

**MEETING NOTICE**  
**TOWN OF LYNNFIELD**  
*(As required by MGL Chapter 30A, sections 18-25)*

*Please email all meeting notices to [lemerson@town.lynnfield.ma.us](mailto:lemerson@town.lynnfield.ma.us) AND  
[dhammerbeck@town.lynnfield.ma.us](mailto:dhammerbeck@town.lynnfield.ma.us)*

**Town Clerk Date Stamp**

**Board/Committee Name:** Board of Selectmen  
**Day/Date:** Monday, February 10, 2020  
**Time of Meeting:** 7:00 p.m.  
**Location:** Merritt Center, 600 Market Street

**AGENDA**

1. Annual joint meeting with Lynnfield Water District to set the compensation for the Board of Assessors and Tax Collector
2. Introduction of Assessing Director Michael Golden
3. Change of manager petition, California Pizza Kitchen
4. Summer Street Traffic Improvement Plan
5. FY21 Budget Presentation: Library
6. Discussion of proposed liquor regulation banning seating of minors at bar proper in restaurants and clubs
7. Acceptance of gift from estate of Barbara S. Gray
8. Resignation of member of Housing Authority
9. Warrant for March presidential primary election
10. Town Administrator's update on ongoing projects
11. Use of facilities request: Running Well 5K road race

Annual Joint Meeting of the Town of Lynnfield Selectmen  
and the Lynnfield Water District Commissioners

**Monday, February 10, 2020 at 7:00 pm**  
*Al Merritt Center, 600 Market Street, 2<sup>nd</sup> floor*

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Chairman, Philip Crawford:

Meeting Purpose

Pursuant to Section 108B, Chapter 41, of the General Laws of The Commonwealth of Massachusetts, this Annual Joint Meeting between the Selectmen and the Water Commissioners is called to set the salary to be paid to the Tax Collector and the Board of Assessors for work performed for the District.

Introduce Lynnfield Water Commissioners

Ruth E. McMahon, Chairman

John K. Harrigan, Water Commissioner

Stephan F. Rondeau, D.C., Water Commissioner

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**MOTIONS**

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- 1 Ruth E McMahon: I move that Chairman Philip Crawford be nominated as Chairperson of the Annual Joint Meeting.

Stephan F. Rondeau: Seconded

Approved Yes No

- 
- 2 Stephan F. Rondeau: I move that the reading of the minutes of the February 4, 2019 Annual Joint Meeting be waived.

Ruth E. McMahon: Seconded

Approved Yes No

- 
- 3 John K. Harrigan: I move that the Fiscal Year 2020 annual compensation for services rendered to the Lynnfield Water District be set as follows; Tax Collector \$550.00, Assessors \$250.00 each.

Stephan F. Rondeau: Seconded:

Approved Yes No

- 
- 4 Ruth E. McMahon: I move the meeting be adjourned. Sine Die.

John K. Harrigan: Seconded

Approved Yes No



# Town of Lynnfield

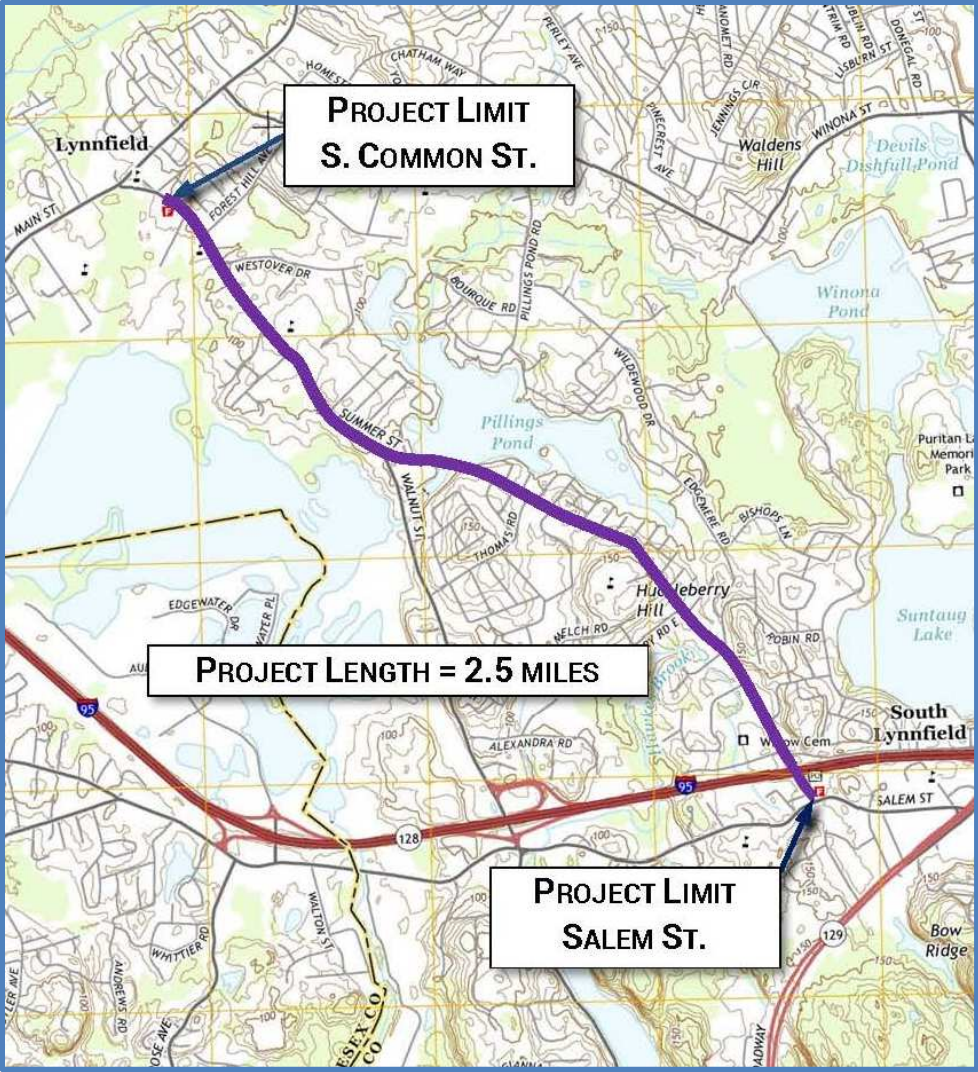
## Roadway Corridor Improvements of Summer Street



# Agenda

- **Introduction**
- **Project Limits**
- **Project History**
- **Selected Improvement Alternative**
- **Next Steps: Tasks and Timeline**
- **Comments/Questions**

# Town of Lynnfield: Roadway Corridor Improvements of Summer Street



# Project Benefits

- Provides for a healthier community of all ages
- Increased safety for walking, running & bicycling
- Improved walking/running surface for pedestrians
- Smoother surface for stroller use
- Safer conditions for pet walking
- Opportunities for increased number of trees
- Reduced negative impacts from Summer Street drainage into Pillings Pond

