

BOARD OF SELECTMEN
AGENDA
Monday, June 1, 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

Girl Scout Gold Star award winners

Tricentennial Committee: Donation of benches for the common

Al Merritt Center policy

Authorization of increase in maximum amount on Recreation revolving account

Appointment of liaisons

Use of Town facilities:	Use of common for Boy Scout cookout/Court of Honor, June 8 Use of common for private event, August 1 Use of common for private event, August 8
One-day liquor license:	None
Minutes:	May 4, 2015
Proclamations:	Anniversary of Americans With Disabilities Act
Administrative matters:	Signing of warrants

CONGRATULATIONS TO OUR EIGHT GOLD AWARDEES!

The Gold Award is the highest award achieved in Girl Scouts!

To earn this award, a girl must be a registered Girl Scout as a Senior level 9th, 10th grade, or Ambassador level of 11th or 12th grade. in addition to the prerequisite of 2 Senior/Ambassador Journey books with 2 sustainable projects OR 1 Senior/Ambassador Journey book and has earned the Silver Award. The Gold Award project must be something that will be lasting within the community or outside of the community benefiting others. Each girl earning this award must have 80 hours individually to receive this award.



Leena Aurora: "For my project, I developed STEM (Science, Technology, Engineering, and Math) workshops that I implemented at the HHS after-school program. These workshops involved fun, hands-on activities that gave students a greater understanding of STEM and its fundamentals, as well as getting more kids interested in these fields, especially girls."



Mackenzie Comeau: "For my Gold Award I decided that I wanted to become more involved with something I am really passionate about, helping others. When I was very young my Grandma was diagnosed with Alzheimer's and I have grown up with her and this disease my whole life. I know how hard it can be for people who have it so I decided I wanted to do something to help. Last year I began a reading and activities program at Lynnfield Sunrise Assisted Living Centre called "Smiles with Reading Buddies" to promote fun ways for the residents to become more active. I brought in younger Girl Scouts to help out with this and the girls and residents alike loved it! Just making simple crafts with them put the biggest smile on their faces. Doing this project was a blast and I hope to continue on to help others in all I do in the future."



Katrina Gustafson: "For my Gold Award project I wanted to contribute something to the community with my passion of music. I researched and found there was a need within the elderly community (especially at the level of assisted living locations) that had a loneliness in which the elderly missed the contact of young people. I put together a program of weekly entertainment for the Sunrise Assisted Living Center – Lynnfield. With the dementia residents I would sing for an hour with various levels of scouts and had a craft for one hour. They absolutely loved it! Seeing their faces when the little Daisy troops sang was amazing. We chose patriotic songs and songs from their generation including current music and they often would sing-along with us. It made me appreciate the elderly so much more and how lonely it can be without the interaction of young people with them. Even though the residents had different levels of dementia, it was funny how they knew me most of the time when I walked in with my guitar! The staff even had a little bus come to MarketStreet-Lynnfield where I was performing with my band and as soon as I began to sing they were pointing and waving to me on stage because they remembered me singing to them. I also had my performances with the scouts videotaped and put on a dvd for them to view anytime. I still continue to volunteer once every other month at this facility and additionally have scouts continue to come even when I am not there. I am so happy to know I played a small part in bridging the gap that is now bringing joy to the elderly through music. I will continue to choose ways to help people through music however that may be."



Tia Patterson: "For my Gold Award project, I created a summer long running camp called Track Attack. My project was aimed at strengthening the running programs in our community. Running is something I am very passionate about, and I do it all year round for the high school. Lynnfield does not offer youth track and field like it does with other sports, so I felt children are already committed to other sports like soccer and softball by the time they enter high school without even learning what track and field is like. While helping out the track program by introducing kids to the sport at a young age and giving them some experience, I also aimed to combat child obesity which is a prominent issue. Not only did I encourage the kids to stay in shape by our conditioning workouts, but I taught them many stretches to prevent injuries that can be used for any sport, and also brought healthy homemade snacks for the end of each day. Overall, I found great success with my projects for relationships were created and the kids got faster and all found an event that suited them best."



