46,287	48,952	2,665	5.76%
35	Expenses	3,286	3,286	-	3,286	3,286	-	0.00%
	Planning Board	48,342	48,641	932	49,573	52,238	2,665	5.38%
36	Board of Appeal expenses	2,741	2,741	-	2,741	2,741	0	0.01%
37	Salaries	79,006	79,006	1,975	80,981	85,082	4,101	5.06%
38	Expenses	2,334	2,334	-	2,334	2,334	(0)	0.00%
39	Professional Services	1,545	1,545	-	1,545	1,545	-	0.00%
40	Open Space	1,545	1,545	-	1,545	1,545	-	0.00%
	Conservation Commission	84,430	84,430	1,975	86,405	90,506	4,101	4.75%
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	3,000	3,000	-	3,000	3,000	-	0.00%
45	Expenses	420	420	-	420	420	-	0.00%
46	Finance Committee Report	1,800	1,800	-	1,800	1,800	-	0.00%
47	Reserve Fund	45,000	45,000	-	45,000	45,000	-	0.00%
	Finance Committee	50,220	50,220	-	50,220	50,220	-	0.00%
	Total General Government	\$ 2,201,308	\$ 2,654,769	\$ (222,519)	\$ 2,432,250	\$ 2,560,743	\$ 128,493	5.28%

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

Recommendations of the Finance Committee

FY 2018 Operating Budget

Line #	Final FY 2016	Voted FY 2017	Transfers	Revised FY 2017	Recommended	FY17 vs FY18	FY17 vs FY18	
					FinCom/BOS Budget	Variance	%	
PUBLIC SAFETY								
48	Chief's Salary (incl. holidays) \$ 169,087	\$ 169,087	\$ 9,896	\$ 178,983	\$ 182,629	\$ 3,646	2.04%	
49	Other Salaries (incl. holidays) 1,957,107	2,013,293	40,942	2,054,235	2,093,942	39,707	1.93%	
50	Officer's Overtime 400,383	375,000	15,000	390,000	384,375	(5,625)	-1.44%	
51	Officers Training 96,000	125,000	3,000	128,000	127,955	(45)	-0.04%	
52	Other Expenses 197,330	204,000	-	204,000	206,274	2,274	1.11%	
	Police	2,819,907	2,886,380	68,838	2,955,218	2,995,175	39,957	1.35%
53	Chief's Salary (incl. holidays) 114,444	114,444	-	114,444	117,306	2,862	2.50%	
54	Full time Salaries (incl. holidays) 640,784	744,373	22,707	767,080	801,544	34,464	4.49%	
55	Call Dept. Salaries 319,494	441,078	11,027	452,105	463,132	11,027	2.44%	
56	Fire Alarm Salaries 13,267	13,267	675	13,942	14,283	341	2.45%	
57	Fire Dept. Expenses 107,033	107,033	10,000	117,033	114,294	(2,739)	-2.34%	
58	ALS -	-	-	-	-	-	-	
59	Fire Alarm Expenses 8,128	8,128	-	8,128	8,918	790	9.72%	
60	Hydrant Rental -	-	-	-	-	-	-	
	Fire	1,203,150	1,428,323	44,409	1,472,732	1,519,477	46,745	3.17%
61	Other Salaries 68,662	70,162	1,615	71,777	75,700	3,923	5.47%	
62	Professional Services 125,195	125,195	15,000	140,195	145,195	5,000	3.57%	
63	Expenses 11,211	11,211	-	11,211	11,211	-	0.00%	
	Div of Zoning & Inspection	205,068	206,568	16,615	223,183	232,106	8,923	4.00%
64	Director's Salary 250	250	-	250	250	-	0.00%	
65	Expenses 1	1	-	1	1	-	0.00%	
	Civil Defense	251	251	-	251	-	0.00%	
66	Dog Officer's Salary 26,352	26,352	-	26,352	27,011	659	2.50%	
67	Expenses 1,854	1,854	-	1,854	1,854	-	0.00%	
	Dog Officer	28,206	28,206	-	28,206	659	2.34%	
Total Public Safety	\$ 4,256,582	\$ 4,549,728	\$ 129,862	\$ 4,679,590	\$ 4,775,874	\$ 96,284	2.06%	

Police Department

- Line 48. Police Chief salary; Quinn incentive pay, EMT stipend, holidays, longevity.
Line 49. Includes salaries for 1 Captain, 5 sergeants, patrolmen, dispatchers, traffic supervisors, 1 clerical, and 1 matron; Also includes; longevity pay, holiday pay, & Education Incentive pay.
- Line 50. Overtime for vacation and sick coverage, investigations, court appearances.
Line 51. Overtime charges for training or for training-caused coverage. Training costs to meet mandatory in-service training and training of new officers.
- Line 52. Expense lines include uniforms, vehicle maintenance including dog officer's car, telephone equipment, service, and data processing, office supplies, training, radio maintenance, dues and subscriptions, medical support for cruisers, public safety/software maintenance, equipment, photo ID, other.

Fire Department

- Line 53. Fire Chief Salary.
Line 54. Includes salaries for full-time firefighters, overtime pay for firefighting and training, holidays, longevity, and school credits. In FY 18 includes the equivalent of 2 FT staff to cover the new staffing plan.
- Line 55. Includes salaries for call firefighters in response to fires and other calls, standbys during storms, training, vacation/sick coverage etc. Moved all EMS salaries to the Emergency Medical Services Enterprise Fund.
- Line 57. Expenses related to maintenance and repair of aging vehicles, needed parts, firefighting tools and equipment, clothing, telephone, radio maintenance and miscellaneous other.
- .
- Line 61. Includes salaries for electrical, gas, and plumbing inspectors, clerical support and sealer of weights and measures.
- Line 62. Salary reimbursement to Town of Wakefield for shared inspector, regional building inspection activities.
- Line 63. Expenses relate to office supplies, dues and seminars, subscriptions, travel and misc. other.
- Line 65. To keep account open as required by law.
- Line 66. Salaries for Dog Officer.
Line 67. Veterinarian, telephone, other.