# Project history

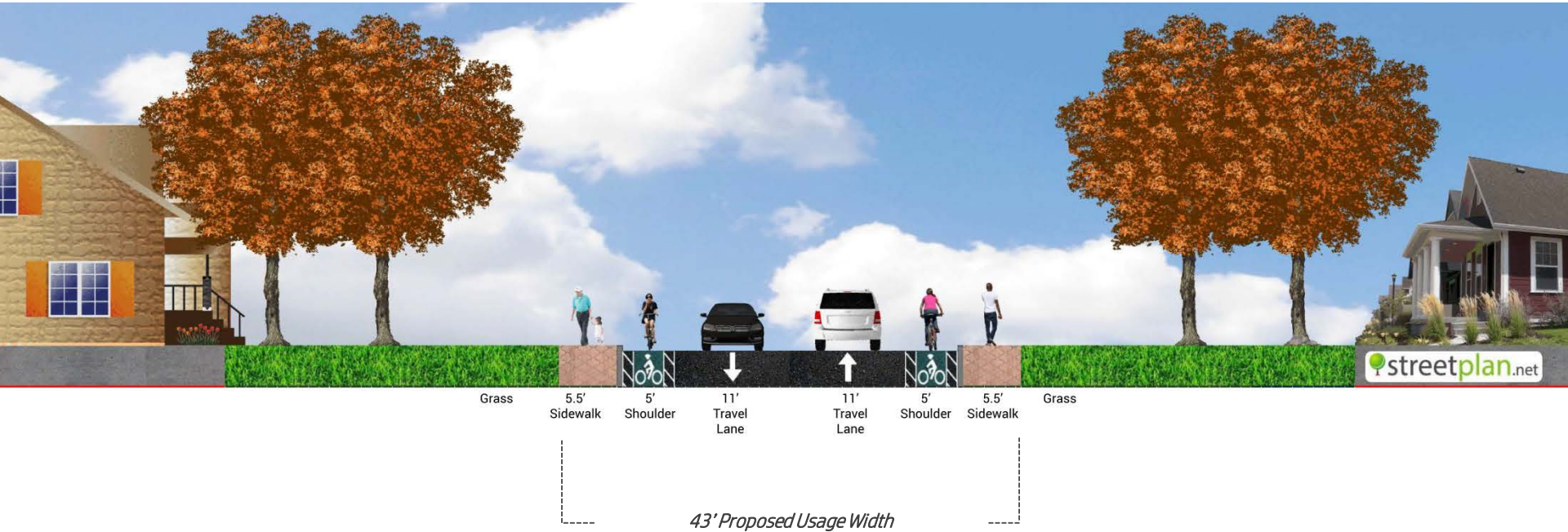
- **May 2017:** Town of Lynnfield officials contracted with Bayside Engineering to assist in the preparation and submission of a proposal for MassDOT federal TIP funding.
- **May, June, & November 2018:** Bayside Engineering and the Town of Lynnfield conducted 3 public hearings soliciting feedback from the residents. Submitted PIF based on public meetings.
- **April 2019:** MassDOT determines that the project is eligible for Federal Aid Highway Funding for total construction cost estimate of \$21.5m.

# Selected Improvement Alternative

*3 were discussed*



# Summer Street Alternative 1



# Project Tasks and Timeline Overview

## 2020\*Calendar Year

- Survey & Base Plan Preparation – *Complete*
- Secure Design Funding & Issue Notice to Proceed with Project Design– *Complete*

## Years 2,3, & 4: (2021 – 2023)

- 25% Design Submission – *24 months – July 2022*
- MassDOT Review & Approval – *15 months – Oct. 2023*

## Year 5 & 6: (2024-2025)

- Design Public Hearing / Response to Comments – *6 months – January 2024*
- 75% Submission – *July 2025*

# Project Tasks and Timeline Overview

## Year 7: (2026)

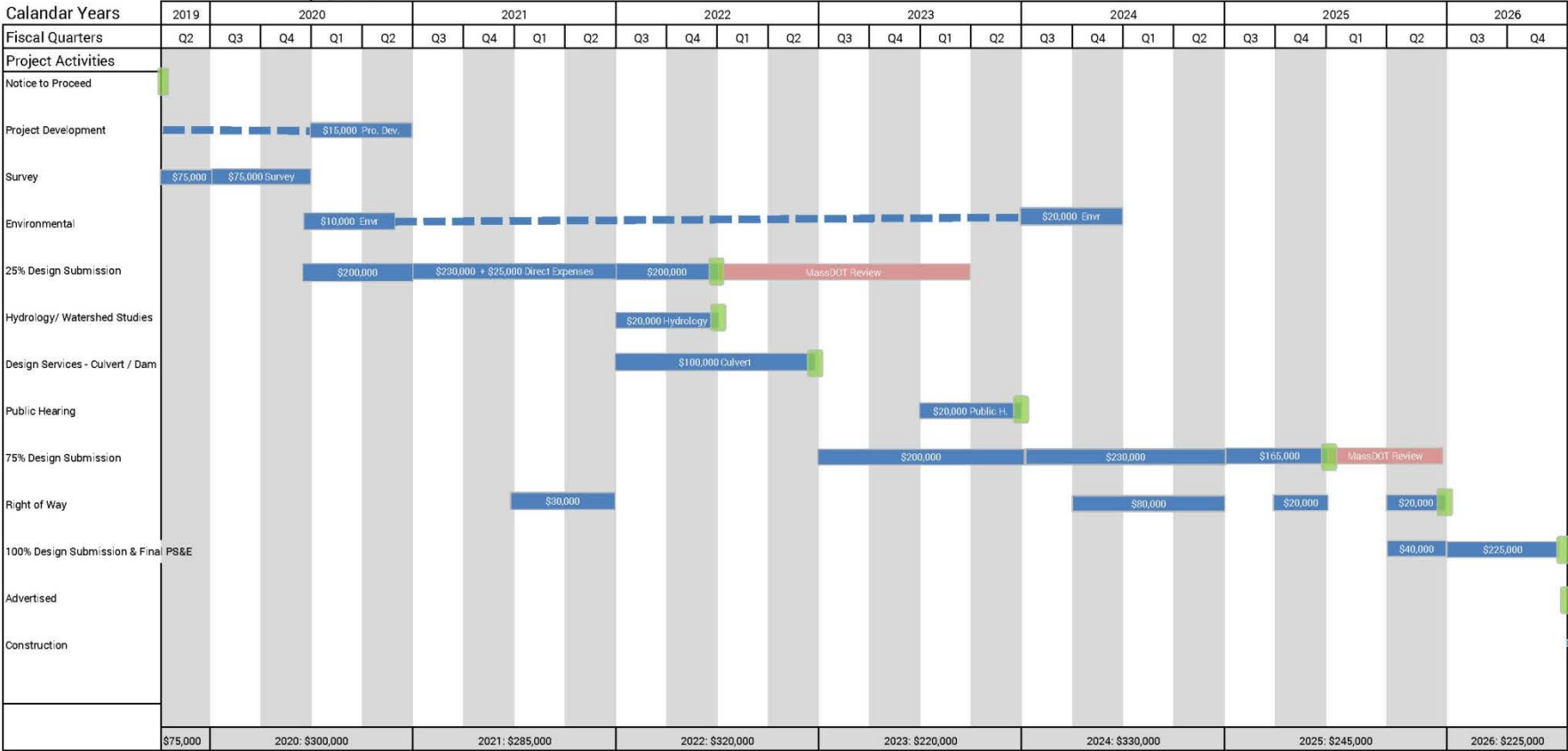
- MassDOT Review and Approval – *6 months – January 2026*
- 100% / PS&E – *6 months – July 2026*
- MassDOT Review and Approval – *3 to 6 months*

## Years 8+ (2027-2028)\*

- Advertise and Award – *4 to 6 months*
- Construction – *24 months*

# Town of Lynnfield: Roadway Corridor Improvements of Summer Street

July 1, 2020



# Questions?

# Thank You



TOWN OF LYNNFIELD  
NEXT YEAR BUDGET COMPARISON REPORT

02/04/2020 13:33  
9769juliec

PROJECTION: 20211 TOWN OF LYNNFIELD FY 2021 BUDGET

FOR PERIOD 12

ACCOUNTS FOR: GENERAL FUND - TOWN	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2021 DEPARTMENT	PCT CHANGE
0610 LIBRARY					
0161051 LIBRARY DIRECTOR SALARY					
0161051 511000 LBRY SAL	81,018.45	94,085.00	94,085.00	93,853.00	- .2%
0161051 519000 STIPEND	.00	.00	.00	.00	.0%
TOTAL LIBRARY DIRECTOR SALAR	81,018.45	94,085.00	94,085.00	93,853.00	- .2%
0161052 LIBRARY OTHER SALARIES					
0161052 511000 LBRY SAL	200,595.57	271,217.00	266,129.14	285,155.00	7.1%
	This increase is based on contractual increases, and also includes a 2-step increase for one of our department heads who will be moving up a step when she gets her Masters Degree. This is anticipated summer 2020.				
0161052 511020 PAGES SAL	8,153.62	10,375.00	10,375.00	10,000.00	-3.6%
0161052 511022 STAFF SAL	260,087.66	251,764.00	255,541.00	292,641.00	14.5%
	This increase includes contractual obligations, but also includes an additional 19 hour/week position to cover nights and Saturdays in our Children's Room. A more in-depth description is included in our "Additional Budget Information" packet.				
0161052 513000 OVERTIME	.00	.00	.00	.00	.0%
0161052 513022 OVERTIME	.00	.00	.00	.00	.0%
0161052 514000 LONGEVITY	1,800.00	1,250.00	1,250.00	.00	-100.0%
0161052 514022 LONGEVITY	1,786.00	1,768.00	2,068.00	.00	-100.0%
0161052 514100 HOLIDAY	.00	.00	.00	.00	.0%
0161052 514122 HOLIDAY	.00	.00	.00	.00	.0%
0161052 514200 SUBST SAL	6,371.98	6,201.00	6,201.00	6,294.00	1.5%
TOTAL LIBRARY OTHER SALARIES	478,794.83	542,575.00	541,564.14	594,090.00	9.7%
0161053 LIBRARY EXPENSES					
0161053 530000 OTH PRO SV	33,955.93	7,700.00	16,856.86	7,700.00	-54.3%