Claire Planton: "My project is titled The Alopecia Project because I educated others and spread awareness about the auto-immune disease Alopecia. I was inspired to do this project because a very close friend of mine has had this disease for about nine years, so I wanted to raise awareness for Alopecia, but also because this project is a great representative in showing how important it is to raise awareness for, talk about, and support other diseases such as this one that not very many people know about. Alopecia is a disease that can cause an individual to lose the hair on their body ranging from patches to no hair at all. I provided knowledge about Alopecia by educating my peers at school, learning as much about the disease as I could so that I could be a resource for people that had questions about Alopecia, and also having brochures on hand for anyone that wished to learn more about the disease. I spread awareness for Alopecia by telling everyone that I was doing an awareness and education project about it, and making a rather unique request of the Lynnfield High School football team — I requested the boys to shave their heads in support of the disease. Having the football team shave their heads was a great success and about 40 boys participated. This project was a very interesting journey, but it is an experience that I will never regret because it has made me into a better person and leader."



Emily Precourt: "For my Gold Award Project, I created a library with about 150 DVDs that I collected for sick teenagers at Boston Children's Hospital. I was inspired by a teacher at Lynnfield High School who did this on a smaller scale. All the kids were extremely thrilled to receive these movies and I am proud of myself for helping others and gaining leadership skills!"



Melanie Richard: "I used my passion for science and for health to create a program called "Healthy Habits for Life". I designed a program introducing foods to young elementary school students and show them that healthy options also taste good. I created brochures and recipes for each child to take home so they could remake the healthy foods at home. I also incorporated fun and easy science experiments for the elementary schools kids to perform after they tried their healthy snack. My love and passion of science had wanted me to spark an interest in science at the elementary level and taught the kids about health and science in a fun and educational way."



Becca Sievers: "Since I have always loved history I decided that for my project I would take part in recording the history of my town, Lynnfield. It was the Tricentennial of the founding of the town and I decided to use my project to help celebrate it. I asked thirteen extremely interesting people, who had connections to Lynnfield, numerous questions and recorded their interviews. Previously I had researched and wrote these questions ranging from "What is your favorite childhood memory" to "What was your opinion of JFK?" Every person had a different story to tell and I had never learned so much about history in my life. I also interviewed myself on what it is like to be a sixteen year-old in 2014. With these interviews, I edited them into three different types of videos. The first was just the raw individual interviews. The second was a two hour movie of many of the questions and their outstanding responses. Finally, the last was a twenty minute video highlighting something special about each person. During Town Day on May 21, 2014 I played the shorter highlights video in the cafeteria as people would come in from the parade that the town was having, to have lunch. In addition, I turned the other videos into the historical society for future use. Overall, this project gave me a new respect for the people in my town and I am sure that it will be of great use in the future. "

May 18, 2015

Leena Aurora
Girl Scouts of Lynnfield

Dear Miss Aurora:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you implemented STEM (Science, Technology, Engineering and Math) workshops at the Huckleberry Hill School after-school program, will be of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

May 18, 2015

Mackenzie Comeau
Girl Scouts of Lynnfield

Dear Miss Comeau:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you initiated the "Smiles with Reading Buddies" program at Sunrise Assisted Living Center, will be of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

May 18, 2015

Katrina Gustafson
Girl Scouts of Lynnfield

Dear Miss Gustafson:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you organized a weekly program of entertainment at Sunrise Assisted Living Center, will be of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

May 18, 2015

Tia Patterson
Girl Scouts of Lynnfield

Dear Miss Patterson:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you created a summer-long running and reading camp called Track Attack for the youth of Lynnfield, is of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

May 18, 2015

Claire Planton
Girl Scouts of Lynnfield

Dear Miss Planton:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you helped educate the community about alopecia, is of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

