

BOARD OF SELECTMEN
AGENDA
Monday, February 9, 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

Kerry Haughney – Board of Library Trustees member

Jane Bandini – Scenic Road Bylaw

Alan Dresios – Sign Bylaw

Jason Kimball – War Memorial Guidelines

FY 2016 Budget Reviews:

Recreation

Fire

Emergency Medical Services

Delegation of response to open meeting law complaint

Announcements

Use of Town facilities:	None
One-day liquor license:	None
Minutes:	None
Proclamations:	None
Administrative matters:	Signing of warrants

SCENIC ROADS BYLAW

1. **PURPOSE** - The purpose of this Bylaw is to allow at Town Meeting the recognition of specific roads in Lynnfield as "Scenic Roads." By so doing, the public right-of-way along these roads shall not be altered, improved, or reconstructed without approval. For a road designated a Scenic Road any repair, maintenance, reconstruction, paving or construction of an additional driveway; cutting or removal of trees; the tearing down, burial, relocation, or destruction of stonewalls by any person public or private shall require written consent of the Planning Board. Only public ways and no privately owned properties shall be subject to this Bylaw.

2. **AUTHORITY** - The enactment of this Bylaw is authorized by Massachusetts General Law Chapter 40, Section 15C.

3. DEFINITIONS

Applicant: any person or entity that undertakes an action requiring prior written consent pursuant to this Bylaw who is therefore required to file an application with the Planning Board.

Repair, Maintenance, Reconstruction or Paving Work: any such work done within the public right-of-way by any person or entity, public or private, including the roadway and/or construction of an additional driveway.

Scenic Road: The entire area within the boundaries of the public right-of-way other than a state highway or a numbered route.

Stone Wall: A structure of natural stone constructed to enclose, divide, or define an area, and located at least partially within the boundaries of the public right-of-way.

Tree: A tree located within the public right-of-way that is larger than 6" DBH (diameter at breast height).

4. DESIGNATION OF SCENIC ROADS

4.1. Considerations for Scenic Road Designation - The determination of which roads or portions of roads to be recommended as Scenic Roads shall consider these criteria:

- a) Overall scenic beauty of the public way.
- b) The contribution of any vegetation, stonewalls, fences, shoulders, or tree canopy.
- c) The potential for lessening of scenic beauty, aesthetic value or historical significance.

4.2. Procedures to Designate Scenic Roads - Upon recommendation or request of the Planning Board, Conservation Commission, or Historical Commission, any road shall, upon vote of a majority of the voters present and voting at any annual or special Town Meeting, become a Scenic Road subject to the provisions in this Bylaw. A public hearing regarding the proposed roads shall be conducted prior to Town Meeting.

4.3. The following roads are recommended to be designated Scenic Roads.

Chestnut Street
Essex Street
Lowell Street

Main Street
Summer Street

5) PROCEDURE FOR ACTIONS ON A SCENIC ROAD

5.1. Determination of Applicability - The applicant shall submit a written request to the Town Engineer who shall determine the boundaries of the public right-of-way relative to the location of any specific tree(s) and any specific stonewall(s) to determine the applicability of the Bylaw. A copy of the written request shall also be filed with the Planning Board and the Director of Public Works and/or Tree Warden.

5.2. Scope of Work - The applicant shall deliver to the Planning Board an application with a clear and legible site plan, together with a written description detailing the scope of the proposed work which will cause the Planning Board to schedule a public hearing within a reasonable amount of time.

5.3. Public Hearing Notice - A Notice of Public Hearing shall be advertised in a newspaper of general circulation in the town once in each of two successive weeks, the first publication to be not less than seven days before the day of the hearing, the cost of which shall be born by the applicant.

5.4. Director of Public Works and/or Tree Warden - Whenever feasible, Planning Board hearings shall be held in conjunction with those to be held by the Director of Public Works and/or Tree Warden acting pursuant to this Bylaw. Consent to an action by the Planning Board shall not be construed as implying consent by the Director of Public Works and/or Tree Warden, or vice versa.

5.5. Decision of Board - Within forty-five (45) days after submission, the Planning Board shall conduct a hearing and take final action thereon by approving, modifying, or disapproving the application. Failure of the Board to take final action within the time allotted shall be construed as constructive approval. Extension of time may be agreed upon at the written request of the applicant.

5.6. Appeals Process - The applicant can appeal the decision of the Planning Board to the Board of Selectmen within twenty-one (21) days. The appeal shall be submitted in writing in which the reasons for the appeal are itemized.

5.7. Enforcement - Without waiving any other enforcement authority, violations of the Scenic Road Bylaw shall be punishable by a fine of \$300.00. In addition, the property owner and whoever is responsible for the violation shall be required within sixty (60) days to:

- a. restore any altered stone walls to the condition they were in prior to the alterations, and
- b. plant tree(s) of similar and native in species to those which may have been cut or removed, or
- c. implement other mitigating measures as may be directed by the Planning Board.

The failure of the property owner to restore or mitigate as directed by the Planning Board shall be deemed a subsequent and separate violation. The Planning Board may assess further penalties of up to \$300 for each fourteen (14) day period during which any violation has not been corrected as directed by the Planning Board.

6. ACTIONS THAT DO NOT REQUIRE APPROVAL

6.1. Emergency Repair - Nothing in this Bylaw shall prevent any work being performed as the result of emergency conditions that threaten the lives, health, and/or safety of the public.

6.2. Normal Repair - The provisions of this Bylaw will not restrict either the Department of Public Works or any utility companies from conducting normal maintenance or repairs.

