

BOARD OF SELECTMEN
AGENDA
Monday, April 25, 2016

Regular Meeting – 6:30 p.m. Teachers' cafeteria, Lynnfield Middle
School, 505 Main Street

****NOTE****

As a result of changes in the Open Meeting Law, the chair must announce at the outset of every meeting that the meeting is being recorded and transmitted via cable television.

7:00 p.m.

Pledge of Allegiance

Request by Finance Committee and Fields Committee member for exemption under Massachusetts General Laws Chapter 268A, Section 20 (B), Veterans Services contract

Town Accountant/Assistant Director of Finance vacancy

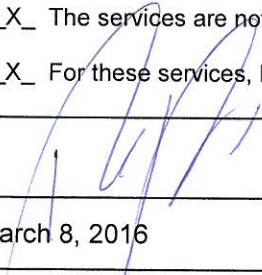
Warrant article recommendations

Use of Town facilities:	Cystic Fibrosis banner request
One-day liquor license:	Knights of Columbus, May 7, 6-9 p.m.
Minutes:	March 21, 2016
Proclamations:	None
Administrative matters:	Signing of warrants

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Robert Priestley
Title/ Position	Member of Lynnfield, MA Finance Committee and Fields Committee
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Lynnfield, MA Finance Committee and Fields Committee
Agency Address	Town Hall 55 Summer Street Lynnfield, MA 01940
Office phone:	781-334-0001
Office e-mail:	bob@thepriestleys.org
	Check one: ___ Elected or <u> X </u> Non-elected
Starting date as a municipal employee.	June 2013 Finance Committee, May 2012 Fields Committee
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee .
Write an X beside your financial interest.	<p>___ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR</p> <p>___ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee .
Write an X beside your financial interest.	<p>___ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a municipal contract is:</p> <p>___ A municipal agency has a contract with me, but not an employment contract.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p>___ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p>

	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	<p>Lynnfield Recreation Commission 55 Summer Street Lynnfield, MA 01940</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
FILL IN THIS BOX OR THE BOX BELOW	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for. To provide Disc Jockey services for the annual Memorial Day services</p>
FILL IN THIS BOX OR THE BOX ABOVE	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?</p>
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. \$300
Date when you acquired a financial interest	March 8, 2016
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. - \$300 fee. I own the company with my wife Lauri Priestley <i>\$200 BX</i>
Date when your immediate family acquired a financial interest	March 8, 2016
Write an X to confirm each	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p>

statement.	<p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	March 8, 2016

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Bruce Siegel
Title/ Position	Veterans Agent
Municipal Agency:	Lynnfield Veterans Affairs
Agency Address:	Town Hall 55 Summer Street Lynnfield, MA 01940
Office Phone:	781-334-9440
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>Bruce E. Siegel</i>
Date:	4/14/16

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	Phil Crawford
Title/ Position	Chairman, Board of Selectman
Agency Address:	Town Hall 55 Summer Street Lynnfield, MA 01940
Office Phone:	781-334-9410
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

ANNUAL TOWN MEETING HANDOUT PACKET

**Prepared by Town
Administrator's
Office**



APRIL 25, 2016

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 25, 2016.

CONSENT AGENDA MOTION

MOTION: I move that the Town vote to take Articles 1, 2, 3, 12, 13, 14, 15, 16, 18 and 19 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; Jon Procurot 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 12. To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Council on Aging, limited to a certain amount, without further appropriation during Fiscal Year 2017, 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 2016 from persons taking part in said activities and field trips; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

MOTION: *I move that the Town vote to re-authorize 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, and to authorize said Council on Aging to expend no more than \$50,000, without further appropriation during FY 2017, to pay expenses and contractual services required to operate Senior Center Activities and field trips; said fund to be credited with all fees and charges received during FY 2016 from persons taking part in said activities and field trips.*

ARTICLE 13. To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Board of Health, limited to a certain amount, without further appropriation during Fiscal Year 2017, 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 2017 from or in connection with persons taking part in said activities; or what action it will take thereon.

