

**BOARD OF SELECTMEN
AGENDA
Monday, March 9, 2015**

Regular Meeting - 7:00 p.m. Selectmen's Hearing Room, Town Hall

******NOTE******

As a result of changes in the Open Meeting Law, the chair must announce at the outset of every meeting that the meeting is being recorded and transmitted via cable television.

7:00 p.m.	Pledge of Allegiance
	Proclamations
	Town Clerk: locations for posting of warrant
	Town Clerk: proposed warrant article on dog license fees
	FY 2016 Budget Reviews:
	Recreation Commission
	Town administrator's FY16 budget presentation
	Policy on use of Al Merritt Media and Cultural Center
	Policy on Lynnfield Media Studios
	Update on Perley Burrill matter
	Announcements
Use of Town facilities:	Lynnfield Athletic Association Road Race, July 4, 2015 Use of Glen Meadow Park for Easter service, Centre Congregational Church, April 5, 2015
One-day liquor license:	None
Minutes:	None
Proclamations:	Letters to Eagle Scouts
Administrative matters:	Signing of warrants

PROCLAMATION

WHEREAS: Marblehead Police Detective Brendan Finnegan was off duty and in attendance at a retirement celebration for Lynnfield Police Patrolman Charles Peabody on February 19, 2015, and;

WHEREAS: While attending this function Detective Finnegan observed a Lynnfield Police Officer exhibiting signs that led him to believe Patrolman Provost was choking; and

WHEREAS: Det. Finnegan utilizing his training regarding choking emergencies, correctly identified that the officer was choking, followed him into the restroom, where his protective body armor vest was removed, and administered aid that dislodged the obstruction from which the officer was choking,

THEREFORE: We, the Board of Selectmen of the Town of Lynnfield do hereby offer Detective Finnegan our deep gratitude, and convey to him the thanks of the citizens of Lynnfield, for the heroic actions described above.

Dated this 9th day of March, 2015

*David M. Nelson
Chairman*

*Philip B. Crawford
Vice Chairman*

*Thomas D. Terranova, Jr.
Clerk*

PROCLAMATION

WHEREAS: Charles Peabody recently retired as an officer of the Lynnfield Police Department after 40 years of distinguished service to the Town of Lynnfield; and

WHEREAS: In the course of four decades as a member of the Lynnfield Police Department, Officer Charles Peabody served the department and his community with distinction, and always in a manner that has been a credit to himself, the Department, and the Town; and

WHEREAS: During his service Officer Charles Peabody has earned the respect and affection of his fellow officers, town employees and residents through not only his honesty, efficiency, dedication, and expertise, but also through his compassion, humor and warmth.

THEREFORE: We, the Board of Selectmen of the Town of Lynnfield do hereby offer our deep gratitude, and convey to him the thanks of the citizens of Lynnfield, for his years of dedicated service to the Lynnfield Police Department and the Town of Lynnfield.

Dated this 9th day of March, 2015

*David M. Nelson
Chairman*

*Philip B. Crawford
Vice Chairman*

*Thomas D. Terranova, Jr.
Clerk*

Gentlemen, after recently posting the AG's approval letter from our bylaw changes from this past Fall Town Meeting, it occurred to me some of the locations we use for postings are in locations side by side, (South Fire Station and South Post Office) and/or out of the way for residents to see (the bulletin board outside South Fire Station).

Lynnfield's bylaws calls for posting of the warrant in at least six (6) public places in the Town and other places as the Selectmen may designate. Currently, those locations are the Center Post Office, Colonial Village Market, Library, Pump 'n Pantry, Senior Center, South Fire Station, South Post Office, and Town Hall.

I am requesting your consideration of changing these locations at your next BOS meeting in order to be effective for the posting of the warrant for the upcoming annual election.

I am suggesting future warrants be posted at the Pump 'n Pantry, Library, Center Post Office, South Post Office, the Senior Center, Town Hall, and the website. This would eliminate only two places that we currently post, the South Fire Station and the Colonial Village Market, and still allow for what is currently in the bylaw.

Please let me know if you have any questions or concerns on this matter.

Thank you.