6.3. Stonewall Repair - A property owner's repair of a stonewall using natural stones and of similar appearance to the original wall shall not be restricted.

7. **SEVERABILITY** - If any section or subsection of this Bylaw is found to be unconstitutional or contrary to the laws of the Commonwealth of Massachusetts or the United States of America then that section or subsection shall be stricken from this Bylaw, and the remainder of this Bylaw shall remain in full force and effect.

Present Zoning Bylaw wording follows in 10 point font. Any italicized wording are notes and not part of any change. Changes to present section are in 12 point font.

6. SIGN REGULATIONS

6.1 Signs in Single Residence Districts

In a Single Residence A, B, C, and D District, the following exterior signs are permitted:

1. One sign for each dwelling unit on the premises indicating the owner or occupant or pertaining to a permitted home occupation provided that such sign does not exceed 6 inches in width and 24 inches in length. ~~Such sign may be white lighted but shall not be flashing. S.T.M. 10/17/94~~ will now be covered by section on Prohibited Sign Types, see below. Similar to Market St's Design Standards.
2. One sign not over 9 square feet in area pertaining only to permitted uses and buildings on the premises as listed in "Single Residential District Uses" Section of the Lynnfield Zoning By-laws but specifically not including number 1, 9, and 10 of that "Single Residential District Uses" Section. **A.T.M. 04/29/91** Provided that no such sign is located within 20 feet of any exterior way line or lot line. Such sign may be white lighted ~~but shall not be flashing. S.T.M. 10/17/94~~ same comment here
3. One temporary unlighted sign not over 9 square feet in area pertaining to the sale or lease of the premises provided that no such sign is located within 10 feet of any exterior way line or lot line.

6.2 Signs in Limited Business Districts

In a Limited Business, Limited Industrial and Office Park District, two exterior signs pertaining to permitted buildings, structures and uses existing at the time on the premises is permitted, provided that: **A.T.M. 03/9/70**

1. One sign attached flat against a wall of the building and fronting on the principal way, a parking space in the rear, or, in the case of a building on a corner lot, on that portion of the side of the wall within fifty (50) feet of the exterior line of the principal way. In no case shall such sign project above the roof line. Such sign may be white lighted ~~but shall not be flashing. S.T.M. 10/17/94~~ Such sign may not exceed in total area 2 square feet for each linear foot of store front. In any case, such sign may not exceed 75 square feet. **S.T.M. 10/17/94**
2. A directory-type sign for identification of the several tenants or occupants in the area may be placed in a prominent place for the benefit of foot vehicular traffic. Each tenant will be allotted for his identification on the sign an area not in excess of 24" horizontally and 6" vertically (144 square inches) and the total area of the sign shall not exceed 10 square feet. Other ornaments may not protrude from the sign more than 4 inches in any direction with the exception of hardware necessary to attach the sign to a post. Such a sign should be in good taste and maybe white lighted indirectly, ~~but may not be lighted by flashing or intermittent lights.~~ Said sign shall be placed in a safe location at the normal entrance to the area in which the tenants or occupants are located and also be located so as not to obstruct the normal vision of traffic. Said sign shall not be suspended or placed so as to overhang a public or private way and will be no higher at its lower extremity than 3 feet above the ground. Permission for the installation of any directory sign not attached to a building will be in writing from the fee holder of title and accompany any request for a permit or variance. Said request to include a scale drawing of the proposed sign and said permit, when issued, shall indicate that the permit for said sign may be revoked by the Building Inspector if it is not properly maintained. **A.T.M. 3/9/70, S.T.M. 10/17/94**

6.3 Signs in General Business Districts

In a General Business and Commercial District, exterior signs pertaining to permitted buildings, structures and uses existing at the time on the premises are permitted, provided that:

1. One sign is attached flat against a wall of the building and fronts on the principal way, a parking space in the rear, or in the case of a building on a corner lot, on that portion of the side of the wall within 50 feet of the exterior line of the principal way. Such sign may not exceed in total area 3 square feet for each linear foot of store front, and in no case may exceed 100 square feet.

2. One additional sign not attached to the building, which may be double faced. Each face may not exceed the lesser of one square foot for each 2 linear feet of lot frontage or one square foot for each 100 square feet of ground floor area in the building or buildings located on the premises. In no case is this sign to be larger than 150 square feet per side nor to exceed 15 feet in height including standard. **A.T.M. 03/12/62**

6.4 Signs in Commercial Districts

See "Signs in General Business Districts"

6.5 Signs in Limited Industrial Districts

See "Signs in Limited Business Districts".

6.6 Signs in Housing for the Elderly Districts

1. One sign at each vehicular entrance to the District provided that such sign does not exceed 6 inches in width and 24 inches in length. Such sign *may be non-flashing white lighted.*

2. One sign attached flat against the wall of one building and fronting on the principal way. Such sign shall not exceed 9 square feet and *may be non-flashing white lighted.*

S.T.M. 04/29/82

6.7 Signs in Office Park Districts

See "Signs in Limited Business Districts"

New stuff starts here !!!!

6.8 Public Signs

Those signs under the control of a Public Entity which are commonly placed upon Town Property. Any Entity shall have the authority to display signs associated with their organization.

6.8.1 Variances

The dimensional requirements specified herein are maximum sizes and shall not be increased for any reason, i.e. no variances shall be granted.

6.8.2 Types

Public signs shall fall into two categories, Small or Large Types. Limitations on the total number of signs an Entity may cause to have displayed are based upon their Type.

6.8.2.1 Large Sign

Maximum size of a single sided sign is 40 square feet, a double sided sign provided both sides display the same thing is 32 square feet on each side.

