

TOWN OF LYNNFIELD

MASSACHUSETTS

FISCAL YEAR 2019

**ANNUAL TOWN WARRANT AND
SELECTMEN'S BUDGET WITH
RECOMMENDATIONS OF THE FINANCE
COMMITTEE**



LYNNFIELD FINANCE COMMITTEE REPORT

**ANNUAL TOWN MEETING
MONDAY, APRIL 30, 2017 – 7:00 P.M.
LYNNFIELD MIDDLE SCHOOL**

LYNNFIELD TOWN WARRANT

LYNNFIELD PARLIAMENTARY PROCEDURE REFRESHER

Lynnfield Charter requires that Town Meeting be conducted in accordance with Robert's Rules of Order; see the newly revised 11th Edition for complete information

1. Authority Precedence: State Law, Town Charter, By-Laws, Parliamentary Rules, Custom.
2. The State permits Towns to choose the form of Government (Open Town Meeting – Selectmen form in our case) and the type of rules with which to conduct Town Meeting. Our Lynnfield Town Charter mandates Robert's Rules of Order, latest revision (11th Edition). Town Meeting is a legislative assembly.
3. The purpose of Town Meeting, using rules of order, is for members to freely make decisions concerning their local government. Decorum and respect for neighbors and opposing views are essential to a fair and orderly meeting. All members, with respect to Warrant Articles, have the equal right to bring up ideas, discuss them and come to a conclusion.
4. The majority rules, but the rights of the minority are protected by assuring them the right to freely speak and vote.
5. The Moderator has control of the floor, facilitates and directs the discussion, keeps order.
6. All debate/questions go to, and through, the Moderator.
7. Speakers must be recognized by the Moderator before speaking. Speakers must stand, identify themselves by name, provide their address and remain standing while speaking.
8. "Speakers must address their remarks to the chair, maintain a courteous tone, and—especially in reference to any divergence of opinion—should avoid injecting a personal note into debate."
9. Complex motions have to be in writing and submitted to the Moderator. You may submit your motion during Town Meeting in writing to the Clerk or by e-mail addressed to: lynnfieldTM@gmail.com
10. Questions do not constitute a position and may be asked at any time after being recognized.
11. Parties answering questions (including town officials) do not forego their right to debate because they have spoken to the question.
12. Only one issue at a time – only one Speaker at a time.
13. Amendments must be germane to the main motion. Amendments to amendments cannot be amended.
14. Debate must be germane to the pending motion.
15. Each Speaker can speak twice on the same day on a debatable pending motion for up to 10 minutes each time; however that Speaker cannot speak for the second time until all those wishing to speak for the first time have done so.
16. Debate rules can be altered by 2/3 vote of the assembly.
17. Question and mandatory reporting (FinCom, Planning Board, etc.) are not debate. Questions cannot be used as debate in disguise.
18. Dilatory motions are out of order.
19. Use of the third person/title is proper form; use of names is not (i.e., "the previous speaker", the "Selectman", etc., not "Joe Jones").
20. A "majority" motion fails when there is a tie vote – the vote must be more than 1/2. In a "super-majority" vote, where there is exactly a 2/3 to 1/3 split the 2/3 vote prevails.
21. Reconsideration: used when later substantive information affects a prior voted motion. Must be on prevailing side. Reconsideration cannot be reconsidered.
22. The Moderator cannot stop debate while members wish to speak on a pending motion. Only the members, by a 2/3 vote, can stop debate.
23. While presiding, the Moderator does not vote unless there is a tie vote and the Moderator wants to affect the result.
24. Absence or loss of a Quorum forces adjournment of the meeting.
25. Visitors/Guests can only be admitted and can only speak with the approval of Town Meeting Members.

LYNNFIELD TOWN WARRANT

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN ELECTION - APRIL 10, 2018

ANNUAL TOWN MEETING - APRIL 30, 2018

Essex, ss.

To the Constable of the Town of Lynnfield in the County of Essex, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet in their respective polling places in said Lynnfield, on Tuesday, April 10, 2018 at 7:00 a.m., then and there to bring in their votes on one ballot for the choice of all necessary Town Officers for the ensuing year, chosen in this manner, viz.: one Board of Selectmen member for three years; one Town Moderator for one year; one Board of Assessors member for three years; two Board of Library Trustees members for three years; two School Committee members for three years; one Planning Board member for five years; one Planning Board member for two years to fill an unexpired five-year term; and one Housing Authority member for five years.

The Polls in each precinct will open at 7:00 a.m., and will be closed at 8:00 p.m., on said April 10, 2018. The polling places for voters in Precincts 1, 2, 3 and 4 will be at Lynnfield High School, Essex Street, all in said Lynnfield.

And you are further directed to notify and warn the inhabitants of the Town of Lynnfield qualified to vote in elections and Town affairs, to meet in the Middle School Auditorium, Cafeteria, and the Gymnasium, if necessary, on Monday, April 30, 2018 at 7:00 p.m., then and there to act on the following articles:

Town Meeting Vocabulary

- ❑ **To Raise and appropriate:** Unless otherwise specified in the motion, money appropriated is raised through taxes.
- ❑ **Override:** A vote by a community at an election to permanently increase the levy limit. The override question on the election ballot must state a purpose for the override and the dollar amount.
- ❑ **Reserve Fund:** The amount voted by Town Meeting to provide for extraordinary or unforeseen expenditures that may come up during the year. It is controlled by the Finance Committee.
- ❑ **Capital Maintenance Fund:** A Town fund established in October 2002 to save funds to be used for major maintenance of Town buildings.
- ❑ **Overlay:** The amount raised by the Assessors in excess of appropriations and other charges to cover abatements granted. Any balance for a given year not collected or abated is transferred to the Overlay Reserve.
- ❑ **Overlay Reserve:** Overlay funds not used or required to be held in the Overlay Account may be used for extraordinary or unforeseen purposes by vote at Town Meeting. At the end of the fiscal year, Overlay Reserve reverts to free cash.
- ❑ **Free Cash:** The amount of Surplus revenues over and above uncollected taxes of prior years as certified by the state Director of Accounts.
- ❑ **Reserved for Appropriation:** Certain Town receipts set aside for a purpose as specified by Massachusetts General Laws.
- ❑ **Stabilization Fund:** A general reserve. Money from the Stabilization Fund may be appropriated by a two-thirds vote of Town Meeting for any legal purpose.
- ❑ **Cherry Sheet:** A summary of state and county charges and reimbursements to the Town as certified by the state Director of Accounts. It charges the Town for its share of the costs of running various state agencies and the county government. It credits the Town with its share of the distribution from various state funds.
- ❑ **Fiscal Year:** Fiscal Year 2017 runs from July 1, 2016 through June 30, 2017.

What is the Finance Committee?

The Finance Committee consists of eleven appointed members. Five members are appointed by the Selectmen, and six are appointed by the Town Moderator. The members serve without compensation for overlapping terms of three years. They cannot be Town employees or paid officials. The primary duty of the Finance Committee is to analyze annual expenditure requests and make budget recommendations to the Town Meeting. Other duties include recommendations on any other matters having an impact on the Town's finances and supervision of the Reserve Fund. In making its recommendations, the Finance Committee tries to develop objective verification that expenditure requests meet the needs of the Town's residents.