May 18, 2015

Emily Precourt
Girl Scouts of Lynnfield

Dear Miss Precourt:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you created a library of DVDs for patients at Boston Children's Hospital, is of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

May 18, 2015

Melanie Richard
Girl Scouts of Lynnfield

Dear Miss Richard:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you initiated a "Healthy Habits for Life" dietary education program for elementary school students, is of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

May 18, 2015

Rebecca Sievers
Girl Scouts of Lynnfield

Dear Miss Sievers:

The Board of Selectmen is pleased and proud to have been notified that you have attained the high honor of the Girl Scout Gold Award. Your adherence to the principles of the Girl Scouts and the determination to expend the time and effort that this award entails is a tribute to you. Your actions also serve as an inspiration to your peers and to the Town.

Your Gold Project, in which you created videos from videos you recorded of interviews with prominent Lynnfield citizens, is of enormous benefit to those it serves and the community.

The Board of Selectmen extends its congratulations and good wishes and is extremely proud of you. The Board fully supports endeavors of Scouting and recognizes their importance in the development of young people who prove to be a credit to the Town of Lynnfield.

Philip B. Crawford
Chairman

Thomas D. Terranova Jr.
Vice Chairman

Christopher J. Barrett
Clerk

AI Merritt Media and Cultural Center Meeting Room Policy

PUBLIC USE OF MEETING ROOM

The AI Merritt Media and Cultural Center values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission – Lynnfield makes the Community Room available for public uses which support and further our mission.

Public use of the center is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the Town or Lynnfield Media Studios, the space will be made available to the public on equal terms.

Meeting rooms are to be used for public, government, general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings with each topic to be approved by facility director based on it's policy. The facility meeting room is intended to host organized meetings and ***IS NOT available for party-type functions.***

Provision of the facility meeting room for the public use does not constitute endorsement by the Town of Lynnfield or it's staff, of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the AI Merritt Media and Cultural Center are not sponsored by the Town of Lynnfield.

AVAILABILITY AND USE OF MEETING ROOMS

1. Meeting rooms are available for educational, cultural, informational, governmental, civic, training activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting rooms are allowed.
2. Meetings need to be open to the general public when applicable and cannot charge membership or admission charges.
3. Meetings must be either related to arts, cultural, public, government, educational, training or team building material in nature. The meeting room may be rented by non-resident individuals or organizations for team building or general information at \$300.00.
4. Light food and drink are allowed, but users are responsible for trash removal and any damages by the food and beverage that may occur. No red sauce, chocolate, wine or any other alcoholic beverages are permitted. There will be a small college style refrigerator on site which will have minimal space so plan accordingly. All food or beverage remaining must be removed by the user. Catered food will be allowed, but the vendor will be the responsibility of the Meeting Room user and the user will be responsible for any damage by such vendor including but not limited to damage to floors, furniture, walls, doors etc. within both the Meeting area and Lynnfield Media Studios.
5. Facility meeting rooms indicate their maximum capacities. Meeting room users are responsible for ensuring that maximum capacities are not exceeded