Maximum size of a multiple faced sign shall not exceed in total 32 square feet.
A maximum of two Large Type Signs are allowed per area of interest.

6.8.2.2 Small Type

Maximum size of a single or double sided sign is 4 square feet. A double sided sign therefore is allowed to have the 4 square foot area on each side provided both sides display the same thing.

Maximum size of a multiple faced sign shall not exceed in total 5 square feet.
An unlimited amount of Small Type Signs are allowed.

6.8.3 Procedure

Each Public Entity shall approve by a majority vote of their members at a public meeting all signs under their authority. Each Public Entity may establish a procedure for the placement of any such sign(s) provided that said sign(s) are approved by the majority at their next public meeting.

6.8.3.1 Review

A copy of the proposed Public Sign to be placed upon Town Property shall be forwarded to the Police and Fire Departments for their review and recommendations. For the case of disapproval the Department shall issue a report including specific findings and the reasons, and where possible, shall make recommendations for any modification which would make the subject sign an approval. Failure of any communications, approval/disapproval, within ten calendar days shall be deemed approval by said Department.

6.8.3.2 Temporary sign.

Selectmen may authorize the placement of any sign, banner, pennant, or advertising display intended to be displayed for a limited time period. The Selectmen shall specify that limited time period but for not more than 3 weeks in a six month period.

Easily removed signs attached to windows are considered temporary signs and for **the limited case** may utilize paper, cardboard, styrofoam, stickers or decals hung around, on or behind storefronts applied to or located behind the storefront glazing.

These signs are not subject to the size limitations specified under the Types Section above.

Now we are back to the entire Sign Bylaw. The following affect ALL Signs

6.9 Exempt

Signs approved/required by Federal or State Agencies, however where permitted those signs shall conform to the Zoning Bylaw.

6.10 Removing or reconstructing signs

No sign heretofore approved and erected shall be repaired, altered or removed, nor shall any sign, or substantial part thereof, which is blown down, destroyed or removed, be re-erected, reconstructed, rebuilt or relocated unless it is made to comply with all applicable requirements of the Zoning Bylaw.

6.11 Prohibited Sign Types.

The following is a list of prohibited sign types: *(These are from Market St. 1-8, Those lettered are from past Bylaw attempted updates)*

- 1 Exposed neon expressed in a simple single or double stroke application.
- 2 Registration "R" mark or trademark "TM" symbols, affixed ~~either to sign or sign band.~~
- 3 Signs employing luminous vacuum formed plastic letters.
- 4 Signs employing un-edged or uncapped plastic logos or letters with no returns and exposed fastenings.
- 7 Signs utilizing paper, cardboard, styrofoam, stickers or decals hung around, on or behind storefronts applied to or located behind the storefront glazing.
- a No sign shall be erected in any manner that will cover (over 85%) windows or doors.

- 8 No illumination shall be permitted which is visible from any portion of a way so as to create a traffic hazard.

5 Signs or lights that move, flash, or make noise. ~~Such shall include, but not limited to, commercial balloon devices, high powered search lights, and L.E.D. signage except that indicators of time or temperature or barber poles may move~~ Such devices include but are not limited to beacons, searchlights, pennants, ribbons, streamers, spinners, propellers or discs, whether or not any such device has a written message.

5.1 Only the permit granting authority, not a Public Entity, may issue a Special Permit allowing a moving sign but only if such is an indicator of time or temperature, barber poles for a barber shop subject to the size limitation of the underlying district.

b All signs lighted externally shall be shielded or directed in such a way as to prevent spillage ~~of the building~~ or onto streets, parking, driveway areas or surrounding properties.

6 Box style cabinet signs or “can signs” with illuminated, translucent background and silhouette, translucent or acrylic letters.

c No signs shall be erected on public property unless specifically permitted herein.

e No sign or other advertising device, or part thereof, shall be more than twenty (20) feet above ground level.

f No sign or other advertising device shall project above the roof or parapet line of the building.

g No sign or other advertising device attached to a building shall project more than five (5) feet from a building or two-thirds the width of the sidewalk, whichever is less.

2. DEFINITIONS

In the Zoning Bylaw terms shall have the meaning given herein, unless a contrary meaning is required by the context or is specifically prescribed.

A. Tense

Words used in the present tense include the future; the singular includes the plural, and the plural the singular;

the words "used" or "occupied" include the words "designed," "arranged," "intended" or "offered" to be used or occupied;

the words "building," "structure," "lot," "land" or "premises" shall be construed as though followed by the words "or any portion thereof," and

the word "shall" is always mandatory and not merely directory.

B. Hierarchical Structure

Those definition(s) that are defined in a subsection shall take precedence for only that subsection otherwise these shall be used.

C. Missing Definitions

Words not defined shall have the meaning as defined in the State's Building Code.

D. Final Determination

When conflicts appear to exist the Planning Board shall make the final decision of the definition.

Acre

Shall be considered to be 40,000 square feet.

Public Entity

Any board, commission, that is elected or appointed by the Selectmen and subject to the Open Meeting Law.

Sign (*from Appendix H-2, International/State Building Code*)

Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter or illuminated service, which shall be constructed, placed, attached, painted, erected, fastened or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine or merchandise, whatsoever, which is displayed in any manner outdoors.