Finance Committee Members

<u>Member</u>	<u>Appointment</u>	<u>Term Expires</u>
Jack Dahlstedt, Chairman	Selectmen	Jun-18
Chris Mattia, Vice Chairman	Moderator	Jun-20
Bob Priestley	Moderator	Jun-19
AJ Qualtieri	Moderator	Jun-20
Gene Covino	Moderator	Jun-18
Jason Caggiano	Moderator	Jun-19
Kevin Sullivan	Moderator	Jun-18
Robert Look	Selectmen	Jun-19
Stephen Riley	Selectmen	Jun-19
Thomas Kayola	Selectmen	Jun-18
Nancy Alexander	Selectmen	Jun-20
Sandra Olsen-Secretary		

ARTICLE 1. To act on reports of Town officers and special committees as published.
Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 1

ARTICLE 2. To choose all Town officers not required to be chosen by ballot: viz.; three field drivers, one pound keeper and three wood measurers.
Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 2

ARTICLE 3. To see if the Town will vote to FIX THE COMPENSATION of each of the Elective Officers of the Town as required by General Laws, Chapter 41, Section 108, as amended.
Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 3

ARTICLE 4. To see if the Town will vote to raise and appropriate or transfer from available funds, sums of money to supplement certain accounts in the current 2018 Fiscal Year where balances are below projected expenditures for various reasons; or to take any other action in connection therewith.
Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 4

ARTICLE 5. To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds, sums of money to pay overdue bills of a prior fiscal year, or to take any other action in connection therewith.
Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 5

ARTICLE 6. To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds, sums of money for the purpose of paying outstanding overtime differential under the dispatcher's contract Article XIV for contracts in FY 14, FY15, FY16, and FY 17, or to take any other action in connection therewith.
Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred to Town Meeting

Recommendations of the Finance Committee

ARTICLE 7. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the necessary town charges and expenses; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendations on the following pages

Status of Town Funds

	Projected balance at March 31, 2018	FY2019 Additional (USE)	FinCom/BOS Projected FY19 Beg. balance
Stabilization Fund	\$ 1,727,896	\$ 200,000	\$ 1,927,896
Capital Maintenance Fund	\$ 1,316,319	\$ 100,000	\$ 1,416,319
Recreation Capital Trust	\$ 208,143		\$ 208,143
OPEB Trust Fund	\$ 973,805	\$ 200,000	\$ 1,173,805
Sale of Real Estate	\$ 1,980,754		\$ 1,980,754
Free Cash	\$ 2,316,063	\$ (1,953,731)	\$ 362,332
Cemetery Funds			
Lot Sales Principal	\$ 48,140	\$ (30,000)	\$ 18,140
Golf Enterprise Retained Earnings	\$ 52,020		\$ 52,020
Ambulance Enterprise Retained Earnings	\$ 49,051		\$ 49,051
Totals	\$ 8,672,191	\$ (1,483,731)	\$ 7,188,460

RESERVE FUND TRANSFERS - fiscal year to date through March 31, 2018

Fiscal Year 2018 Town Meeting Appropriation	\$ 45,000
<i>Less Transfers:</i>	-
Reserve Fund balance as of March 31, 2018	\$ 45,000

Recommendations of the Finance Committee

Revenue	Revised FY 2018	Recommended FY 2019	Yr/Yr Change \$	Change %
Prior year levy limit	\$ 39,753,350	\$ 41,182,958	\$ 1,429,608	3.60%
2 1/2 % increase	993,834	1,029,574	35,740	3.60%
New growth	435,774	325,000	(110,774)	-25.42%
Total property taxes	41,182,958	42,537,532	1,354,574	3.29%
Override	-	-		
State provided funds	5,471,717	5,540,034	68,317	1.25%
Debt exclusions & tax offsets	2,623,367	2,568,482	(54,885)	-2.09%
Projected local receipts	4,900,000	5,000,000	100,000	2.04%
Colonial revenue	-	-		
Free cash	2,210,918	1,953,731	(257,187)	-11.63%
Overlay surplus				
Building reserve fund	-	-		
Cemetery & funds	20,000	30,000	10,000	50.00%
Reserve for approp (septic)	32,656	32,670	14	0.04%
American Legion fund	990	990	-	0.00%
Borrowing				
Reserve for approp (cable)	101,321	138,554	37,233	36.75%
Stabilization fund	-	-		
Ambulance enterprise	-	-		
Telecommunications fund	-	-		
Total Revenue	\$ 56,543,927	\$ 57,801,993	\$ 1,258,066	2.22%

Expenses

Operating budget				
General government	2,783,938	2,781,608	(2,330)	-0.08%
Public safety	4,988,951	4,944,801	(44,150)	-0.88%
Public works	7,008,424	7,130,640	122,216	1.74%
Human services	511,806	528,582	16,776	3.28%
Culture & recreation	937,066	964,259	27,193	2.90%
Education (incl. Health & Vocational)	26,803,272	28,003,211	1,199,939	4.48%
Debt & interest	3,498,431	3,391,097	(107,334)	-3.07%
Employee benefits	6,725,781	7,034,165	308,384	4.59%
Total Operating Budget	53,257,669	54,778,363	1,520,694	2.86%

Other Expenditures

Allow for abate/exemptions	\$200,000	200,000	-	-
Deficit accounts	275,000	275,000	-	-
Capital budget	\$1,796,418	1,753,731	(42,687)	-2.38%
Transfer to capital maintenance fund	200,000	100,000	(100,000)	-50.00%
Transfer to stabilization fund	200,000	200,000	-	0.00%
Offset for direct expenditures	15,609	16,071	462	2.96%
Other expenditures total	2,687,027	2,544,802	(142,225)	-5.29%
Cherry sheet charges	389,698	450,393	60,695	15.57%
Total Expenditures	\$ 56,334,394	\$ 57,773,558	\$ 1,439,164	2.55%

Surplus/(Deficit)	\$ 209,533	\$ 28,435
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Recommendations of the Finance Committee

FY 2019 Operating Budget

Line #		Final FY 2017	Voted FY 2018	Transfers	Revised FY 2018	Recommended FinCom/BOS FY 2019	FY18 vs FY19 Variance	FY18 vs FY19 %
General Government								
1	Selectmen's Salaries	\$ 2,250	\$ 2,250	-	\$ 2,250	\$ 2,250	-	0.00%
2	Town Administrator's Salary	188,387	187,537	-	187,537	173,900	(13,637)	-7.27%
3	Administrative Salary	68,781	67,939	5,000	72,939	82,939	10,000	13.71%
4	Professional Services	82,000	82,000	-	82,000	82,000	-	0.00%
5	Pay Rate Increase Fund	45,724	50,000	(17,641)	32,359	60,000	27,641	85.42%
6	Town Report	-	-	-	-	-	-	-
7	Prop & Liab. Insurance	632,297	695,530	(3,114)	692,416	730,307	37,891	5.47%
8	Other Expenses	21,000	21,000	175,000	196,000	21,000	(175,000)	-89.29%
8a	Cable Access Salaries		66,321	-	66,321	89,131	22,810	34.39%
8b	Cable Access Expense		20,000	-	20,000	34,423	14,423	72.12%
8c	Cable Access Capital		15,000	-	15,000	15,000	-	0.00%
	Selectmen	1,040,439	1,207,577	159,245	1,366,822	1,290,950	(75,873)	-5.55%
9	Accountant's Salary	116,000	114,000	-	114,000	118,675	4,675	4.10%
10	Clerical Salary	56,755	58,179	1,354	59,533	61,489	1,956	3.29%
11	Expenses	4,605	5,005	-	5,005	5,255	250	5.00%
	Town Accountant	177,360	177,184	1,354	178,538	185,419	6,881	3.85%
12	Counsel's salary	-	-	-	-	-	-	-
13	Professional Services	75,000	75,000	-	75,000	75,000	-	0.00%
14	Expenses Law Books	3,500	3,000	-	3,000	3,000	-	0.00%
	Town Counsel	78,500	78,000	-	78,000	78,000	-	0.00%
15	Finance Director	-	-	-	-	-	-	-
	<i>Operations Support</i>							
16	Salaries	74,020	74,020	-	74,020	75,047	1,027	1.39%
17	Expenses	45,400	45,400	-	45,400	47,400	2,000	4.41%
	<i>Information Systems</i>							
18	Salary	-	-	-	-	-	-	-
19	Expenses	178,551	179,276	54,872	234,148	249,214	15,066	6.43%
	<i>Tax Collector</i>							
20	Collector Salary	-	-	-	-	-	-	-
21	Collector Expenses	20,450	20,450	-	20,450	20,450	-	0.00%
21A	Senior Tax Work-Off Program	3,400	9,000	-	9,000	9,000	-	-
	<i>Treasurer</i>							
22	Treasurer's Salaries	179,604	183,790	-	183,790	190,926	7,136	3.88%
23	Treasurer's Expenses	28,740	28,740	-	28,740	28,740	-	-
	<i>Town Clerk</i>							
24	Town Clerk Salaries	115,301	119,314	4,854	124,168	131,237	7,069	5.69%
25	Clerk Expenses	40,740	31,315	-	31,315	42,865	11,550	36.88%
26	Registrar's Expenses	-	-	-	-	-	-	-
27	Tax Title Proceedings	-	-	-	-	-	-	-
28	Elections	-	-	-	-	-	-	-
	Division of Finance & Operations	\$ 686,206	\$ 691,305	\$ 59,726	\$ 751,031	\$ 794,879	\$ 43,848	5.84%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 1. Board annual compensation – Chairman, \$850; Members, two at \$700 each.
Line 2. Total salary for Town Administrator
Line 3. Assistant to Town Administrator salary and longevity (reclassification of position)
- Line 4. Annual town audit, actuarial valuation, engineering, external legal, transition period with new Town Administrator, other professional services.
Line 5. Total FY19 pay rate increases for departmental positions.
Line 7. Includes insurance for property and casualty, general liability, and fidelity bonds.
Line 8. Supplemental transfer for Purrley Burrill site work and normal expenses relate to office supplies, dues and seminars, subscriptions, and misc. other expenses.
- Line 8A. Cable/PEG Access Director Salary, Part time Assistant salary
Line 8B. Cable/PEG Access expenses related to operating cable studio.
Line 8C. Cable/PEG Access capital equipment
- Line 9. Town Accountant Salary and longevity
Line 10. Town Accountant clerical salary, longevity and overtime
Line 11. Expenses related to office supplies, printing supplies, dues and seminars, forms, travel and misc. other expenses.
- Line 13. Town Counsel services and expenses in connection with legal matters concerning Town of Lynnfield.
- Line 14. Expenses related to law book updates.
- Line 16. Clerical support to Treasurer's office 1FT, 1PT personnel.
- Line 17. Includes postage for Town Hall departments; postage machine supplies and maintenance; miscellaneous other.
- Line 18. Position consolidated with School Information Systems.
- Line 19. Expenses related computer hardware, accessories, supplies; software licensing; financial software support contract; managed IT support, computer consultant; dues/seminars; internet access; misc. other.
- Line 21. Expenses relate to office supplies, dues and seminars, tax title, legal, land court fees and other miscellaneous expenses.
Line 21A. Senior tax Work-off Program.
- Line 22. Treasurer and clerical salaries, overtime and longevity.
- Line 23. Expenses related to office supplies, dues and seminars, bank charges, legal and misc. other. Increase due to additional legal fees for tax title accounts and additional shredding costs.
- Line 24. Town Clerk and Assistant Town Clerk salaries
Line 25. Expenses related to office supplies, dues, seminars, election and registration. Election expenses increased in FY 19 due to the number of regular elections occurring and early voting.