ACCOUNTS FOR: GENERAL FUND - TOWN	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2021 DEPARTMENT	PCT CHANGE
0161053 530006 SEM/REG	1,752.26	3,000.00	3,000.00	3,000.00	.0%
0161053 531200 NOBLE CON	5,215.00	5,476.00	5,476.00	5,450.00	-.5%
0161053 532000 TUITION	4,662.00	7,500.00	7,500.00	10,500.00	40.0%
0161053 534000 PHONE	1,859.75	2,500.00	2,500.00	2,700.00	8.0%
0161053 534003 AT&T	.00	.00	.00	.00	.0%
0161053 534004 NE PHONE	.00	.00	.00	.00	.0%
0161053 534200 POSTAGE	811.46	900.00	900.00	900.00	.0%
0161053 542000 SUPP-TYPE	93.12	100.00	100.00	100.00	.0%
0161053 542201 OFF PR SP	12,257.89	9,000.00	9,000.00	9,000.00	.0%
0161053 542202 SUPPL-TECH	6,000.09	6,000.00	6,000.00	6,000.00	.0%
0161053 542210 SUPP COP	.00	.00	.00	.00	.0%
0161053 551025 AM FICTION	18,996.67	65,000.00	65,000.00	65,000.00	.0%
0161053 551026 AM-LP	7,063.16	.00	.00	.00	.0%
0161053 551027 AM-AUDIO	14,390.39	.00	.00	.00	.0%
0161053 551028 AM -NFICT	25,184.93	.00	.00	.00	.0%
0161053 551029 AM	.00	.00	.00	.00	.0%
0161053 551030 YOUTH MAT	21,601.08	31,000.00	31,000.00	31,550.00	1.8%
0161053 551031 YM LEARN	.00	.00	.00	.00	.0%
0161053 551032 YM STANDIN	.00	.00	.00	.00	.0%
0161053 551033 YM ADULT	.00	.00	.00	.00	.0%
0161053 551034 YM	.00	.00	.00	.00	.0%
0161053 551500 EBOOKS	6,497.33	7,500.00	7,500.00	8,500.00	13.3%





PROJECTION: 20211 TOWN OF LYNNFIELD FY 2021 BUDGET

FOR PERIOD 12

ACCOUNTS FOR: GENERAL FUND - TOWN	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2021 DEPARTMENT	PCT CHANGE
0161053 551601 STF OPY	1,754.98	3,200.00	3,200.00	3,200.00	.0%
0161053 551611 GOVERN DOC	.00	.00	.00	.00	.0%
0161053 551612 REF BOOKS	19,160.47	19,500.00	19,500.00	19,500.00	.0%
0161053 551613 REF MAT	.00	.00	.00	.00	.0%
0161053 551700 DIG MED	6,013.61	6,000.00	6,000.00	8,000.00	33.3%
0161053 558000 SUBSCRIPT	.00	.00	.00	.00	.0%
0161053 558001 PROG SUPP	2,669.27	3,100.00	3,100.00	3,100.00	.0%
0161053 558002 CD SUBS	.00	.00	.00	.00	.0%
0161053 558003 MAG SUBS	16,202.52	16,250.00	16,250.00	16,250.00	.0%
0161053 558004 MICRO SUBS	581.90	.00	.00	.00	.0%
0161053 558005 NEWS SUBS	1,744.14	.00	.00	.00	.0%
0161053 571000 IN TRAVEL	739.21	1,500.00	1,500.00	1,500.00	.0%
0161053 578000 OTH EXP	.00	.00	.00	.00	.0%
0161053 578005 NOBLE EE	40,135.02	40,053.00	40,053.00	40,647.00	1.5%
0161053 585001 COMP/EQUIP	16,320.54	16,000.00	16,000.00	17,000.00	6.3%
TOTAL LIBRARY EXPENSES	265,662.72	251,279.00	260,435.86	259,597.00	-.3%
TOTAL LIBRARY	825,476.00	887,939.00	896,085.00	947,540.00	5.7%
TOTAL GENERAL FUND - TOWN	825,476.00	887,939.00	896,085.00	947,540.00	5.7%
TOTAL REVENUE	.00	.00	.00	.00	.0%
TOTAL EXPENSE	825,476.00	887,939.00	896,085.00	947,540.00	5.7%
GRAND TOTAL	825,476.00	887,939.00	896,085.00	947,540.00	5.7%

\*\* END OF REPORT - Generated by Julie McCarthy \*\*



## Town of Lynnfield FY21 Capital Funding Request Form

Date: 12/2/2019

Department: Library

Submitting Official: Jennifer Inglis, Director

Capital Item/Project Requested: ViewScan4 Microfilm Scanner

Ranking Among Department Requests: 2

Projected Useful Life: 10+ years

Capital Item/Project Cost: \$10,000

Capital Item/Project Description (describe in detail what you want to purchase, why and what alternatives were explored):

We have two microfilm readers/scanners, one of which is on its last legs, and the other which requires a lot of attention and an annual service plan. This new microfilm reader/scanner will replace the oldest of the two machines. The new model we want to purchase is "top of the line" with high resolution, color imaging, editing software, and scanning/saving/printing capabilities that we sorely lack. We spoke with peers about the best makes and models, and this was highly recommended. If this is not approved, we will do not have an alternative plan at this time.

Purpose and/or Benefit (Does expenditure address a mandatory or discretionary requirement? If discretionary, does the acquisition relate to an existing or new service? Please provide quantitative measures of the expected benefit when possible.)

This is a discretionary purchase, but will be an invaluable tool for people using our Genealogy Room collection and other users who might have their own negatives they want to view. This scanner can help us plan for future means of accessing our collections as they become too fragile. We can also look to holding information session and build

programming around the robust features to insure that it is used actively. We also expect that this machine would go with us to the new building, should that project happen.

Is there an operating cost impact? If so, please explain:

The Library's operating budget will be able to absorb the cost of the computer and monitor that are needed to complete the package, and for any maintenance fees that are required. Beyond that, the only cost is to staff time to learn how to use it and as part of our ordinary operations in assisting patrons. We intend to cancel the service plan on the remaining scanner if we are able to purchase this new machine.

Please attach any relevant supporting documentation to this request. This may include: breakdown of costs, possible alternatives and proposals already received.



STImaging

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# VIEWSCAN 4

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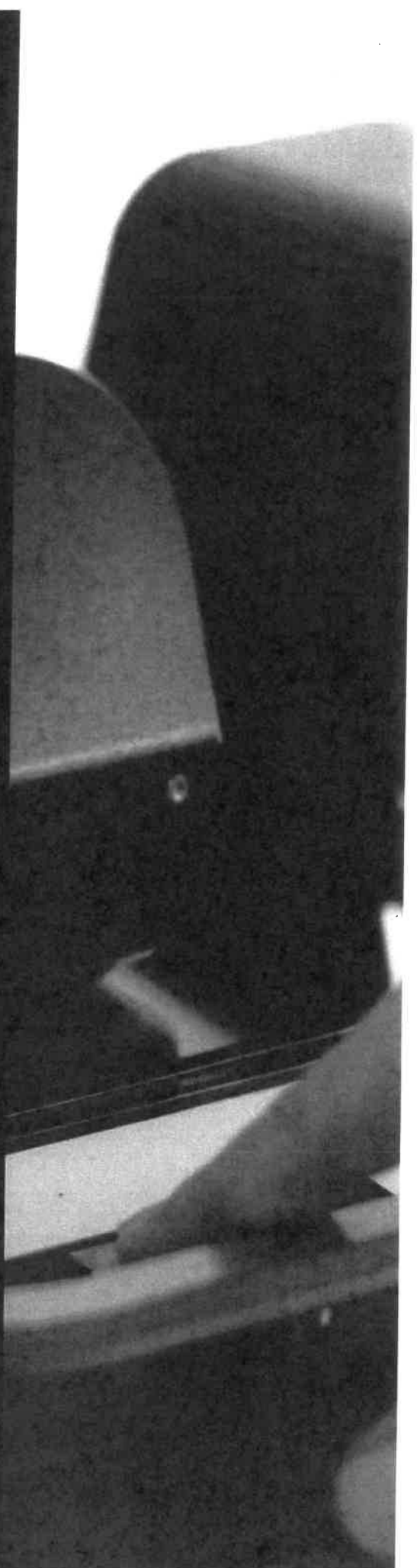
BRING YOUR FILM TO LIFE

Prior to the digital age, microfilm was the standard for document preservation. Now, thanks to ST Imaging's ViewScan 4, historians, students, researchers and businesses can bring these documents to life as easily as making a copy.