Trudy

Trudy L. Reid, CMMC
Lynnfield Town Clerk
Justice of the Peace / Notary
55 Summer Street

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 140, Section 139(c), which states:

No fee shall be charged for a license issued under this section for a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder. No fee shall be charged for a license for a dog owned by a person aged 70 years or over in a city or town that accepts this provision. No license fee or portion thereof shall be refunded because of the subsequent death, loss, spaying or removal from the commonwealth or other disposal of the dog, nor shall a license fee or portion thereof paid by mistake be paid or recovered after it has been paid over to a city or town under section 147.

PROJECTION: 20161 TOWN OF LYNNFIELD FY 2016 BUDGET

FOR PERIOD 12

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

2016 BUDGET PROPOSAL
FEBRUARY 9, 2015



Agenda



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

Lynnfield Rec Commission Board



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

Rec Situation



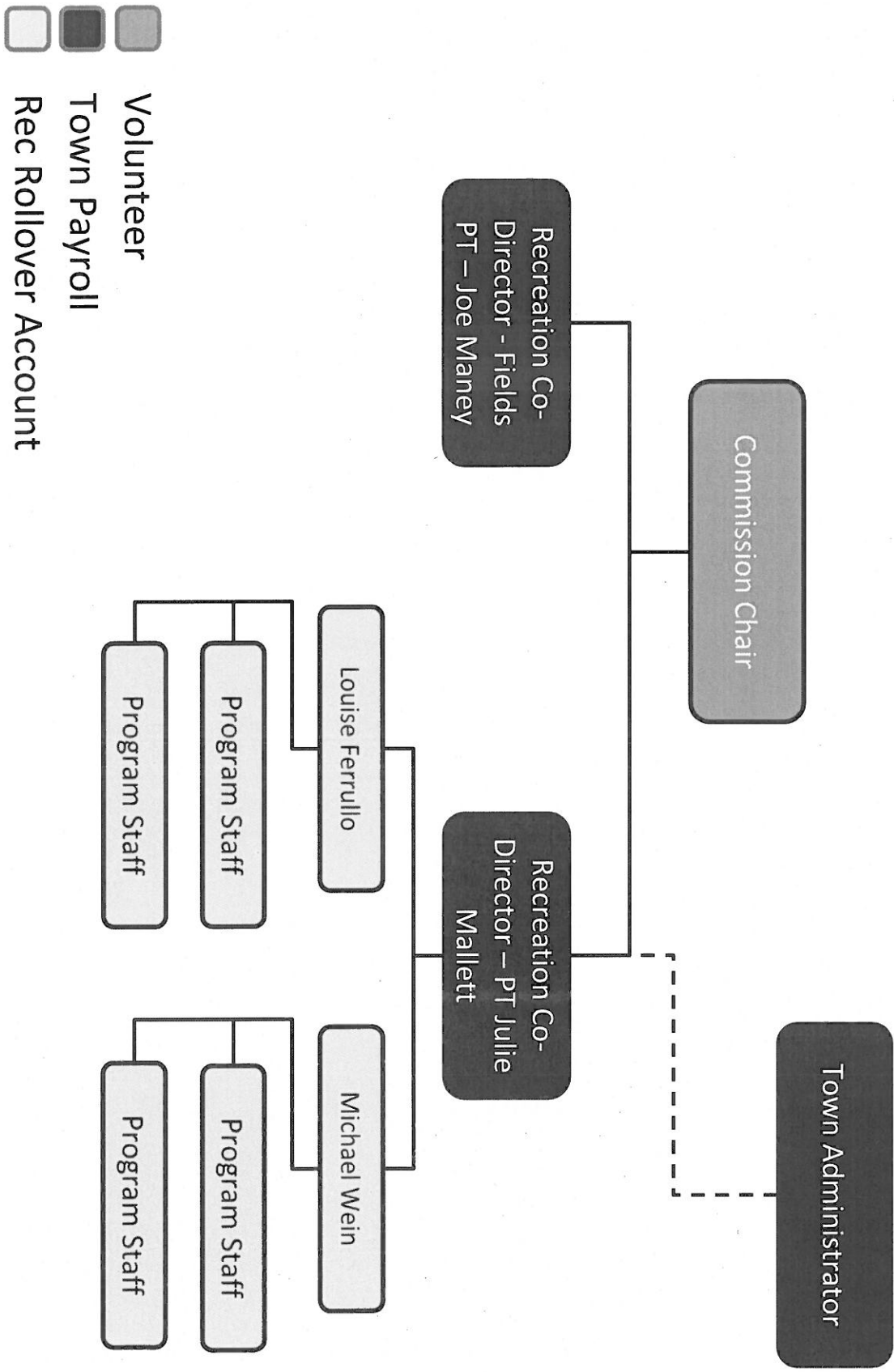
Director

- 35 Hours full time as of July 2014

Fields

- 19 hours/wk part time

Lynnfield Rec Department Org Chart



Rec Highlights



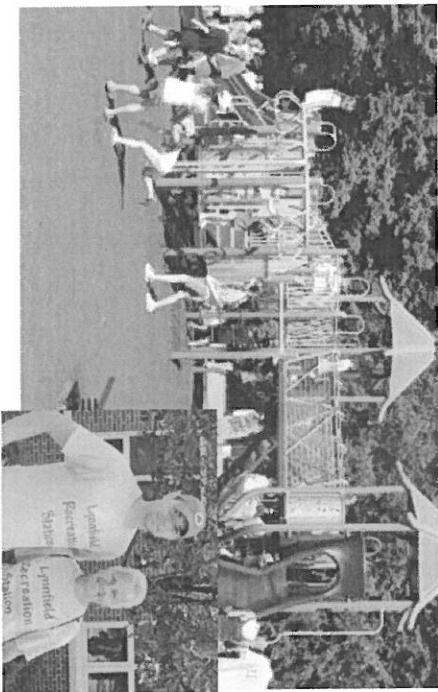
Father/Daughter Dance



*Lynnfield Recreation
Father/Daughter Dance*

2013

Recreation Station



Flag Football



ActivityQuest is a solution by

Lynnfield Recreation Department

Home | Register | Reservations | Schedule | Search | Contact | Home | Register | Reservations | Schedule | Search | Contact

Main Menu:

- 1 Home
- 2 Register for Activities
- 3 Reservations
- 4 Activity Info
- 5 Contact Us

Additional Info:

Welcome to our online registration & information bases! From here you may register online for any of our programs, classes and activities our online system.

Please use the menu above or at the left to please use the register for any activity we offer.

If you have questions or need further assistance, please feel free to call or email us.



Father/Daughter Pictures are still available for pick up in the Recreation Office at 55 Summer Street

PERMISSION ONLY FOR

