

**BOARD OF SELECTMEN**  
**AGENDA**  
Wednesday, February 4, 2015

Regular Meeting - 7:00 p.m.

Selectmen's Hearing Room, Town Hall

\*\*\*\*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

**FY 2016 Budget Reviews:**

Council on Aging

Library

Historical Commission

Board of Assessors

Conservation Commission

Appointment of Charles Peabody as special police officer

Adoption of Domestic Violence and Abusive Situation Leave policy

Update on Perley Burrill property

Authorization of deficit spending for snow and ice

Delegation of response to open meeting law complaint

Announcements

**Use of Town facilities:**

May 16, common, Centre Church craft fair

June 1-13, banner, Lynnfield Community Connections

**One-day liquor license:**

none

**Minutes:**

December 15, 2014; January 5, 2015

**Proclamations:**

None

**Administrative matters:**

Signing of warrants

ACCOUNTS FOR: GENERAL FUND - TOWN

|  | 2014 ACTUAL | 2015 ORIG BUD | 2015 REVISED BUD | 2016 DEPARTMENT | 2016 REVIEW | 2016 SELECTMEN | PCT CHANGE |
|--|-------------|---------------|------------------|-----------------|-------------|----------------|------------|
|--|-------------|---------------|------------------|-----------------|-------------|----------------|------------|

0541 COUNCIL ON AGING

0154151 COUNCIL ON AGING SALARIES

0154151 511000 VAN SAL 44,182.00 52,922.00 53,756.00 55,267.00 55,267.00 .00 2.8%  
 we have two van drivers. One at 32 hrs per week (34,676) and one at 19 hrs per week (20,590)

0154151 511016 OUT WK SAL 12,690.78 12,584.00 13,150.00 14,145.00 14,145.00 .00 7.6%  
 Part of the Outreach Worker/Assistant Director's salary is paid by a formula grant for the amount of \$22,344.00. Total salary is 21.76 per hour x 6.4 hours per day x 262 days for 36,489.00 minus the grant amount of 22,344.00 leaving a balance of 14,145.00 to be paid by the town.

0154151 511017 COA DIR SA 60,423.09 61,632.00 61,632.00 63,097.00 62,865.00 .00 2.4%

0154151 511025 SR CTR CK 52,363.07 49,825.00 50,633.00 52,046.00 52,046.00 .00 2.8%

0154151 511200 CLER SAL 71,632.00 76,495.00 77,680.00 81,714.00 81,714.00 .00 5.2%  
 Receptionist at 22,574.00, Trips at 28,862.00, Activities at 28,278. Plus we add an additional 2,000.00 for extra hours worked (this was approved at 2015 budget). Total of 81,714.00

0154151 519000 STIPEND 2,000.00 .00 .00 .00 .00 .00 .0%

TOTAL COUNCIL ON AGING SALAR 243,290.94 253,458.00 256,851.00 266,269.00 266,037.00 .00 3.7%

0154152 COUNCIL ON AGING EXPENSES

0154152 524000 R&M 3,383.77 2,000.00 2,000.00 2,000.00 2,000.00 .00 .0%

0154152 530006 SEM/REG .00 1,100.00 1,100.00 1,100.00 1,100.00 .00 .0%

0154152 534000 PHONE 2,933.47 3,700.00 3,700.00 3,700.00 3,700.00 .00 .0%

0154152 542000 SUPPLIES 2,713.47 2,000.00 2,000.00 2,000.00 2,000.00 .00 .0%

0154152 549001 MEAL PROG 9,293.47 9,066.07 9,066.07 10,400.00 10,400.00 .00 14.7%  
 Last Year we requested a change in our meal subsidy from 8,320.00 to 10,400. This will take care of 100 meals per week at \$2.00 per meal. We actually serve over 200 meals per week, however, the monies taken in each day offset this cost. Last Year we were granted about half of our request, so this Year we are requesting the remaining amount of 1,333.93.

0154152 549002 PAPER PROD 2,995.15 3,519.00 3,519.00 3,519.00 3,519.00 .00 .0%



01/23/2015 09:39  
Juliec

TOWN OF LYNNFIELD  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET

FOR PERIOD 12

| ACCOUNTS FOR:<br>GENERAL FUND - TOWN |           | 2014<br>ACTUAL | 2015<br>ORIG BUD | 2015<br>REVISED BUD | 2016<br>DEPARTMENT | 2016<br>REVIEW | 2016<br>SELECTMEN<br>CHANGE | PCT<br>CHANGE |
|--------------------------------------|-----------|----------------|------------------|---------------------|--------------------|----------------|-----------------------------|---------------|
| 0154152 558001                       | PROG SUPP | 2,329.76       | 2,000.00         | 2,000.00            | 2,000.00           | 2,000.00       | .00                         | .0%           |
| 0154152 571000                       | IN TRAVEL | 255.60         | 500.00           | 500.00              | 500.00             | 500.00         | .00                         | .0%           |
| 0154152 573000                       | DUES/MEMB | 448.51         | 430.00           | 430.00              | 430.00             | 430.00         | .00                         | .0%           |
| 0154152 578000                       | OTH EXP   | 438.93         | 1,300.00         | 1,300.00            | 1,300.00           | 1,300.00       | .00                         | .0%           |
| TOTAL COUNCIL ON AGING EXPEN         |           | 24,792.13      | 25,615.07        | 25,615.07           | 26,949.00          | 26,949.00      | .00                         | 5.2%          |
| TOTAL COUNCIL ON AGING               |           | 268,083.07     | 279,073.07       | 282,466.07          | 293,218.00         | 292,986.00     | .00                         | 3.8%          |

ACCOUNTS FOR: GENERAL FUND - TOWN ACTUAL 2014 ORIG BUD 2015 REVISED BUD 2015 DEPARTMENT 2016 REVIEW 2016 SELECTMEN CHANGE 2016 PCT

| ACCOUNTS FOR:                | GENERAL FUND - TOWN     | ACTUAL 2014 | ORIG BUD 2015 | REVISED BUD 2015 | DEPARTMENT 2016 | REVIEW 2016 | SELECTMEN CHANGE 2016 | PCT |
|------------------------------|-------------------------|-------------|---------------|------------------|-----------------|-------------|-----------------------|-----|
| 0610                         | LIBRARY                 |             |               |                  |                 |             |                       |     |
| 0161051                      | LIBRARY DIRECTOR SALARY |             |               |                  |                 |             |                       |     |
| 0161051                      | 511000                  | 74,406.91   | 75,896.00     | 75,896.00        | 76,187.00       | 76,187.00   |                       | .4% |
| 0161051                      | 519000                  | 2,500.00    | .00           | .00              | .00             | .00         |                       | .0% |
| TOTAL LIBRARY DIRECTOR SALAR |                         | 76,906.91   | 75,896.00     | 75,896.00        | 76,187.00       | 76,187.00   |                       | .4% |