Submitted by BOARD OF HEALTH

MOTION: I move that the Town vote to re-authorize 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, and to authorize said Board of Health to expend no more than \$15,000, without further appropriation during FY 2017, to pay expenses and contractual services required to operate the Flu Clinic; said fund to be credited with recovery through third party billing received during FY 2017 from persons taking part in said activities.

ARTICLE 14. To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Board of Library Trustees, limited to a certain amount, without further appropriation during Fiscal Year 2017, 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 2017 from persons paying such fines; or what action it will take thereon.

Submitted by BOARD OF LIBRARY TRUSTEES

MOTION: I move that the Town vote to re-authorize 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 \$10,000, without further appropriation during FY 2017, to pay expenses related to book replacement and new book acquisitions, said fund to be credited with all fines collected for the loss of library books received during FY 2017 from persons paying such fines.

ARTICLE 15. To see if the Town will vote to reauthorize the establishment of a Revolving Fund under the provisions of Chapter 44, Section 53 E-1/2, to be spent by the Recreation Commission, limited to a certain amount, without further appropriation during Fiscal Year 2017, 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 2017 from persons taking part in said activities and field trips; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

MOTION: I move that the Town 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 \$225,000, without further appropriation during FY 2017, to pay part time salaries, expenses and contractual services required to operate Recreation Activities, Fields Administration and field trips; said fund to be credited with all fees and charges received during FY 2017 from persons taking part in said activities and field trips.

ARTICLE 16. To see if the Town will vote to reauthorize the establishment of a Revolving Fund, pursuant to Massachusetts General Laws Chapter 44, Section 53 E-1/2, to be spent by the Department of Public Works, limited to a certain amount, without further appropriation during Fiscal Year 2017, to pay expenses related to maintenance and upkeep of athletics fields for the fiscal year commencing July 1, 2016; said fund to be credited with all field maintenance fees and charges received during FY 2017 for field use, or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

MOTION: I move that the Town vote to reauthorize the establishment of a Revolving Fund, pursuant to Massachusetts General Laws Chapter 44, Section 53 E-1/2, to be spent by the Department of Public Works, limited to \$50,000, without further appropriation during Fiscal Year 2017, to pay expenses related to maintenance and upkeep of athletics fields for the fiscal year commencing July 1, 2017; said fund to be credited with all field maintenance fees and charges received during FY 2017 for field use, or what action it will take thereon.

ARTICLE 18. 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 2017 from persons using said service; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

MOTION: I move that the vote to appropriate during Fiscal Year 2017, the sum of \$667,040 from the Emergency Medical Service Enterprise receipts to defray the cost of providing emergency medical services in the Town of Lynnfield.

ARTICLE 19. 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 2017 from persons using the golf course; or what action it will take thereon.

Submitted by BOARD OF SELECTMEN

MOTION: I move that the Town vote to appropriate during Fiscal Year 2017, the sum of \$836,000 in 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 2017 from persons using golf assets.

FY17 Ambulance Enterprise Budget

6100	511023	Call Firefighter Salaries	181,012.00
6100	511030	Call Firefighter Coverage	130,517.00
6100	513000	Overtime	95,385.00
6100	515000	Fringe Benefits/Indirect Costs	12,000.00
6100	519026	Call Firefighter EMT Stipend	18,000.00
6100	519300	Full Time Coverage	149,227.00
6100	578000	Other Expenses	80,899.00
Total		Ambulance Enterprise	\$667,040.00

FY 17 Golf Enterprise Budget

6350	511026	Golf Course Management	159,182.00
6350	511027	Golf Course Staff	345,504.00
6350	515000	Indirect Costs	95,314.00
6350	521008	Utilities	35,000.00
6350	530004	Advertising	15,000.00
6350	578000	Other Expenses	186,000.00
Total		Golf Course Enterprise	\$836,00.00