Recommendations of the Finance Committee

FY 2019 Operating Budget

Line #		Final FY 2017	Voted FY 2018	Transfers	Revised FY 2018	Recommended FinCom/BOS FY 2019	FY18 vs FY19 Variance	FY18 vs FY19 %
29	Board Salaries	\$ 11,500	\$ 11,500	-	\$ 11,500	\$ 11,500	-	0.00%
30	Other Salaries	130,151	131,793	350	132,143	138,343	6,200	4.69%
31	Professional Services	49,800	41,435	-	41,435	41,435	-	0.00%
32	Assessment Update	9,200	8,200	-	8,200	8,200	-	0.00%
33	Expenses	11,970	11,970	-	11,970	11,970	-	0.00%
	Board of Assessors	212,621	204,898	350	205,248	211,448	6,200	3.02%
34	Salary	46,454	48,952	-	48,952	65,000	16,048	32.78%
35	Expenses	3,286	3,286	1,260	4,546	4,786	240	5.28%
	Planning Board	49,740	52,238	1,260	53,498	69,786	16,288	30.45%
36	Board of Appeals expenses	2,741	2,741	(0)	2,741	2,741	0	0.01%
37	Salaries	81,981	85,082	-	85,082	85,303	221	0.26%
38	Expenses	2,334	2,334	1,260	3,594	3,698	104	2.89%
39	Professional Services	1,545	1,545	-	1,545	1,545	-	0.00%
40	Open Space	1,545	1,545	-	1,545	1,545	-	0.00%
	Conservation Commission	87,405	90,506	1,260	91,766	92,091	325	0.35%
41	Salary	3,374	2,874	-	2,874	2,874	-	0.00%
42	Professional Services	2,870	2,870	-	2,870	2,870	-	0.00%
43	Expenses	330	330	-	330	330	-	0.00%
	Personnel Board	6,574	6,074	-	6,074	6,074	-	0.00%
44	Salary	3,500	3,000	-	3,000	3,000	-	0.00%
45	Expenses	420	420	-	420	420	-	0.00%
46	Finance Committee Report	1,800	1,800	-	1,800	1,800	-	0.00%
47	Reserve Fund	45,000	45,000	-	45,000	45,000	-	0.00%
	Finance Committee	50,720	50,220	-	50,220	50,220	-	0.00%
Total General Government		\$ 2,392,306	\$ 2,560,743	\$ 223,195	\$ 2,783,938	\$ 2,781,608	\$ (2,330)	-0.08%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 29. Board annual compensation: Chairman - \$4,100; 2 Members at \$3,550 each; CMA certification.
- Line 30. Clerical salaries overtime longevity and full time assessing manager salaries for Assessors.
- Line 31. Primarily commercial appraisals and assistance in preparation of state reports. Increase in Assessor's software maintenance costs.
- Line 32. Professional services for periodic reevaluations. Completion of phase two personal property revaluation that requires fewer hours to complete.
- Line 33. Expenses related to office supplies, dues and seminars, travel, subscriptions, and misc. other.
- Line 34. Planner salary. (Reclassification of position)
- Line 35. Expenses related to office supplies, dues and seminars, travel, and miscellaneous other expenses.
- Line 36. Expenses related to office supplies, dues and seminars, and advertising.
- Line 37. Conservation Commission administrator and part-time clerical assistant salary –
- Line 38. Expenses related to office supplies, dues and seminars, travel, and misc. other.
- Line 39. Engineering assistance for environmental surveys, primarily wetlands.
- Line 40. Open Space expenses.
- Line 41. One clerical support salary.
- Line 42. Legal services for negotiations and advice on labor law.
- Line 43. Expenses relate to office supplies, dues and memberships, and misc. other.
- Line 44. Finance Committee support salary.
- Line 45. Expenses relate to dues and seminars, advertising, and misc. other.
- Line 46. Annual Town Warrant report printing.
- Line 47. For qualified transfers to any Town department for unforeseen needs.

Recommendations of the Finance Committee

FY 2019 Operating Budget

Line #		Final FY 2017	Voted FY 2018	Transfers	Revised FY 2018	Recommended FinCom/BOS FY 2019	FY18 vs FY19 Variance	FY18 vs FY19 %
PUBLIC SAFETY								
48	Chief's Salary (incl. holidays)	\$ 178,983	\$ 182,629	\$ 5,000	\$ 187,629	\$ 196,526	\$ 8,897	4.74%
49	Other Salaries (incl. holidays)	2,128,772	2,093,942	477	2,094,419	2,160,996	66,577	3.18%
50	Officer's Overtime	540,000	384,375	200,000	584,375	393,985	(190,390)	-32.58%
51	Officers Training	158,000	127,955	-	127,955	131,154	3,199	2.50%
52	Other Expenses	204,000	206,274	-	206,274	215,000	8,726	4.23%
	Police	3,209,755	2,995,175	205,477	3,200,652	3,097,661	(102,991)	-3.22%
53	Chief's Salary (incl. holidays)	119,844	117,306	-	117,306	120,239	2,933	2.50%
54	Full time Salaries (incl. holidays)	767,080	801,544	-	801,544	840,799	39,255	4.90%
55	Call Dept. Salaries	452,105	463,132	-	463,132	474,710	11,578	2.50%
56	Fire Alarm Salaries	13,942	14,283	-	14,283	14,641	358	2.51%
57	Fire Dept. Expenses	117,033	114,294	-	114,294	115,869	1,575	1.38%
58	ALS	-	-	-	-	-	-	-
59	Fire Alarm Expenses	8,128	8,918	-	8,918	8,918	-	0.00%
60	Hydrant Rental	-	-	-	-	-	-	-
	Fire	1,478,132	1,519,477	-	1,519,477	1,575,176	55,699	3.67%
61	Other Salaries	71,777	75,700	100	75,800	78,942	3,142	4.15%
62	Professional Services	140,195	145,195	7,500	152,695	152,695	-	0.00%
63	Expenses	11,211	11,211	-	11,211	11,211	-	0.00%
	Div of Zoning & Inspection	223,183	232,106	7,600	239,706	242,848	3,142	1.31%
64	Director's Salary	250	250	-	250	250	-	0.00%
65	Expenses	1	1	-	1	1	-	0.00%
	Civil Defense	251	251	-	251	251	-	0.00%
66	Dog Officer's Salary	26,352	27,011	-	27,011	27,011	-	0.00%
67	Expenses	1,854	1,854	-	1,854	1,854	-	0.00%
	Dog Officer	28,206	28,865	-	28,865	28,865	-	0.00%
Total Public Safety		\$ 4,939,527	\$ 4,775,874	\$ 213,077	\$ 4,988,951	\$ 4,944,801	\$ (44,150)	-0.88%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

Police Department

- Line 48. Police Chief Salary; Quinn incentive pay, EMT stipend, holidays, longevity.
Line 49. Includes salaries for 1 Captain, 5 sergeants, patrolmen, dispatchers, traffic supervisors, 1 clerical, and 1 matron; Also includes; longevity pay, holiday pay, & Education Incentive pay.
- Line 50. Overtime for vacation and sick coverage, investigations, court appearances. Decrease is due to \$200k transfer during the year.
- Line 51. Overtime charges for training or for training-caused coverage. Training costs to meet mandatory in-service training and training of new officers.
- Line 52. Expense lines include uniforms, vehicle maintenance including dog officer's car, telephone equipment, service, and data processing, office supplies, training, radio maintenance, dues and subscriptions, medical support for cruisers, public safety/software maintenance, equipment, photo ID, other.

