

BOARD OF SELECTMEN
AGENDA
Monday, January 9, 2017

Regular Meeting –7:00 p.m.

Al Merritt Center, 600 Market Street

****NOTE****

This meeting is being recorded and transmitted via cable television.

7:00 p.m.

Pledge of Allegiance

Update on public records management

Budget presentations:

Library

Council on Aging

Approval of new mileage rate for employees using personal vehicles for Town business

Appointment to Memorial Day Committee

Public comment period

Use of Town facilities:

South Fire lot, car wash, May 21, 2017

Minutes:

September 12, 2016

Proclamations:

Molly Malone Day

Administrative matters:

Signing of warrants



PROJECTION: 20181 TOWN OF LYNNFIELD FY 2018 BUDGET

FOR PERIOD 12

ACCOUNTS FOR:
GENERAL FUND - TOWN

2016 ACTUAL 2017 ORIG BUD 2017 REVISED BUD 2018 DEPARTMENT 2018 REVIEW 2018 SELECTMEN CHANGE PCT

ACCOUNTS FOR:	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPARTMENT	2018 REVIEW	2018 SELECTMEN CHANGE	PCT
0610 LIBRARY							
0161051 LIBRARY DIRECTOR SALARY	98,462.00	85,000.00	87,125.00	88,961.00	.00	.00	2.1%
0161051 LIBRY SAL							
0161051 519000 STIPEND	.00	.00	.00	.00	.00	.00	.0%
TOTAL LIBRARY DIRECTOR SALAR	98,462.00	85,000.00	87,125.00	88,961.00	.00	.00	2.1%
0161052 LIBRARY OTHER SALARIES							
0161052 511000 LIBRY SAL	223,983.01	248,312.00	254,519.80	260,275.00	.00	.00	2.3%
0161052 511020 INCREASE OF 2.5% PER CONTRACT.	7,171.28	8,736.00	8,736.00	9,152.00	.00	.00	4.8%
0161052 511022 SALARIES ARE MINIMUM WAGE	230,059.21	235,772.00	247,844.62	256,016.00	.00	.00	3.3%
0161052 513000 INCREASE OF 2.5% PER CONTRACT. INCLUDES FUNDS FOR AN 11 HOUR PER WEEK SERVICES ASSISTANT TO WORK ON SATURDAYS AND ONE 4 HOUR WEEKDAY SHIFT.	.00	.00	.00	.00	.00	.00	.0%
0161052 513022 OVERTIME	.00	.00	.00	.00	.00	.00	.0%
0161052 514000 LONGEVITY	1,775.00	1,350.00	1,350.00	1,875.00	.00	.00	38.9%
0161052 514022 A STAFF MEMBER WAS PROMOTED TO LIBRARIAN AND THE CHANGE IS REFLECTED IN THE AMOUNT. IN RELATION, THE STAFF LONGEVITY LINE HAS DECREASED. LONGEVITY IS A CONTRACTUAL EXPENSE.	1,882.00	2,490.00	2,490.00	2,024.00	.00	.00	-18.7%
0161052 514100 HOLIDAY	.00	.00	.00	.00	.00	.00	.0%
0161052 514122 HOLIDAY	.00	.00	.00	.00	.00	.00	.0%
0161052 514200 SUBST SAL	5,480.11	5,903.00	6,050.58	6,203.00	.00	.00	2.5%
0161052 INCREASE OF 2.5%							
TOTAL LIBRARY OTHER SALARIES	470,350.61	502,563.00	520,991.00	535,545.00	.00	.00	2.8%
0161053 LIBRARY EXPENSES							
0161053 530000 OTH PRO SV	7,443.74	.00	.00	1,550.00	.00	.00	.0%
0161053 530006 LIBRARY BUILDING COMMITTEE SECRETARY EXPENSES	.00	.00	.00	2,500.00	.00	.00	.0%

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Juliec

TOWN OF LYNNFIELD
NEXT YEAR BUDGET COMPARISON REPORT



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PROJECTION: 20181 TOWN OF LYNNFIELD FY 2018 BUDGET