Advances in computers and software allow this innovative microfilm scanner to instantly display high-resolution images, making browsing fast, clear and easy. The ViewScan 4 can view roll microfilm, microfiche, aperture cards, jackets, and even color slides. In addition, with its advanced hardware and all-new user-friendly software, the ViewScan 4 becomes an invaluable asset to libraries, universities, government institutions or any company that needs to retrieve information from their archival documents in digital form.

To increase user familiarity, the ViewScan 4 has similar features to our previous digital scanners, including the film control keys on the carrier. Plus, its small footprint can be incorporated into any location, from a small office to a vast research room. Its technological updates make it our most efficient viewer to date.

*Exclusive film motor controls on the scanner, nearly identical to old reader/printer carriers, make it familiar, easy to use and, most importantly, easy to learn*



### Digital Age Capture

Scanning microfilm is much different in the digital age than when the technology was first introduced. Previously, when working with 35 mm film, one would have to project and enlarge the image to fill out the screen. In the digital age we are reducing! The lens actually takes that 35 mm (over 1" tall) image and reduces to fit on an image sensor under 1/4".

### VirtualFilm Technology

The all-new PerfectView Software includes a stunning new capability for our desktop microfilm scanner: VirtualFilm Technology. This innovation turns all captured images into a virtual roll of film, which can optionally be saved and recalled. It takes our ground-breaking Image Bin feature and adds capabilities to re-load, re-size, retrieve and further edit, enhance and share previously scanned images.

### Onboard PC Option

With the purchase of the optional Intel-based micro PC, your ViewScan 4 will arrive with all the software and hardware options you ordered, pre-assembled for minimal setup. In fact, it's basically ready to use as soon as you've unboxed it. Just plug your monitor, keyboard and mouse into the unit and begin exploring your microfilm archive. And because the ViewScan 4 supports a touch screen monitor, a mouse is actually optional.

### Energy Saving Design

ST Imaging is committed to protecting our environment. The ViewScan 4 is designed to meet or exceed energy savings standards with product designs and materials not detrimental to the earth and features like automatic Sleep Mode and power down functions.

## CLARITY IN ST PERFECTFOCUS

ViewScan 4's ST PerfectFocus precision motors automatically zoom and focus the lens simultaneously, ensuring a consistently clear view whether scrolling or zooming. From 35 mm roll film to the smallest images found on microfiche sheets, users can anticipate sharp and easy-to-read images which are properly oriented, focused and vibrant every time.

## 18 MEGAPIXEL COLOR CAMERA



At the heart of the ViewScan 4 is our custom-designed 18 megapixel camera that is optimized for all your microfilm records. Being able to browse and capture images with our native 18 megapixel sensor eliminates the need for other technology to try and improve a low megapixel camera. The ST PerfectView software creates compact files with stunning quality, whether black and white, grayscale or color.

*It is also available with a 9 megapixel black and white camera.*

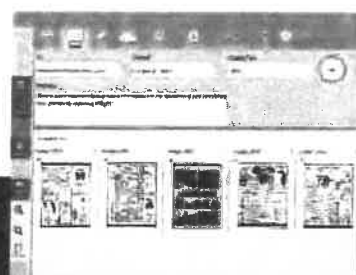
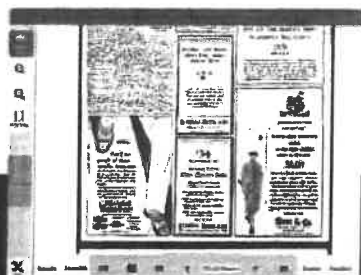


## ST PERFECTVIEW SOFTWARE

Our powerful new ST PerfectView Software streamlines every aspect of the research process, allowing users to browse and capture images from 16 mm or 35 mm microfilm rolls, microfiche, aperture cards and more with astounding ease. In fact, combined with our familiar, user-friendly hardware, it takes almost no time to master the ViewScan 4.

## COLOR CODED, USER-FRIENDLY SOFTWARE

ST Imaging is known for its easy-to-use software. Now after three years of research and development on user interface, we are again setting an unparalleled standard of simplicity for microfilm viewers. The ViewScan 4's new ST PerfectView software is vastly more user-friendly than ever before, while offering new capabilities as well. Our innovative color-coding of the three basic operations—**Browse**, **Edit** or **Share**—has further simplified the learning and ease-of-use for any level of user.



### EDIT YOUR IMAGES TO INCLUDE ALL INFORMATION

- Scroll and Live-Stream images without refresh, distortions or flickering with full 18mp
  - Capture the entire image or a portion of it with one click of a button
  - Instantly print or save images with our one-click feature
  - Dynamically resize the Image Ribbon to make it easy to see exactly what you captured
  - Easy cropping with drag and drop anchor points
  - AutoBrowse automatically advances rolls of film at a speed you choose
  - Fully integrated OCR capability makes images word-searchable
  - Automatic film rewind
- Click on any captured image to review and edit further
  - Re-size any cropped image without having to re-scan it
  - Review and edit captured images before printing or sharing
  - The optional Research Assistant tools let you further edit captured images
    - Add notes and highlight information
    - Redact information from the image
    - Combine, arrange and edit multiple images onto one page with ClipMerge with a simple drag and drop from the Image Ribbon

### SMARTSHARE YOUR FINDINGS WITH THE WORLD

- Print any selected images or save to a USB drive
- Select any popular file formats (PDF, TIFF, etc.) at time of sharing
- Simple and consistent sharing options makes it easy to learn and save to Google Drive, Dropbox, FamilySearch, OCLC and integrated email

# History of Optical Zoom

A Study in Microfilm Capture — Then and Now

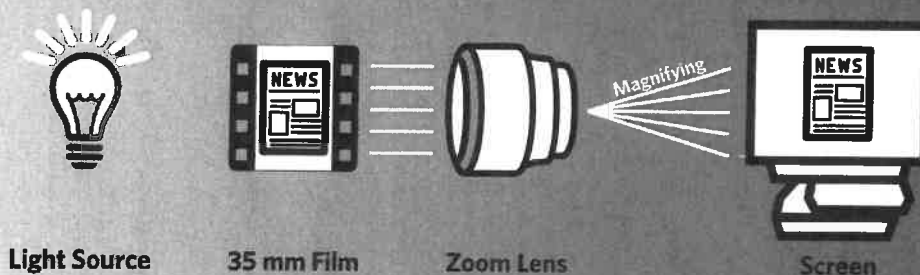


ViewScan 4 is a digital system designed with a high resolution 18 megapixel image sensor operating in REAL TIME, allowing you to Browse, Print, Save or Share in 18 megapixel Clarity. All the time. Every time.

Prior to use of digital image sensors, microfilm readers would use a — now antiquated — analog process of **MAGNIFYING** and zooming an image in order to project it on to a screen for viewing.

## THEN

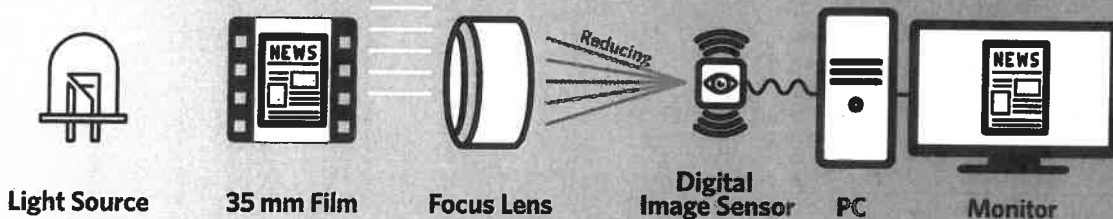
Analog Process for Displaying Microfilm



Typically, in the digital age of microfilm scanning, the lens most often is actually **REDUCING** not **MAGNIFYING** the object onto the miniature image sensor that processes, interprets, and creates the digital image which is then displayed on the monitor in real time. As can be seen, this makes discussing the benefits of Optical Zoom a largely outdated notion.