Fire Department

- Line 53. Fire Chief Salary.
Line 54. Includes salaries for full-time firefighters, overtime pay for firefighting and shift coverage, training, holidays, longevity, and school credits. In FY 18 includes the equivalent of 2 FT staff to cover the new staffing plan.
- Line 55. Includes salaries for call firefighters in response to fires and other calls, standbys during storms, training, vacation/sick coverage etc. Moved all EMS salaries to the Emergency Medical Services Enterprise Fund.
- Line 57. Expenses related to maintenance and repair of aging vehicles, needed parts, firefighting tools and equipment, clothing, telephone, radio maintenance and miscellaneous other.
- .
- Line 61. Includes salaries clerical support and sealer of weights and measures. Overtime, longevity and vacation coverage.
- Line 62. Salary reimbursement to Town of Wakefield for shared inspectors, regional building inspection activities.
- Line 63. Expenses relate to office supplies, dues and seminars, subscriptions, travel and misc. other.
- Line 65. To keep account open as required by law.
- Line 66. Salaries for Dog Officer.
Line 67. Veterinarian, telephone, other.

EMERGENCY MEDICAL SERVICES ENTERPRISE FUND:

Effective FY04, the Town established the Emergency Medical Services Enterprise Fund. Revenues and medical supply expenses related to Town of Lynnfield Ambulance Service are received into and paid directly from this fund.

Recommendations of the Finance Committee

FY 2019 Operating Budget

Line #		Final FY 2017	Voted FY 2018	Transfers	Revised FY 2018	Recommended FinCom/BOS FY 2019	FY18 vs FY19 Variance	FY18 vs FY19 %
Public Works								
68	Director Salary	\$ 150,463	\$ 128,125	\$ -	\$ 128,125	\$ 131,328	3,203	2.50%
69	Other Salaries	396,266	401,149	-	401,149	501,335	100,186	24.97%
70	Motor Fuel/oil	134,000	134,000	-	134,000	134,000	-	0.00%
71	Other Expenses	9,500	9,500	-	9,500	9,500	-	0.00%
	Administration	690,229	672,774	-	672,774	776,163	103,389	15.37%
72	Salaries	903,700	940,592	-	940,592	871,804	(68,788)	-7.31%
73	Expenses	418,620	543,620	-	543,620	543,620	-	0.00%
	Highway	1,322,320	1,484,212	-	1,484,212	1,415,424	(68,788)	-4.63%
74	Salaries	-	-	-	-	-	-	-
75	Expenses	25,000	25,000	-	25,000	25,000	-	0.00%
	Sidewalk Construction & Maint.	25,000	25,000	-	25,000	25,000	-	0.00%
76	Snow & Ice removal salary and expenses	145,000	120,000	-	120,000	120,000	-	0.00%
77	Street lighting expenses	180,000	180,000	-	180,000	180,000	-	0.00%
78	Rubbish Collection expenses	844,200	852,400	-	852,400	809,384	(43,016)	-5.05%
79	Salaries	1,001,170	1,089,454	(22,800)	1,066,654	1,122,983	56,329	5.28%
80	Energy Supply	724,000	724,000	-	724,000	724,000	-	0.00%
81	Expenses	1,213,233	1,243,700	22,800	1,266,500	1,336,300	69,800	5.51%
	School Maintenance & Buses	2,938,403	3,057,154	-	3,057,154	3,183,283	126,129	4.13%
82	Salaries	238,167	245,384	-	245,384	249,886	4,502	1.83%
83	Expenses	326,000	371,500	-	371,500	371,500	-	0.00%
	Town Building Maintenance	564,167	616,884	-	616,884	621,386	4,502	0.73%
84	Salaries	-	-	-	-	-	-	-
85	Expenses	-	-	-	-	-	-	-
	Cemetery, Parks & Tree							
86	Salaries	-	-	-	-	-	-	-
87	Expenses	-	-	-	-	-	-	-
	Cemetery Renov. & Upgrades							
88	Salaries	-	-	-	-	-	-	-
89	Expenses	-	-	-	-	-	-	-
	After School/Youth Center							
Total Public Works		\$ 6,709,319	\$ 7,008,424	\$ -	\$ 7,008,424	\$ 7,130,640	\$ 122,216	1.74%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 68. Director Salary.
Line 69. Assistant Director of Facilities, Asst. Director of School Operations Supervisor, Business Manager, 1 FT clerical, and Town Engineer. Increase includes an additional intern salary for support on special engineering projects plus additional contractual and step raises.
- Line 70. For all Town-owned vehicles.
Line 71. Expenses related to office supplies, and copier maintenance contract.
- Line 72. Effective FY05, Cemetery, Parks and Tree department and Cemetery Renovation and Upgrades department (lines 84-87) have been removed and the functions combined with Highway department to allow for maximum flexibility and assignments relative to personnel and tasks. Combined department salaries include: foremen, crew supervisors, equipment operators, and equipment maintenance worker. Combined expenses include clothing allowance, summer help, overtime, and longevity.
- Line 73. Expense Lines include road maintenance, street sweeping, vehicle maintenance, basin and storm drain maintenance, street striping, equipment repair/rent (tree work), park materials, cemetery materials, and misc. other.
- Line 75. Ongoing sidewalk construction repair and maintenance.
- Line 76. If line item is increased, it cannot be decreased in future years, however it had been increased for FY09 since experience has shown the past amounts were not even close to sufficient for even a mild winter. If appropriation is exceeded, excess can either be transferred to following year as an addition to the tax levy or be handled in the Special Town Meeting in April.
- Line 77. Electric bills and maintenance of Town- and utility-owned lights.
- Line 78. Contractual cost for trash collection services. In FY19 this reflects the completion of a new contract with the rubbish disposal providers
- Line 79. Custodian and bus driver salaries, overtime, clothing allowance, and longevity.
- Line 80. Gas and electric supply for school buildings.
Line 81. Expense Lines include vandalism, custodial supplies, renovations, contract buses and repair/leasing, ground maintenance (97 acres), and roofing. LMS and LHS septic systems licensed operator, septic/chemical holding tanks, heat repair parts and maintenance, painting, plumbing, water utility backflow testing, electrical maintenance, security repairs/monitoring and misc. other. In FY19 includes one additional contracted bus and substitute drivers/buses.
- Line 82. One foreman, custodians; overtime, summer help, clothing allowance, and longevity.
Line 83. Electricity, heat utility, telephone, electrical and heating repairs and maintenance, custodial supplies and misc. other.