EMERGENCY MEDICAL SERVICES ENTERPRISE FUND:

Effective FY04, the Town established the Emergency Medical Services Enterprise Fund. Revenues and medical supply expenses related to Town of Lynnfield Ambulance Service are received into and paid directly from this fund.

Recommendations of the Finance Committee

FY 2018 Operating Budget

Line #		Final FY 2016	Voted FY 2017	Transfers	Revised FY 2017	Recommended FinCom/BOS Budget	FY17 vs FY18 Variance	FY17 vs FY18 %
Public Works								
68	Director Salary	\$ 105,463	\$ 105,463	\$ -45,000	\$ 150,463	\$ 128,125	(22,338)	-14.85%
69	Other Salaries	373,087	376,170	13,596	389,766	401,149	11,383	2.92%
70	Motor Fuel/oil	195,000	134,000	-	134,000	134,000	-	0.00%
71	Other Expenses	9,500	9,500	-	9,500	9,500	-	0.00%
	Administration	683,050	625,133	58,596	683,729	672,774	(10,955)	-1.60%
72	Salaries	883,012	912,750	(9,050)	903,700	940,592	36,892	4.08%
73	Expenses	893,720	418,620	-	418,620	543,620	125,000	29.86%
	Highway	1,776,732	1,331,370	(9,050)	1,322,320	1,484,212	161,892	12.24%
74	Salaries	-	-	-	-	-	-	-
75	Expenses	25,000	25,000	-	25,000	25,000	-	0.00%
	Sidewalk Construction & Maint.	25,000	25,000	-	25,000	25,000	-	0.00%
76	Snow & Ice removal salary and expenses	120,000	120,000	-	120,000	120,000	-	0.00%
77	Street lighting expenses	180,000	180,000	-	180,000	180,000	-	0.00%
78	Rubbish Collection expenses	791,800	844,200	-	844,200	852,400	8,200	0.97%
79	Salaries	984,963	981,188	32,982	1,014,170	1,089,454	75,284	7.42%
80	Energy Supply	699,000	724,000	-	724,000	724,000	-	0.00%
81	Expenses	964,490	1,166,490	13,743	1,180,233	1,243,700	63,467	5.38%
	School Maintenance & Buses	2,648,453	2,871,678	46,725	2,918,403	3,057,154	138,751	4.75%
82	Salaries	229,964	232,405	5,762	238,167	245,384	7,217	3.03%
83	Expenses	326,000	326,000	-	326,000	371,500	45,500	13.96%
	Town Building Maintenance	555,964	558,405	5,762	564,167	616,884	52,717	9.34%
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		\$ 6,780,999	\$ 6,555,786	\$ 102,033	\$ 6,657,819	\$ 7,008,424	\$ 350,605	5.27%

- Line 68. Director Salary.
 Line 69. Assistant Director of Facilities, Asst. Director of School Operations, Department Secretary, 1 FT clerical, and Town Engineer. Increase includes an additional intern salary for support on special engineering projects plus additional contractual and step raises.
- Line 70. For all Town-owned vehicles.
 Line 71. Expenses related to office supplies, and copier maintenance contract.
- Line 72. Effective FY05, Cemetery, Parks and Tree department and Cemetery Renovation and Upgrades department (lines 84-87) have been removed and the functions combined with Highway department to allow for maximum flexibility and assignments relative to personnel and tasks. Combined department salaries include: General working foreman, foremen, crew supervisors, equipment operators, and equipment maintenance worker. Combined expenses include clothing allowance, summer help, overtime, and longevity.
- Line 73. Expense Lines include road maintenance, street sweeping, vehicle maintenance, basin and storm drain maintenance, street striping, equipment repair/rent (tree work), park materials, cemetery materials, and misc. other. In FY 18 the number is increased to cover expenses related to additional field maintenance.
- Line 75. Ongoing sidewalk construction repair and maintenance.
- Line 76. If line item is increased, it cannot be decreased in future years, however it had been increased for FY09 since experience has shown the past amounts were not even close to sufficient for even a mild winter. If appropriation is exceeded, excess can either be transferred to following year as an addition to the tax levy or be handled in the Special Town Meeting in April.
- Line 77. Electric bills and maintenance of Town- and utility-owned lights.
- Line 78. Contractual cost for trash collection services. In FY18 this reflects the completion of a new contract with the rubbish disposal providers
- 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 FY18 includes one additional contracted bus and substitute drivers/buses.
- 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.