## NOW

Digital Process for Displaying Microfilm



## VIEWSCAN 4

The Difference that 18 Megapixels Make

### 18 Megapixel Image Sensor\*



**TRUE  
18MP  
IMAGE  
SENSOR**  
VIEWSCAN 4

The ST Imaging ViewScan 4 offers an industry-leading 18 megapixel image sensor. Image sensors with more pixels enable the capture of finer details and the **Highest Quality** images.

### Low Pixel Count Image Sensor\*



Some other scanners use lower resolution image sensors.

\*Image Sensor and megapixel size is simulated



ST Imaging ViewScan 4. The Clear Choice.







Contact your ST Imaging representative at **847.501.3344** today to learn more about this ground-breaking fourth-generation scanner in the ViewScan product line.

## **THE FUTURE OF MICROFILM SCANNING TECHNOLOGY HAS NEVER BEEN SO CLEAR**

### **Product Specifications**

#### **Film Scanner Carrier Configurations**

- Universal Carrier
- Motorized roll film, fiche and aperture cards
- Fiche or aperture card only
- 3M (M-type) cartridge film adapter on Universal Carrier
- ANSI film clip adapter on Universal Carrier

#### **File Outputs**

- PDF *Multi-Page*
- PDF *Searchable\* Single Page*
- PDF *Searchable\* Multi-Page*
- Bitmap
- JPEG
- JPEG 2000
- PNG
- TIFF
- Multi-Page TIFF
- TIFF *with Group 4 Compression*
- Multi-Page 1-Bit Bitonal TIFF (300 DPI) *with Group 4 Compression*

\* with optional OCR software

#### **Scannable Media**

Designed to scan all microforms created with 7x-105x reduction, digital 7x-105x, optical 7x-30x including microfilm (35/16 mm), microfiche, aperture cards, jackets, slides and more.

#### **Warranty**

- Three year factory warranty
- Assembled in the USA

Get full product technical details online at <http://www.stimaging.com>



Certified Scanner



630 Dundee Rd.  
Suite 210  
Northbrook, IL 60062  
847.501.3344  
[stimaging.com](http://stimaging.com)



## **Town of Lynnfield**

### **FY21 Capital Funding Request Form**

**Date:** 12/2/2019

**Department:** Library

**Submitting Official:** Jennifer Inglis, Director

**Capital Item/Project Requested:** A set of table and chairs/benches for our Teen Space

**Ranking Among Department Requests:** 1

**Projected Useful Life:** 3-5 years (or longer)

**Capital Item/Project Cost:** Approximately \$2500 – exact models to be picked out at 12/5 Tween Advisory Meeting

**Capital Item/Project Description (describe in detail what you want to purchase, why and what alternatives were explored):** The existing seating available in the Teen Space is not sufficient for the way the space is used and can potentially be a hazard when not used correctly, and is not accessible to people who use a wheelchair. Additionally, the middle-schoolers who use the space have asked for an actual table so that they can do their homework. Our Youth Services Librarian reviewed furniture and found several models that she will be presenting to our Tween Advisory Board to get the input of the students who have requested this purchase.

**Purpose and/or Benefit (Does expenditure address a mandatory or discretionary requirement? If discretionary, does the acquisition relate to an existing or new service? Please provide quantitative measures of the expected benefit when possible.)**

This is a discretionary purchase to improve the very small space allocated to teens at the Library. Right now, when our Youth Services Librarian wants to do programming with the kids, she sets up a folding table over some of the seating. Students have expressed a need to have their own space to do homework, and the existing tables are café style and

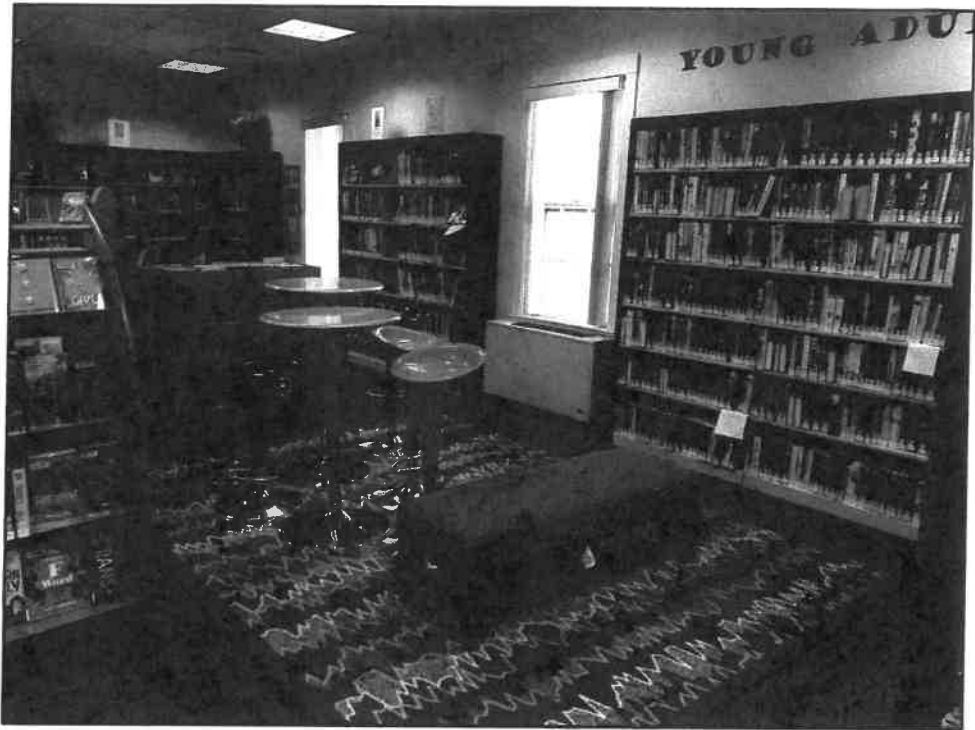
do not have room for more than a notebook. We have many kids who use the Library after school to do their school work and participate in programming, and we want to make their small space as user-friendly as possible. While this is not quantifiable, we know that it will make the space better, and we are confident that one table will suit our needs and allow more people to use the space than the existing setup.

Is there an operating cost impact? If so, please explain:

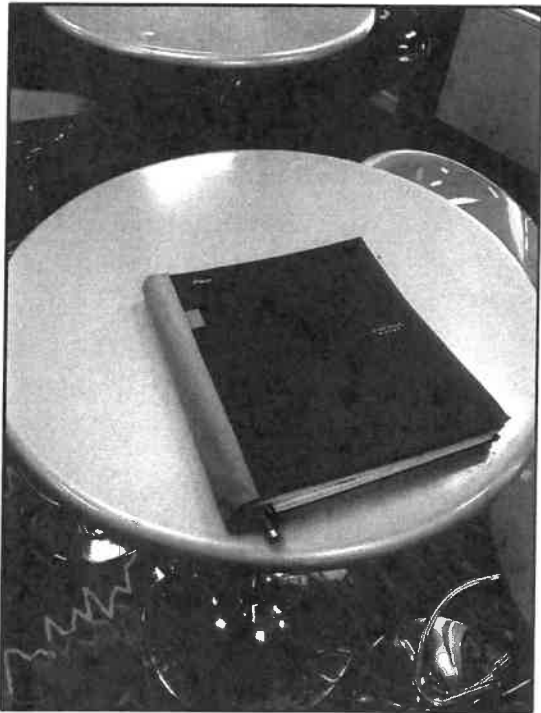
Not beyond the workload needed to remove existing furniture and set up the new.

Please attach any relevant supporting documentation to this request. This may include: breakdown of costs, possible alternatives and proposals already received.