Recommendations of the Finance Committee

FY 2019 Operating Budget

Line #		Final FY 2017	Voted FY 2018	Transfers	Revised FY 2018	Recommended FinCom/BOS FY 2019	FY18 vs FY19 Variance	FY18 vs FY19 %
Human Services								
90	Other Salaries	\$ 86,849	\$ 87,699	\$ -	\$ 87,699	\$ 88,249	\$ 550	0.63%
91	Expenses	32,604	40,304	-	40,304	40,304	-	0.00%
	Board of Health	119,453	128,003	-	128,003	128,553	550	0.43%
92	Salary	\$ 317,355	\$ 320,977	\$ -	\$ 320,977	\$ 332,180	\$ 11,203	3.49%
93	Expenses	26,949	26,949	-	26,949	26,949	-	0.00%
	Council on Aging	344,304	347,926	-	347,926	359,129	11,203	3.22%
94	Director's Salary	10,660	10,664	263	10,927	15,600	4,673	42.77%
95	Expenses	900	1,300	-	1,300	1,300	-	0.00%
96	Veterans Benefits	30,000	23,650	-	23,650	24,000	350	1.48%
	Veteran's Services	41,560	35,614	263	35,877	40,900	5,023	14.00%
Total Human Services								
		505,317	511,543	263	511,806	528,582	16,776	3.28%
Culture & Recreation								
97	Director's Salary	88,125	88,961	343	89,304	91,589	2,285	2.56%
98	Other Salaries	532,016	523,666	-	523,666	537,255	13,589	2.59%
99	Expenses	209,666	230,014	-	230,014	238,308	8,294	3.61%
	Library	829,807	842,641	343	842,984	867,152	24,168	2.87%
100	Salaries	55,300	69,000	-	69,000	70,025	1,025	1.49%
101	Expenses	4,172	4,672	-	4,672	6,672	2,000	42.81%
	Recreation Commission	59,472	73,672	-	73,672	76,697	3,025	4.11%
102	Historical Commission expenses	15,910	15,910	-	15,910	15,910	-	0.00%
103	Memorial Day Observance expenses	4,500	4,500	-	4,500	4,500	-	0.00%
Total Culture and Recreation								
		\$ 909,689	\$ 936,723	\$ 343	\$ 937,066	\$ 964,259	\$ 27,193	2.90%

RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Line 90. Salaries for Board of Health Director, clerical support and Town Physician.
Line 91. Nurse Services, office supplies and advertising, veterinary services, biological testing, contractual support.
- Line 92. Salaries for Director, Van Drivers (2), Receptionist, Activity Coordinator, Trip Coordinator; Cook and Outreach Worker, net of anticipated grant.
- Line 93. Expenses for office supplies, telephone, paper products, seminars and dues, copier maintenance, travel, and Senior Meal Program.
- Line 94. Salary for Part time Veteran's Agent.
- Line 96. Benefits for eligible Veterans.
- Line 97. Director Salary.
Line 98. Salaries of Asst. Director, Full-time librarians, staff members and pages.
Funding for Saturday coverage
- Line 99. Expenses for reading material mandated at 16% of budget; data processing and NOBLE fees, maintenance contract, book processing and office supplies, telephone, postage, misc. other.
- Line 100. Salary for FT Recreation Director.
Line 101. Expenses for supplies. seminars, advertising and other miscellaneous expenses.
FY 19 increase in Porta Potty costs at the fields.
- Line 102. Expenses related to preservation supplies, seminar & dues registrations and misc. other. The Commission requested additional budgeted expenses to enhance current projects.
- Line 103. Memorial Day celebration expenses – refreshments/grave markers.

Recommendations of the Finance Committee

FY 2019 Operating Budget

Line #	Final FY 2017	Voted FY 2018	Transfers	Revised FY 2018	Recommended FinCom/BOS FY 2019	FY18 vs FY19 Variance	FY18 vs FY19 %
Education							
High School	\$ 428,139	\$ 450,485	\$ -	\$ 450,485	\$ 440,485	\$ (10,000)	-2.22%
Middle School	170,945	160,980	-	160,980	150,980	(10,000)	-6.21%
Huckleberry Hill School	125,200	120,700	-	120,700	110,700	(10,000)	-8.29%
Summer Street School	127,350	120,350	-	120,350	110,350	(10,000)	-8.31%
Sped/Preschool	199,000	194,500	-	194,500	189,500	(5,000)	-2.57%
SPED Out of District Tuitions/Contractec	574,254	860,266	-	860,266	1,077,742	217,476	25.28%
SPED Out of District Transportation	250,562	271,319	-	271,319	415,849	144,530	53.27%
Administration/Technology	609,531	619,977	-	619,977	667,236	47,259	7.62%
Non-Salary Expense	\$ 2,484,981	\$ 2,798,577	\$ -	\$ 2,798,577	\$ 3,162,842	\$ 364,265	13.02%
Salary Expenses	20,711,120			\$ 21,406,461	\$ 21,991,467	585,006	2.73%
Staffing requests							
High School	-	-	-	-	-	-	-
Middle School	-	-	-	-	-	-	-
Huckleberry Hill School	41,496	-	-	-	-	-	-
Summer Street School	-	-	-	-	65,599	65,599	
Special Ed/Preschool	57,824	-	-	-	-	-	-
Administration	50,000	-	-	-	-	-	-
Technology	-	-	-	-	-	-	-
Total Salaries	20,860,440	-	-	21,406,461	22,057,066	650,605	3.04%
Offsets							
Activity Fees	(180,000)	(180,000)	-	(180,000)	(180,000)	-	0.00%
Commhnicity Schools	(140,000)	(140,000)	-	(140,000)	(140,000)	-	0.00%
Kindergarten Revenue	(160,000)	(105,000)	-	(105,000)	(49,768)	55,232	-52.60%
Total Offsets	(480,000)	(425,000)	-	(425,000)	(369,768)	55,232	-13.00%
104 Net Salaries and Expenses	22,865,421	23,780,038	-	23,780,038	24,850,140	1,070,102	4.50%
104A School Health Insurance	2,606,560	2,644,488	40,000	2,684,488	2,776,712	92,224	3.44%
105 Tuition to Non-Public Schools	337,535	359,746	(21,000)	338,746	376,359	37,613	11.10%
Total Education	\$ 25,809,516	\$ 26,784,272	\$ 19,000	\$ 26,803,272	\$ 28,003,211	\$ 1,199,939	4.65%

LYNNFIELD SCHOOL SYSTEM DATA

PUPIL & EMPLOYEE COUNT

School Year	Pupils	Teachers/ Specialists	Aides/Tutors	School Admin	Central Office
2016-2017	2,227	203.9	68.9	26	10.5
2017-2018	2,213	206	68.2	26	9.5
2018-2019*	2,202	207	64.5	23	9.5

*Projected numbers

Teachers/Specialists	Classroom Teachers, Special Education Teachers, Physical Education, Music, Art, Team Chair, Psychologists, Speech and Language Specialists, Therapists, Media Specialists, Curriculum Specialists, Nurses, Reading Specialist, Guidance Counselors, Technology Integration Specialists
Aides	Special Education Aides, Kindergarten Aides, Tutors, Non Instructional Aides
School Admin	Principals, Asst. Principals, Special Services Director, Athletic Director, Secretaries, Clerks, Permanent Subs, Preschool Bus Driver
Central Office	Superintendent, Director of Teaching and Learning, Superintendent's Secretary, Business Office Staff, Technology Staff

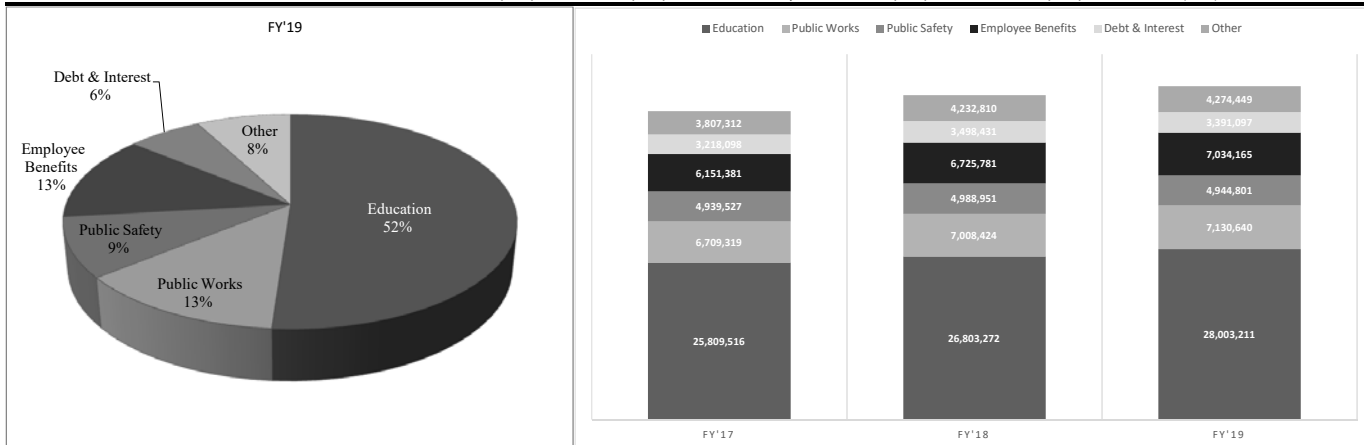
ENROLLMENT PROJECTION: 2018-2019 SCHOOL YEAR