Recommendations of the Finance Committee

FY 2018 Operating Budget

Line #		Final FY 2016	Voted FY 2017	Transfers	Revised FY 2017	Recommended FinCom/BOS Budget	FY17 vs FY18 Variance	FY17 vs FY18 %
Human Services								
90	Other Salaries	\$ 84,072	\$ 84,072	\$ 1,777	\$ 85,849	\$ 87,699	\$ 1,850	2.15%
91	Expenses	32,604	32,604	-	32,604	40,304	7,700	23.62%
	Board of Health	116,676	116,676	1,777	118,453	128,003	9,550	8.06%
92	Salary	266,037	266,017	49,338	315,355	320,977	5,622	1.78%
93	Expenses	26,949	26,949	-	26,949	26,949	-	0.00%
	Council on Aging	292,986	292,966	49,338	342,304	347,926	5,622	1.64%
94	Director's Salary	10,404	10,404	-	10,404	10,664	260	2.50%
95	Expenses	900	900	-	900	1,300	400	44.44%
96	Veterans Benefits	12,500	18,000	-	18,000	23,650	5,650	31.39%
	Veteran's Services	23,804	29,304	-	29,304	35,614	6,310	21.53%
	Total Human Services	433,466	438,946	51,115	490,061	511,543	21,482	4.38%
Culture & Recreation								
97	Director's Salary	93,064	85,000	2,125	87,125	88,961	1,836	2.11%
98	Other Salaries	497,385	502,563	18,428	520,991	523,666	2,675	0.51%
99	Expenses	194,620	195,816	13,850	209,666	230,014	20,348	9.70%
	Library	785,069	783,379	34,403	817,782	842,641	24,859	3.04%
100	Salaries	44,880	54,300	-	54,300	69,000	14,700	27.07%
101	Expenses	3,872	4,172	-	4,172	4,672	500	11.98%
	Recreation Commission	48,752	58,472	-	58,472	73,672	15,200	26.00%
102	Historical Commission expenses	8,280	15,910	-	15,910	15,910	-	0.00%
103	Memorial Day Observance expenses	4,000	4,500	-	4,500	4,500	-	0.00%
	Total Culture and Recreation	\$ 846,101	\$ 862,261	\$ 34,403	\$ 896,664	\$ 936,723	\$ 40,059	4.47%

- 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, contractual support.
- Line 92. Salaries for Director, Van Drivers (2) , Receptionist, Activity Coordinator, Trip Coordinator; Cook and Outreach Worker, net of anticipated grant.
- Line 93. Expenses for office supplies, telephone, paper products, seminars and dues, copier maintenance, travel, and Senior Meal Program.
- Line 96. Benefits for eligible Veterans.
- Line 97. Director Salary.
 Line 98. Salaries of Asst. Director, Full-time librarians, staff members and pages.
 Funding for Saturday coverage
- Line 99. Expenses for reading material mandated at 16% of budget; data processing and NOBLE fees, maintenance contract, book processing and office supplies, telephone, postage, misc. other.
- Line 100. Salary for FT Recreation Director.
 Line 101. Expenses for supplies, seminars, advertising and other miscellaneous expenses.
- Line 102. Expenses related to preservation supplies, seminar & dues registrations and misc. other. The Commission requested additional budgeted expenses to enhance current projects.
- Line 103. Memorial Day celebration expenses – refreshments/grave markers.

Recommendations of the Finance Committee

FY 2018 Operating Budget

Line #	Final FY 2016	Voted FY 2017	Transfers	Revised FY 2017	Recommended FinCom/BOS Budget	FY 17 vs FY 18 Variance	FY 17 vs FY 18 %
Education							
High School	\$ 428,139	\$ 428,139	\$ -	\$ 428,139	\$ 450,485	\$ 22,346	5.22%
Middle School	171,070	170,945	-	170,945	160,980	(9,965)	-5.83%
Huckleberry Hill School	126,200	125,200	-	125,200	120,700	(4,500)	-3.59%
Summer Street School	126,700	127,350	-	127,350	120,350	(7,000)	-5.50%
Sped/Preschool	199,786	199,000	-	199,000	194,500	(4,500)	-2.26%
SPED Out of District Tuitions/Contracted	509,983	574,254	-	574,254	860,266	286,012	49.81%
SPED Out of District Transportation	163,297	250,562	-	250,562	271,319	20,757	8.28%
Administration/Technology	571,875	609,531	-	609,531	619,977	10,446	1.71%
Non-Salary Expense	\$ 2,297,052	\$ 2,484,981	\$ -	\$ 2,484,981	\$ 2,798,577	\$ 313,596	12.62%
Salary Expenses	20,122,236	20,711,120	-	20,711,120	21,349,107	637,987	3.08%
Staffing requests							
High School	-	-	-	-	-	-	-
Middle School	-	-	-	-	21,120	21,120	-
Huckleberry Hill School	41,496	-	-	41,496	-	(41,496)	-
Summer Street School	-	-	-	-	36,234	36,234	-
Special Ed/Preschool	57,824	-	-	57,824	-	(57,824)	-
Administration	50,000	-	-	50,000	-	(50,000)	-
Technology	-	-	-	-	-	-	-
Total Salaries	20,122,236	20,860,440	-	20,860,440	21,406,461	546,021	2.62%
Offsets							
Activity Fees	(180,000)	(180,000)	-	(180,000)	(180,000)	-	0.00%
Community Schools	(80,000)	(140,000)	-	(140,000)	(140,000)	-	-
Kindergarten Revenue	(278,500)	(160,000)	-	(160,000)	(105,000)	55,000	-34.38%
Total Offsets	(538,500)	(480,000)	-	(480,000)	(425,000)	55,000	-11.46%
104 Net Salaries and Expenses	21,880,788	22,865,421	-	22,865,421	23,780,038	914,617	4.00%
104A School Health Insurance	2,332,000	2,518,560	50,000	2,568,560	2,644,488	75,928	2.96%
105 Tuition to Non-Public Schools	364,937	357,615	(15,000)	342,615	359,746	17,131	5.00%
Total Education	\$ 24,577,724	\$ 25,741,596	\$ 35,000	\$ 25,776,596	\$ 26,784,272	\$ 1,007,676	4.10%