Existing Teen Space seating:



Café Table:



## **Rules and Regulations for Holders of Alcoholic Beverage Licenses in the Town of Lynnfield**

1. The Board of Selectmen ("the Board") is the Licensing Authority for the Town for all purposes under General Laws Chapter 138 and has sole authority for the issuance and regulation of all alcoholic beverage licenses within the Town. In order to serve the public need and to promote the public welfare by encouraging the responsible sale and service of alcoholic beverages within the Town, the Board has adopted the following Rules and Regulations for Holders of Alcoholic Beverages in the Town of Lynnfield ("the Town's Liquor Regulations"). These regulations are adopted and may be amended from time to time pursuant to the Board's authority under General Laws Chapter 138.
2. The issuance of liquor licenses and the sale of all alcoholic, wine and malt beverages in the Town is governed by the Town's Liquor Regulations, the Rules and Regulations of the Alcoholic Beverages Control Commission ("the ABCC"), and General Laws Chapter 138. The licensee is responsible for enforcing and complying with these laws and regulations. The license must be posted in a conspicuous location within the licensed premises, clearly visible and accessible to the public.
3. The licensed premises shall be subject to inspection at any time by the Lynnfield Police Department ("the Police Department"), the ABCC, or by the duly authorized agent(s) of any of them.
4. No person, firm, corporation, partnership, association, entity, or combination of persons shall obtain any interest in a liquor license without the prior approval of the Board. The actual or attempted transfer of any interest in a liquor license, or in any corporation, partnership, limited partnership, or other entity having an interest in a liquor license, except a transfer of 10% or less of the stock in a publicly traded corporation, may result in the suspension, modification, revocation or non-renewal of the license. The Board may at any time require a licensee to produce satisfactory evidence to establish that no such interest has been sold or transferred and/or that no person(s) other than those disclosed on the original license application or any renewal or amendment application have any direct or indirect financial or other beneficial interest in the license.
5. The submission of any false or materially misleading information to the Board by any licensee or person acting on behalf of the licensee in connection with any application for an original license, license renewal, special license, change of manager, transfer of location, transfer of ownership or other application, or any false or materially misleading statements made in any proceeding before the Board in connection with the liquor license, shall be a cause or ground for refusing to grant or renew the license or permit or for suspending, canceling or revoking a license or permit already granted.
6. No licensee shall operate a licensed business under any corporate or trade name other than the name under which the license was originally issued unless such change is first approved by the Board and the ABCC.
7. The licensee shall appoint and maintain a full time manager who shall at all times have full control and authority over the licensed premises. The manager must be appointed and authorized by valid corporate vote or other action by the licensed person or entity sufficient to grant the manager the necessary authority or control over the premises. The manager must be a citizen of the United States at least twenty one years old and must be of good moral character and otherwise be acceptable to the Board.
8. The manager must be actively involved in the day to day operations of the licensed business and in the case of restaurant, tavern and hotel type licenses, must be on the premises during at least fifty percent (50%) of the hours alcohol service is available. A copy of the schedule shall either be posted in the premises or immediately made available upon request of the Board or its authorized agents.
9. The manager shall not be changed without the prior approval of the Board and the ABCC. Where circumstances beyond the licensee's reasonable control prevent the licensee from obtaining approval of a

new manager in advance of the departure of the manager whose name appears on the license, the licensee must immediately notify the Board in writing of the name and address of the proposed new manager and shall thereafter promptly file an application for Change of Manager within 15 days of the manager of record's last day of work.

10. The licensee shall keep a current and accurate list of the names of all employees, including name, address, date of birth, date of hire, and position and shall make such list available for inspection upon request by the authorized agents of the Police Department and the Board.

11. An individual licensee or principal representative of the licensee, the manager of record and any person who regularly serves alcoholic beverages to the public are required to successfully complete an alcohol management or server training course approved by the Board, within three (3) months after beginning in their respective positions and to maintain a current certification. The licensee shall, at any time upon request of the Board, provide the Board and also the Lynnfield Police Department with the names, addresses, dates of hire and copies of training certificates of all persons subject to this section, said certificates to be available on the premises at all times.

12. Licenses are issued to serve the public convenience, and, therefore, licensees should be conducting the licensed business on all days authorized by the licensing authority. Any licensee who permanently ceases its business operation shall immediately surrender its license and physically deliver the license to the Board. If the licensee intends to suspend business operations for a temporary period, it shall first provide the Board with notice at least ten days prior to the anticipated closing date stating the reason(s) for the closing and the estimated length of the closing. If the temporary closing is the result of unforeseen circumstances such as fire, flood, or similar casualty, notice shall be given within ten (10) days after the date of the casualty.

13. The licensed premises shall at all times be subject to inspection by the Police Department, and their authorized agents. The licensee and manager shall fully cooperate with such agents and shall not in any way hinder or delay access to the licensed premises or otherwise interfere with any agent in the conduct of any inspection or investigation. The licensee must maintain and promptly make available to the Board and its authorized agents for inspection and copying, records of all transactions involving the sale or purchase of alcoholic beverages. If such records are maintained at a location other than the licensed premises, the licensee shall provide written notice to the Board specifying the location and any change thereof.

14. No licensee or manager shall permit any part of the licensed premises to exceed its maximum capacity as stated on the Certificate of Occupancy. All establishments licensed for the on-premises consumption of alcohol shall have a reliable method for determining when the maximum capacity of the licensed premises or any part of the licensed premises is reached.

15. The sale, storage, service, dispensing, distribution, delivery, and/or consumption of alcoholic beverages is strictly limited to those areas of the premises which are specified in the description of the premises as shown on the license. Unless specifically approved by the Board, areas such as patios, decks, outside seating areas, roofs, courtyards, and/or other exterior extensions of a building are not part of the licensed premises.

16. No physical alteration, the effect of which would be to constitute a change in the description of the licensed premises as shown on the license, shall be made without the prior written approval of the Board. This includes any alterations involving the installation, removal or relocation of any interior walls, doorways, stairways, or other structural components within the licensed premises or any modification that increases the maximum seating capacity.

17. The kitchen and premises of any licensed establishment must be kept clean, neat and sanitary, to the satisfaction of the Board and the Lynnfield Board of Health, or to the duly authorized agent(s) of either of them.

18. The licensee and the manager shall at all times maintain order and decorum within the licensed premises and shall not permit any disorder, disturbance, lewdness, prostitution, illegal gaming, unlicensed entertainment, the sale or use of illegal drugs or controlled substances as defined by G.L. c. 94C, or illegality of any kind to take place in, upon, or around the licensed premises (including the parking lot). The licensee shall be responsible for such conduct, whether present at the time of the conduct or not. The manager is required to immediately notify the Police Department when a disturbance resulting in the physical injury to any person occurs on the licensed premises or in the parking lot or other exterior area immediately adjacent to the licensed premises including, sidewalks and driveways.

19. With the exception of establishments licensed as package stores, no licensee shall sell any alcoholic beverage intended for off-premises consumption or allow any person to transport any alcoholic beverage from the licensed premises. This regulation shall not prevent the holder of a restaurant or hotel type license from permitting a patron to remove a partially consumed bottle of wine from the premises provided such licensee conforms to Regulation # 20 below and the regulations promulgated by the ABCC.

20. The holder of a restaurant or hotel type alcoholic beverages license may permit a patron who purchases a bottle of wine with a meal to take from the licensed premises the unconsumed portion of one bottle of wine, provided that

- a. The licensee securely reseals the bottle
- b. The bottle is placed in a one-time use tamper-proof transparent bag that insures that the patrons cannot gain access to the bottle while in transit after the bag is sealed.
- c. The bag is securely sealed
- d. A receipt showing the purchase of the meal and the bottle of wine is provided to the patron and affixed to the bag.

21. The sale or delivery of alcoholic beverages to an intoxicated person is prohibited.

22. The sale or delivery of alcohol to a person under the age of twenty one years is prohibited.

23. The licensee must maintain and keep current all licenses, permits, certificates, and approvals required for the operation of the licensed business. If any such license, permit, certificate, or approval issued by a state or local authority is revoked, suspended, or not renewed for any reason, the licensee must notify the Board in writing.

24. The Board shall have the right and authority to order any licensee to engage as many private detail police officers from the Police Department as in the Board's judgment are necessary to maintain law and order upon the licensed premises and the areas immediately adjacent to or serving the licensed premises, including the parking lots.

25. No licensee shall make any distinction, discrimination, or restriction of service, access, or treatment on account of race, color, religious creed, national origin, sex, sexual orientation or ancestry. The service, sale, delivery and consumption of alcohol on the licensed premises is strictly limited to the established hours for the service of alcoholic beverages as stated on the license. No licensee, manager, bartender, or server may solicit or accept any order for alcoholic beverages within fifteen minutes prior to the hour stated on the license for cessation of liquor service ("the Closing Hour"). All bottles, glasses, beverage cans, and other beverage containers must be cleared from the tables and bars within 30 minutes of the Closing Hour. No persons other than the licensee, the manager and/or the employees may be in the licensed premises 45 minutes after the Closing Hour.