**** Community Room capacity is 100 people with partition open and 49 people per side with partition engaged.***

Al Merritt Media and Cultural Center Meeting Room Policy

6. The facility will make every effort to avoid scheduling LIVE Town and LMS (Lynnfield Media Studios) events which conflict with previously scheduled public uses of the meeting room. In the event that such conflicts arise, LIVE Town/LMS use will supersede the public use.
7. Meeting room use will not be scheduled before or after facility hours. Events can not extend past 11:00pm, therefore all meetings must end 15 minutes prior to 11:00. No weekend use permitted.
8. It is the users responsibility that any evening meetings must be cleared and scheduled after the initial booking with The MarketStreet main office at 781-484-5400. This is due to security protocol that must be adhered to after 5:00pm business hours. Users must also check in with security when leaving the space.
9. When entering the space you will be passing through the Lynnfield Media Studios space. No furniture or material can be removed from this space to the meeting room. Meetings must also stay within the Meeting Room. The Access Station space is not to be utilized as part of the Meeting Space. The user will also be responsible for any damage to this area.
10. Room set-up and tear down is the sole responsibility of the user. Room can be set up by facility at an additional cost. Room layout must be supplied.
11. Due to fairness and a monopolizing potential, the facility reserves the right in scheduling multiple bookings.
12. User is responsible for any damages to equipment or property. If it is determined that damage to the room beyond normal customary wear and tear has occurred, an invoice will be issued to the user and future use of the space may be suspended.
13. No AV support is provided for room rentals. If user's wish to have AV capabilities (power point, blu-ray etc.), a tech support person will be provided at an additional cost.
14. Groups renting the space must not be commercial in nature. Determination of whether a group or individual meets these criteria rests with the Director or appointed designee.
15. Fees/Donations – No fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.
16. Facility staff may attend or observe any event at any time.

RENTAL OF MEETING ROOM: (FEE CATEGORIES FOLLOW)

Meeting room rental fees will be charged in accordance with the following fee schedule.

Lynnfield resident: \$150.00 per session (up to 4 hours)

Homeowners associations, public lectures, panel discussions, workshops and other similar functions.

Al Merritt Media and Cultural Center Meeting Room Policy

Non-resident: \$300.00 per session (up to 4 hours)

Homeowners associations, public lectures, panel discussions, workshops, team building and other similar functions.

Town Committees: Boards, Commissions, Departments (No Charge)

The Community Room kitchen area is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. No meals may be served.

Depending on the nature of the event (craft, food service, etc.) a \$150 cleaning deposit is required.

SCHEDULING AND RESERVING MEETING ROOMS FOR PUBLIC USE

1. All reservations will be made on a first-come, first-served basis and there will be no scheduling of multiple dates at one time. An adult (21 years of age or older) representative of the group must complete and sign the Meeting Room Application and pay any fees owed. The meeting room will only be booked upon approval of the Director or his/her designee. The Director or designee will contact the applicant upon approval. If the Meeting Room Application is not received within 48 hours of the initial request for a meeting room, the tentative booking will be released. Do not assume that the reservation has been approved upon submission of the application to the Director. Meeting room agreements must be fully executed and rental fees, if applicable, must be paid no later than 7 days in advance of the requested use date and before a reservation is considered confirmed. Whenever possible, meeting room reservations should be made at least one week in advance of the requested use date.

2. Guarantee – The facility is not able to guarantee that a particular time slot will continue to be available to any organization.

RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

The facility reserves the right to reschedule confirmed meeting room reservations to accommodate town sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise. "No-Show" Reservation – If an individual/organization fails to show for a reserved time slot, after 30 minutes the facility may cancel the reservation and allow another use of the room. If an individual/organization fails to utilize a meeting room reservation without notifying the facility of the cancellation at least three days prior to the scheduled use, or if the Rules of Conduct for Meeting Room Use are not observed, the facility may cancel or decline to schedule any future reservations for that individual/organization. Such cancellation will be made at the determination of the Director or appointed designee.

Meeting Room Policy (Code of Conduct)

Meeting room users must agree to abide by the facility Code of Conduct and the following Rules of Conduct specific to facility meeting room use:

1. Contact/Registration – Meeting room users are responsible for scheduling and confirming reservations. The facility telephone number may not be used as a contact for the meeting.

Al Merritt Media and Cultural Center Meeting Room Policy

2. Staff will not handle registration or answer questions concerning the organization's use of the Community space.
3. No Interference with Lynnfield Media Studios Operations – Public use of meeting rooms may not interfere with the LMS operation or disturb other LMP users. Meeting room users must observe the LMS Code of Conduct and all facility policies.
4. Electronics – The facility is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the meeting room by room users. The facility cannot provide any electronic equipment in the meeting rooms.
5. False Information – Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
6. Fees/Admission – No admission or fees of any kind may be charged to attend programs or meetings held at the facility.
7. Food/Refreshments – Alcoholic beverages are not allowed in any meeting room. The facility does not provide supplies such as cups, containers, coffee makers, etc. Please note the following regulations related to each room:

Although the Community Room has a kitchen, the Community Room kitchen is not intended for cooking, but rather to provide a convenient space for the preparation of ready-to-serve items of light refreshments. No meals may be served. Kitchen use requires a \$50 deposit which will be returned upon inspection of the kitchen and meeting room.