LYNNFIELD SCHOOL SYSTEM DATA

PUPIL & EMPLOYEE COUNT

School Year	Pupils	Teachers/ Specialists	Aides/Tutors	School Admin	Central Office
2015-2016	2,234	201.7	61.6	26	10.5
2016-2017	2,227	203.9	68.9	26	10.5
2017-2018*	2,217	206	68.2	26	9.5

*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 Specialists

Aides

Special Education Aides, Kindergarten Aides, Tutors, Non Instructional Aides

School Admin

Principals, Asst. Principals, Special Services Director, Athletic Director, Secretaries, Clerks, Permanent Subs, Preschool Bus Driver

Central Office

Superintendent, Director of Teaching and Learning, Superintendent's Secretary, Business Office Staff, Technology Staff

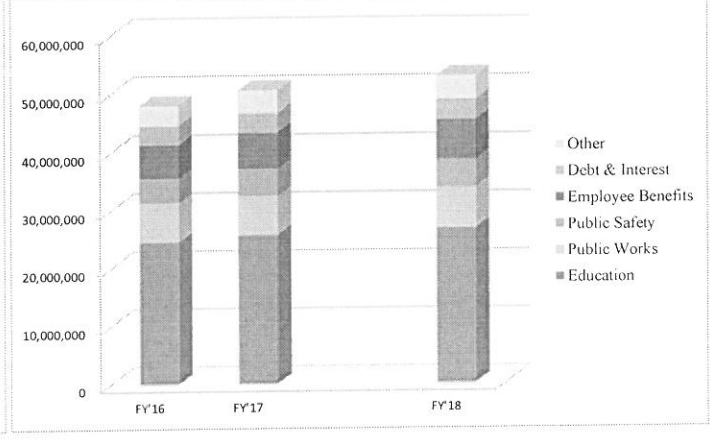
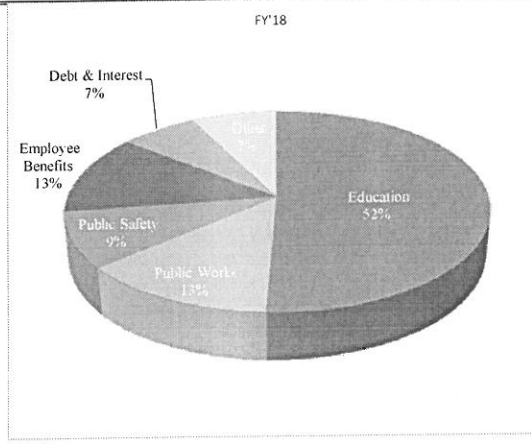
ENROLLMENT PROJECTION: 2017-2018 SCHOOL YEAR

	<u>Actual 2015-2016</u>	<u>Actual 2016-2017</u>	<u>Projected 2017-2018</u>	<u>Y/Y Change</u>	<u>Y/Y % Change</u>
PRESCHOOL - GRADE 4	895	896	895	-1	-0.1%
GRADES 5 - 8	698	704	681	-23	-3.3%
GRADES 9 - 12	641	627	641	14	2.2%
TOTALS	2,234	2,227	2,217	-10	-0.4%

Recommendations of the Finance Committee

FY 2018 Operating Budget

Line #		Final FY 2016	Voted FY 2017	Transfers	Revised FY 2017	Recommended FmConvBOS Budget	FY17 vs FY18 Variance	FY17 vs FY18 %
106	Short Term Interest Debt Exclusion	\$ -	-	-	-	-	-	-
107	Short Term Interest	\$ 17,500	\$ 22,280	\$ -	\$ 22,280	\$ 31,899	\$ 9,619	43.17%
108	Long Term Principal Payment	353,000	348,068	-	348,068	611,559	263,491	75.70%
109	Long Term Interest	154,232	190,468	-	190,468	198,950	8,482	4.45%
110	Long Term Principal Debt Exclusion	2,009,000	2,056,641	-	2,056,641	2,049,000	(7,641)	-0.37%
111	Long Term Interest Debt Exclusion	713,688	648,061	-	648,061	574,367	(73,694)	-11.37%
112	Septic Loan Program	32,626	32,641	-	32,641	32,656	15	0.05%
	Debt & Interest	3,280,046	3,298,159	-	3,298,159	3,498,431	200,272	6.07%
113	Pension Contributions	2,308,330	2,451,114	(32,795)	2,418,319	2,645,990	227,671	9.41%
114	Town Health/Life/Disability Insurance	372,360	2,939,025	-	2,939,025	3,085,976	146,951	5.00%
114A	Public Safety Health Insurance	247,510	-	-	-	-	-	-
114B	DPW Health Insurance	333,900	-	-	-	-	-	-
114C	Library Health Insurance	56,710	-	-	-	-	-	-
114D	Council on Aging Health Insurance	14,840	-	-	-	-	-	-
114E	Retiree Health Insurance	1,696,000	-	-	-	-	-	-
115	Medicare - F.I.C.A	429,075	485,000	-	485,000	485,000	-	0.00%
116	Workers' Compensation Insurance	174,451	183,174	15,000	198,174	198,174	-	0.00%
117	Other	4,047	4,047	-	4,047	5,047	1,000	24.71%
118	Unemployment Compensation	41,600	41,600	-	41,600	41,600	-	0.00%
119	OPEB Trust	-	200,000	-	200,000	300,000	100,000	50.00%
	Employee Benefits	5,678,823	6,303,960	(17,795)	6,286,165	6,761,787	475,622	7.57%
TOTAL OPERATING BUDGET		\$ 48,055,049	\$ 50,405,205	\$ 112,099	\$ 50,517,304	\$ 52,837,797	\$ 2,320,493	4.59%



