

**BOARD OF SELECTMEN  
AGENDA  
Monday, January 26, 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
	Planning Board member Alan Dresios – update on sign bylaw
	<b>FY 2016 Budget Reviews:</b> 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
	Announcements
<b>Use of Town facilities:</b>	May 16, common, Centre Church craft fair
<b>One-day liquor license:</b>	none
<b>Minutes:</b>	December 15, 2014; January 5, 2015
<b>Proclamations:</b>	None
<b>Administrative matters:</b>	Signing of warrants

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.

## 1. SIGN REGULATIONS

### 1.1 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.
- 4. One sign for each dwelling unit on the premises indicating its' historical nature if approved by the Historical Commission per the requirements of a Public Sign below.** *New !!!!! Added to allow the Historical placard that are commonly placed upon a historical home.*

### 1.2 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**

### **1.3 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**

### **1.4 Signs in Commercial Districts**

See "Signs in General Business Districts"

### **1.5 Signs in Limited Industrial Districts**

See "Signs in Limited Business Districts".

### **1.6 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**

### **1.7 Signs in Office Park Districts**

See "Signs in Limited Business Districts"

## **New stuff starts here !!!!**

### **1.8 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, provided that said sign(s) are approved by a majority of their members at a public meeting.

#### **1.8.1 Exempt**

Those signs approved/required by Federal or State Agencies.

#### **1.8.2 Variances**

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

#### **1.8.3 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.

### **Large Type**

Maximum size of a single or double sided sign is 32 square feet. A double sided sign therefore is allowed to have the 32 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 32 square feet.  
A maximum of two Large Type Signs are allowed per area of interest.

### **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.

#### **1.8.4 Temporary sign.**

Selectmen may authorize the placement of any sign, banner, pennant, or advertising display intended to be displayed for a limited time period, but not more than 3 weeks over a six month period. Easily removed signs attached to windows are considered temporary signs.

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

Selectmen or their authorized designate may authorize the placement of these signs provided that said sign(s) are approved by a majority of the Selectmen at their next public meeting.

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

#### **1.9 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 bylaw.

#### **1.10 Prohibited Sign Types.**

The following is a list of prohibited sign types: *(These are from Market St. 1-8, Those not numbered are from present Bylaw)*

- 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.



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- 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.
- 6 Box style cabinet signs or "can signs" with illuminated, translucent background and silhouette, translucent or acrylic letters.
- 7 Signs utilizing paper, cardboard, styrofoam, stickers or decals hung around, on or behind storefronts applied to or located behind the storefront glazing.

No sign shall be erected in any manner that will cover 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.

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.

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

No freestanding signs are permitted except in the Industrial Zone

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

No sign or other advertising device attached to a building shall project above the roof or parapet line.

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.

## **Definitions -**

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.

Public Entity

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

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

ACCOUNTS FOR: TOWN 2014 ACTUAL 2015 ORIG BUD 2015 REVISED BUD 2016 DEPARTMENT 2016 REVIEW 2016 SELECTMEN 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%

0154151 511016 OUT WK SAL 12,690.78 12,584.00 13,150.00 14,145.00 14,145.00 .00 7.6%

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%

0154151 519000 STIPEND 2,000.00 .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%

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

Last year we requested a change in our meal subsidy from 8,320.00 to 10,400.00. We actually serve 100 meals per week at \$2.00 per meal. This will take care of 100 meals per week. We actually serve 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.

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 CHANGE	PCT 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%

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

ACCOUNTS FOR:	GENERAL FUND - TOWN	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPARTMENT	2016 REVIEW	2016 SELECTMEN CHANGE	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%	
	As a result of union negotiations, Elizabeth H. Pagos (Grade 4 Step 4 Circulation Manager) will assume a Department Head position (Step 5 Head of Circulation Services) as of July 1, 2015.								
0161052	511020	5,666.00	6,656.00	6,656.00	7,904.00	7,904.00		18.8%	
	As of January 1, 2015, minimum wage increases to \$9.00 / hour and on January 1, 2016, to \$10.00 / hour.								
0161052	511022	253,209.64	266,112.00	266,112.00	225,441.00	225,441.00		-15.3%	
	As a result of union negotiations and effective July 1, 2015, Elizabeth H. Pagos will assume a Department Head position. The Staff Salaries line item reflects this change.								
0161052	514000	1,225.00	1,250.00	1,250.00	1,775.00	1,775.00		42.0%	
	Laura Brosan (Librarian) will receive longevity in the amount of \$525.00.								
0161052	514022	1,565.00	1,582.00	1,582.00	1,882.00	1,882.00		19.0%	
	Jane Doherty (Staff) will receive longevity in the amount of \$300.00								
0161052	514200	5,068.22	5,246.00	5,246.00	5,351.00	5,351.00		2.0%	
	This amount includes a COLA increase of 2%.								
	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%	
	37 PCs, laptops and networked printers at \$110 each: \$4070								
	Base fee: \$ 275								
0161053	532000	\$ 217	3,000.00	3,000.00	3,000.00	3,000.00		.0%	
	Print management surcharge: \$ 217								
	TUTORIAL								
0161053	534000	415.02	1,300.00	1,300.00	720.00	720.00		-44.6%	
	PHONE								
	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).								