FOR PERIOD 12

ACCOUNTS FOR: GENERAL FUND - TOWN	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPARTMENT	2018 REVIEW	2018 SELECTMEN CHANGE	PCT CHANGE
0161053 531200 NOBLE CON	4,678.00	4,678.00	4,678.00	4,355.00	.00	.00	-6.9%
0161053 532000 TUITION	3,000.00	3,000.00	7,500.00	7,500.00	.00	.00	.0%
0161053 534000 PHONE	913.05	1,000.00	1,000.00	2,000.00	.00	.00	100.0%
There was an error in FY17 calculations. This amount reflects actual expenditures for maintenance contract and service.							
0161053 534003 AT&T	.00	.00	.00	.00	.00	.00	.0%
0161053 534004 NE PHONE	.00	.00	.00	.00	.00	.00	.0%
0161053 534200 POSTAGE	1,128.42	700.00	700.00	700.00	.00	.00	.0%
0161053 542000 SUPP-TYPE	93.12	93.00	93.00	100.00	.00	.00	7.5%
0161053 542201 OFF PR SP	7,067.74	7,000.00	7,000.00	7,250.00	.00	.00	3.6%
Cost of supplies has increased.							
0161053 542202 SUPPL-TECH	5,823.58	5,500.00	5,500.00	5,750.00	.00	.00	4.5%
Cost of supplies are increasing.							
0161053 542210 SUPP COP	.00	.00	.00	.00	.00	.00	.0%
0161053 551025 AM FICTION	20,771.33	72,000.00	72,678.00	73,000.00	.00	.00	.4%
Materials Expenditure Requirement to qualify for MA State Aid is 16% of approved municipal appropriations.							
0161053 551026 AM-LP	5,767.42	.00	.00	.00	.00	.00	.0%
0161053 551027 AM-AUDIO	14,627.44	.00	.00	.00	.00	.00	.0%
0161053 551028 AM-NFICT	28,770.91	.00	.00	.00	.00	.00	.0%
0161053 551029 AM	.00	.00	.00	.00	.00	.00	.0%
0161053 551030 YOUTH MAT	19,500.51	22,000.00	22,679.00	25,000.00	.00	.00	10.2%
Increased to meet the State Aid requirements.							
0161053 551031 YM LEARN	.00	.00	.00	.00	.00	.00	.0%
0161053 551032 YM STANDIN	.00	.00	.00	.00	.00	.00	.0%
0161053 551033 YM ADULT	.00	.00	.00	.00	.00	.00	.0%
0161053 551034 YM	.00	.00	.00	.00	.00	.00	.0%
0161053 551500 EBOOKS	.00	.00	3,493.00	6,607.00	.00	.00	89.1%
Amount previously included with Adult books and a portion paid with State Aid funds.							



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FOR PERIOD 12

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GENERAL FUND - TOWN

		2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPARTMENT	2018 REVIEW	2018 SELECTMEN CHANGE	PCT PCT CHANGE
0161053	551601	1,642.80	1,645.00	1,645.00	1,645.00	.00	.00	.0%
	Contractual amount							
0161053	551611	.00	.00	.00	.00	.00	.00	.0%
	GOVERN DOC							
0161053	551612	14,436.27	10,000.00	14,500.00	15,000.00	.00	.00	3.4%
	REF BOOKS							
0161053	551613	.00	.00	.00	.00	.00	.00	.0%
	REF MAT							
0161053	558000	.00	.00	.00	.00	.00	.00	.0%
	SUBSCRIPT							
0161053	558001	1,368.38	1,300.00	1,300.00	5,000.00	.00	.00	.0%
	PROG SUPP							
	The amount of programs offered has increased as well as the attendance. This increase is to sustain and enhance the library's programming. The library is currently averaging attendance of 1,000 per month for youth programming.							
0161053	558002	.00	.00	.00	.00	.00	.00	284.6%
	CD SUBS							
0161053	558003	13,164.85	16,000.00	16,000.00	16,000.00	.00	.00	.0%
	MAG SUBS							
0161053	558004	370.76	.00	.00	.00	.00	.00	.0%
	MICRO SUBS							
0161053	558005	1,471.79	.00	.00	.00	.00	.00	.0%
	NEWS SUBS							
0161053	571000	605.77	900.00	900.00	1,000.00	.00	.00	.0%
	IN TRAVEL							
0161053	578000	.00	.00	.00	.00	.00	.00	11.1%
	Staff attendance at workshops and trainings is anticipated to increase.							
	OTH EXP							
0161053	578005	36,556.02	37,000.00	37,000.00	39,057.00	.00	.00	.0%
	NOBLE EE							
	Per contract with NOBLE							
0161053	585001	12,075.22	13,000.00	13,000.00	16,000.00	.00	.00	5.6%
	COMP/EQUIP							
	Increase will add new technology into the library and allow the library to maintain current technology offerings.							
	TOTAL LIBRARY EXPENSES	201,277.12	195,816.00	209,666.00	230,014.00	.00	.00	9.7%
	TOTAL LIBRARY	770,089.73	783,379.00	817,782.00	854,520.00	.00	.00	4.5%