|         |                        |            |            |            |            |            |  |        |
|---------|------------------------|------------|------------|------------|------------|------------|--|--------|
| 0161052 | LIBRARY OTHER SALARIES |            |            |            |            |            |  |        |
| 0161052 | 511000                 | 190,107.57 | 195,430.00 | 195,430.00 | 249,263.00 | 249,263.00 |  | 27.5%  |
| 0161052 | 511020                 | 5,666.00   | 6,656.00   | 6,656.00   | 7,904.00   | 7,904.00   |  | 18.8%  |
| 0161052 | 511022                 | 253,209.64 | 266,112.00 | 266,112.00 | 225,441.00 | 225,441.00 |  | -15.3% |

|                              |        |            |            |            |            |            |  |       |
|------------------------------|--------|------------|------------|------------|------------|------------|--|-------|
| 0161052                      | 514000 | 1,225.00   | 1,250.00   | 1,250.00   | 1,775.00   | 1,775.00   |  | 42.0% |
| 0161052                      | 514022 | 1,565.00   | 1,582.00   | 1,582.00   | 1,882.00   | 1,882.00   |  | 19.0% |
| 0161052                      | 514200 | 5,068.22   | 5,246.00   | 5,246.00   | 5,351.00   | 5,351.00   |  | 2.0%  |
| TOTAL LIBRARY OTHER SALARIES |        | 456,841.43 | 476,276.00 | 476,276.00 | 491,616.00 | 491,616.00 |  | 3.2%  |

|         |                  |          |          |          |          |          |  |        |
|---------|------------------|----------|----------|----------|----------|----------|--|--------|
| 0161053 | LIBRARY EXPENSES |          |          |          |          |          |  |        |
| 0161053 | 531200           | 4,037.00 | 4,220.00 | 4,220.00 | 4,562.00 | 4,562.00 |  | 8.1%   |
| 0161053 | 532000           | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |  | .0%    |
| 0161053 | 534000           | 415.02   | 1,300.00 | 1,300.00 | 720.00   | 720.00   |  | -44.6% |

NOBLE CON 37 PCs, laptops and networked printers at \$110 each: \$4070  
 Base fee: \$275  
 Print management surcharge: \$217  
 AVAYA telephone system upgrade in September included the first year maintenance. The contract was funded from our FY2015 Capital Budget. We will apply the cost of the maintenance contract against these funds in FY2016. Our monthly Verizon bill is under review due to revised billing on the vendor's part. As a result, we are uncertain as to our future monthly charge. We are budgeting FY2016 based on a monthly charge of approximately \$60 per month (four lines and long distance).



01/23/2015 09:39  
Juliec

TOWN OF LYNNFIELD  
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET

FOR PERIOD 12



| ACCOUNTS FOR:<br>GENERAL FUND - TOWN |            | 2014<br>ACTUAL | 2015<br>ORIG BUD | 2015<br>REVISED BUD | 2016<br>DEPARTMENT | 2016<br>REVIEW | 2016<br>SELECTMEN | PCT<br>CHANGE |
|--------------------------------------|------------|----------------|------------------|---------------------|--------------------|----------------|-------------------|---------------|
| 0161053 534200                       | POSTAGE    | 1,313.37       | 1,000.00         | 1,350.00            | 1,400.00           | 1,400.00       | .00               | 3.7%          |
| 0161053 542000                       | SUPP-TYPE  | 93.12          | 93.00            | 93.00               | 93.00              | 93.00          | .00               | .0%           |
| 0161053 542201                       | OFF PR SP  | 6,032.53       | 7,000.00         | 7,000.00            | 7,000.00           | 7,000.00       | .00               | .0%           |
| 0161053 542202                       | SUPPL-TECH | 5,481.75       | 5,500.00         | 5,500.00            | 5,500.00           | 5,500.00       | .00               | .0%           |
| 0161053 551025                       | AM FICTION | 20,375.45      | 66,500.00        | 68,900.00           | 70,000.00          | 70,000.00      | .00               | 1.6%          |
| 0161053 551026                       | AM-LP      | 4,739.89       | .00              | .00                 | .00                | .00            | .00               | .0%           |
| 0161053 551027                       | AM-AUDIO   | 18,471.80      | .00              | .00                 | .00                | .00            | .00               | .0%           |
| 0161053 551028                       | AM-NFICT   | 28,133.06      | .00              | .00                 | .00                | .00            | .00               | .0%           |
| 0161053 551030                       | YOUTH MAT  | 23,958.79      | 21,717.00        | 22,000.00           | 22,000.00          | 22,000.00      | .00               | .0%           |
| 0161053 551601                       | STP OPY    | 1,508.07       | 2,675.00         | 2,675.00            | 1,645.00           | 1,645.00       | .00               | -38.5%        |
| 0161053 551612                       | REF BOOKS  | 10,098.04      | 12,380.00        | 9,550.00            | 10,000.00          | 10,000.00      | .00               | 4.7%          |
| 0161053 558001                       | PROG SUPP  | 1,198.44       | 1,400.00         | 1,400.00            | 1,300.00           | 1,300.00       | .00               | -7.1%         |
| 0161053 558003                       | MAG SUBS   | 11,607.32      | 13,285.00        | 13,432.00           | 15,000.00          | 15,000.00      | .00               | 11.7%         |
| 0161053 558004                       | MICRO SUBS | 398.62         | .00              | .00                 | .00                | .00            | .00               | .0%           |
| 0161053 558005                       | NEWS SUBS  | 1,398.71       | .00              | .00                 | .00                | .00            | .00               | .0%           |
| 0161053 571000                       | IN TRAVEL  | 789.67         | 600.00           | 800.00              | 900.00             | 900.00         | .00               | 12.5%         |
| 0161053 578005                       | NOBLE EE   | 38,149.98      | 39,000.00        | 38,450.00           | 38,000.00          | 38,000.00      | .00               | -1.2%         |
| 0161053 585001                       | COMP/EQUIP | 13,156.54      | 13,500.00        | 13,500.00           | 13,500.00          | 13,500.00      | .00               | .0%           |
| TOTAL LIBRARY EXPENSES               |            | 194,357.17     | 193,170.00       | 193,170.00          | 194,620.00         | 194,620.00     | .00               | .8%           |
| TOTAL LIBRARY                        |            | 728,105.51     | 745,342.00       | 745,342.00          | 762,423.00         | 762,423.00     | .00               | 2.3%          |