Learn to Skate at Market St.



2014/2015 Programs



2014 Total
Participants/Attendees

2015 Total
Participants/Atte

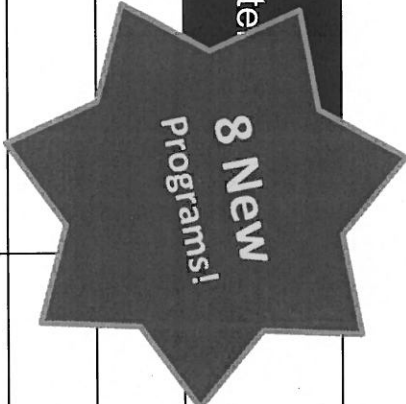
**8 New
Programs!**

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

2014/2015 Programs



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



2014/2015 Programs



8 New Programs!

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

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

Strategies



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

2016 Goals



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

Al Merritt Media and Cultural Center Meeting Room Application

Application for Use of Meeting Room

Community Room (Capacity 100)

Name of Organization Applying _____

Organization's Representative: _____ Title: _____
 (Must be reserved by an adult (age 21 years, or older) representative)

Organization Address _____ Home Address _____ Check One

Street _____ City _____ Zip _____

Home Phone: _____ Business Phone: _____

Date(s) Requested: _____
 (Rooms may not be reserved more than two months in advance)

Hours Desired: AM or PM _____ through AM or PM _____
 (Events scheduled after 4:30pm must call the Market Street main office to set up security clearance at 781-484-5400)

Type of Meeting: _____

Anticipated Attendance: _____

Open to Public: Yes _____ No _____

RESIDENT	NON-RESIDENT	CLEANING DEPOSIT
RATE	RATE	RATE
\$150.00	\$300.00	\$150.00
up to 4 hours	up to 4 hours	refundable if room is clean

A \$150 cleaning deposit is required. The Community Room kitchen is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. No alcoholic beverages or meals may be served. **Make checks payable to the Town of Lynnfield.** Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless, The Town of Lynnfield, Lynnfield Media Programming and its appointed officials, boards, committees, agents and employees (collectively, the "facility") against all suits, actions, demands, damages, and expenses of any

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: _____

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.

AI 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.