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 CHANGE	PCT
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	STF 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%

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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: GENERAL FUND - TOWN

	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPARTMENT	2016 REVIEW	2016 SELECTMEN	PCT CHANGE
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0691 HISTORICAL COMM COMMISSION							
0169151 HISTORICAL COMM EXPENSES							
0169151 530006 SEM/RBG	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 COMM 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 Inventory categories: Areas – Sherwood Forest for Royal Barry Wills homes Structures – The Ship, the windmill industry, Suntaug Inn site Park – Freeman Park, Kallenberg Quarry, Pocahontas site 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

1  
bgnyrpts

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 CHANGE	PCT
0141 BOARD OF ASSESSORS							
014151 BOARD OF ASSESSORS SALARIES							
014151 511000 BD ASSES S	10,016.52	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	.00
TOTAL BOARD OF ASSESSORS SAL	10,016.52	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	.00
014152 ASSESSOR OTHER SALARIES							
014152 511000 AST. ASSES	79,244.42	81,152.00	81,152.00	82,775.00	82,775.00	82,775.00	.00
014152 511200 CLER SAL	46,940.48	47,867.00	47,867.00	49,011.00	49,011.00	49,011.00	.00
014152 513000 CLE SAL OT	.00	200.00	200.00	200.00	200.00	200.00	.00
014152 514000 LONGEVITY	625.00	625.00	625.00	625.00	625.00	625.00	.00
014152 519000 DH GOAL	2,000.00	.00	.00	.00	.00	.00	.00
014152 519005 PROF STP	100.00	100.00	100.00	100.00	100.00	100.00	.00
TOTAL ASSESSOR OTHER SALARIE	128,909.90	129,944.00	129,944.00	132,711.00	132,711.00	132,711.00	2.1%
014153 ASSESSOR PROFESSIONAL SERVICES							
014153 530022 MAP CON	1,950.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
014153 531400 ASSES SOFT	.00	6,300.00	6,300.00	8,000.00	8,000.00	8,000.00	.00
014153 531410 ASSES CONS	45,036.25	18,300.00	18,300.00	18,300.00	18,300.00	18,300.00	.00
TOTAL ASSESSOR PROFESSIONAL	46,986.25	27,100.00	27,100.00	28,800.00	28,800.00	28,800.00	6.3%
014154 ASSESSOR ASSESSMENT UPDATE							
014154 578012 REAL EST R	.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	.00
014154 578013 PP REVALUE	.00	8,500.00	8,500.00	6,000.00	6,000.00	6,000.00	-29.4%

ACCOUNTS FOR: GENERAL FUND - TOWN

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

01/23/2015 09:39  
juliec

TOWN OF LYNNFIELD  
NEXT YEAR BUDGET COMPARISON REPORT

P 3  
bgnvyrpts

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 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 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	571000 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	573000 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 LCC member, \$60 to add Betty to MACC, and \$20 for Municipal Conservation Professionals (MSMCP) totalling \$710							
0117152	578000 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	530003 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 LCC 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	578003 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			37.5
Topsfield	Lana Spillman	978-887-1510	\$32.00	\$25.25	\$33.12	40
Wakefield	Rebecca Davis	781-224-5015	\$31.31			20
Wayland	Brian Monahan	508-358-3669	\$45.89	\$34.52	\$45.89	35
Wilmington	Winifred McGowan	978-658-8238	\$36.75	\$29.03	\$36.75	35

# TOWN OF LYNNFIELD DOMESTIC VIOLENCE LEAVE POLICY

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## **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; fear of imminent serious physical harm by another; engaging 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 fear, depriving another of medical care, housing, food or other necessities of life; or restraining the liberty of another.

"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 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**

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## **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.

## **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;
- address other issues related to the abusive behavior against the employee or family member of the employee.

## **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 to them prior to requesting or taking leave.

## **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 indicated forms of documentation of the need for domestic violence leave.

## **REQUIRED DOCUMENTATION**

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

- 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.

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.

### **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

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## **EFFECT OF BENEFITS**

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 restorations 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.

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**

Unless so ordered by a court, the Town shall not inhibit the rights of a domestic violence leave based on whether the employee maintains contact with the alleged abuser, even if the abuser is another Town employee.

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 attendance systems.

## **APPLICABLE LAW STATUTES** M.G.L. 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*

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**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.