	<u>Actual 2016-2017</u>	<u>Actual 2017-2018</u>	<u>Projected 2018-2019</u>	<u>Y/Y Change</u>	<u>Y/Y % Change</u>
PRESCHOOL - GRADE 4	896	896	910	14	1.6%
GRADES 5 - 8	704	677	669	-8	-1.2%
GRADES 9 - 12	627	640	623	-17	-2.7%
TOTALS	2,227	2,213	2,202	-11	-0.5%

Recommendations of the Finance Committee

FY 2019 Operating Budget

Line #		Final FY 2017	Voted FY 2018	Transfers	Revised FY 2018	Recommended FinCom/BOS FY 2019	FY18 vs FY19 Variance	FY18 vs FY19 %
106	Short Term Interest Debt Exclusion	\$ -	-	-	-	-	-	-
107	Short Term Interest	\$ 22,280	\$ 31,899	\$ -	\$ 31,899	\$ 34,374	\$ 2,475	7.76%
108	Long Term Principal Payment	348,068	611,559	-	611,559	585,000	(26,559)	-4.34%
109	Long Term Interest	143,048	198,950	-	198,950	170,571	(28,379)	-14.26%
110	Long Term Principal Debt Exclusion	2,024,000	2,049,000	-	2,049,000	2,069,000	20,000	0.98%
111	Long Term Interest Debt Exclusion	648,061	574,367	-	574,367	499,482	(74,885)	-13.04%
112	Septic Loan Program	32,641	32,656	-	32,656	32,670	14	0.04%
	Debt & Interest	3,218,098	3,498,431	-	3,498,431	3,391,097	(107,334)	-3.07%
113	Pension Contributions	2,418,319	2,645,990	(36,006)	2,609,984	2,864,069	254,085	9.74%
114	Town Health/Life/Disability Insurance	2,803,991	3,085,976	-	3,085,976	3,240,275	154,299	5.00%
114A	Public Safety Health Insurance	-	-	-	-	-	-	-
114B	DPW Health Insurance	-	-	-	-	-	-	-
114C	Library Health Insurance	-	-	-	-	-	-	-
114D	Council on Aging Health Insurance	-	-	-	-	-	-	-
114E	Retiree Health Insurance	-	-	-	-	-	-	-
115	Medicare - F.I.C.A.	495,000	485,000	-	485,000	485,000	-	0.00%
116	Workers' Compensation Insurance	188,174	198,174	-	198,174	198,174	-	0.00%
117	Other	4,297	5,047	-	5,047	5,047	-	0.00%
118	Unemployment Compensation	41,600	41,600	-	41,600	41,600	-	0.00%
119	OPEB Trust	200,000	300,000	-	300,000	200,000	(100,000)	-33.33%
	Employee Benefits	6,151,381	6,761,787	(36,006)	6,725,781	7,034,165	308,384	4.59%
TOTAL OPERATING BUDGET								
		\$ 50,635,153	\$ 52,837,797	\$ 419,872	\$ 53,257,669	\$ 54,778,363	\$ 1,520,694	2.86%



RECOMMENDATIONS OF THE FINANCE COMMITTEE

- Lines 108 and 109 Principal and interest on borrowing initiatives for municipal purposes
Including fields projects, various DPW Trucks, and Fire Truck., Sr. Center
Van.
- Lines 110 and 111 Debt excludes principal and interest for School Project and Golf Course
purchase.
- Line 112 Funded by septic betterment receipts of homeowner.
- Line 113. Annual contribution to Essex County Retirement Board (Town employees
excluding teachers)
- Line. 114 Health Insurance for Town employees, Dental and Life Insurance for all
employees.
- Line 115. Medicare matching payroll tax paid on employees hire since 1/1/1986.
- Line 119 Funding for the OPEB (Other Post Employee Benefits) Trust. Since FY17
this item is appropriated directly to the Operating Budget

ARTICLE 8.

To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds or by borrowing, or from any or all such sources, sums of money for the purchase of various equipment and items in the nature of capital expenditure and to give authority to credit the value of the various old equipment to be turned in toward the purchase price of said items, said sums of money to be expended under the direction of various Town boards, committees, or officers; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 8**FY 2019 Capital Budget**

Technology	\$ 250,000
School Department	\$ 250,000
Replacement of Media System Unit	35,000
Upgrade production gear	16,000
Selectmen/Cable	\$ 51,000
Electronic Check-in	20,000
Electronic voting at town hall	50,000
Selectmen/Cable	\$ 70,000
Town Technology	150,000
Munis-Role tailored dashboard	5,300
Munis- Tyler Content Manager	18,100
Accountant/Technology	\$ 173,400
Pillings Pond algae treatment	23,500
Conservation	\$ 23,500
New Computer tables	3,000
Leaks	5,000
<i>General repairs and flooding remediation</i>	<i>37,000</i>
<i>Bathroom and hallway floors</i>	
<i>windows, sidewalks and piping</i>	
<i>Book replacement</i>	<i>3,000</i>
Library	\$ 48,000

Personal Protective Gear replacement	15,750
Radio infrastructure improvement	45,500
SCBA compressor replacement	46,000
Mobile and portable radio replacement	30,000
Dispatch upgrades - alarm receiving equipme	16,000
SCBA replacement	65,000
Hose replacement	5,250
Fire Department	\$ 223,500
Bus lease payment	35,000
30 passenger bus	70,000
Road construction	500,000
Message board	13,250
Town wide drainage	50,000
Fire station roof	50,000
Willow Street Cemetery expansion	35,000
Town Hall/public safety building generator	28,000
20" Floor Burnishers	5,996
Three Winsor mini auto scrubbing machines	14,100
Two floor scrubbing machines	14,400
Three battery pack vacuum cleaners	5,500
Four electric pole scrubber kits	4,396
2 Winsor Gloss Buffers	9,000
Public Works	\$ 834,642

One Cruiser - Ford Explorer	47,889
Radio infrastructure improvement	45,500
Cruiser Radar Units	2,500
Police Station Camera Upgrade	9,500
Two Cruiser Mobile Computers	6,500
Three portable breath test units	3,300
DHQ Roll Call Software	4,500
Police Department	\$ 119,689

Total Capital	\$ 1,793,731
FinComm recommendation	\$ 1,793,731
BOS recommendation	\$ 1,753,731

ARTICLE 9. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the town's Stabilization Fund, or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 9

ARTICLE 10. To see if the Town will vote to raise and appropriate and/or appropriate by transfer from available funds a sum of money for the town's Capital Facilities Fund, or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred to Town Meeting

ARTICLE 11. To see if the Town will vote to amend the General Bylaws by adopting a new Chapter 10, as follows:

Chapter 10 – Revolving Funds

1. Purpose. This bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by G.L. 44, § 53E½.

2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectmen and the Finance Committee.

3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

4. Procedures and Reports. Except as provided in G.L. 44, § 53E½ and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

5. Authorized Revolving Funds. The table below establishes:

A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer;

B. The purpose of each fund;

C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant; and

D. The department or agency head, board, committee or officer authorized to spend from each fund.

<u>Revolving Fund</u>	<u>Purpose</u>	<u>Revenue Source</u>	<u>Authorized to Expend Funds</u>
Council on Aging	To provide programs for seniors	Fees Collected for Sr. Center Activities and Field Trips	Council on Aging
Board of Health	To provide services to operate flu clinic	Flu Clinic Fees	Board Of Health
Library	To address replacement of lost library books	Lost Book Fees	Library Trustees
Recreation	To provide recreation activities, field trips and field maintenance	Fees Collected from programs	Recreation Committee
Public Works - Fields	To provide maintenance and upkeep of athletic fields	Athletic Field Maintenance Fees	Director of DPW
Public Works – Merritt Center	To provide maintenance and upkeep of the Merritt Center	Rental Fees from the Merritt Center	Director of DPW

6. Effective Date. The revolving funds hereby established shall exist from and after Fiscal Year 2019, subject to a vote of Town Meeting on or before July 1 of each year as to the limit on the total amount that may be expended from each fund in the following fiscal year.

or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 11

ARTICLE 12. To see if the Town will vote to establish, with respect to each of the following revolving funds, the following limits on the total amount that may be expended from each such fund in Fiscal Year 2019:

<u>Revolving Fund</u>	<u>Maximum Expenditure</u>
Council on Aging	\$ 50,000
Board of Health	\$ 15,000
Library	\$ 10,000
Recreation	\$250,000
Public Works – Fields	\$ 60,000
Public Works – Merritt Center	\$ 10,000

or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommends Article 12

ARTICLE 13. To see if the Town will vote to appropriate a sum of money from Emergency Medical Service Enterprise receipts to pay expenses and contractual services required to operate the emergency medical service in the Town of Lynnfield, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2019 from persons using said service; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred to Town Meeting

ARTICLE 14. To see if the Town will vote to appropriate a sum of money from Golf Enterprise receipts and/or Golf Enterprise Retained Earnings to pay expenses and contractual services required to operate the Reedy Meadow Golf Course and King Rail Golf Course, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2019 from persons using the golf courses; or to take any other action in connection therewith.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred to Town Meeting

ARTICLE 15. To see if the Town will vote to appropriate by transfer from available funds, or from any or all such sources, a sum of money for the purposes of paying fees associated with work completed on the design of clubhouse and maintenance building at the King Rail Reserve Golf Course, or to take any other action relative thereto.

Submitted by BOARD OF SELECTMEN

Finance Committee Recommendation Deferred to Town Meeting

ARTICLE 16. To see if the Town will vote to amend the Zoning Bylaws by adding as Section 3.4 the following:

3.4 MARIJUANA ESTABLISHMENTS FORBIDDEN. The operation of any marijuana establishment, as defined in G.L. c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012.

and by adding the following to the Table of Uses at the end of §D “Retail, Trade and Restaurant”:

27. Marijuana	RA	RB	RC	RD	EH	LB	GB	C	OP	LI	M
Establishment (non-medical)	N	N	N	N	N	N	N	N	N	N	N

or to take any other action in connection therewith.

Submitted by PLANNING BOARD

Finance Committee Recommends Article 16

ARTICLE 17. To see if the Town will vote to amend the Zoning Bylaws by adding as Section 3.5 the following:

3.5 TEMPORARY MORATORIUM ON MARIJUANA ESTABLISHMENTS.

3.5.1 Purpose. At the Massachusetts election held on November 8, 2016, the voters of the Commonwealth approved a new law which, among other things, established G.L. c. 94G, entitled “Regulation of the Use and Distribution of Marijuana Not Medically Prescribed.” That statute permits “marijuana establishments” to be licensed by a new Cannabis Control Commission (the “Commission”) throughout Massachusetts for the cultivation, testing,

manufacture and sale of marijuana products. The Commission was initially to promulgate regulations concerning marijuana establishments by September 15, 2017, which date has been extended to March 15, 2018 by Chapter 351 of the Acts of 2016. The regulation of recreational marijuana raises many complex questions concerning law, planning and public safety. The Town cannot adequately address those questions until the Commission issues its regulations. The purpose of this temporary moratorium is to provide the Town time for study, reflection and decision concerning the said regulations and the challenges posed by recreational marijuana.

3.5.2 Temporary Moratorium. For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaws to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a “marijuana establishment” as defined in G.L. c. 94G, § 1. This moratorium shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana on the Town, consider the regulations to be issued by the Commission, determine whether the Town should ban any or all types of marijuana establishments within the Town, decide whether to prohibit on-site consumption of marijuana products at marijuana establishments, and otherwise weigh its options in addressing the issues raised by recreational marijuana.

3.5.3 Severability. The provisions of this Section are severable. If any provision, paragraph, sub-section, sentence or clause hereof, or the application thereof to any person, establishment or circumstance, shall be held invalid or illegal, such invalidity or illegality shall not affect the other provisions hereof, or the application hereof to other persons, establishments or circumstances.

or to take any other action in connection therewith.

Submitted by PLANNING BOARD

Finance Committee Recommends Article 17

ARTICLE 18. To see if the Town will vote to amend the Zoning Bylaws as follows:

- a) by rescinding the current zoning map and replacing it with the “Zoning Map of Lynnfield Massachusetts” on file with the Town Clerk; and
- b) by deleting Section 2.3 of the Zoning Bylaws in its entirety and replacing it with the following:

2.3 LOCATION OF DISTRICTS. Said districts referred to are located and bounded as shown on a map entitled ““Zoning Map of Lynnfield Massachusetts’ Produced by CAI Technologies, Date of Last Revision: January 1, 2016”, together with all duly adopted amendments and revisions, and filed in the office of the

Town Clerk, which map, together with all explanatory matter thereon, is hereby incorporated in and made a part of the bylaw.

or to take any other action in connection therewith.

Submitted by PLANNING BOARD

Finance Committee Recommends Article 18

ARTICLE 19. To amend the Zoning District Map of the Town of Lynnfield entitled “Zoning District Map of the Town of Lynnfield dated Dec 1953” as amended to date by changing from Single Resident District D (RD) to Elderly Housing District (EH), the parcel of land off Main Street, Lynnfield, containing 105.680 ± acres as shown on a plan entitled “Plan of Land in Lynnfield, Mass.” drawn by Hayes Engineering, Inc., Scale: 1” = 40’, dated December 21, 2017, “Showing Existing Area of Single Residence D District to be Rezoned to Housing for the Elderly District”, a copy of which is on file with the Town Clerk, and bounded and described as follows:

East Parcel (Lynnfield Assessor’s Parcel ID: 0013 0000 0855)

A certain parcel of land situated in the Town of Lynnfield and City of Peabody, County of Essex, Commonwealth of Massachusetts, described as follows:

Beginning at the northwesterly corner of the premises herein described at a point on the southeasterly sideline of Main Street; thence running

S42°48'08"E a distance of 183.14 feet; thence turning and running
S41°40'32"E a distance of 181.06 feet; thence turning and running
N52°08'51"E a distance of 166.82 feet; thence turning and running
N78°08'48"E a distance of 1090.84 feet; thence turning and running
S03°20'28"W a distance of 253.29 feet; thence turning and running
S10°59'28"W a distance of 258.44 feet; thence turning and running
S11°57'08"W a distance of 87.92 feet; thence turning and running
S05°02'37"W a distance of 114.34 feet; thence turning and running
S06°30'57"W a distance of 200.45 feet; thence turning and running
S02°40'42"W a distance of 155.37 feet; thence turning and running
S04°05'57"W a distance of 166.61 feet; thence turning and running
S08°37'37"W a distance of 327.20 feet; thence turning and running
S06°29'36"W a distance of 102.39 feet; thence turning and running
S06°03'26"W a distance of 168.96 feet; thence turning and running
S06°57'56"W a distance of 131.71 feet; thence turning and running
S07°03'11"W a distance of 199.46 feet; thence turning and running
S10°10'46"W a distance of 74.86 feet; thence turning and running
S14°08'11"W a distance of 33.33 feet; thence turning and running
S22°51'51"W a distance of 35.04 feet; thence turning and running
S28°58'48"W a distance of 141.91 feet; thence turning and running
S31°14'47"W a distance of 142.77 feet; thence turning and running

S31°25'29"W a distance of 33.68 feet; thence turning and running
S33°50'40"W a distance of 85.14 feet; thence turning and running
S57°57'35"W a distance of 124.89 feet; thence turning and running
S73°01'38"W a distance of 57.86 feet; thence turning and running
S80°35'37"W a distance of 82.94 feet; thence turning and running
S83°23'19"W a distance of 247.97 feet; thence turning and running
S87°26'23"W a distance of 67.09 feet; thence turning and running
S85°03'35"W a distance of 155.37 feet; thence turning and running
N81°41'29"W a distance of 213.49 feet; thence turning and running
N81°25'39"W a distance of 100.05 feet; thence turning and running
N81°41'23"W a distance of 95.40 feet; thence turning and running
N81°39'28"W a distance of 93.36 feet; thence turning and running
N78°36'40"W a distance of 64.16 feet; thence turning and running
N59°49'46"W a distance of 124.75 feet; thence turning and running
N59°05'55"W a distance of 144.47 feet; thence turning and running
N37°17'39"E a distance of 270.99 feet; thence turning and running
N26°18'21"E a distance of 80.79 feet; thence turning and running
N46°19'25"W a distance of 133.17 feet; thence turning and running
N45°33'25"W a distance of 167.23 feet; thence turning and running
N46°42'03"W a distance of 121.31 feet; thence turning and running
N49°45'34"W a distance of 22.30 feet; thence turning and running
N45°12'02"W a distance of 49.28 feet; thence turning and running
N47°35'31"W a distance of 135.76 feet; thence turning and running
N46°44'30"W a distance of 73.94 feet; thence turning and running
N32°24'37"E a distance of 270.00 feet; thence turning and running
N46°50'42"E a distance of 119.95 feet; thence turning and running
N02°06'00"W a distance of 214.89 feet; thence turning and running
N64°30'50"W a distance of 155.77 feet to a point on the southeasterly sideline of
Main Street; thence turning and running
Northeasterly along said sideline with a curve turning to the right having an arc
length of 140.82 feet on a radius of 1000.00 feet; thence running;
N38°55'00"E along said sideline a distance of 261.80 feet; thence turning and
running
N32°13'00"E along said sideline a distance of 794.56 feet; thence running
Northeasterly along said sideline with a curve turning to the right having an arc
length of 180.19 feet on a radius of 795.00 feet to the point of beginning.