Town of Lynnfield, Massachusetts



VETERANS' SERVICES

JOHN H. KIMBALL III, *Veteran's Service Officer*

55 Summer Street
Lynnfield, Mass. 01940

(781) 334-9440
Fax (781) 334-4488
veteransaffairs@town.lynnfield.ma.us

January 22, 2015

Lynnfield Board of Selectman
55 Summer Street
Lynnfield MA 01940

Subject : Guidelines for the Lynnfield War Memorial

Dear Board of Selectman,


I am writing to request your guidance and input regarding guidelines and criteria for the Lynnfield War Memorial on the Common. Currently there is no established guidelines or criteria for adding veterans to the existing War Memorial. I have spoken to the Department of Veteran's Services and they do not have any guidelines or criteria either.

I propose the following criteria for those veterans wishing for their name to be added to Lynnfield War Memorial.

1. A veteran wishing for his or her name to be added to the Lynnfield War Memorial needs to submit their name in writing to the Lynnfield Veteran Service Officer.
2. The veteran needs to provide a copy of their discharge papers.
3. The veteran needs to be honorable discharged from any branch of the U.S. Armed forces, to include the Coast Guard, Army National Guard, and Air National Guard
4. The veteran needs to have been a Lynnfield Resident at the date he joined the U.S. Armed Services.

I am happy to attend a Selectman's Meeting to discuss, feel free to call me at the office at 781 334 9440 or email me at veteransaffairs@town.lynnfield.ma.us.

Very truly yours,


John H. Kimball III
Veterans Service Officer.

PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET

ACCOUNTS FOR:	TOWN	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPARTMENT	2016 REVIEW	2016 SELECTMEN CHANGE	PCT
GENERAL FUND - TOWN								
0630 RECREATION								
0163051 RECREATION COMM SALARIES								
0163051 511018 DIR SAL		17,177.30	44,000.00	44,000.00	44,880.00	44,880.00	.00	2.0%
I hope I did this right. We are level funding for next year except for the 2% salary increase.								
TOTAL RECREATION COMM SALARI		17,177.30	44,000.00	44,000.00	44,880.00	44,880.00	.00	2.0%
0163052 RECREATION COMM EXPENSES								
0163052 530004 AD		.00	100.00	100.00	100.00	100.00	.00	.0%
0163052 530006 SEM/REG		100.00	200.00	200.00	200.00	200.00	.00	.0%
0163052 558001 PROG SUPP		579.00	.00	.00	.00	.00	.00	.0%
0163052 578000 OTH EXP		3,042.50	3,571.77	3,571.77	3,572.00	3,572.00	.00	.0%
0163052 578006 PUPPET		37.50	.00	.00	.00	.00	.00	.0%
TOTAL RECREATION COMM EXPENS		3,759.00	3,871.77	3,871.77	3,872.00	3,872.00	.00	.0%
TOTAL RECREATION		20,936.30	47,871.77	47,871.77	48,752.00	48,752.00	.00	1.8%
TOTAL GENERAL FUND - TOWN		1,068,467.87	1,198,476.81	1,198,476.81	1,459,936.00	1,461,058.00	.00	21.8%

2016 BUDGET PROPOSAL
FEBRUARY 9, 2015



Agenda



1. Current Situation
2. Department Objectives, Goals & Strategies
3. 2015/2016 Plans

Lynnfield Rec Commission Board



- Matt Monkiewicz – Chair
- Frank Morelli – Treasurer
- John Judd – Fields Committee Liaison
- Rod Boone – Member
- Bob Relihan – Member
- Terri Farrell – Member
- Frank Delisi – Member