8. Minors – Groups including minors must be supervised by at least one responsible adult 21 years of age or older. Responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than 20 must have sufficient adult supervisors to maintain a ratio of at least one adult per 20 minors.

9. Publicity – Applicant shall not promote their event with the facility and address or location without a signed, approved Meeting Room Application. Advertising materials used (flyers, posters, banners, etc) shall be submitted to the facility for approval. Publicity for events to be held in the facility must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by the facility or Town, unless prior permission to do so has been given in writing.

10. Reservation Reassignment – Groups or organizations may not assign their reservations to other groups or organizations.

11. Responsibility – Meeting rooms must be left in their original condition, neat, clean, and undamaged. Nothing can be taped, tacked or otherwise adhered to the Community Room walls. Excessive amounts of garbage must be removed by the room user. Users (the signer of the Meeting Room Application) must pay the cost to clean or repair any facility equipment, furniture, or grounds they damage. Meeting rooms shall be inspected and secured by facility staff before departure of a group or deposit refund.

The individual, who signs the Meeting Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.

12. Room Set-Up – Individuals and organizations using the facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which

AI Merritt Media and Cultural Center Meeting Room Policy

they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.

13. Printed Materials/Literature – Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building. Persons or groups using the meeting rooms shall not leave printed materials on property without prior approval of the Director in accordance with the facility Policy.
14. Room Departure – meeting rooms must be secured according to instructions provided by facility staff.
15. Rest Room Usage – The restrooms provided on site are a shared space with the Market Street tenants in building 600. Users must take care to keep them in the same condition that they were in before there events.
16. Storage – The facility is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The facility is not able to provide storage space for materials or equipment between meetings. The facility will not accept deliveries on behalf of the group. Items left in the meeting rooms will be moved to lost & found or discarded.
17. Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless The Town of Lynnfield, Lynnfield Media Studios and The AI Merritt Cultural and Media Center and its appointed officials, boards, committees, agents and employees (collectively, the “facility”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the facility or which the facility may pay, sustain, or incur by reason of the use of facilities by sponsoring individuals or organizations.
18. Authorization to use facilities may be revoked by the facility Director or designee upon violation of any Policy, rule or procedure. Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Lynnfield Town Manager. Such appeals must be submitted in writing to the Town Manager within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.
19. Any unauthorized using of the Meeting Room may ban user from any future bookings.
20. Internal phone usage is restricted to facility use only. It may be used for emergencies (911) only. Any damage or abuse of the phone system shall incur charges to the user.
21. The AI Merritt Media and Cultural Center is located in building 600 which is shared with multiple businesses both on the same floor and below us. User must not use any PA amplifying systems, including music devices that may interfere with the operation of the other businesses.

Al Merritt Media and Cultural Center Meeting Room Application

nature which may be brought or made against the facility or which the facility may pay, sustain, or incur by reason of the use of the facilities by sponsoring individuals or organizations.

Authorization to use the facility may be revoked by the facility Director or designee upon violation of any policy, rule or procedure. A written appeal of the decision may be made by the complainant to the Town Administrator within 10 business days. The Town Administrator and facility Director will review the documentation and render their decision within 60 days of receipt of the complainant's appeal.

Town of Lynnfield Attn: Town Administrator 55 Summer Street Lynnfield, MA 01940

I HAVE READ AND UNDERSTAND THE POLICY ON THE USE OF THE AL MERRITT CULTURAL AND MEDIA CENTER MEETING ROOMS AND AGREE TO ABIDE BY ITS REGULATIONS.