ACCOUNTS FOR: GENERAL FUND - TOWN 2014 ACTUAL 2015 ORIG BUD 2015 REVISED BUD 2016 DEPARTMENT 2016 REVIEW 2016 SELECTMEN PCT CHANGE

| 0691 HISTORICAL COMMISSION   |                          | 2014 ACTUAL  | 2015 ORIG BUD | 2015 REVISED BUD | 2016 DEPARTMENT | 2016 REVIEW  | 2016 SELECTMEN | PCT CHANGE |
|------------------------------|--------------------------|--------------|---------------|------------------|-----------------|--------------|----------------|------------|
| 0169151                      | HISTORICAL COMM EXPENSES |              |               |                  |                 |              |                |            |
| 0169151                      | 530006 SEM/REG           | 206.15       | 350.00        | 350.00           | 350.00          | 350.00       | .00            | .0%        |
| 0169151                      | 542000 SUPPLIES          | .00          | .00           | .00              | 2,000.00        | 2,000.00     | .00            | .0%        |
| 0169151                      | 558008 PRES SUPP         | 4,131.00     | 4,150.00      | 4,150.00         | 13,300.00       | 13,300.00    | .00            | 220.5%     |
| 0169151                      | 573000 DUES/MEMB         | 215.00       | 200.00        | 200.00           | 215.00          | 215.00       | .00            | 7.5%       |
| 0169151                      | 578000 OTH EXP           | 2,864.16     | 3,580.00      | 3,580.00         | 6,500.00        | 6,500.00     | .00            | 81.6%      |
| TOTAL HISTORICAL COMM EXPENS |                          | 7,416.31     | 8,280.00      | 8,280.00         | 22,365.00       | 22,365.00    | .00            | 170.1%     |
| TOTAL HISTORICAL COMMISSION  |                          | 7,416.31     | 8,280.00      | 8,280.00         | 22,365.00       | 22,365.00    | .00            | 170.1%     |
| TOTAL GENERAL FUND - TOWN    |                          | 1,273,707.98 | 1,296,316.07  | 1,299,709.07     | 1,353,424.00    | 1,353,192.00 | .00            | 4.1%       |
| GRAND TOTAL                  |                          | 1,273,707.98 | 1,296,316.07  | 1,299,709.07     | 1,353,424.00    | 1,353,192.00 | .00            | 4.1%       |

\*\* END OF REPORT - Generated by Julie McCarthy \*\*



Lynnfield Historical Commission  
35 South Common, Lynnfield MA 01940  
[lhc@town.lynnfield.ma.us](mailto:lhc@town.lynnfield.ma.us) 781-334-9260

## BUDGET 2015-2016

|   |          |
|---|----------|
| ▪ Gravestone conservation materials and repairs by Jonathan Appell for West and South cemeteries  | 8000.00  |
| ▪ Membership Dues <i>National Alliance of Preservation Commissions, Preservation Mass, American Association for State and Local History</i>   | 260.00   |
| ▪ Inventory requirement by Massachusetts Historical Commission – Paid position(400 hours at \$25.00 over 3 years) Second year of three years Inclusive of field work – photos, observation, description, research, record, and submission to MHC<br>Inventory categories:<br>Areas – Sherwood Forest for Royal Barry Wills homes<br>Structures – The Ship, the windmill industry, Suntaug Inn site<br>Park – Freeman Park, Kallenberg Quarry, Pocahontas site<br>Camp Stanton site, antique homes, cemeteries | 3,500.00 |
| ▪ Landmark Signs – Museum in the Streets Project  | 5,000.00 |
| ▪ Preservation Books and Materials for Reference Library  | 300.00   |
| ▪ Education - Seminars and Workshops  | 350.00   |
| ▪ Professional Advising -   | 3,000.00 |
| ▪ Operating Expenses  | 2,000.00 |
| ▪ Disaster Planning   | TBD      |

**TOTAL** **\$22,415.000**

01/23/2015 09:39  
juliec

TOWN OF LYNNFIELD  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET

FOR PERIOD 12



| ACCOUNTS FOR:                          | 2014 ACTUAL | 2015 ORIG BUD | 2015 REVISED BUD | 2016 DEPARTMENT | 2016 REVIEW | 2016 SELECTMEN | PCT CHANGE |
|--|-------------|---------------|------------------|-----------------|-------------|----------------|------------|
| GENERAL FUND - TOWN                    |             |               |                  |                 |             |                |            |
| 0141 BOARD OF ASSESSORS                |             |               |                  |                 |             |                |            |
| 0114151 BOARD OF ASSESSORS SALARIES    |             |               |                  |                 |             |                |            |
| 0114151 511000 BD ASSES S              | 10,016.52   | 11,500.00     | 11,500.00        | 11,500.00       | 11,500.00   | 11,500.00      | .0%        |
| TOTAL BOARD OF ASSESSORS SAL           | 10,016.52   | 11,500.00     | 11,500.00        | 11,500.00       | 11,500.00   | 11,500.00      | .0%        |
| 0114152 ASSESSOR OTHER SALARIES        |             |               |                  |                 |             |                |            |
| 0114152 511000 AST. ASSES              | 79,244.42   | 81,152.00     | 81,152.00        | 82,775.00       | 82,775.00   | 82,775.00      | 2.0%       |
| 0114152 511200 CLER SAL                | 46,940.48   | 47,867.00     | 47,867.00        | 49,011.00       | 49,011.00   | 49,011.00      | 2.4%       |
| 0114152 513000 CLE SAL OT              | .00         | 200.00        | 200.00           | 200.00          | 200.00      | 200.00         | .0%        |
| 0114152 514000 LONGEVITY               | 625.00      | 625.00        | 625.00           | 625.00          | 625.00      | 625.00         | .0%        |
| 0114152 519000 DH GOAL                 | 2,000.00    | .00           | .00              | .00             | .00         | .00            | .0%        |
| 0114152 519005 PROF STP                | 100.00      | 100.00        | 100.00           | 100.00          | 100.00      | 100.00         | .0%        |
| TOTAL ASSESSOR OTHER SALARIE           | 128,909.90  | 129,944.00    | 129,944.00       | 132,711.00      | 132,711.00  | 132,711.00     | 2.1%       |
| 0114153 ASSESSOR PROFESSIONAL SERVICES |             |               |                  |                 |             |                |            |
| 0114153 530022 MAP CON                 | 1,950.00    | 2,500.00      | 2,500.00         | 2,500.00        | 2,500.00    | 2,500.00       | .0%        |
| 0114153 531400 ASSES SOFT              | .00         | 6,300.00      | 6,300.00         | 8,000.00        | 8,000.00    | 8,000.00       | 27.0%      |
| 0114153 531410 ASSES CONS              | 45,036.25   | 18,300.00     | 18,300.00        | 18,300.00       | 18,300.00   | 18,300.00      | .0%        |
| TOTAL ASSESSOR PROFESSIONAL            | 46,986.25   | 27,100.00     | 27,100.00        | 28,800.00       | 28,800.00   | 28,800.00      | 6.3%       |
| 0114154 ASSESSOR ASSESSMENT UPDATE     |             |               |                  |                 |             |                |            |
| 0114154 578012 REAL EST R              | .00         | 3,200.00      | 3,200.00         | 3,200.00        | 3,200.00    | 3,200.00       | .0%        |
| 0114154 578013 PP REVALUE              | .00         | 8,500.00      | 8,500.00         | 6,000.00        | 6,000.00    | 6,000.00       | -29.4%     |

PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET FOR PERIOD 12

| ACCOUNTS FOR:                | 2014 ACTUAL | 2015 ORIG BUD | 2015 REVISED BUD | 2016 DEPARTMENT | 2016 REVIEW | 2016 SELECTMEN | PCT CHANGE |
|------------------------------|-------------|---------------|------------------|-----------------|-------------|----------------|------------|
| GENERAL FUND - TOWN          |             |               |                  |                 |             |                |            |
| TOTAL ASSESSOR ASSESSMENT UP | .00         | 11,700.00     | 11,700.00        | 9,200.00        | 9,200.00    | .00            | -21.4%     |
| 0114155 ASSESSOR EXPENSES    |             |               |                  |                 |             |                |            |
| 0114155 530006 SEM/REG       | 465.00      | 2,500.00      | 2,500.00         | 2,500.00        | 2,500.00    | .00            | .0%        |
| 0114155 530008 BINDING       | .00         | 200.00        | 200.00           | 200.00          | 200.00      | .00            | .0%        |
| 0114155 542000 SUPPLIES      | 2,126.78    | 1,650.00      | 1,650.00         | 1,650.00        | 1,650.00    | .00            | .0%        |
| 0114155 542100 FORMS         | .00         | 300.00        | 300.00           | 300.00          | 300.00      | .00            | .0%        |
| 0114155 558000 SUBS/BOOKS    | 1,024.15    | 1,000.00      | 1,000.00         | 1,000.00        | 1,000.00    | .00            | .0%        |
| 0114155 571000 IN TRAVEL     | 496.21      | 1,300.00      | 1,300.00         | 1,300.00        | 1,300.00    | .00            | .0%        |
| 0114155 573000 DUES/MEMB     | 1,950.00    | 920.00        | 920.00           | 920.00          | 920.00      | .00            | .0%        |
| 0114155 578000 OTH EXP       | 4,349.25    | 600.00        | 600.00           | 600.00          | 600.00      | .00            | .0%        |
| TOTAL ASSESSOR EXPENSES      | 10,411.39   | 8,470.00      | 8,470.00         | 8,470.00        | 8,470.00    | .00            | .0%        |
| TOTAL BOARD OF ASSESSORS     | 196,324.06  | 188,714.00    | 188,714.00       | 190,681.00      | 190,681.00  | .00            | 1.0%       |

## Budget – Board of Assessors - narration

The Assessing Budget for FY2015 was lowered by 12% from the FY2014 budget. The department had internalized several tasks that were once performed by a private contractor and this resulted in a savings for the department of \$25,000. Also starting last year the department started allocating \$8,300 a year to perform a cyclical review of 1/9 of the town. Finally \$10,000 has been retained in the budget in anticipation of hiring experts to defend commercial valuations, if needed. The \$10,000 will be returned to the general fund if it is unused.

The budget for FY16 will remain basically level funded, with a minor \$1,700 increase which reflects an increase on the Assessing Software Maintenance and a 2,500 reduction in personal property for a net change of -\$800 between FY15 and FY16. The increase in software maintenance actually took place two years ago, but was never picked up in the budget and last year the line item for personal property valuation increased \$3,500 because of the new businesses at Market Street. This year's line item includes anticipated expenses due to new businesses at phase two of Market Street. Other than these changes, the needs for the department are expected to remain stable for the coming year with no new expenses anticipated.

Submitted by, Richard D. Simmons, Jr., Assessing Manager.

ACCOUNTS FOR: GENERAL FUND - TOWN  
 2014 ACTUAL 2015 ORIG BUD 2015 REVISED BUD 2016 DEPARTMENT 2016 REVIEW 2016 SELECTMEN CHANGE PCT

0171 CONSERVATION COMM  
 0117151 CONSERV. COMM. SALARY

0117151 511200 CLER SAL 67,785.45 69,641.00 69,641.00 79,006.00 79,006.00 .00 13.4%  
 My Assistant is currently paid \$17.3367/hour. I have surveyed other towns & found that she is not paid at a level commensurate with her duties which are not just taking minutes, but assisting with IT matters, creating spreadsheets, filling in while I'm out or on site visits, etc. I also note that the Finance Committee paid its secretary \$20/hour since she started 2 years ago & she now has left the position. I propose raising her hourly to \$22/hour, making her salary now \$17,292. In surveying other comparable towns, I also have figures showing that I am at the bottom of the salary spectrum at \$30.7160/hour. I will be presenting comparable figures to the Selectmen with my Chair at their Jan. 26th BOS meeting. I have spoken to several CC Administrators, including the Norwell Administrator. I feel that that town is a comparable town as far as population and duties and her hourly is currently \$33.65/hour totalling \$61,714/Year. I am proposing to request that salary given my 27 years of experience working for the Lynnfield Conservation Commission.  
 519000 STIPEND 1,000.00 .00 .00 .00 .00 .00 .00

TOTAL CONSERV. COMM. SALARY 68,785.45 69,641.00 69,641.00 79,006.00 79,006.00 .00 13.4%  
 0117152 CONSERV. COMM. EXPENSES

0117152 530004 AD 31.88 41.00 41.00 41.00 41.00 .00 .0%  
 530006 SEM/REG 145.00 300.00 300.00 555.00 555.00 .00 85.0%  
 Currently FY15's \$300 covers \$95 attendance for 1 member at fall conference, and not enough left for 2 members to attend the Feb. conference @\$115/member. With the Commission now at full complement, I now have 2 new members and one relatively inexperienced member. The MACC conference includes training sessions for Conservation members which are vital for new personnel. The increase will allow us to educate the newer members with the Wetlands Protection Act and all the facets of upholding same.  
 542000 SUPPLIES 816.31 550.00 550.00 700.00 700.00 .00 27.3%  
 As you can see from supply expenses in FY14, I spent \$816.31 for office supplies. The majority of the expenses were for color toner cartridges for the color printer. This is a needed expense since I need to share these pictures with members who may be unable to visit the site for violations, adherence to their wetlands permit, etc. I pride myself on my "conservation" efforts to recycle and not order new items unless absolutely necessary.

PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET FOR PERIOD 12

| ACCOUNTS FOR:   | GENERAL FUND - TOWN           | 2014 ACTUAL | 2015 ORIG BUD | 2015 REVISED BUD | 2016 DEPARTMENT | 2016 REVIEW | 2016 SELECTMEN | PCT CHANGE |
|---|-------------------------------|-------------|---------------|------------------|-----------------|-------------|----------------|------------|
| 0117152   | IN TRAVEL                     | 541.47      | 700.00        | 700.00           | 700.00          | 700.00      | .00            | .0%        |
| This amount is adequate for FY 16. Spring is historically the heavier mileage months. This also includes reimbursement for members' travel & tolls to the November and February MACC Conferences. The Feb.28th conference is at Holy Cross in Worcester.  |                               |             |               |                  |                 |             |                |            |
| 0117152   | DUES/MEMB                     | 600.00      | 650.00        | 650.00           | 710.00          | 710.00      | .00            | 9.2%       |
| Mass. Assoc. of Conservation Commissions (MACC) has increased annual dues to \$630 for ICC member, \$60 to add Betty to MACC, and \$20 for Municipal Conservation Professionals (MSMCP) totalling \$710   |                               |             |               |                  |                 |             |                |            |
| 0117152   | OTH EXP                       | 62.86       | 25.00         | 25.00            | 25.00           | 25.00       | .00            | .0%        |
| TOTAL CONSERV. COMM. EXPENSE  |                               | 2,197.52    | 2,266.00      | 2,266.00         | 2,731.00        | 2,731.00    | .00            | 20.5%      |
| 0117153   | CONSERV. COMM. PROF. SERVICES |             |               |                  |                 |             |                |            |
| 0117153   | ENGINEER                      | 1,296.06    | 1,500.00      | 1,500.00         | 1,500.00        | 1,500.00    | .00            | .0%        |
| This allows the Commission to pay for the services of an engineering consultant to assist with complex situations. For the majority of our larger projects, the ICC requests Design Review Fee funds from the applicant to pay for our consultant to evaluate engineering compliance with the wetlands permit and stormwater matters. |                               |             |               |                  |                 |             |                |            |
| TOTAL CONSERV. COMM. PROF. S  |                               | 1,296.06    | 1,500.00      | 1,500.00         | 1,500.00        | 1,500.00    | .00            | .0%        |
| 0117154   | CONSERV. COMM. OPEN SPACE     |             |               |                  |                 |             |                |            |
| 0117154   | OPEN SPACE                    | 1,500.00    | 1,500.00      | 1,500.00         | 1,500.00        | 1,500.00    | .00            | .0%        |
| TOTAL CONSERV. COMM. OPEN SP  |                               | 1,500.00    | 1,500.00      | 1,500.00         | 1,500.00        | 1,500.00    | .00            | .0%        |
| TOTAL CONSERVATION COMM   |                               | 73,779.03   | 74,907.00     | 74,907.00        | 84,737.00       | 84,737.00   | .00            | 13.1%      |



## **FY 16 CON COM BUDGET PREPARATION:**

Increase in line items and explanation in text submitted on MUNIS

### **SALARY:**

Propose to increase for **Administrator's Assistant**, to \$22/hour. Currently at \$17.3367/hour following the union payscale. As of 1/1/15 the clerical union eliminated the Grade 1 & 2 clerk grades, so as of 1/1/15 the lowest pay is \$19.4482/hour. A recent T. Hall new hire is at this hourly rate. Fin Com is currently advertising their secretary at \$20/hour. Explain Debby's duties (see separate sheet). She currently works 15 hours per week which would make her annual pay: \$17,292 ( $\$22 \times 3 \times 262$ ).

**Administrator's salary:** See comparison with other comparable communities, as well as the job description attached. Proposing to raise from \$30.7160 to \$33.65/hour (Norwell's FY 15 admin's rate), making the proposed salary: \$61,714 ( $\$33.65 \times 7 \times 262$ ).

A Salary Survey was conducted by the Mass. Association of Conservation Commissions in the fall of 2014. Of the 60 Conservation Administrators or Agents responding, 33 or 55% work full time at 35-45 hours a week. Salary ranges between \$38,504 and \$93,000 annually with a mean salary of \$61,920.74 annually.

**EXPENSES:** Requesting an increase in the expenses line item of **\$465** as follows: increase in the seminars of **\$255** to accommodate training for two new Con Com members and continued training for others; increase of **\$150** for office supplies to help with the color printing of photos and other supplies; increase of **\$60** in the dues line item due to an increase from the Mass. Assoc. of Conservation Commission.

The Planning Board/Con Com is in the process of getting quotes from a vendor to lease a color printer/scanner to replace three old machines in the office. This expense would be shared by both budgets. These figures should be finalized this week.

Please contact either Chairperson, Denise Young at 781-334-9815 or [eajyoung@comcast.net](mailto:eajyoung@comcast.net) or Betty Adelson, Conservation Administrator at 781-334-2751 at home, 781-334-9495 at work or [bettyadelson@town.lynnfield.ma.us](mailto:bettyadelson@town.lynnfield.ma.us)

**Job Responsibilities**  
**Debby Dunphy**

- Design and maintain ConCom Budget Tracking System utilizing linked Excel spreadsheets.
- Create and maintain Design Review and Licensing Agreement spreadsheets.
- Reconcile ConCom budget and fund accounts with Munis.
- Provide Administrator with technical assistance on Microsoft Office products, iPad picture download, Munis, and First Class.
- Act as department liaison with IT department.
- Utilize, update, trouble-shoot and maintain department laptop and digital recorder.
- Conduct research and create solutions for assigned projects.
- Fill in for Administrator at ConCom meeting and in office when she is absent.
- Attend ConCom meetings and draft ConCom meeting minutes.
- Assist in preparation for ConCom meeting, including preparing and distributing member packets, anticipating and preparing required signature pages and sign-in sheets, preparing and organizing boxes containing meeting materials, and preparing and posting meeting agenda and crib sheet.
- Prepare, draft, and distribute DEP forms and boilerplate, including Orders of Conditions, Certificates of Compliance, Enforcement Orders, Emergency Orders, Notices to Abutters. Public Hearing and Public Meeting Notices, and Continuances.
- Update ConCom website and links.
- Prepare and submit internal documents including deposits, expense vouchers, and weekly payroll.
- Draft correspondence.
- Receive and stamp plans and applications.
- Download and transfer site visit and site report photos and print to color printer.
- Scan and transfer documents.
- Back up department computer files utilizing Synctoy program and flashdrive (until recent transition to network).