Rec Situation



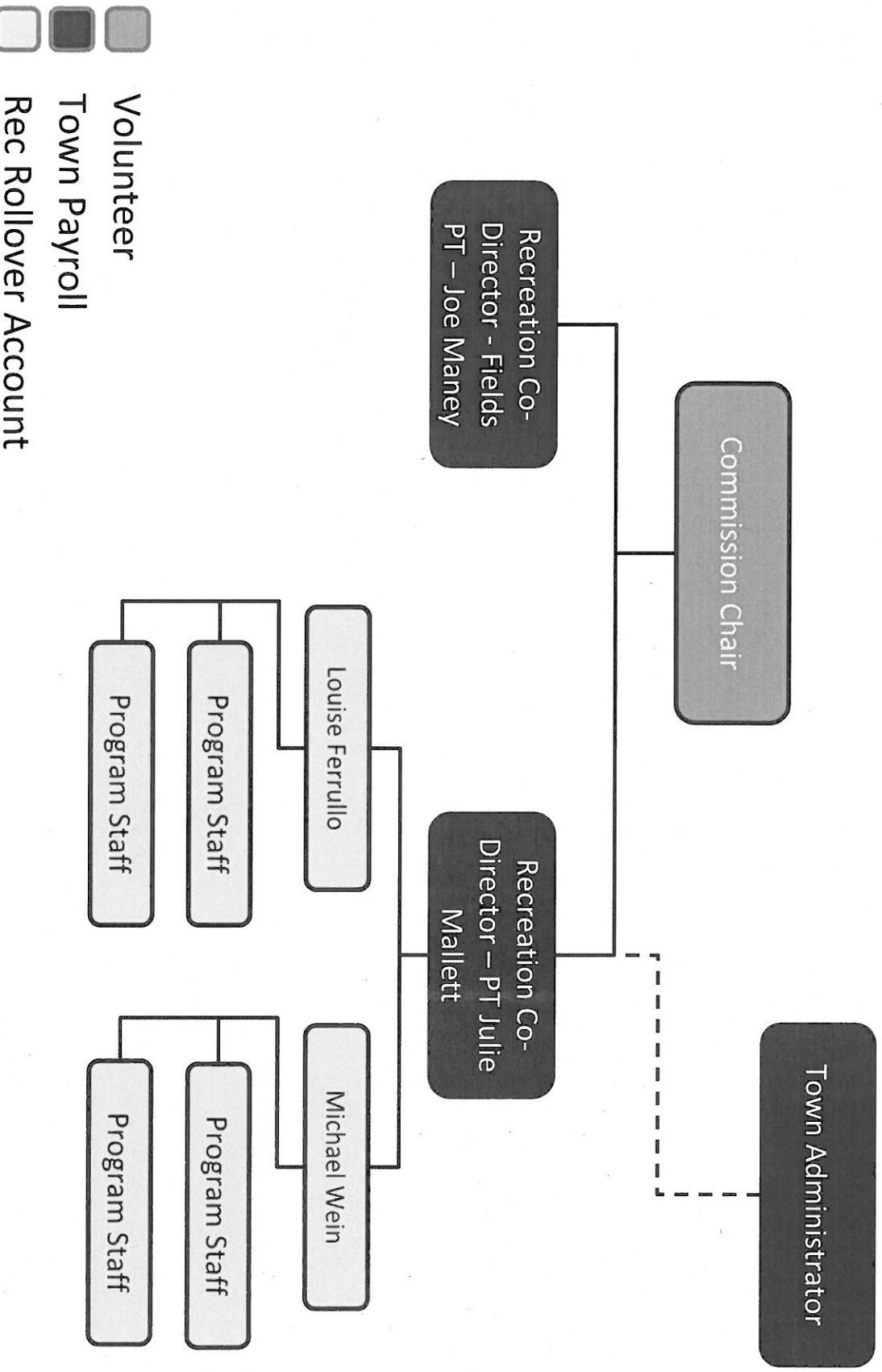
Director

- 35 Hours full time as of July 2014

Fields

- 19 hours/wk part time

Lynnfield Rec Department Org Chart



2014/2015 Programs



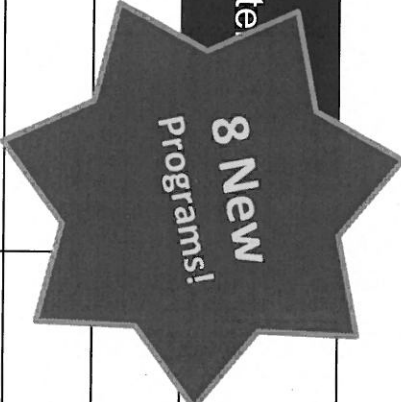
8 New Programs!

	2014 Total Participants/Attendees	2015 Total Participants/Atte	
Tree Listing (est.)	1000	1000	
Gingerbread House Contest	400	400	
Father/Daughter Dance	400	450	
Girl's Softball	60	33	
Pre-Recreation Station	104		
Recreation Station	325	347	
Recreation Station Jr.	41	43	
Horribles Parade	40	40	
Flag Football (spring/fall)	100	200	
Concerts on the Common Games (est)	200	200	
Lynnfield Day (est)	500	500	
Girls Basketball Skills	30		7

2014/2015 Programs



	2014 Total Participants/Attendees	2015 Total Participants/Atte
Movies Nights	125	250
Learn to Skate	50	42
Running Club	20	34
Girls Empowerment	18	11
Mother Son Bowling	250	300
Cont. on next pg		



2014/2015 Programs

8 New Programs!

	2014 Total Participants/Attendees	2015 Total Participants/Atte		
Easter Egg Hunt MarketStreet		278		
Futures of Fenway		21		
Ski Club		65		
Lion King		40		
LMS Early Release Trips		254		
Summer Golf Lessons		15		
Concerts on The Square MarketStreet		3000		
Fireworks/Taste of MarketStreet		10000		
Total	3,666		17,623	
	Var		13,957	
	%Var		380%	
New Program				9

Vision

Enrich lives of Lynnfield residents
through abundant quality
programs, events, fields and
facilities.

Strategies



1. Develop field operations and maintenance guideline in cooperation with the DPW, schools, town manager, BOS and youth sports leagues.
2. Create new programs and work with other community organizations departments to support/enhance existing programs.
3. Establish 'Rec' space to begin to serve the community and determine the need for Rec Center.
4. Develop technology infrastructure to enable automation of administrative functions
5. Build Staff to formalize the department and increase the capacity to execute more programs and plans.

2016 Goals



1. Increase Participation 20% with new programs
2. Improve existing programs
 - Tree Lighting (phase 2)
3. Fireworks
4. Lynnfield Countryfest
5. Concession Stand
6. Fields Usage Policies and Fee Structure
7. Rec Center Plan