Excluding the small portion that lies in the City of Peabody.

Containing an area to be Rezoned of 4,603,407 Square Feet, or 105.680 Acres.

Being a portion of land of Sagamore Spring Real Estate Trust by deed recorded in
Book 4078 Page 442 at the Essex South District Registry of Deeds.

or what action it will take thereon.

Submitted by PETITION

Finance Committee Recommends Article 19

ARTICLE 20. To amend the Recodified Lynnfield Zoning Bylaws to allow as a matter of right, a private commercial golf course in an Elderly Housing District by amending Appendix A, the Table of Use Regulations Principal Uses D. Retail, Trade and Restaurant, paragraph 20, in the column under Elderly Housing (5th Residential entry) from N to Y so as to read as follows:

“20. Private commercial golf course, clubhouse, and maintenance building (but not including a golf driving range or miniature golf course)	<u>Residential</u>					<u>Business</u>				<u>Industrial</u>		<u>Municipal</u>
	RA	RB	RC	RD	EH	LB	GB	C	OP	LI		M
	BA	BA	BA	BA	Y	BA	BA	N	N	N		N”

or what action it will take thereon.

Submitted by PETITION

Finance Committee Recommends Article 20

ARTICLE 21. To amend Section 11.5 Definitions Individual Meanings in the Recodified Lynnfield Zoning Bylaw, so that the Housing for the Elderly definition provides for a maximum of 154 units in an Elderly Housing Development. The fourth sentence in the paragraph “Housing For the Elderly” shall read “No Housing for the Elderly development shall contain more than 154 independent dwelling units.”

or what action it will take thereon.

Submitted by PETITION

Finance Committee Recommends Article 21

ARTICLE 22. To amend the Recodified Lynnfield Zoning Bylaw (“Bylaw”) to allow a residential sewage treatment facility subject to 314 CMR 5.00 in a Groundwater Protection District by Special Permit, provided that such facility meets the performance standards set forth in Section 9.3.7.5 of the Bylaw, by adding a Subsection “d.” to Section 9.3.7.11 of the Bylaw and a Subsection “3.” to Section 9.3.8 of the Bylaw providing as follows:

Section 9.3.7.11(d):

- “d. subject to the requirement of obtaining a Special Permit under Section 9.3.8 of the Bylaw, a residential treatment works subject to 314 CMR 5.00 (including a privately owned sewage treatment facility) that meets the performance standards set forth in Section 9.3.7.5 of the Bylaw.”

Section 9.3.8.3:

- “3. A residential treatment works that satisfies the requirements set forth in Sections 9.3.7.5 and 9.3.7.11(d) of the Bylaw.”

or what action it will take thereon.

Submitted by PETITION

Finance Committee Recommendation Deferred to Town Meeting

ARTICLE 23. To see if the Town will vote to amend the existing "Zoning Map of the Town of Lynnfield, MA Dec. 1953" together with all duly adopted amendments and revisions thereto, as filed in the Office of the Town Clerk so that the following described parcel located on Main Street and Janet Way, Lynnfield, Essex County, Massachusetts, being shown on Assessors' Map 8, as Lots 147, 783, 1325 and 1488 be rezoned from the Residence D District to the Elderly Housing District.

A certain tract of land on the north side of Main Street in Lynnfield, Essex County, Massachusetts, shown as Lot A on a plan entitled, “Rezoning Plan, located in Lynnfield, Mass., prepared for the Sagamore Place Realty Trust & Richardson Green, Inc.” dated February 2, 2018, prepared by The Morin-Cameron Group, Inc., Danvers, Massachusetts, on file with the Town Clerk and being more particularly described as follows:

Beginning at the southeast corner of the premises at Main Street and other land now or formerly of the Sagamore Place Realty Trust.

Thence by Main Street S56°41'37"W a distance of 98.24' to land now or formerly of Suzanne S. Winn Rev. Tr.;

Thence by land now or formerly of Winn N11°35'55"W a distance of 337.75' to a point;

Thence by various abutters as shown on plan S68°44'22"W a distance of 1,003.59' to land now or formerly of Sagamore Springs Realty Trust and Luff, Luff & Thompson Trust;

Thence by land now or formerly of Sagamore Springs Realty Trust and Luff, Luff & Thompson Trust N21°20'40"E a distance of 527.43' to a point;

Thence by land now or formerly of Sagamore Springs Realty Trust and Luff, Luff & Thompson Trust and land now or formerly of Town of Lynnfield Conservation Commission N01°14'29"E a distance of 549.96' to land now or formerly of Lynnfield Center Water District;

Thence by land now or formerly of Lynnfield Center Water District and land now or formerly of Town of Lynnfield Conservation Commission N62°14'39"E a distance of 500.00';

Thence continuing by land now or formerly of Lynnfield Center Water District and land now or formerly of Town of Lynnfield Conservation Commission S65°47'16"E a distance of 532.32' to land now or formerly of Lynnfield Center Water District;

Thence continuing by land now or formerly of Lynnfield Center Water District S77°05'41"E a distance of 56.22' to a point;

Thence continuing by land now or formerly of Lynnfield Center Water District S70°27'09"E a distance of 54.01' to a point;

Thence continuing by land now or formerly of Lynnfield Center Water District S63°15'20"E a distance of 20.81' to a point;

Thence continuing by land now or formerly of Lynnfield Center Water District S80°51'50"E a distance of 16.04' to a point;

Thence continuing by land now or formerly of Lynnfield Center Water District N89°06'59"E a distance of 47.91' to other land now or formerly of the Sagamore Place Realty Trust;

Thence by land now or formerly of the Sagamore Place Realty Trust S00°53'01"E a distance of 278.76' to a point;

Thence continuing by land now or formerly of the Sagamore Place Realty Trust S25°15'08"E a distance of 63.00' to Janet Way;

Thence continuing by Janet Way with a curve turning to the left with an arc length of 70.70', with a radius of 60.00', to point;

Thence continuing by Janet Way with a reverse curve turning to the right with an arc length of 20.36', with a radius of 25.00', to a point;

Thence continuing by Janet Way with a reverse curve turning to the left with an arc length of 61.30', with a radius of 170.00' to a point;

Thence continuing by Janet Way S03°14'27"W a distance of 63.31' to other land now or formerly of the Sagamore Place Realty Trust;

Thence continuing by other land now or formerly of the Sagamore Place Realty Trust N66°45'33"W a distance of 77.71' to a point;

Thence continuing by other land now or formerly of the Sagamore Place Realty Trust N13°20'08"W a distance of 300.95' to a point;

Thence continuing by other land now or formerly of the Sagamore Place Realty Trust N66°54'53"W a distance of 65.55' to a point;

Thence continuing by other land now or formerly of the Sagamore Place Realty Trust S03°05'07"W a distance of 392.00' to a point;

Thence continuing by other land now or formerly of the Sagamore Place Realty Trust S71°33'37"W a distance of 57.89' to a point;

Thence continuing by other land now or formerly of the Sagamore Place Realty Trust S07°26'38"E a distance of 325.51' to Main Street and the point of beginning or however else the same may be described."

Containing 22.7 +/- acres of land as shown on referenced plan.

Meaning and intending to describe Lot A shown on the above referenced plan. For title see deed from Richardson's Farms, Inc. to Richardson Green, Inc. recorded in Essex South District Registry of Deeds in Book 28255 Page 254 and Land Court Certificates of Title No.91206 & 91208 standing in the name of Sagamore Place Realty Trust filed in the Essex South District Land Registration Office."

or what action it will take thereon.

Submitted by PETITION

Finance Committee Recommends Article 23