- Lines 108 and 109 Principal and interest on borrowing initiatives for municipal purposes
Including fields projects, various DPW Trucks, and Fire Truck..
- Lines 110 and 111 Debt excludes principal and interest for School Project and Golf Course
purchase.
- Line 112 Funded by septic betterment receipts of homeowner.
- Line 113. Annual contribution to Essex County Retirement Board (Town employees
excluding teachers)
- Line. 114 Health Insurance for Town employees, Dental and Life Insurance for all
employees.
- Line 115. Medicare matching payroll tax paid on employees hire since 1/1/1986.
- Line 119 Funding for the OPEB (Other Post Employee Benefits) Trust. Since FY17
this item is appropriated directly to the Operating Budget

Recommendations of the Finance Committee

ARTICLE 8. To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds or by borrowing, or from any or all such sources, sums of money for the purchase of various equipment and items in the nature of capital expenditure and to give authority to credit the value of the various old equipment to be turned in toward the purchase price of said items, said sums of money to be expended under the direction of various Town boards, committees, or officers; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 8

FY 2018 Capital Budget

Technology	\$ 250,000	Personal Protective Gear	15,000
School Department	250,000	Washer/Extractor	8,500
Furniture	1,500	IV Pumps for Ambulances	14,400
Accountant	1,500	Replace 2 Ambulance Stretchers	26,000
Stormwater drainage: Lakewood, Lockwood, Beechwood.	25,000	Automatic External Defib: Police Cruiser	4,500
Pillings Pond algae treatment	25,000	Automatic External Defibrillators: Fire	10,500
Conservation	50,000	Staff Car replacement	38,000
War memorial	10,000	Radio Infrastructure	39,000
Veterans Affairs	10,000	Hose replacement	5,000
20 Passenger Van	80,000	Information Technology	5,000
Council on Aging	80,000	Fire Department	165,900
Fixing of Emergency Exit	1,200	Bus Replacement	35,000
Telephone installation and service in elevator	1,500	Storm water compliance Phase 1 NPDES	25,000
Library	2,700	Repair underground sewer plumbing on Amen	15,000
Cruiser - 1 Chevy Tahoe	52,469	Replace septic system flow meters	16,000
Cruiser - 1 Ford Explorer	40,648	Road Construction	500,000
Radio site replacement	39,000	Town Hall window replacement	30,000
3 Taser Units plus equipment	2,900	Town Hall siding repair	20,000
2 Patrol Rifles plus equipment	4,000	Town Hall steeple siding repair and painting	10,000
3 Supervisor Workstations	3,351	School Security	150,000
Server Replacement (2 yr. project)	7,500	DPW Garage air quality improvements	200,000
Radar Traffic Trailer with Video	14,500	Expansion of Willow Cemetery	15,000
Police Department	164,368	Replace highway hot box	35,000
		Two floor scrubber machines	8,000
		Two bathroom cleaning carts	4,700
		Two floor buffers machines	8,250
		Public Works	1,071,950
		Total Capital	1,796,418

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

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 9

ARTICLE 10. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the town's Capital Facilities Fund, or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 10

ARTICLE 11. To see if the Town will vote to re-establish the following Revolving Funds as provided for in Massachusetts General Laws, Chapter 44, Section 53E1/2; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 11

<u>Revolving Fund</u>	<u>Purpose</u>	<u>Revenue Source</u>	<u>Authorized to Expend Funds</u>	<u>Maximum Expenditure</u>
Council on Aging	To provide programs for Seniors	Fees Collected for Sr. Center Activities and Field trips	Council on Aging	50,000.00
Board of Health	To provide services to operate Flu Clinic	Flu Clinic Fees	Board of Health	15,000.00
Library	To address replacement of lost library books.	Lost Book Fees	Library Trustees	10,000.00
Recreation	To provide recreation activities, field trips and field maintenance.	Fees Collected from programs	Recreation Commission	250,000.00
Public Works	To provide maintenance and upkeep of athletic fields	Athletic Field Maintenance Fees	Director of DPW	60,000.00
Public Works	To provide maintenance and upkeep of Merritt Center	Rental Fees from Merritt Cultural Center	Director of DPW	10,000.00

ARTICLE 12. 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 2018 from persons using said service; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 13. 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 2018 from persons using the golf courses; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 14. To see if the Town will vote, pursuant to General Laws Chapter 39, Section 15, to amend the General Bylaws by adding the following:

“Article IV – Two-Thirds Votes

“§ 45-5. If at any town meeting a two-thirds vote is required by statute, the moderator may declare the result on the basis of a voice vote without a count, unless the moderator's declaration is challenged by seven (7) or more voters before the meeting has proceeded to the next article.”;

or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 14

ARTICLE 15. To see if the Town will vote to raise and appropriate, or appropriate by transfer from available funds or by borrowing, or from any or all such sources, a sum of money for the design, construction, furnishing and equipping of a clubhouse at the King Rail Reserve Golf Course and site work at that location, or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 16. To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 16

ARTICLE 17. To see if the Town will vote to re-codify the Zoning Bylaw by taking the following steps:

1. Delete, in their entirety, the following provisions of the existing Zoning By-law, sections 1 – 15, but NOT the Zoning Map:
2. Substitute all the provisions in the document entitled “Re-codified Zoning Bylaw” as recommend by the Planning Board;

or to take any other action in connection therewith.

Submitted by PLANNING BOARD

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 18. To see if the Town will vote to amend the re-codified Zoning Bylaw by amending the section entitled “Commencement of Construction or Operation” by Changing the words “SIX MONTHS” to “TWELVE MONTHS”;

or to take any other action in connection therewith.