Jan. 2015

## **TOWN OF LYNNFIELD: CONSERVATION ADMINISTRATOR**

### **JOB DESCRIPTION**

As Conservation Administrator, I provide support, coordination, and professional management for the volunteer-member Conservation Commission in carrying out its mandate and its mission to protect the community's natural resources including its bio-diversity, unique natural areas, wetlands and other water resources.

I use professional expertise, critical thinking and interpersonal skills to accomplish varied functions that range from routine to complex. These require considerable judgment and initiative in determining courses of action not clearly defined by precedent, statute or established guidelines.

I have considerable independence and responsibility while working with and reporting directly to the Chair of the Conservation Commission as well as the Town Administrator. I provide professional supervision for the Commission's work and projects and give direction to the Administrative Clerk and Senior volunteers. I also coordinate with various consultants hired by the Commission, volunteers working on conservation land or Commission Subcommittees, such as the Tree Committee, Pesticide Awareness group, etc. I serve as an advisor/liaison to other Town boards/departments.

### **WORK ENVIRONMENT:**

Some of my work is performed under typical office conditions, while some work is performed in the field, in thick woods, and in wet areas. There is exposure to various weather conditions, including heat, high wind, rain and deep snow. There can be exposure to potential health hazards, such as Lyme disease or West Nile virus, plant irritants such as poison ivy, and the hazards associated with site work and construction, not to mention taking a misstep or falling on the construction sites.

My work schedule is largely during business hours, but also includes regular evening meetings, some early morning, evening, and weekend field work and site visits with the volunteer Commissioners due to members' work schedules. Attendance at relevant training sessions and professional meetings is expected.

I have regular contact with Lynnfield residents, Town departments, state and federal agencies, Town Counsel, professionals associations and other non-profit organizations, realtors developers, attorneys, engineers and the general public. Contacts involve discussing complex environmental laws and regulations, approaches and procedures, as well as meeting routine requirements.

### **DUTIES AND RESPONSIBILITIES:**

#### **Wetlands Protection**

Assists the Commission in the administration and enforcement of the Massachusetts Wetlands Protection Act and the Lynnfield Environmental Bylaw as follows:

- \* Assures legal requirements are met for legal ad postings, printings and payment to the Lynnfield Villager; Schedules meeting agendas, public hearings in compliance with Open Meeting Laws and posts the agenda in a timely manner to the Town webpage.
- \* Reviews State Wetland Permits and other State Wetland filings and associated documents for accuracy, completeness and compliance with the law and regulations. Ensures filing fees are calculated correctly.
- \* Schedules and conducts, along with Commissioners, on-site inspections related to filings, permit compliance monitoring, and violations. Prepares relevant forms/reports. Conducts individual site visits to homeowner's properties with questions on activities, flooding concerns, tree issues, etc. Conducts pre-construction meeting with contractor and homeowner after wetlands permit is issued and prior to commencement of project.
- \* Processes forms; evaluates findings; submits recommendations to the Commission; drafts permits with associated conditions and other documents. Maintains Commission's files and materials including computer database.
- \* Monitors construction to ensure compliance with permits. Follows up with ongoing maintenance of erosion controls, checking for breaching or failure of erosion controls. Reviews snow plow storage areas and meets with annual snow removal contractors on commercial properties. Reviews Annual Stormwater Maintenance Reports.
- \* Consults with the Town Administrator and then Town Counsel on legal matters involving the Commission. Assures Commission participation in DEP and court appeals. At direction of Commission consults with Town Counsel and assists in the preparation of testimony and other documents.
- \* Responds to complaints, investigates potential violations and takes/recommends appropriate action/remediation.
- \* Drafts Warrant Articles with the assistance of Town Counsel for Conservation Bylaws, regulations and others.
- \* Maintains the Lynnfield Conservation Commission home webpage with various links,
- \* Prepares Requests for Proposals to hire professional consultants for various projects. Engages technical expertise/consultants for review of applications when necessary.

### **Open Space/General Resource Protection**

Assists the Commission in planning, acquisition, administration and management of municipal conservation land. Some projects are accomplished in cooperation with volunteers, other boards or consultants. Specifically the Administrator:

- \* Helps identify unique local resources; prioritize parcels for acquisition, set goals and criteria.

- \* Helps prepare Open Space and Recreation Plans to meet criteria for approval.
- \* Researches and conducts on-site evaluations of parcels under consideration for acquisition or donation.
- \* Oversees/carries out management tasks such as boardwalk and trail building and maintenance, signage, and cleanup.
- \* Fosters good relations with abutters, trying to establish "friends groups" and other support.

### **Additional Responsibilities**

- \* Drafts, with the assistance of the Commission Chair, budgets/annual reports. Reviews the draft of the minutes of all meetings to assure accuracy.
- \* Manages Commission office, maintains regular office hours. Responds to all written correspondence, telephone calls and e-mail inquiries, including drop-in visits on: various wetland issues, flooding matters, FEMA, clearing Registry title info, proposed projects, realtors' questions, prospective residents, etc.
- \* Keeps current by attending training sessions/workshops of the Massachusetts Association of Conservation Commissions, the Massachusetts Society of Municipal Conservation Professionals and others as appropriate.
- \* Serves as an information resource, researches issues, provides data.
- \* Attends all public meetings and hearings of the Commission and supports the Con Com's Subcommittees. Assists the Subcommittees with posting of meetings, seminars, public forums. Assists the Tree Committee Chair with proofreading TreeTalk newsletter, coordinating printing and folding for mailing. Attends Public Shade Tree hearings; Promotes Pesticide Awareness with literature for residents. Coordinates with Pesticide Chair for Organic Lawncare seminars.
- \* Prepares reports, correspondence, presentations, and other written material for Commission review.
- \* Interacts and provides assistance to other town boards and departments, state and federal agencies, on issues related to wetlands, conservation and environmental matters as required.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Bachelor's degree and a minimum of two years experience in wetlands protection, land conservation, environmental management or related field; or equivalent combination of education and experience. Previous municipal experience is desirable.

### **Special Requirements**

Valid Massachusetts Class D Motor Vehicle Operator's License and a readily available car. Helpful to be a Notary Public if required by the Commission. Able to traverse challenging terrain to view construction projects, wetland areas, etc.

**Working Knowledge of:**

MicroSoft Word and Windows applications, Excel, e-mail, etc.

The Massachusetts Wetlands Protection Act and associated regulations and policies, and of wetlands bylaws. Statutes and regulations applicable to the jurisdiction of Conservation Commission.

Relevant areas of wetlands science such as vegetation communities, functions and values replication, stabilization methods, erosion control techniques, retention and detention ponds, and stormwater management.

**Ability to:**

Communicate effectively in oral, written and graphic form; have excellent interpersonal skills.