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Juliec

TOWN OF LYNNFIELD
NEXT YEAR BUDGET COMPARISON REPORT



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PROJECTION: 20181 TOWN OF LYNNFIELD FY 2018 BUDGET

FOR PERIOD 12

ACCOUNTS FOR:
GENERAL FUND - TOWN

2016 ACTUAL 2017 ORIG BUD 2017 REVISED BUD 2018 DEPARTMENT 2018 REVIEW 2018 SELECTMEN CHANGE PCT

0541	COUNCIL ON AGING								
0154151	COUNCIL ON AGING SALARIES								
0154151	511000 VAN SAL	44,516.25	55,838.00	58,838.00	59,381.00	.00	.00	.9%	
0154151	511016 OUT WK SAL	11,464.07	11,206.00	11,971.00	10,110.00	.00	.00	-15.5%	
0154151	511017 Outreach Worker total salary will be 27,930.00, leaving a balance of 10,110 to be paid by the town. COA DIR SA	62,864.19	62,625.00	64,436.00	65,793.00	.00	.00	2.1%	
0154151	511025 SR CTR CK	54,274.31	51,845.00	52,938.00	54,259.00	.00	.00	2.5%	
0154151	511200 CLER SAL	81,262.93	80,803.00	85,043.00	87,173.00	.00	.00	2.5%	
0154151	513000 OVERTIME	.00	3,700.00	3,700.00	3,700.00	.00	.00	.0%	
0154151	519000 STIPEND	2,000.00	.00	.00	.00	.00	.00	.0%	
	TOTAL COUNCIL ON AGING SALAR	256,381.75	266,017.00	276,926.00	280,416.00	.00	.00	1.3%	
0154152	COUNCIL ON AGING EXPENSES								
0154152	524000 REM	2,614.43	2,000.00	2,000.00	2,000.00	.00	.00	.0%	
0154152	530006 SEM/REG	305.00	1,100.00	1,100.00	1,100.00	.00	.00	.0%	
0154152	534000 PHONE	1,709.35	3,700.00	3,700.00	3,700.00	.00	.00	.0%	
0154152	542000 SUPPLIES	1,594.48	2,000.00	2,000.00	2,000.00	.00	.00	.0%	
0154152	549001 MEAL PROG	15,176.22	10,400.00	10,400.00	10,400.00	.00	.00	.0%	
0154152	549002 PAPER PROD	2,067.68	3,519.00	3,519.00	3,519.00	.00	.00	.0%	
0154152	558001 PROG SUPP	2,506.50	2,000.00	2,000.00	2,000.00	.00	.00	.0%	
0154152	571000 IN TRAVEL	78.59	500.00	500.00	500.00	.00	.00	.0%	
0154152	573000 DUES/MEMB	72.98	430.00	430.00	430.00	.00	.00	.0%	
0154152	578000 OTH EXP	778.07	1,300.00	1,300.00	1,300.00	.00	.00	.0%	

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ACCOUNTS FOR: GENERAL FUND - TOWN

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NEXT YEAR BUDGET COMPARISON REPORT



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FOR PERIOD 12

	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPARTMENT	2018 REVIEW	2018 SELECTMEN CHANGE	PCT
TOTAL COUNCIL ON AGING EXPEN	26,903.30	26,949.00	26,949.00	26,949.00	.00	.00	.0%
TOTAL COUNCIL ON AGING	283,285.05	292,966.00	303,875.00	307,365.00	.00	.00	1.1%

2017 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2016-169, Dec. 13, 2016

WASHINGTON — The Internal Revenue Service today issued the 2017 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 53.5 cents per mile for business miles driven, down from 54 cents for 2016
- 17 cents per mile driven for medical or moving purposes, down from 19 cents for 2016
- 14 cents per mile driven in service of charitable organizations