ARTICLE 4 2016 ANNUAL TOWN MEETING		
Transfer To:		
0112254-530000	Selectman's Other Professional Services	20,000
0113151-511200	Finance Committee Clerical Salaries	675
0115153-578000	Town Counsel Expenses	500
0116151-511200	Town Clerk Clerical Salaries	900
0121052-511001	Dispatcher's Salaries	9,000
0121053-513000	Officer's Overtime	81,000
0121054-513000	Officer's Training Overtime	6,000
01392531-533000	Contract Buses System Wide	148,000
0154353-515000	Veteran's Benefits	10,500
0161051-511000	Library Director Salaries	5,398
0161053-530000	Library Expenses-Other Professional Services	6,810
0171052-591000	Principal Paydown (2012 capital plan)	150,000
0175251-592504	Short Term Interest	1,105
0191955-517012	Other Employee Benefits	2,500
		442,388.00
Transfer From:		
0113551-511000	Town Accountant's Salary	20,000
0116155-578000	Election Other Expense	900
0139252-52102	School Buildings Energy Supply	20,000
0142153-548002	Motor Fuel	64,780
0142451-521005	Reading Electricity	30,000
0143351-578031	Rubbish Disposal	35,000
0161052-511000	Librarian Other Salaries	12,208
0191052-517002	Health Insurance	100,000
0191254-517006	Worker's Comp Insurance	9,500
0100-104000	Certified Free Cash- General Fund	150,000
		442,388.00

Lynnfield's Scenic Roads Bylaw – Frequently Asked Questions

The Lynnfield Tree Committee has prepared this FAQ to answer a few commonly asked questions about Lynnfield's Scenic Roads Bylaw adopted at the April 2015 Town Meeting.

What is a Scenic Roads Bylaw?

Massachusetts General Laws allow towns and cities to designate certain roads as scenic: roads which feature trees and stone walls in the right of way that contribute to the town's scenic beauty and historic value. The Scenic Road statute applies to all public and private entities.

When will Lynnfield designate scenic roads?

In the April 2016 Town Meeting, Lynnfield residents will have the opportunity to vote to designate five of Lynnfield's most historic byways as scenic: Chestnut, Essex, Lowell, Main and Summer Street.

Who determines the public right of way?

Only the Town Engineer is able to define the right of way for each property.

How does the Scenic Roads Bylaw benefit our town?

Once designated as scenic, no changes may be made to the right of way without a review and approval process including public hearings and resident input. Homeowners benefit by having a voice in what changes may be made to the road, and its stone walls and trees which contribute to the aesthetic and historic value of their properties. No additional tax burden is applied to properties located on scenic roads.

Does the Scenic Bylaw restrict what I can do on my private property?

No - The Scenic Roads Bylaw only pertains to the public right of way. If an additional driveway or alteration of the roadway such as a new street is planned, the application process would be triggered. Most driveway modifications can be done unless the alteration involves stone walls or trees in the public right of way. Alteration or removal of trees or stone walls in the public right of way, without prior approval, may result in a fine.

How is a scenic road designated?

The designation process – initiated by any Town resident or entity -- involves the following:

- The road is recommended to the Planning Board, Conservation or Historical Commissions.
- A public hearing is held to discuss the proposed designation.
- Residents vote on the road in an annual or a special Town Meeting.

How are changes to scenic roads made?

The applicant must submit a written request to the Planning Board and the Town Engineer will determine if any trees or stone walls are located within the right of way. If the bylaw is applicable a public hearing will be held by the Planning Board and the application will be approved, modified or disapproved.

What if there is a disagreement with the application?

The applicant can appeal any decision of the Planning Board to the Board of Selectmen.

Have more questions?

Please visit the Lynnfield Conservation Commission Website for the full bylaw;
http://www.town.lynnfield.ma.us/Pages/LynnfieldMA_Conservation/index

ARTICLES FOR WHICH THE BOARD HAS MADE NO RECOMMENDATION

Article 4 - Transfers within FY 16 budget

Article 25 – Allow ZBA to approve site plans in LB district for businesses with more than 5 employees

Article 31 – Awaiting Planning Board recommendation on moving signs

Article 32 – Designation of scenic roads