Work independently, show initiative, and solve problems.

Multi-task and have flexibility in prioritizing projects and tasks.

Interpret technical data, read engineering maps and plans, critically analyze information.

Effectively manage an office, work cooperatively with the Commission, and organize Commission activities and tasks effectively.

Deal professionally and tactfully with town officials, town employees, government agencies, the general public, attorneys, engineers, consultants, and project applicants.

## OVERVIEW:

The Commission's workload has increased dramatically since I started working seven hours a week 28 years ago. A part-time clerk was hired for the sole purpose of taking and transcribing minutes of the Conservation Commission meetings, which has been a great assistance, but this position has also changed to assisting the Administrator with various technical issues with the computer upgrades, spreadsheets to track deposits and expenses in various accounts, tracking budgets expenses and planning, etc. The Administrator's workload has increased considerably with the changes in the regulations on Stormwater matters, maintenance and follow-up. There has been an increase in commercial building in Lynnfield, such as MarketStreet, and the build out of the commercial properties on Route One. Currently, there are wetlands permits on Cadillac, both Kelly dealerships, a daycare center on Route One, UPS, Phase II of MarketStreet, L.I.F.E.'s Colonial Village, Grandview Estates 40B, Pebble Cove subdivision, Windsor Estates, not to mention individual single-family home construction, teardowns, septic repair, additions, etc.

The requirements imposed on Conservation Commissions, by the state legislature and the Department of Environmental Protection (DEP), have increased substantially in recent years. For example, in 1997 Massachusetts Rivers Protection Act was passed by the legislature. It added a new resource area, a 200-foot wide "Riverfront Area" on both sides of all perennial streams, requiring Conservation Commission review all projects proposed within this new "resource area". The DEP also updated its "Stormwater Policy", requiring review of detailed hydrologic calculations for projects that generate substantial stormwater (e.g., developments of 4 or more house lots), and evaluation of proposed stormwater management systems against nine technical Standards. Lynnfield also recently enacted its own Stormwater Bylaw for upland projects disturbing an acre or more of land. It is the responsibility of the Conservation Commission and Town Engineer to insure compliance with this bylaw. Numerous regulatory changes require ongoing training and review by the Commission and its Administrator to stay current. All of the above have placed additional significant time requirements on the Commission. Not surprisingly, adequately meeting these requirements requires more of the Administrator's time.

Because Lynnfield is **required** under Massachusetts law to review all permit applications under the Wetlands Protection Act, Rivers Protection Act, Stormwater Policy and other laws, the town cannot simply refuse to do the work. Errors could result in delay and confusion, have monetary and/or legal repercussions, and cause adverse public relations.

We know that everyone in this room appreciates and understands the highly important work done by the Conservation Commission, and the degree to which the residents value that work.



| Town       | Conservation Administrator | Telephone Number  | FY15 Current Hourly Rate | Min Hourly Rate | Max Hourly Rate | Hours per week |
|------------|----------------------------|-------------------|--------------------------|-----------------|-----------------|----------------|
| Bedford    | Elizabeth Bagdonas         | 781-275-6211      | \$33.44                  |                 |                 | 40             |
| Boxford #1 | Ross Povenmire             | 978-887-6000 X181 | Director                 |                 |                 |                |
| Boxford #2 | Chuck Tirone               | 978-887-6000 X182 | Asst.Admin.              | \$31.09         | \$40.78         | 20             |
| Georgetown | Steven Przyjemski          | 978-352-5712      | \$30.63                  |                 |                 | 40             |
| Ipswich    | Alicia Geilen              | 978-356-6661      | \$34.62                  |                 |                 | 35             |
| Lincoln    | Thomas Gumbart             | 781-259-2612      | \$40.42                  |                 |                 | 40             |
| Lynnfield  | Betty Adelson              | 781-334-2751      | \$30.72                  |                 |                 | 35             |
| Manchester | Mary Reiley                | 978-526-4397      | \$33.44                  |                 |                 | 29             |
| Norwell    | Nancy Hemingway            | 781-659-8022      | \$33.65                  |                 |                 |                |
| Topsfield  | Lana Spillman              | 978-887-1510      | \$32.00                  | \$25.25         | \$33.12         | 37.5           |
| Wakefield  | Rebecca Davis              | 781-224-5015      | \$31.31                  |                 |                 | 40             |
| Wayland    | Brian Monahan              | 508-358-3669      | \$45.89                  | \$34.52         | \$45.89         | 20             |
| Wilmington | Winifred McGowan           | 978-658-8238      | \$36.75                  | \$29.03         | \$36.75         | 35             |



# TOWN OF LYNNFIELD DOMESTIC VIOLENCE LEAVE POLICY

## ADMINISTRATIVE POLICY

It is the Administrative Policy of the Town of Lynnfield to implement and administer the provisions of "An Act Relative to Domestic Violence". This law is intended to reduce domestic violence, and to provide victims and family members of victims of domestic violence protected work leave for qualifying reasons associated with domestic violence.

The Town is committed to the protection of those eligible individuals that provide service to the Town by giving them the necessary tools to deal with domestic violence issues. This policy, along with the efforts of the Employee Assistance Program (EAP), can be utilized if the need arises for an employee to take time off to deal with a domestic violence issue.

## DEFINITIONS

The provisions of this policy apply if the employee or a family member is a victim of domestic violence (unless the employee is the perpetrator of violence against the family member).

"Abuse" is defined as attempting to cause or causing physical harm; placing another in fear of imminent serious physical harm; causing another to engage involuntarily in sexual relations by force, threat or duress or engaging or threatening to engage in sexual activity with a dependent child; engaging in mental abuse, including threats, intimidation or acts designed to induce terror; depriving another of medical care, housing, food or other necessities of life; or restraining the liberty of another.

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"Abusive behavior" includes domestic violence, stalking, sexual assault and kidnapping.

"Domestic violence" is defined as abuse against an employee or the employee's family member by:

- a current or former spouse of the employee or the employee's family member;
- a person with whom the employee or employee's family member shares a child in common;
- a person who is cohabitating with or has cohabitated with the employee or employee's family member;
- a person who is related by blood or marriage to the employee;
- a person with whom the employee or employee's family member has or had a dating or engagement relationship.

"Family Member" (under this policy) is defined as:

- persons who are married to one another;
- persons in a substantive dating or engagement relationship and who reside together;
- persons having a child in common regardless of whether they have ever married or resided together;
- a parent, step-parent, child, step-child, sibling, grandparent or grandchild, or persons in a guardian relationship.

# TOWN OF LYNNFIELD DOMESTIC VIOLENCE LEAVE POLICY

## EMPLOYEE ELIGIBILITY REQUIREMENTS

All employees of the Town of Lynnfield including all Regular Full-time and Regular Part-time employees, Intermittent/Seasonal/Temporary Employees, Interns, and Volunteers are eligible for Domestic Violence Leave benefits, as indicated in this policy.

**Comment [TAM1]:** I have no problem extending eligibility to these people, but under the statute it's only paid employees who are covered.

## LENGTH OF LEAVE & PERMITTED REASONS FOR LEAVE

An eligible employee may take up to 15 days of leave from work in a 12-month period, if the employee or family member of the employee is a victim of abusive behavior and the employee is using leave from work to:

- seek or obtain medical attention, counseling, victim services or legal assistance;
- secure housing;
- obtain a protective order from a court;
- appear in court or before a grand jury;
- meet with a district attorney or other law enforcement official;
- attend child custody proceedings; or
- address other issues directly related to the abusive behavior against the employee or family member of the employee;

provided that the employee is not the perpetrator of the abusive behavior against such employee's family member.

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## EXHAUSTION OF VACATION, PERSONAL AND SICK LEAVE

Before an employee may submit a request for the use of an unpaid Domestic Violence Leave to Human Resources, he or she must utilize any and all accumulated personal leave, vacation leave and sick leave available.

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## UNPAID LEAVE

Approved Domestic Violence Leave is an unpaid leave.

## NOTICE REQUIREMENT

Employees are generally required to provide an appropriate advance leave notice by submitting the document titled "Notice of Need for Domestic Violence Leave", except in cases of imminent danger. In cases of imminent danger, the employee is required to notify the Town of his/her absence within three (3) workdays that the leave was taken or is being taken. The Town will not take negative actions against an employee for an unscheduled absence, if within thirty (30) days from the unauthorized absence or last unauthorized absence in cases of consecutive absences, the employee provides any of the forms of documentation of the need for domestic violence leave identified below.

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## REQUIRED DOCUMENTATION

The Town of Lynnfield requires documentation showing that an employee or employee's family member is a victim of abusive behavior. An employee may satisfy the documentation requirement by producing any of the following documents within a reasonable period of time from the request:

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- Protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or

**TOWN OF LYNNFIELD  
DOMESTIC VIOLENCE LEAVE POLICY**

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**REQUIRED DOCUMENTATION** (continued)

employee's family member;

- A document under the letterhead of the court, provider, or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior against the employee or employee's family member;
- A police report or statement of a victim or witness provided to the police, including a police incident report, documenting the abusive behavior complained of by the employee or the employee's family member;
- Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has admitted to sufficient facts to support a finding of guilt of abusive behavior or has been convicted of, or has been adjudicated a juvenile delinquent by reason of, any offense constituting abusive behavior and which is related to the abusive behavior that necessitated the leave;
- Medical documentation of treatment as a result of the abusive behavior complained of by the employee or employee's family member;
- A sworn statement, signed under the pains and penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or professional who has assisted the employee or the employee's family member in addressing the effects of the abusive behavior.
- A sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been the victim of abusive behavior or is the family member of a victim of abusive behavior.

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The Town of Lynnfield shall maintain any received documentation within the employee's personnel file, but only as long as required for the Town to make a determination as to whether the employee is eligible for the requested leave.

**CONFIDENTIALITY OF INFORMATION**

All information related to the employee's leave shall be kept confidential by the Town and shall not be disclosed, except to the extent that disclosure is;

- requested or consented to, in writing, by the employee;
- ordered to be released by a court of competent jurisdiction;
- otherwise required by applicable federal or state law;
- required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general; or
- necessary to protect the safety of the employee or others employed at the workplace.

If additional time off is required, the employee should discuss the request with Human Resources. Nothing in this policy limits or impairs an employee's right or ability to seek other types of applicable unpaid time off.

**TOWN OF LYNNFIELD  
DOMESTIC VIOLENCE LEAVE POLICY**

**EFFECT ON BENEFITS**

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An employee granted a leave under this policy will continue to be covered under the employer's group health insurance and basic life insurance plans under the same conditions as coverage would have been provided if he/she had been continuously employed during the leave period.

If the employee fails to return from domestic violence leave, the Town may seek reimbursement from the employee for the portion of the premiums it paid on behalf of that employee (also known as the employer contribution) during the employee's leave.

An employee shall be in an unpaid leave status for the duration of the leave.

**JOB PROTECTION**

If the employee returns to work within the time permitted, a maximum of fifteen (15) days in a twelve (12) month period, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, the employee will be subject to any pay or benefit reductions or other adverse actions, including layoff, which he/she would have experienced if he or she had not taken leave under this policy.

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If the employee fails to return after a qualifying leave under this section, the employee may be terminated, unless reinstated to his/her same or similar position, in accordance with applicable laws, other leave-related policies, and/or appropriate bargaining unit contract language.

**PROVISIONS**

~~The Town shall not make any of an employee's rights hereunder contingent on whether the employee maintains contact with the alleged abuser, even if the alleged abuser is another Town employee.~~

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Domestic Violence Leave time shall be taken in increments of not less than 2 hours.

~~Domestic Violence Leave shall be reported as unpaid leave in the Town's attendance systems.~~

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**APPLICABLE LAW STATUTES** M.G.L. c. 149, § 52E.

Deleted: Chapter 260 of the Acts of 2014

**FORMS**

The following form documents associated with and attached to this policy may change to meet the needs of the Town or new requirements of the law. Please consult the Human Resources Department for the most current version:

- Employee Acknowledgement of Receipt of Domestic Violence Leave Policy
- Notice of Need for Domestic Violence Leave

*Approved by the Town of Lynnfield Board of Selectmen on 12/03/2014*

\_\_\_\_\_  
David Nelson , Chair

**Nomination papers** for this year's local election are still available in the Town Clerk's office. Positions available include:

Board of Selectman - 3 Year Term

Town Moderator - 1 Year Term

Board of Assessor - 3 Year Term

Library Trustee - 3 Year Term (2 positions available)

School Committee - 3 Year Term (2 positions available)

Planning Board - 5 Year Term

Housing Authority - 5 Year Term

Nomination papers must be returned no later than Monday, February 23<sup>rd</sup> by 5 PM to the Clerk's office.

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**2015 Dog licenses** are now available in the Clerk's office. Current rabies certificates must be presented. Please remember to register your dog no later than February 29<sup>th</sup> to avoid late fees.

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**2015 Annual Town Census** forms are now due to the Clerk's office. If you have not returned the form, please do so as soon as possible. By returning your form, it allows the Town Clerk to maintain updated records of current residents and current voters. If you have not received your form, please call the Town Clerk's office.

Any questions regarding the nomination papers, dog licensing and census forms, the Clerk's office phone number is 781-334-9400.