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

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

0220 FIRE

0122051 FIRE CHIEF'S SALARY

0122051 511000 FIRE CH SA 49,731.81 112,200.00 112,200.00 113,322.00 114,444.00 .00 1.0%

TOTAL FIRE CHIEF'S SALARY 49,731.81 112,200.00 112,200.00 113,322.00 114,444.00 .00 1.0%

0122052 FIRE FULL TIME SALARIES

0122052 511000 FIREFT SAL 447,147.41 434,979.00 434,979.00 576,952.00 576,952.00 .00 32.6%

0122052 513000 OVERTIME 65,244.60 77,600.00 77,600.00 98,592.00 98,592.00 .00 27.1%

0122052 513003 OVERTIME 22,784.36 29,000.00 29,000.00 22,571.00 22,571.00 .00 -22.2%

0122052 514100 HOLIDAY 17,608.89 25,610.00 25,610.00 32,937.00 32,937.00 .00 28.6%

0122052 519050 TEL ALLOW 1,500.00 1,750.00 1,750.00 2,250.00 2,250.00 .00 28.6%

0122052 519200 SCHL CRED 2,783.48 26,711.00 26,711.00 27,706.00 27,706.00 .00 3.7%

0122052 519650 SPEC PAY 3,150.00 3,150.00 3,150.00 4,131.00 4,131.00 .00 31.1%

TOTAL FIRE FULL TIME SALARIE 557,068.74 598,800.00 598,800.00 765,139.00 765,139.00 .00 27.8%

0122053 FIRE CALL DEPT. SALARIES

0122053 511000 CALL SAL 312,642.20 313,229.00 313,229.00 401,385.00 401,385.00 .00 28.1%

TOTAL FIRE CALL DEPT. SALARI 312,642.20 313,229.00 313,229.00 401,385.00 401,385.00 .00 28.1%

0122054 FIRE ALARM SALARIES

0122054 511000 ALARM SAL 18,436.99 13,007.04 13,007.04 16,177.00 16,177.00 .00 24.4%

ajusted to reflect anticipated expenditures next year as well as a 2% adjustment.

ACCOUNTS FOR: GENERAL FUND - TOWN	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPARTMENT	2016 REVIEW	2016 SELECTMEN	PCT CHANGE
TOTAL FIRE ALARM SALARIES	18,436.99	13,007.04	13,007.04	16,177.00	16,177.00	.00	24.4%

0122055 FIRE EXPENSES							
0122055 519400 UNIFORM	2,008.80	1,300.00	1,300.00	1,300.00	1,300.00	.00	.0%
0122055 519500 Fire Chief's uniform allowance	9,337.09	6,000.00	6,000.00	6,096.00	6,096.00	.00	1.6%
0122055 524000 TRAINING	6,388.93	7,000.00	7,000.00	7,112.00	7,112.00	.00	1.6%
0122055 524001 R&M	10,514.13	10,000.00	10,000.00	10,160.00	10,160.00	.00	1.6%
0122055 524002 R&M	26,786.63	38,319.00	38,319.00	38,932.00	38,932.00	.00	1.6%
0122055 534000 VEH R&M	1,662.23	3,500.00	3,500.00	3,556.00	3,556.00	.00	1.6%
0122055 542000 PHONE	8,439.25	4,600.00	4,600.00	4,674.00	4,674.00	.00	1.6%
0122055 548000 SUPPLIES	2,363.81	2,750.00	2,750.00	2,794.00	2,794.00	.00	1.6%
0122055 558000 VEH SUPP	1,864.63	1,850.00	1,850.00	1,880.00	1,880.00	.00	1.6%
0122055 573000 SUBS/BOOKS	5,091.55	3,300.00	3,300.00	3,353.00	3,353.00	.00	1.6%
0122055 578000 DUES/MEMB	193.61	1,000.00	1,000.00	1,016.00	1,016.00	.00	1.6%
0122055 578020 OTH EXP	5,737.99	10,000.00	10,000.00	10,160.00	10,160.00	.00	1.6%
0122055 585000 UNIFORMS	21,836.38	15,750.00	15,750.00	16,000.00	16,000.00	.00	1.6%
TOTAL FIRE EXPENSES	102,225.03	105,369.00	105,369.00	107,033.00	107,033.00	.00	1.6%

0122057 FIRE ALARM EXPENSES							
0122057 524015 ALARM VEH	1,027.50	2,000.00	2,000.00	2,032.00	2,032.00	.00	1.6%

Funding for repairs to the fire alarm line truck. This also included moneys for required annual testing and certification

PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET

ACCOUNTS FOR: GENERAL FUND - TOWN	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPARTMENT	2016 REVIEW	2016 SELECTMEN	PCT CHANGE
0122057 578000	920.59	750.00	750.00	762.00	762.00	.00	1.6%
minimal funding for unanticipated fire alarm expenses not otherwise accounted for elsewhere in the budget.							
0122057 578022	2,111.56	1,500.00	1,500.00	1,524.00	1,524.00	.00	1.6%
funding for parts necessary for the maintenance of our municipal fire alarm system.							
0122057 578023	1,892.95	1,500.00	1,500.00	1,524.00	1,524.00	.00	1.6%
Funding for small parts like nut, bolts, mounting hardware, washers, isolators etc.:							
0122057 578024	1,474.20	2,250.00	2,250.00	2,286.00	2,286.00	.00	1.6%
Funds necessary to replace old or damaged fire alarm cable.							
TOTAL FIRE ALARM EXPENSES	7,426.80	8,000.00	8,000.00	8,128.00	8,128.00	.00	1.6%
TOTAL FIRE	1,047,531.57	1,150,605.04	1,150,605.04	1,411,184.00	1,412,306.00	.00	22.6%