26. Employees of the licensed establishment may remain or enter upon the licensed premises outside of the established hours of operation while actually engaged in cleaning, opening, closing, or preparing for the next day's business, but they may not remain upon the licensed premises any longer than necessary to complete their work. No licensee, manager, server, bartender, or other person employed by the

licensee, shall consume any alcoholic beverage on the licensed premises either while on duty or at any time before or after the established hours of operation as stated on the license.

27. In any instance when it is necessary for the licensee's employees to remain on the licensed premises for more than sixty (60) minutes after the established closing hour, the licensee or manager shall notify the Police Department. Notice must be given not later than sixty (60) minutes after the established closing hour and shall include the names of the employee(s), the reason(s) why the employee(s) will be on the premises, and an estimate as to how long the employee(s) will be on the licensed premises.

28. The Chief of Police shall have the right and authority to order any Licensee to engage as many detail police officers from the Lynnfield Police Department as shall, in the Chief's judgment, be necessary to maintain law and order upon the premises of the Licensee (including, without limitation, the parking lot).

A Licensee shall notify the Chief of Police of any special events or circumstances whereby the licensee may reasonably anticipate hosting either; 1) A single gathering of more than 400 patrons at one time or; 2) multiple gatherings collectively amounting to more than 750 patrons simultaneously, when said event occurs after 6PM on a weeknight or 4pm on a weekend or holiday. Such notification shall be made so that the Chief of Police can evaluate the need of a police detail assignment, taking into account various relevant factors, and if not needed, to notify Police Shift Commanders as may be necessary.

The grant of a license to the licensee of such an event by the Board of Selectman shall be deemed notice of such event(s).

Following any such notice, the Chief of Police's evaluation may include a review of security practices with the licensee, including requesting of the licensee the assignment of any police detail within the licensed premise for such event and/or circumstances. If the licensee disagrees with any such request, the licensee and the Chief of Police shall meet prior to the event to discuss/review appropriate security procedures. Should the Chief of Police assign a police detail under section 28 of these regulations and the Licensee disagrees, the licensee may appear in front of the Board of Selectman, who shall review and establish appropriate public safety measures for such events. Nothing in these liquor regulations shall supersede conditions imposed by the Board of Selectman as part of conditions for a liquor license.

29. Any infraction of the Town's Liquor Regulations, Regulations of the Alcoholic Beverages Control Commission, and/or General Laws Chapter 138 ***with the exception of sale and or service of alcoholic beverages to a minor***, may be grounds for action by the Board including the modification, suspension, revocation, non-renewal or cancellation of a license. In determining the appropriate action in any given case the Board will consider all relevant factors including the licensee's prior record, the nature of the offense, and other aggravating or mitigating circumstances. The following schedule of recommended discipline is a guideline intended to illustrate the range of disciplinary action that the Board might impose for certain violations. The Board is not limited by these guidelines and may impose greater or less discipline as it sees fit.

1<sup>st</sup> Violation – Letter of reprimand and/or suspension of license up to 3 days  
*Optional: With liquor closing hours of 11:00pm for 10 days*

2<sup>nd</sup> Violation – Suspension of license from 3 to 10 days  
*With liquor closing hours of 11:00pm for 30 days*

3<sup>rd</sup> Violation – Suspension of license from 10 to 30 days  
*With liquor closing hours of 11:00pm for 30 days*

4<sup>th</sup> Violation – Revocation of license

*For the purpose of counting violations, prior actions taken by the Alcoholic Beverage Control Commission against the license holder will be counted as violation(s)*



*For the purpose of counting a violation: if it is found that multiple violations are found in the same business day (opening time until 2 hours after closing) such will be counted as a single violation when determining the number of violations to be counted and applied to the guidelines above.*

*Only violations that have occurred in the past 3 years will be counted.*

**30. Sale and/or service of alcoholic beverages to a minor may be grounds for action by the Board including the modification, suspension, revocation, non-renewal or cancellation of a license. In determining the appropriate action in any given case the Board will consider all relevant factors including the licensee's prior record, the nature of the offense, and other aggravating or mitigating circumstances. The following schedule of recommended discipline is a guideline intended to illustrate the range of disciplinary action that the Board might impose for certain violations. The Board is not limited by these guidelines and may impose greater or less discipline as it sees fit.**

**1<sup>st</sup> Violation - Suspension of license up to six days on dates to occur on three weekend periods. Each two-day period shall be a Friday and Saturday continuing through 1:00 A.M. on the following Sunday.**

**2<sup>nd</sup> Violation – Suspension of license up to 12 days on six weekends in the same manner as outlined in the preceding paragraph.**

**3<sup>rd</sup> Violation – Revocation of license.**

**Each minor involved in a single incident shall be considered a separate violation; i.e. the suspension doubles when two minors are involved, triples when there are three minors involved, etc.**

31. The Board reserves the right to modify or amend the above Rules and Regulations, or to adopt such other, additional Rules and Regulations as the Board may deem appropriate.

Rules and Regulations of the Board of Selectmen of the Town of Lynnfield  
Concerning the Licensing of Alcoholic Beverage Sales

I. General

The Board of Selectmen of the Town of Lynnfield, Massachusetts (the “Board”), in its capacity as the local licensing authority with respect to the sale of alcoholic beverages within the Town of Lynnfield, adopts these Rules and Regulations pursuant to G.L. c. 138, § 23 and all other applicable law. Nothing herein shall be construed to limit the Board in exercising its authority under the said statute.

II. Minors Forbidden From Sitting at Bar

A. Prohibition. In any restaurant, club or other facility where a bar is operated under a liquor license issued by the Board pursuant to G.L. c. 138, it shall be unlawful for the licensee to permit any person under the age of twenty-one (21) years to be seated at the bar at any time.

B. Posted Notice of Prohibition. In any such restaurant, club or other facility, one or more signs shall be prominently posted in such a manner as to be plainly visible to anyone seated at the bar, which sign(s) shall state that persons under the age of twenty-one (21) years may not sit at the bar.

III. Enforcement

A. Any license issued by the Board pursuant to G.L. c. 138 may be modified, suspended, or revoked for any of the following causes:

1. Violation by the licensee of any relevant provision of the General Laws of the Commonwealth, the regulations of the Alcoholic Beverages Control Commission (the “ABCC”), the Bylaws of the Town of Lynnfield or any of the Rules and Regulations of the Board.
2. Fraud, misrepresentation, false material statement, concealment or suppression of facts by the licensee in connection with an application for a license or for renewal thereof.
3. Failure to operate the premises covered by the license.
4. Failure or refusal of the licensee to furnish or disclose any information required by any provision of the General Laws or by any rule or regulation of the ABCC or of the Board.
5. Conviction of the licensee of any crime that is a felony under the laws of the Commonwealth of Massachusetts or the United States of America.

6. Failure to comply with any condition, stipulation or agreement upon which any license was issued or renewed by the Board or upon which any application or petition relating to the premises was granted by the Board. It shall be the duty of the licensee to ensure that all appropriate personnel at the licensed premises are familiar with the rules and regulations of the Board and with any conditions on the license.
7. The refusal by any licensee and, if a corporation, by a manager, officer, or director thereof to appear and to testify under oath at an inquiry or hearing held by the Board with respect to any application or matter bearing upon the conduct of the licensed business or bearing upon the character and fitness of such person to continue to hold a license.