Printed Name Of Applicant: _____

Signature Of Applicant: _____ Date _____
(Must be signed by an adult representative)

Approved By: _____ Date _____
Director or Designee)

Office Use Only:

Date Application Received: _____ Date Application Approved: _____

Date Approval Email Sent: _____

Date Room Charge Received: _____ Check No. _____

Date Cleaning Deposit Received: _____ Check No. _____

Date Cleaning Deposit Returned: _____

Memo

To: Board of Selectmen, Finance Committee
From: Julie McCarthy, Town Accountant
Date: May 27, 2015
Re: Increase Recreation Revolving Fund Authorization

Per Ch. 44 Sec. 53E1/2 Revolving Funds: "In any fiscal year the limit on the amount that may be spent from a revolving fund may be increased with the approval of the selectmen and finance committee."

At our fiscal 2015 town meeting the Recreation Revolving Fund was reauthorized at a limit beneath what the current level of services support. As many of you are aware in FY 15 the Recreation Director's position was increased to full time. As a result many new programs have been established and current programs enhanced. This has increased the costs significantly from the prior year.

I am recommending that the Board of Selectmen and Finance Committee reauthorize the funds at the following level for FY 15:

	BOS/Fin Com	ATM
Recreation Revolving	175,000	75,000

Currently the recreation revolving fund has already exceeded the amounts authorized at town meeting. Please let me know if you have any questions.

Thanks for your cooperation in this matter.

Board of Selectmen Liaisons for 2015-2016



Aging, Council on	Crawford, Phil
Appeals, Board	Terranova, Tom
Assessors, Board	Terranova, Tom
Cable Access Advisory Committee	Barrett, Chris
Capital Facilities Advisory Committee	Barrett, Chris
Conservation Commission	Barrett, Chris
DPW	Crawford, Phil
Finance Committee	Crawford, Phil
Fire	Terranova, Tom
Golf	Crawford, Phil
Health, Board of	Barrett, Chris
Historical Commission	Terranova, Tom
Housing Authority	Barrett, Chris
Library	Crawford, Phil
Library Building Committee	Barrett, Chris
MAPC	Dresios, Alan
MBTA Advisory Board	Terranova, Tom
MWRA	Finegan, James
Market Street Development	Crawford, Phil
North Shore Regional Voke	Barrett, Chris
North Suburban Planning Agency	Terranova, Tom
Peabody Municipal Light Dept.	Nelson, David
Planning Board	Terranova, Tom
Police	Terranova, Tom
Reading Municipal Light Dept.	Nelson, David
Recreation Commission	Barrett, Chris
Recreation Park Advisory Committee	Crawford, Phil
Recreational Path Committee	Terranova, Tom
Recycling Committee	Terranova, Tom
School Department	Barrett, Chris
Veterans' Services	Crawford, Phil
Zoning Enforcement Dept.	Crawford, Phil

PROCLAMATION

We, the Board of Selectmen of the Town of Lynnfield, Massachusetts, by virtue of the authority vested in us by the people of Lynnfield as elected officials, do hereby proclaim Friday, July 26, 2015, as

*Spirit of the 25th Anniversary of the
Americans with Disability Act (ADA) Day*

We urge all citizens of the Town of Lynnfield, its community leaders, businesses and government officials, to celebrate the contributions that people with disabilities have made and continue to make.

As Selectmen for the Town of Lynnfield, we renew our commitment to upholding the nondiscrimination principles of the ADA.

We urge that all citizens support the efforts of the Independent Living Center of the North Shore and Cape Ann, Inc., which is the voice of all persons with disabilities and their families. This proclamation is an acknowledgement of the rights of all persons with disabilities under the ADA and their daily activities, struggles and triumphs here in our Town.

In witness whereof, we have hereby set our hands and seal of the Town of Lynnfield this 1st day of June, 2015.

Philip B. Crawford, Chairman

Thomas D. Terranova, Jr., Vice Chairman

Christopher J. Barrett, Selectman