ACCOUNTS FOR:	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPARTMENT	2016 REVIEW	2016 SELECTMEN	PCT CHANGE
0231 EMERGENCY MEDICAL SERVICES							
6100 AMBULANCE ENTERPRISE							
6100 511023 CALL SAL	160,752.48	178,500.00	178,500.00	182,070.00	.00	.00	2.0%
6100 Includes a 2% adjustment. Funds for call firefighters to who respond to medical emergencies.							
6100 511030 EMS COV	141,928.77	127,958.00	127,958.00	178,848.00	.00	.00	39.8%
6100 Funds for call firefighters who cover ambulance shifts. Includes a 2% adjustment, funding for call firefighters to cover 84 hours a week. Reduction due to off setting savings due to new staffing plan.							
6100 513000 OVERTIME	78,172.71	88,240.00	88,240.00	45,737.00	.00	.00	-48.2%
6100 Includes adjustments in accordance with CBA. Funds for career firefighters who report to medical emergencies off duty. Also includes off setting savings of new staffing plan.							
6100 515000 FRINGE	5,000.00	12,000.00	12,000.00	12,000.00	.00	.00	.0%
6100 Funds for cost associated with managing the enterprise account.							
6100 519026 CEMT STIP	17,265.00	18,000.00	18,000.00	18,000.00	.00	.00	.0%
6100 Incentive pay for call firefighters who attain specific levels of training and performance criteria.							
6100 519300 FT EMS COV	111,188.60	135,302.00	135,302.00	138,008.00	.00	.00	2.0%
6100 Funds for career firefighters who cover ambulance shifts outside their normal work shift. Includes adjustment due to CBA							
6100 578000 OTH EXP	85,616.92	80,000.00	80,000.00	80,000.00	.00	.00	.0%
6100 Repair, replacement, and purchase of all medical supplies							
6100 597000 TRANS OUT	90,000.00	.00	.00	.00	.00	.00	.0%
TOTAL AMBULANCE ENTERPRISE	689,924.48	640,000.00	640,000.00	654,663.00	.00	.00	2.3%
TOTAL EMERGENCY MEDICAL SERV	689,924.48	640,000.00	640,000.00	654,663.00	.00	.00	2.3%
TOTAL AMBULANCE ENTERPRISE	689,924.48	640,000.00	640,000.00	654,663.00	.00	.00	2.3%
GRAND TOTAL	1,758,392.35	1,838,476.81	1,838,476.81	2,114,599.00	1,461,058.00	.00	15.0%

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

Lynnfield Fire Department
FY 2016 Capital Budget

Hose:		Priority
Annual hose replacement	\$10,000	
Personal Protective Clothing		
Annual PPE Replacement	\$10,000	
Washer/Extractor	\$10,000	
Extrication tools		
Complete Extrication tools project	\$10,000	
Radios/Pagers/IT		
Mobile radios	\$5,000	
Pagers		
Computer work stations		
Computers laptop/tablets		
Computer programs		
Station Status Boards		
Year 1 of 4: Portable Radio Replacement	\$30,000	
Fire Engine /Pumper	\$450,000	

Last year we requested a number of high priority items and a number of lower priority items. This year we have submitted only our high priority items for consideration.

Future Considerations:

Radio Infrastructure upgrades. If we continue to operate our own dispatch center radio infrastructure we will need to upgrade in the not too distant future. Estimated cost for this update has been estimated between \$800,000 and \$1 Million.

Although we have requested funds to replace a pumper this year we must keep in mind that two of our pumpers are 30 years old, it is unlikely we will be able to wait another 5 years to replace the second pumper. We will continue to peruse alternative funding sources for this project.

Last year:

Last year we asked for 3 thermal imagers to replace our very outdated obsolete cameras. We were granted funding for 1. Due to a number of factors including price concessions from the vendor, grant funding, bulk purchasing, and the natural decline of the cost of

technology we were able to purchase three state of the art thermal imagers, thus they do not appear in this capital request.

Last year we requested funds for 2 new staff vehicles. We were awarded funding for 1 and due to a mechanical failure we were granted a separate appropriation of \$10,000 for a new/used staff vehicle. We were able to purchase a new to us 2008 Ford Explorer and thus we are not requesting funding for another staff vehicle in this request.

Last year we requested funding for two commercial washer extractors. We have re-evaluated this request and found one extractor will meet our needs. This re-evaluation is reflected in this year's request.

Last year we requested \$75,000 to replace two obsolete sets of extrication tools (AKA The Jaws of Life). We were granted \$37,500. After evaluating several systems we found we were able to complete most of the project to replace both sets of tools. Our request this year is reflective of the funds needed to complete the project.

NFPA 1962 now recommends (requires) that hose manufactured prior to 1987 be removed from service. Previous editions of the code allowed older hose to continue to be used provided it passed annual testing. These funds are needed to replace obsolete hose and replace hose that has been otherwise damaged or no longer will pass annual service testing.

NFPA 1851 required firefighting protective clothing used for structural firefighting to be replaced after it reaches 10 years of age. In 2008 we received a grant to replace all our protective firefighting protective clothing. Unfortunately this also means in 2018 most of our supply of protective clothing will again need to be replaced. Due to wear and tear we need to replace gear every year, in addition due to turnover we need to purchase complete or partial sets for new members. As a result we hope to minimize the amount we will need to request in 2018 and as we move forward.

NFPA 1851 required advanced decontamination of protective clothing whenever the protective clothing is contaminated. The standard further states that machine washing is the most effective method of decontamination. Recent studies have shown that machine washing is the most effective method of removing carcinogens from protective clothing, and even extends the useful life of the gear. Given the cost of this equipment we have determined that a single extractor will meet the needs of the department.

This year we are asking for \$10,000 to finish our project to replace two complete sets of extrication tools.

Portable radios are vital to our operation. Unfortunately there is a certain amount of planned obsolescence with radio equipment. After a period of time the manufacturer will stop supporting the equipment. Once this occurs the radio parts become more difficult to find, repairs become more expensive, or repairs are not possible. Most of our stock of portable is of the age that the manufacturer no long supports the product. The vast

majority of our portable radio stock is 15 years old. I propose a 4 year replacement program for these portable radios. In the mean time we will seek out grants or alternative funding opportunities to either completely fund further purchases or minimize further cost.

As we know technology moves at an extremely fast pace. As with the radios there is a certain amount of planned obsolescence with technological equipment. The funds requested are simply to keep our computers and IT equipment operational and compatible with current programming. Further funds are there to replace the IT items that are considered disposable in nature. Our status boards in the stations are a good example. If one were to fail it is likely not cost effective to repair the unit.