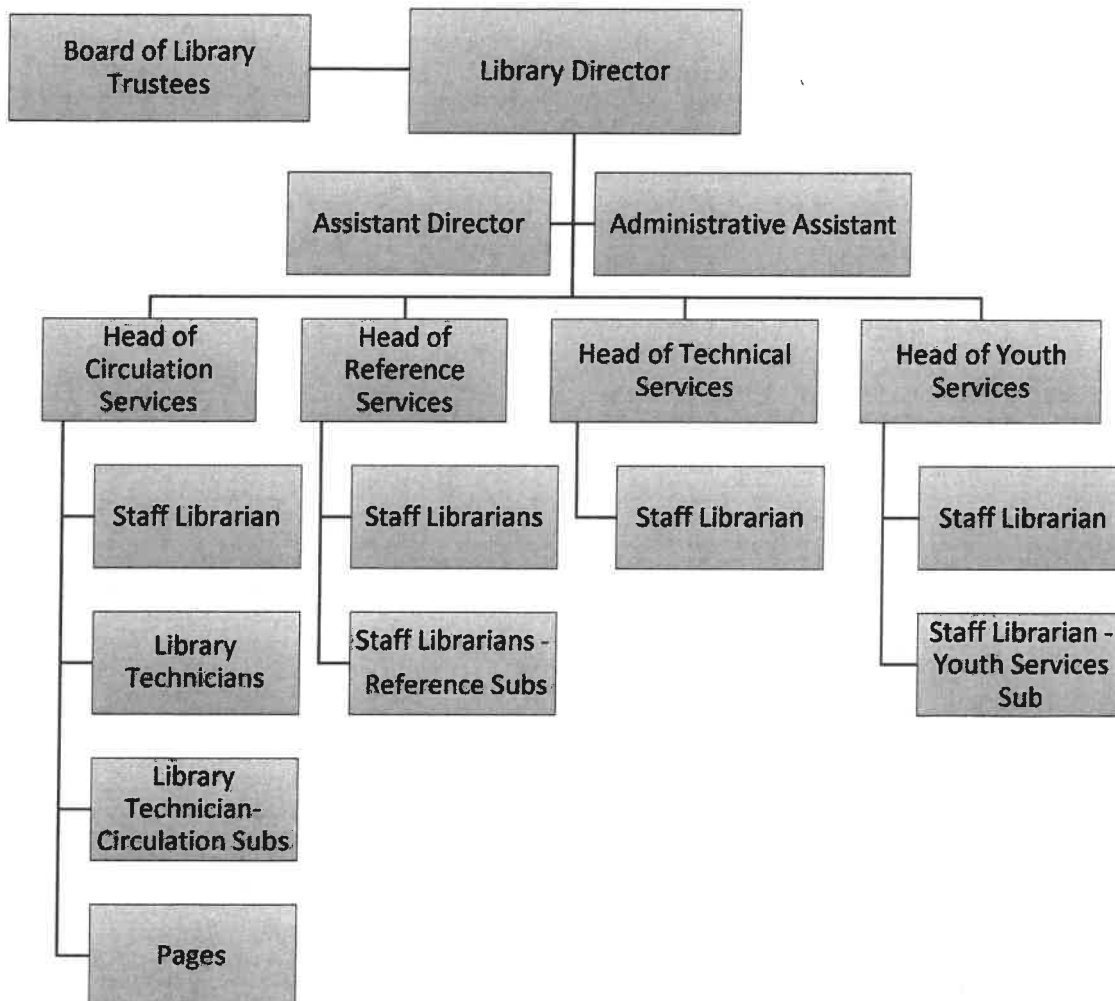
c:\Lynnfield\LiquorLicenseRegulations

# Lynnfield Public Library

## Mission Statement

The mission of the Lynnfield Public Library is to facilitate townspeople of all ages in the meeting of their personal, professional, informational, educational, recreational and cultural needs by providing both current technological and traditional means of access to materials, programs, and services.

## ORG Chart



## **Lynnfield Public Library**

### **FY20 Initiatives and Accomplishments**

Three leadership positions were filled in 2019, and with that began an effort (with existing staff) to expand programming, outreach, and community collaboration. Jennifer Inglis, Library Director, was hired in January. Abigail Porter, Assistant Director & Head of Adult Services started in June, and Lauren Fox, Head of Youth Services joined the Library in August.

The Reference Department developed a Substance Use Disorder (Recovery) Collection in collaboration with "A Healthy Lynnfield" and a patron who is a nurse. This work resulted in the presentation of an "Ignite Talk" at an Opioid Symposium hosted by the Massachusetts Library System. Pat Kelly presented, with the assistance of Abigail Porter.

The Reference and Technical Services departments worked with Essex Society Of Genealogists (ESOG) volunteers to complete an inventory of the genealogy collection, as well as database and records cleanup so that the items on the shelf are accurately reflected in the Evergreen database.

In addition to handling all materials for the Library, our Technical Services department invested in technology updates for patron and staff use, including upgrading all patron computers, purchasing a new coin machine, updating operating software, and adding additional mobile hotspots, per patron requests.

Several significant building related issues were resolved with the assistance of the Department of Public Works. Flooding damage to the bathrooms and carpets was resolved, the Palladian Window was replaced, and the new septic system was installed.

### **Significant Budget Changes or Initiatives (FY 21)**

#### **Budget Change:**

One of the Library's significant issues to solve is the lack of service to kids and parents in the Children's Room at night and on Saturdays. There is no staffing dedicated to serving this important group, as the two Youth Services department members cover other desks when they work their rotating nights and Saturdays. While staff are available in other parts of the building, it shouldn't be incumbent on the patron who needs help to leave the Children's Room and go to the Adult Reference desk or the Circulation Desk for help. The Library is lightly staffed on nights and Saturdays, so there is no simple way to just move someone to the Children's Room

without negatively affecting our other service models. Therefore, the Library's budget request includes an additional 19 hours/week Staff Librarian position(s) who will be stationed in the Children's Room three evenings from 5-9 and every Saturday (or will take the place of other Youth Services staff who will then be able to work in the Children's Room). Lynnfield has many families who work a traditional 9-5 schedule, and our Children's Room should be open later to serve them. Lack of service from 9-5 on Saturday is additionally problematic.

**Initiatives:**

The Library will continue to expand programming efforts to reach additional audiences and respond to community requests, and will continue building relationships with the local schools. In addition, partnerships with existing organizations will continue, and will hopefully expand to other groups and town departments.

If the Library's capital request for a new microfilm reader/printer is approved, the Library will work with ESOG to create programming around the new, top of the line machine.

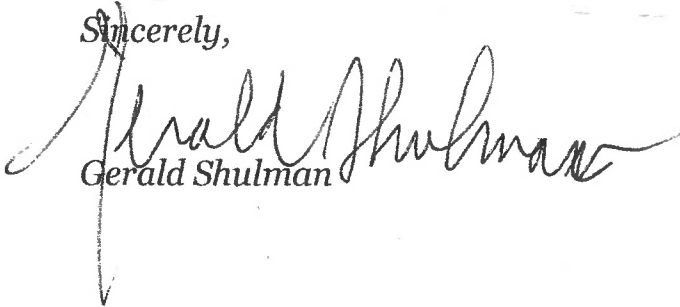
The Technical Services Department is planning to continue upgrading technology available to patrons and staff, and stay up-to-date on security and privacy software on library PCs. They will also respond to patron requests for new circulating and in-Library technology such as adding more hot spots, upgraded in-house laptops and upgraded in-house charging equipment for mobile devices.

Dear Lynnfield Town Clerk,

Please accept this letter as formal notification that I am resigning from my position as a Lynnfield Housing Commissioner. My last day will be Tuesday, January 28, 2020.

It has been an honor to be an elected representative for the past six years on the Housing Authority Board. Unfortunately, due to personal reason at this time my time is best served in ~~our~~ <sup>OTHER</sup> areas.

Sincerely,

  
Gerald Shulman

TOWN CLERK'S OFFICE  
LYNNFIELD, MA

2020 JAN 28 P 1:44

RECEIVED

**COMMONWEALTH OF MASSACHUSETTS**

**WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR PRESIDENTIAL PRIMARY**

**ESSEX, SS.**

To the Constables of the Town of LYNNFIELD

**GREETINGS:** In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at:

**Precincts 1, 2, 3, & 4**

**Lynnfield High School, 275 Essex Street**

On **TUESDAY, THE THIRD DAY OF MARCH, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE.....FOR THIS COMMONWEALTH  
STATE COMMITTEE MAN.....THIRD ESSEX SENATORIAL DISTRICT  
STATE COMMITTEE WOMAN.....THIRD ESSEX SENATORIAL DISTRICT  
TOWN COMMITTEE.....TOWN OF LYNNFIELD

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of February, 2020.

\_\_\_\_\_  
**SELECTMEN OF LYNNFIELD**

Pursuant to the Warrant. I have this day notified and warned the inhabitants of the Town of Lynnfield as herein directed by posting eight attested copies of the Warrant in said Lynnfield, (Center Post Office, Village Market, Library, Pump n' Pantry, Senior Center, South Post Office, Lynnfield Water District and Town Hall) seven days at least before the time and calling of said election.

\_\_\_\_\_, 2020  
Constable Month/Day

Warrant must be posted by February 25, 2020,  
(at least seven days prior to the March 3, 2020 Presidential Preference Primary.)