Submitted by PLANNING BOARD

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 19. To see if the Town will vote to amend the re-codified Zoning Bylaw by amending the section regarding the “Lapse” of “Special Permits” by changing the words “TWENTY FOUR MONTHS” to “THIRTY SIX MONTHS”;

or to take any other action in connection therewith.

Submitted by PLANNING BOARD

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 20. To see if the Town will vote to amend the Zoning Bylaws by adding as Section 7.7 the following:

“7.7 Marijuana Establishments Forbidden

“The operation of any marijuana establishment, as defined in G.L. c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012.”;

or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 20

ARTICLE 21. To see if the Town will vote to amend the General Bylaws by adding as Chapter 170, Section 170-1, the following:

“170-1. Marijuana Establishments Forbidden

“The operation of any marijuana establishment, as defined in G.L. c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, within the Town is prohibited. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012.”;

or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 21

ARTICLE 22. To see if the Town will vote to amend the Zoning Bylaws by adding the following:

“7.7 Temporary Moratorium on Marijuana Establishments

“7.7.1. Purpose

“At the Massachusetts election held on November 8, 2016, the voters of the Commonwealth approved a new law which, among other things, established G.L. c. 94G, entitled ‘Regulation of the Use and Distribution of Marijuana Not Medically Prescribed.’ That statute permits ‘marijuana establishments’ to be licensed by a new Cannabis Control Commission (the ‘Commission’) throughout Massachusetts for the cultivation, testing, manufacture and sale of marijuana products. The Commission was initially to promulgate regulations concerning marijuana establishments by September 15, 2017, which date has been extended to March 15, 2018 by Chapter 351 of the Acts of 2016. The regulation of recreational marijuana raises many complex questions concerning law, planning and public safety. The Town cannot adequately address those questions until the Commission issues its regulations. The purpose of this temporary moratorium is to provide the Town time for study, reflection and decision concerning the said regulations and the challenges posed by recreational marijuana.

“7.7.2. Temporary Moratorium

“For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaws to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a ‘marijuana establishment’ as defined in G.L. c. 94G, § 1. This moratorium shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012. The moratorium shall be in effect through June 30, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana on the Town, consider the regulations to be issued by the Commission, determine whether the Town should ban any or all types of marijuana establishments within the Town, decide whether to prohibit on-site consumption of marijuana products at marijuana establishments, and otherwise weigh its options in addressing the issues raised by recreational marijuana.

“7.7.3. Severability

“The provisions of this Section are severable. If any provision, paragraph, subsection, sentence or clause hereof, or the application thereof to any person, establishment or circumstance, shall be held invalid or illegal, such invalidity or illegality shall not affect the other provisions hereof, or the application hereof to other persons, establishments or circumstances.”;

or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 23. To see if the Town will vote to amend the Town of Lynnfield Zoning Bylaws in the following respects:

1. By amending Section 9.5.4 (Definitions) as follows:

By amending the definition of "Recreational Use" by inserting after the words "but not including a cinema" the words "other than a Town Center Theater", so that said definition, as so amended, would read:

"Recreational Use - The principal use or intended principal use of land or structures for relaxation, entertainment, amusement, sports, or the like, whether on a fee or non-fee basis, but not including a cinema other than a Town Center Theater."

By inserting at the end of said Section a new definition entitled: "Town Center Theater" as follows:

"Town Center Theater - A theater designed and constructed for the primary purpose of showing films or video which satisfies each of the following criteria:

- (a) no more than eight hundred (800) theater seats;
- (b) no more than eight (8) screens;
- (c) no more than 39,000 square feet of Gross Leasable Floor Area;
- (d) shall include premium seating and state of the art projection and sound and may also include enhanced food and beverage service; and
- (e) the location is limited to that portion of the Traditional Neighborhood Village Sub-District labeled "Proposed Location of Town Center Theater" as shown on the accompanying plan entitled "MarketStreet Lynnfield" dated March 13, 2017, prepared for Market Street Retail South LLC."

2. By amending Section 9.5.6 (Prohibited Uses or Activities in the PVDD) as follows:

In No. 14, by adding the words “except that a Town Center Theater shall be an allowed use only in the portion of the Traditional Neighborhood Village Sub-District shown on the plan referenced in Section 9.5.4” after the word “Cinema,” so that Subsection 14, as so amended, would read:

“Cinema, except that a Town Center Theater shall be an allowed use only in the portion of the Traditional Neighborhood Village Sub-District shown on the plan referenced in Section 9.5.4.”

3. By amending Section 9.5.7.4(b) (Height in Traditional Neighborhood Village Sub-District) by adding the following sentence at the end:

“The maximum height of a Town Center Theater shall be one (1) story and forty (40) feet.”

So that Section 9.5.7.4(b), as so amended, would read as follows:

“(b) In the Traditional Neighborhood Village Sub-District, the maximum height of a one story building shall be thirty (30) feet, the maximum height of a two story building shall be forty-five (45) feet, provided further that an architectural feature of a building located at a corner or at the end of a streetscape may be permitted up to sixty (60) feet in height at locations designated in the Design Standards provided that the portion of the architectural feature above forty-five (45) feet is not occupied. The maximum height of a Town Center Theater shall be one (1) story and forty (40) feet.”

4. By amending Table 9.5.8-1 (Parking) to add the following new line item after the “Residential Use” line item:

Town Center Theater	1 space per 3 seats.
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5. By amending Section 9.5.7.9 (Dimensional and Other Requirements) (Total allowable non-residential uses) by adding the following language:

In the first sentence thereof:

By adding the words “and Town Center Theater” after the word “recreational” and before the word “uses”;

By adding the words “and Town Center Theater” after the word “retail” and before the word “portions”;

By adding the words “and Town Center Theater” after the word “retail” and before the word “spaces”; and

By deleting the figure “50,000” and substituting the words and figure “at least 25,000.”

In the second sentence thereof:

By deleting the figure “50,000” and substituting the figure “25,000”;

So that Section 9.5.7.9, as so amended, would read as follows:

“9. Total allowable non-residential uses. The total non-residential uses within the PVDD, including retail, restaurant, office, recreational and Town Center Theater uses, but excluding the 55,000 square feet of Gross Leasable Floor Area of the fitness facility in existence on the date of adoption of this Section 9.5, shall not exceed a total of 475,000 square feet of Gross Leasable Floor Area; provided, however, that this total shall include at least 25,000 square feet of Gross Leasable Floor Area that is located solely on the second floor of a building; and provided further that, for retail and Town Center Theater portions of a Development Project, the difference between Gross Leasable Floor Area and the Gross Floor Area of all retail and Town Center Theater spaces shall not exceed five percent (5%). Nothing in this section shall limit the right of the Applicant to propose that greater than 25,000 square feet of Gross Leasable Floor Area be located on the second floor of a building, subject to compliance with the Dimensional Standards in this Section 9.5.7.”

Submitted by PETITION

Finance Committee Does Not Recommend Article 23

ARTICLE 24. To determine if the Town will vote to authorize the Board of Selectmen, in the name and behalf of the Town, to execute a lease of up to 99 years with the Massachusetts Bay Transportation Authority (the “MBTA”) for all or any portion of the land, premises, easements, rights-of-way and other rights in Lynnfield comprising the former Newburyport Branch railroad right-of-way acquired by the MBTA by Order of Taking dated February 16, 1977, and recorded in the Essex South District Registry of Deeds at Book 6333, Page 298, and by Supplementary Order of the District Court of the United States for the District of Massachusetts Regarding First Step of The Trustees’ Plan of Reorganization dated November 30, 1976, and recorded with said Deeds at Book 6311, Page 392, and by Indenture dated December 24, 1976 and recorded with said Deeds at Book 6311, Page 396, and by Mortgage Deed dated December 24, 1976 and recorded with said Deeds at Book 6311, Page 506, for the purposes of establishing, constructing, operating and maintaining a multi-use Rail Trail, with related facilities and

improvements, for non-motorized transportation, open space and recreation purposes including walking, running, road and mountain bicycling, wheelchairs, accessible cycling equipment, inline skating, scooters, tricycles, rolling backpacks, strollers, cross-country skiing, snow-shoeing, and other forms of active and passive recreation, and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, or to take any other action in connection therewith.

Submitted by PETITION

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 25. To see if the Town will vote to raise and appropriate, or appropriate by transfer from available funds or by borrowing, or from any or all such sources, a sum of money for engineering, design, construction, site work and other improvements to Town athletic facilities, or to take any other action in connection herewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 26. To see if the Town will vote to raise and appropriate, or appropriate by transfer from available funds or by borrowing, or from any or all such sources, a sum of money for improvements to Jordan Park, or to take any other action in connection herewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 27. To see if the Town will vote to raise and appropriate, or appropriate by transfer from available funds or by borrowing, or from any or all such sources, a sum of money for engineering, design, construction, site work and other improvements to Middle School fields, track and athletic facilities, or to take any other action in connection herewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred Until Town Meeting

ARTICLE 28. To see if the Town will vote to amend the General Bylaws by deleting Section 115-3.C, and replacing it with the following::

“§ 115-3.C. No person shall permit a dog or other domesticated animal owned or kept by such person, his or her agent or servant on any artificial turf field or **any other athletic playing surface** within the Town.”

or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 28

ARTICLE 29. To see if the Town will vote to adopt the following resolution and raise and appropriate or transfer from other available funds the sum of \$500 for the completion of this resolution.

Whereas, this is the 25th anniversary of the line of duty death of Lynnfield Firefighter Alan C. Melanson, who is the only line of duty death ever suffered by the Town's Fire Department; Be it resolved in memory of his sacrifice that the grateful citizens of Lynnfield hereby dedicate the Lynnfield Middle School in his name to hereinafter be forever known as the Alan C. Melanson Middle School.

Or what action it may take thereon.

Submitted by PETITION

Finance Committee Recommendation Deferred Until Town Meeting

ANNUAL TOWN MEETING HANDOUT PACKET

**Prepared by Town
Administrator's
Office**



APRIL 24, 2017

CONSENT AGENDA

Warrant Articles on a Consent Agenda (permitted by Robert's Rules) are exceptions to the general process of Town Meeting. The Selectmen, Moderator and Finance Committee identify, for Town Meeting consideration, those articles they believe should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate. A 4/5 vote of Town Meeting Members is required by Lynnfield Town Charter (Section 2-3-9) to permit a Consent Agenda to be used since Articles will, as a result of the process, be taken out of order.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say "Hold" in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

THE CONSENT AGENDA WILL BE TAKEN UP AS THE FIRST ORDER OF BUSINESS AT THE COMMENCEMENT OF THE ANNUAL TOWN MEETING ON MONDAY, APRIL 24, 2017.

CONSENT AGENDA MOTION

MOTION: I move that the Town vote to take Articles 1, 2, 3, 11, 12 and 13 out of order and that they be "Passed by Consent" in accordance with the Motions shown on the Consent Agenda distributed this evening.

4/5 VOTE REQUIRED; SINGLE EXCEPTION WILL REMOVE ARTICLE FROM CONSENT AGENDA

Please review the list of articles and motions proposed for each Consent Item which follows.

ARTICLE 1. To act on reports of town officers and special committees as published.

Submitted by BOARD OF SELECTMEN

MOTION: *I move to accept the Reports of Town officers and special committees, as published.*

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

MOTION: *I move that the Town vote to choose all Town officers not required to be chosen by ballot as follows: Robert MacKendrick, Jon Procurot and Betty Adelson as Field Drivers; John Santos as Pound Keeper; and Kenneth Burnham and Robert MacKendrick as Wood Measurers.*

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

MOTION: *I move that the Town 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 as follows: Board of Selectmen – Chairman \$850 and Member \$700; Board of Assessors – Chairman \$4,100 and Member \$3,550.*

ARTICLE 11. To see if the Town will vote to re-establish the following Revolving Funds as provided for in Massachusetts General Laws, Chapter 44, Section 53E1/2; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

<u>Revolving Fund</u>	<u>Purpose</u>	<u>Revenue Source</u>	<u>Authorized to Expend Funds</u>	<u>Maximum Expenditure</u>
Council on Aging	To provide programs for Seniors	Fees Collected for Sr. Center Activities and Field trips	Council on Aging	50,000.00
Board of Health	To provide services to operate Flu Clinic	Flu Clinic Fees	Board of Health	15,000.00
Library	To address replacement of lost library books.	Lost Book Fees	Library Trustees	10,000.00
Recreation	To provide recreation activities, field trips and field maintenance.	Fees Collected from programs	Recreation Commission	250,000.00
Public Works	To provide maintenance and upkeep of athletic fields	Athletic Field Maintenance Fees	Director of DPW	60,000.00
Public Works	To provide maintenance and upkeep of Merritt Center	Rental Fees from Merritt Cultural Center	Director of DPW	10,000.00

MOTION: I move that the Town vote to re-establish the Revolving Funds listed in the warrant under Article 11 as provided for in Massachusetts General Laws, Chapter 44, Section 53E1/2.

ARTICLE 12. 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 2018 from persons using said service; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

MOTION: I move that the Town vote to appropriate during Fiscal Year 2018, the sum of \$750,000.00 from the Emergency Medical Service Enterprise receipts to defray the cost of providing emergency medical services in the Town of Lynnfield.

Ambulance Enterprise

**Recommended
BOS**

6100	511023	Call Salaries	228,178.00
6100	511030	Ems Coverage	137,043.00
6100	513000	Overtime	72,083.00
6100	515000	Fringe Benefits/Indirect Costs	15,200.00
6100	519026	Call Firefighter EMT Stipend	17,000.00
6100	519300	Full Time Coverage	160,046.00
6100	519500	Training Expenses	8,000.00
6100	524002	Vehicle Maintenance	5,000.00
6100	530000	Other Professional Services	15,000.00
6100	530024	CPR Expenses	5,000.00
6100	531300	Billing Services	32,000.00
6100	534000	Telephone	1,600.00
6100	542000	Ambulance Supplies	25,000.00
6100	542215	Pharmacy Supplies	3,150.00
6100	548002	Fuel Expense	6,000.00
6100	578000	Other Expenses	1,700.00
6100	585000	Ambulance Equipment	18,000.00
Total		Ambulance Enterprise	750,000.00

ARTICLE 13. 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 2018 from persons using the golf courses; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

MOTION: I move that the Town vote to appropriate during Fiscal Year 2018, the sum of \$950,000.00 from Golf Course Enterprise receipts to pay expenses and contractual services required to fund golf course operations; said fund to be credited with all fees and charges received during Fiscal Year 2018 from persons using the golf courses.

Golf Enterprise

**Recommended
BOS**

6350	511026	Golf Course Management	172,000.00
6350	511027	Golf Course Staff	399,564.00
6350	515000	Indirect Costs	100,000.00
6350	521008	Utilities	40,000.00
6350	530004	Advertising	15,000.00
6350	578000	Other Expenses	223,436.00
Total		Golf Course Enterprise	\$950,000.00

ARTICLE 4

AMENDING FISCAL YEAR 2017 OPERATING BUDGET

Article 4		
Transfer To:		
0113151-511200	Finance Committee Clerical Salaries	500
0115153-578000	Town Counsel Expenses	500
0115251-511200	Personnel Board Salaries	500
0121052-511001	Dispatcher's Salaries	15,000
0121052-513001	Dispatcher's Overtime	23,000
0121053-513000	Officers' Overtime	150,000
0121054-513000	Officers' Training Overtime	30,000
01392531-533000	Contract Buses System Wide	13,000
01392531-524022	School Expense Field Maintenance	20,000
0142351-530019	Snow and Ice Contractors Expenses	25,000
0154353-515000	Veterans' Benefits	12,000
0161052-511000	Library Other Salaries	11,025
0191653-517010	Medicare Tax	10,000
0191955-517012	Other Employee Benefits	250
		310,775.00
Transfer From:		
0114652-511028	Sr. Tax Work Off Salaries	5,600
01320-563005	Essex Northshore Vocational Assessment	5,080
01392511-511008	School Bus drivers Salaries	13,000
0175153-591514	Long Term Interest Phase 2 (begins (2018)	47,420
0171052-591000	Principal Paydown	32,641
0191052-517002	Health Insurance	135,034
0191254-517006	Workers' Comp Insurance	10,000
0100-104000	Certified Free Cash - General Fund	62,000
		310,775.00