Currently two of our pumpers are thirty years old. These pumpers both need to be replaced. This year we applied for Assistance to Firefighters Grant to replace one of these pumpers, unfortunately we have received word that Lynnfield is no longer being considered for this award. A 2009 consultants report indicated that the community should plan on replacing a pumper every 5 years, which would have meant we should have replaced a pumper in 2010. The replacement of this pump is now a critical need. There are a number of financing options which could spread out the cost over a period of time. We will look at "demo" pumpers or stock pumpers that meet our needs to minimize cost.

The members of the Lynnfield Fire Department would like to thank the Town Administrator, The members of the Finance Committee and the Board of Selectmen for their consideration of this capital request. We feel this request is a financially responsible request. This request is consistent with: the 2009 consultants' report, recognized standards and best practices, and the priorities of the fire department leadership.

Lynnfield Emergency Management
Capital Budget Request

Emergency Management respectfully request funding to run and install fiber optic cable to all our emergency communications radio repeater sites. Currently these sites are serviced by copper wire. Fiber improves the quality of our communications, reduce maintenance at the sites by limiting the degradation of the signal typically associated with copper wire, and allow our system to take advantage of new technology. This fiber cable will be utilized by police and fire and in the future perhaps public works.

Total cost to run the wire to the 6 repeater sites	\$109,488
Total cost for the fiber connections, installation, splices, wire runs inside the buildings, and connections into the town IT system .	\$76,479
Total cost of the project	\$185,967



The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Office of the Attorney General's Division of Open Government is responsible for interpreting and enforcing the Open Meeting Law. Pursuant to G.L. c. 30A, §23, the Open Meeting Law requires that complaints must first be filed with the public body that is alleged to have committed the violation, prior to filing a complaint with the Attorney General.

The complaint must be filed with the public body within 30 days of the alleged violation, or if the alleged Open Meeting Law violation could not reasonably have been known at the time it occurred, then within 30 days of the date it should reasonably have been discovered. The complaint must set forth the circumstances which constitute the alleged violation, giving the public body an opportunity to remedy the alleged violation.

Please complete the entire form, providing as much information as possible, to assist the public body in responding to your complaint. The Division of Open Government will not, and public bodies are not required to, investigate anonymous complaints. You may attach additional materials to your complaint if necessary. The public body may request additional information if necessary.

For complaints alleging a violation of the Open Meeting Law by a local public body, you must file with the public body and file a copy with the clerk of the city or town where the alleged violation occurred. For complaints alleging a violation by a county, regional or state public body, you must file with the chair of the public body.

If you are not satisfied with the action taken by the public body in response to your complaint, you may file a copy of your complaint with the Attorney General's Office 30 days after filing your complaint with the public body. The Attorney General's Office may decline to investigate a complaint that is filed with the Attorney General's Office more than 90 days after the alleged OML violation, unless an extension was granted to the public body or the complainant demonstrates good cause for the delay.

The complaint must include this form and any documents relevant to the alleged violation. A complaint may be filed either by mail or by hand:

Office of the Attorney General
Division of Open Government
One Ashburton Place
Boston, MA 02108



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Thomas Last Name: Terranova

Address: 37 Apple Hill Lane

City: Lynnfield State: MA Zip Code: 01940

Phone Number: +1 (781) 799-0734 Ext. _____

Email: tomtselectman@gmail.com

Organization or Media Affiliation (if any): Board of Selectmen

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Lynnfield Board of Selectmen

Specific person(s), if any, you allege committed the violation: Philip Crawford and David Nelson

Date of alleged violation: Jan 5, 2015

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

As Selectman I attended the January 5, 2015 Board of Selectman Meeting. During this meeting all three of the Selectmen and the Town Administrator were served with a Subpoena to Appear at the Essex Superior Court on January 15, 2015 at 2:00 P.M. by Attorney Mike Walsh and an associate. David Nelson made a comment that he was expecting the Subpoena during the Selectmen Meeting. The meeting shortly progressed to other topics. Near the end of the meeting I (Thomas Terranova) asked the Town Administrator William Gustus how the Subpoena that the Selectmen and he (the Town Administrator) received would be handled. William Gustus during the meeting gave a brief explanation of what had occurred regarding the serving of the Subpoena and that Town Council would have to address the situation. Shortly thereafter the Selectmen meeting was concluded.

My complaint is with what occurred after the Selectmen Meeting had concluded. After the Selectmen Meeting had concluded Phil Crawford made statements about the receipt of the Subpoena, how it is common place in his business to receive Subpoena's on behalf of clients and continued on discussing the Subpoena and its effect to the Town with David Nelson and William Gustus. The three continued to discuss the Subpoena as I packed my briefcase and left the Meeting Room. This was clearly a deliberation between the parties mentioned.

This discussion should have occurred during the Public Selectmen Meeting and not in private between the three parties mentioned. This shows a blatant disregard of the Open Meeting Laws to discuss and deliberate the Subpoena in a private forum between Two Selectmen.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

It appears reasonable to request the Attorney General to hold Phil Crawford and David Nelson accountable for the intentional disregard of the Open Meeting Laws and be reprimanded with the appropriate sanctions that would teach them to not continue this intentional behavior .

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, will be considered a public record and available to any member of the public upon request. In response to such a request, the AGO generally will not disclose your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed:  _____

Date: 2-3-15

For Use By Public Body For Use By AGO
Date Received by Public Body: Date Received by AGO: