

ANNUAL APPROPRIATIONS FOR 2018

Town of
WAKEFIELD, MASSACHUSETTS



FINANCE COMMITTEE MEMBERSHIP

Period: 2018 - 2019

Name	Term Expires
DANIEL SHERMAN, CHAIR	2019
JAMES SULLIVAN, VICE CHAIR	2019
JOSEPH B. BERTRAND	2019
DOUGLAS BUTLER	2020
JONATHAN CHINES	2020
BRIAN CUSACK	2019
JAN DIGIAMBATTISTA	2020
REBECCA GILDING	2020
DENNIS HOGAN	2018
GERARD LEEMAN	2019
PETER MCMANAMA	2020
JOANNE REILLY	2018
WAYNE M. TARR	2018
JOSEPH V. TRINGALE	2018
LORRI WHEELER	2018

MUNICIPAL FINANCE TERMINOLOGY

The following terms are frequently used in the Annual Town Report and at Town Meeting. In order to provide everyone with a better understanding of their meaning, the following definitions are provided:

Excess and Deficiency (usually referred to as Surplus Revenue):

This fund represents the amount by which the Cash, Accounts Receivable and other assets exceed the liabilities and reserves.

Available Funds (often referred to as "Free Cash"):

Available Funds is the amount certified annually by the State Bureau of Accounts by deducting from surplus revenue all uncollected taxes for prior years. This fund may be used by a vote of the Town Meeting.

Reserve Fund:

This fund is established by the voters at an Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy for the preceding year), (b) money transferred from the Overlay Reserve, or (c) both. It is used for extraordinary and unforeseen expenditures.

"Extraordinary" covers things which are not in the usual line, or are great or exceptional. "Unforeseen" includes things which

were unforeseen as of the time of the annual meeting when the appropriations were voted. The reserve fund amounts to the omnibus appropriation to be parceled out by the Finance Committee where it feels a requested transfer is one in which a special town meeting, if called, would approve, thereby saving the delay and expense of a special town meeting.

Cherry Sheet:

Named for the cherry-colored paper on which the Massachusetts Commission of Corporations and Taxation traditionally has printed it, the cherry sheet carries the figures which must be used by the Assessors in determining the amount to be raised by taxation.

It lists the amounts of county tax and state assessments, as well as the estimated tax distributions from the General Fund, reimbursements, agency funds, and the Sales and Use taxes.

Overlay:

The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and avoiding fractions.

FOREWARD

In matters of public finance, it is not just the amount of an expenditure or budget but also the timing and governance that must be considered. The budgets and articles presented to Town Meeting for Fiscal Year 2019 and the Finance Committee's recommendations are enabled by the governance successes of prior fiscal periods. They are also enabled by anticipated developments in future periods such as the scheduled retirement of certain building related obligations from our debt service fund over the upcoming years. We are positioned well to undertake the strategic enhancements these budgets and certain articles include.

National and statewide dynamics provide context and contrasts against which to view the Town of Wakefield's FY 2019 budget. At both levels the current condition of and required investment in infrastructure is a matter of debate and concern. To further improve our infrastructure, we are recommending increases in our spending on road improvements and new sidewalks from what is proposed by the Selectmen. The Capital Outlay proposal and other targeted infrastructure projects demonstrate a responsible attention to required maintenance that enables critical operations that benefit every citizen.

While expected aid from the State is expected to be relatively flat, there are many building projects occurring across the town. These are expected to increase our property tax revenue base by about \$1 million. This increase, together with department heads' ability to return budgeted funds in preceding years allowed the Wakefield Public Schools to immediately deploy service enhancements in the budget before you. We will continue to monitor state aid projections, building projects and assess their potential impact on the Town's budget in the coming years.

We also noted, however, our appreciation that the Superintendent, WPS Business Manager and Town Administrator continue to find ways to offset enhancements with cost savings or new revenue sources. These efforts will need to be continued because the Capital needs for the Town over the coming years is very large. Our current forecasts, and our high bond rating, are cause for optimism for the Town's ability to undertake these important regenerative projects, for the Schools and other departments, while minimizing the impact on taxpayers.

Budgets presented to Town Meeting are the result of many hours of collaborative effort. On behalf of the Finance Committee, I would like to thank Town Administrator Steve Maio, Town Accountant Kevin Gill and Town Treasurer John McCarthy. We offer our thanks to the department heads, the Board of Selectmen, the School Committee, Superintendent of Schools Dr. Kim Smith, the Capital Planning Committee, the Library Trustees as well as David DiBarri, Superintendent of the Northeast Metropolitan Regional Vocational School.

The Finance Committee extends its special thanks to those of you attending Town Meeting. It is with your responsibilities to deliberate and conclude on the merits of these appropriations in mind that we conduct our inquiries, analyses and offer our recommendations.

Sincerely,

Daniel Sherman
Finance Committee Chairman

2018 ANNUAL TOWN MEETING INDEX OF ARTICLES

ARTICLE 1.....	5
ARTICLE 2.....	24
ARTICLE 3.....	27
ARTICLE 4.....	27
ARTICLE 5.....	27
ARTICLE 6.....	27
ARTICLE 7.....	27
ARTICLE 8.....	27
ARTICLE 9.....	28
ARTICLE 10.....	28
ARTICLE 11.....	28
ARTICLE 12.....	29
ARTICLE 13.....	30
ARTICLE 14.....	30
ARTICLE 15.....	30
ARTICLE 16.....	30
ARTICLE 17.....	30
ARTICLE 18.....	30
ARTICLE 19.....	31
ARTICLE 20.....	31
ARTICLE 21.....	31
ARTICLE 22.....	34
ARTICLE 23.....	36
ARTICLE 24.....	40
ARTICLE 25.....	40

To the Citizens of Wakefield:

Your committee has carefully considered the needs of the various departments for the Fiscal Year.

We have also considered all the articles in the warrant for an appropriation of money and herewith submit our recommendations as follows:

ARTICLE 1

To determine how much money the Town will raise and appropriate for General Government, Protection of Persons and Property, Human Services, Public Works, Public Service Enterprises, Education, Unclassified, Benefits & Administration and Light Department specifying what appropriation shall be taken from the receipts of a department; or to see what the Town will do about it.

BOARD OF SELECTMEN

That the Town vote to raise and appropriate from tax levy or transfer from available funds the sums of money as detailed in the following recommendations for the Fiscal Year July 1, 2018 to June 30, 2019, the grand total amounting to \$95,782,071.00. The motions will provide for the breakdown of this amount and the sources thereof in the various classifications as described in the recommendation book to carry out the purpose of this Article.

GENERAL GOVERNMENT

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
SELECTMEN'S DEPARTMENT:			
Personal Services	\$395,570.00	\$391,338.00	\$306,338.00
Contractual Services	43,806.00	43,806.00	43,806.00
Materials and Supplies	450.00	450.00	450.00
TOTAL	\$439,826.00	\$435,594.00	\$350,594.00
ACCOUNTING DEPARTMENT:			
Personal Services	\$278,055.00	\$284,264.00	\$284,264.00
Contractual Services	98,401.00	94,901.00	94,901.00
Materials and Supplies	3,550.00	3,550.00	3,550.00
Sundry Charges	210.00	210.00	210.00
TOTAL	\$380,216.00	\$382,925.00	\$382,925.00
INFORMATION TECHNOLOGY DEPARTMENT:			
Personal Services	\$248,852.00	\$196,852.00	\$196,852.00
Contractual Services	131,116.00	146,679.00	146,679.00
Materials and Supplies	6,700.00	5,500.00	5,500.00
Sundry Charges	3,990.00	3,990.00	3,990.00
TOTAL	\$390,658.00	\$353,021.00	\$353,021.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
TREASURER'S DEPARTMENT:			
Salary of Treasurer	\$61,548.00	\$63,394.00	\$63,394.00
Personal Services	112,030.00	112,841.00	112,841.00
Contractual Services	4,900.00	4,900.00	4,900.00
Materials and Supplies	1,150.00	1,150.00	1,150.00
Sundry Charges	90.00	90.00	90.00
Tax Titles	13,000.00	13,000.00	13,000.00
Bank Charges	7,500.00	7,500.00	7,500.00
TOTAL	\$200,218.00	\$202,875.00	\$202,875.00
LEGAL DEPARTMENT:			
Personal Services	\$106,996.00	\$110,206.00	\$110,206.00
Contractual Services	60,000.00	60,000.00	60,000.00
Materials and Supplies	6,200.00	6,200.00	6,200.00
Sundry Charges	0.00	0.00	0.00
Legal Damages	4,560.00	4,560.00	4,560.00
TOTAL	\$177,756.00	\$180,966.00	\$180,966.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
COLLECTOR'S DEPARTMENT:			
Salary of Collector	\$89,066.00	\$96,539.00	\$96,539.00
Personal Services	67,140.00	66,662.00	66,662.00
Contractual Services	43,880.00	43,880.00	43,880.00
Materials and Supplies	2,300.00	2,300.00	2,300.00
Sundry Charges	140.00	140.00	140.00
TOTAL	\$202,526.00	\$209,521.00	\$209,521.00
ASSESSORS' DEPARTMENT:			
Personal Services	\$179,808.00	\$188,993.00	\$188,993.00
Contractual Services	34,375.00	34,375.00	34,375.00
Materials and Supplies	1,950.00	1,950.00	1,950.00
Sundry Charges	750.00	750.00	750.00
TOTAL	\$216,883.00	\$226,068.00	\$226,068.00
TOWN CLERK'S DEPARTMENT:			
Salary of Town Clerk	\$73,893.00	\$76,110.00	\$76,110.00
Personal Services	103,035.00	104,877.00	104,877.00
Contractual Services	19,565.00	19,565.00	19,565.00
Materials and Supplies	1,700.00	1,700.00	1,700.00
Sundry Charges	250.00	250.00	250.00
TOTAL	\$198,443.00	\$202,502.00	\$202,502.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
ELECTION AND REGISTRATION:			
Personal Services	\$20,900.00	\$20,900.00	\$20,900.00
Contractual Services	18,600.00	18,600.00	18,600.00
Materials and Supplies	1,500.00	1,500.00	1,500.00
TOTAL	\$41,000.00	\$41,000.00	\$41,000.00
ELECTION EXPENSE:			
Personal Services	\$8,433.00	\$25,300.00	\$25,300.00
Contractual Services	6,400.00	19,200.00	19,200.00
TOTAL	\$14,833.00	\$44,500.00	\$44,500.00
FINANCE COMMITTEE:			
Personal Services	\$0.00	0.00	0.00
Contractual Services	3,000.00	2,960.00	2,960.00
Materials and Supplies	860.00	700.00	700.00
Sundry Charges	3,200.00	3,400.00	3,400.00
TOTAL	\$7,060.00	\$7,060.00	\$7,060.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
CONSERVATION COMMISSION:			
Personal Services	\$39,892.00	\$40,971.00	\$40,971.00
Contractual Services	1,950.00	1,950.00	1,950.00
Materials and Supplies	1,000.00	1,000.00	1,000.00
Sundry Charges	725.00	725.00	725.00
TOTAL	\$43,567.00	\$44,646.00	\$44,646.00
LESS: Wetland Filing Fees	\$3,000.00	\$3,000.00	\$3,000.00
TOTAL	\$40,567.00	\$41,646.00	\$41,646.00
PLANNING BOARD:			
Personal Services	\$4,800.00	\$4,800.00	\$4,800.00
Contractual Services	4,925.00	4,925.00	4,925.00
Materials and Supplies	2,800.00	2,800.00	2,800.00
Sundry Charges	450.00	450.00	450.00
TOTAL	\$12,975.00	\$12,975.00	\$12,975.00
BOARD OF APPEALS:			
Contractual Services	\$21,200.00	\$25,300.00	\$25,300.00
TOTAL	\$21,200.00	\$25,300.00	\$25,300.00
TOTAL FROM TAX LEVY:	\$2,344,161.00	\$2,365,953.00	\$2,280,953.00
TOTAL FROM AVAILABLE FUNDS:	\$3,000.00	\$3,000.00	\$3,000.00
TOTAL FOR GENERAL GOVERNMENT:	\$2,347,161.00	\$2,368,953.00	\$2,283,953.00
	2.99%		2.87%

PROTECTION OF PERSONS AND PROPERTY

	Appropriation	Request	Finance Recommendation
	7-1-17	7-1-18	7-1-18
	6-30-18	6-30-19	6-30-19
POLICE DEPARTMENT:			
Personal Services	\$5,081,740.00	\$5,364,493.00	\$5,364,493.00
Contractual Services	175,522.00	180,922.00	180,922.00
Materials and Supplies	137,600.00	154,800.00	154,800.00
Sundry Charges	15,700.00	10,200.00	10,200.00
TOTAL	\$5,410,562.00	\$5,710,415.00	\$5,710,415.00
FIRE DEPARTMENT:			
Personal Services	\$4,704,543.00	\$5,062,658.00	\$5,062,658.00
Contractual Services	95,100.00	109,200.00	109,200.00
Materials and Supplies	158,900.00	137,600.00	137,600.00
Sundry Charges	1,500.00	2,000.00	2,000.00
TOTAL	\$4,960,043.00	\$5,311,458.00	\$5,311,458.00
FIRE ALARM, POLICE SIGNALS AND TRAFFIC LIGHTS:			
Personal Services	\$40,790.00	\$40,790.00	\$40,790.00
Contractual Services	7,500.00	7,500.00	7,500.00
Materials and Supplies	10,000.00	10,000.00	10,000.00
TOTAL	\$58,290.00	\$58,290.00	\$58,290.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
EMERGENCY MANAGEMENT:			
Personal Services	\$40,000.00	\$40,000.00	\$40,000.00
Contractual Services	30,000.00	30,000.00	30,000.00
Materials and Supplies	3,000.00	3,000.00	3,000.00
TOTAL	\$73,000.00	\$73,000.00	\$73,000.00
BUILDING DEPARTMENT:			
Personal Services	\$253,879.00	\$282,362.00	\$282,362.00
Contractual Services	11,850.00	13,050.00	13,050.00
Materials and Supplies	7,050.00	7,050.00	7,050.00
Sundry Charges	500.00	500.00	500.00
TOTAL	\$273,279.00	\$302,962.00	\$302,962.00
SEALER OF WEIGHTS AND MEASURES:			
Personal Services	\$0.00	\$0.00	\$0.00
Contractual Services	6,000.00	6,000.00	6,000.00
Materials and Supplies	0.00	0.00	0.00
Sundry Charges	0.00	0.00	0.00
TOTAL	\$6,000.00	\$6,000.00	\$6,000.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
ANIMAL INSPECTOR:			
Personal Services	\$66,522.00	\$71,280.00	\$71,280.00
Contractual Services	2,950.00	2,650.00	2,650.00
Materials and Supplies	3,875.00	3,875.00	3,875.00
Sundry Charges	3,000.00	3,000.00	3,000.00
TOTAL	\$76,347.00	\$80,805.00	\$80,805.00
PARKING CLERK:			
Personal Services	\$2,678.00	\$3,250.00	\$3,250.00
Contractual Services	9,325.00	8,825.00	8,825.00
Materials and Supplies	200.00	200.00	200.00
TOTAL	\$12,203.00	\$12,275.00	\$12,275.00
TOTAL FROM TAX LEVY:	\$10,869,724.00	\$11,555,205.00	\$11,555,205.00
TOTAL FOR PROTECTION OF PERSONS AND PROPERTY:	\$10,869,724.00 13.83%	\$11,555,205.00	\$11,555,205.00 14.00%

HUMAN SERVICES

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
COUNCIL ON AGING:			
Personal Services	\$202,338.00	\$209,970.00	\$209,970.00
Contractual Services	5,600.00	5,600.00	5,600.00
Materials and Supplies	12,600.00	12,600.00	12,600.00
Mystic Valley Elder Services	6,275.00	6,275.00	6,275.00
TOTAL	\$226,813.00	\$234,445.00	\$234,445.00
HEALTH DEPARTMENT:			
Personal Services	\$55,207.00	\$56,421.00	\$56,421.00
Contractual Services	114,644.00	131,479.00	131,479.00
Materials and Supplies	2,016.00	2,016.00	2,016.00
Sundry Charges	355.00	360.00	360.00
EMARC	16,000.00	16,000.00	16,000.00
Mental Outpatient Clinic	6,400.00	6,400.00	6,400.00
E. Middlesex Mosq.	19,330.00	26,796.00	26,796.00
TOTAL	\$213,952.00	\$239,472.00	\$239,472.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
RECREATION:			
Personal Services	\$92,270.00	\$100,588.00	\$100,588.00
Contractual Services	0.00	0.00	0.00
Materials and Supplies	0.00	0.00	0.00
TOTAL	\$92,270.00	\$100,588.00	\$100,588.00
VETERANS' DEPARTMENT:			
Personal Services	\$16,870.00	\$16,995.00	\$16,995.00
Recipients	170,000.00	170,000.00	170,000.00
Contractual Services	49,937.00	50,912.00	50,912.00
Materials and Supplies	600.00	600.00	600.00
Memorial Day	3,500.00	3,500.00	3,500.00
Veteran's Day	1,500.00	1,500.00	1,500.00
TOTAL	\$242,407.00	\$243,507.00	\$243,507.00
TOTAL FROM TAX LEVY:	\$775,442.00	\$818,012.00	\$818,012.00
TOTAL FOR HUMAN SERVICES:	\$775,442.00 0.99%	\$818,012.00	\$818,012.00 0.99%

PUBLIC WORKS DEPARTMENT

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Recommendation 7-1-18 6-30-19
PERSONAL SERVICES:			
Personal Services Breakdown:	\$3,439,743.00	\$3,546,889.00	\$3,546,889.00
Administration	147,357.00	153,277.00	153,277.00
Engineering	234,920.00	241,698.00	241,698.00
Fleet Maintenance	300,551.00	310,575.00	310,575.00
Buildings	680,188.00	700,489.00	700,489.00
Forestry and Parks	792,331.00	816,055.00	816,055.00
Cemetery	265,941.00	270,031.00	270,031.00
Highway	1,018,455.00	1,054,764.00	1,054,764.00
TOTAL	\$3,439,743.00	\$3,546,889.00	\$3,546,889.00
LESS:			
Perpetual Care Income	\$42,500.00	\$43,000.00	\$43,000.00
Park Trust Funds Available	3.00	3.00	3.00
To Be Appropriated From The			
Sale of Lots Funds	31,000.00	33,000.00	33,000.00
TOTAL	\$3,366,240.00	\$3,470,886.00	\$3,470,886.00
CONTRACTUAL SERVICES:			
Contractual Services Breakdown:	\$985,057.00	\$1,501,988.00	\$1,501,988.00
Administration	21,300.00	21,300.00	21,300.00
Engineering	12,225.00	112,225.00	112,225.00
Fleet Maintenance	73,675.00	82,500.00	82,500.00
Buildings	451,157.00	767,463.00	767,463.00
Forestry and Parks	154,850.00	167,250.00	167,250.00
Cemetery	16,800.00	17,200.00	17,200.00
Highway	255,050.00	334,050.00	334,050.00
TOTAL	\$985,057.00	\$1,501,988.00	\$1,501,988.00
MATERIALS AND SUPPLIES:			
Materials & Supplies Breakdown:	\$623,687.00	\$660,516.00	\$660,516.00
Administration	7,100.00	8,100.00	8,100.00
Engineering	5,300.00	5,300.00	5,300.00
Fleet Maintenance	214,987.00	232,916.00	232,916.00
Buildings	118,600.00	125,100.00	125,100.00
Forestry and Parks	113,675.00	115,475.00	115,475.00
Cemetery	18,375.00	19,475.00	19,475.00
Highway	145,650.00	154,150.00	154,150.00
TOTAL	\$623,687.00	\$660,516.00	\$660,516.00

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
SUNDRY CHARGES:			
Sundry Charges Breakdown:	\$2,825.00	\$2,825.00	\$2,825.00
Administration	900.00	900.00	900.00
Engineering	600.00	600.00	600.00
Fleet Maintenance	325.00	325.00	325.00
Buildings	250.00	250.00	250.00
Forestry and Parks	300.00	300.00	300.00
Cemetery	200.00	200.00	200.00
Highway	250.00	250.00	250.00
TOTAL	\$2,825.00	\$2,825.00	\$2,825.00
SNOW AND ICE:	\$750,000.00	\$800,000.00	\$800,000.00
PUBLIC WORKS (Exclusive of Enterprise Funds, Water & Sewer Divisions)			
TOTAL FROM TAX LEVY:	\$5,727,809.00	\$6,436,215.00	\$6,436,215.00
TOTAL FROM AVAILABLE FUNDS:	\$73,503.00	\$76,003.00	\$76,003.00
TOTAL FOR PUBLIC WORKS:	\$5,801,312.00	\$6,512,218.00	\$6,512,218.00
	7.38%		7.89%

PUBLIC WORKS ENTERPRISE DEPARTMENT

	Appropriation	Recommendation	Recommendation
	7-1-17	7-1-18	7-1-18
	6-30-18	6-30-19	6-30-19
WATER DIVISION:			
Personal Services	\$1,071,676.00	\$1,113,069.00	\$1,113,069.00
Contractual Services	407,421.00	422,622.00	422,622.00
Materials and Supplies	238,360.00	254,638.00	254,638.00
Sundry Charges	1,430.00	1,430.00	1,430.00
Professional Medical Services	750.00	1,000.00	1,000.00
Contributory Retire. Pensions	174,452.00	183,071.00	183,071.00
Group Insurance	339,847.00	355,707.00	355,707.00
Workers' Compensation Ins.	13,652.00	13,652.00	13,652.00
General Insurance	20,150.00	20,350.00	20,350.00
MWRA Water Assessment	2,191,150.00	2,159,037.00	2,159,037.00
Admin. Expense (P.S.)	51,702.00	54,217.00	54,217.00
Maturing Debt	415,695.00	413,383.00	413,383.00
Medicare	15,438.00	16,140.00	16,140.00
TOTAL	\$4,941,723.00	\$5,008,316.00	\$5,008,316.00
SEWER DIVISION:			
Personal Services	\$727,027.00	\$750,588.00	\$750,588.00
Contractual Services	307,108.00	313,358.00	313,358.00
Materials and Supplies	78,032.00	84,412.00	84,412.00
Sundry Charges	1,200.00	1,200.00	1,200.00
MWRA Sewer Assessment	6,122,307.00	6,340,929.00	6,340,929.00
Workers' Compensation Ins.	8,787.00	8,787.00	8,787.00
General Insurance	12,000.00	12,120.00	12,120.00
Professional Medical Services	750.00	1,000.00	1,000.00
Contributory Retire. Pensions	113,394.00	134,525.00	134,525.00
Group Insurance	234,675.00	249,440.00	249,440.00
Admin. Expense (P.S.)	51,702.00	54,217.00	54,217.00
Maturing Debt	236,413.00	263,101.00	263,101.00
Medicare	10,441.00	10,884.00	10,884.00
TOTAL	\$7,903,836.00	\$8,224,561.00	\$8,224,561.00
 TOTAL FROM TAX LEVY:	 \$0.00	 \$0.00	 \$0.00
 TOTAL FROM AVAILABLE FUNDS:			
(WATER & SEWER REV. RECEIPTS)	\$12,845,559.00	\$13,232,877.00	\$13,232,877.00
 TOTAL FOR PUBLIC WORKS ENTERPRISE FUNDS:	 \$12,845,559.00	 \$13,232,877.00	 \$13,232,877.00

SCHOOL DEPARTMENT

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
SCHOOL DEPARTMENT:			
Personal Services	\$30,769,067.00	\$32,252,921.00	\$32,252,921.00
Contractual Services	5,535,117.00	6,115,807.00	6,115,807.00
Materials and Supplies	1,710,631.00	1,744,381.00	1,744,381.00
Sundry Charges	25,450.00	30,215.00	30,215.00
 TOTAL	 \$38,040,265.00	 \$40,143,324.00	 \$40,143,324.00
LESS: Available Funds-Offset Receipts			
Bus Fees	\$112,000.00	\$115,000.00	\$115,000.00
 TOTAL	 \$37,928,265.00	 \$40,028,324.00	 \$40,028,324.00
 TOTAL FROM TAX LEVY:	 \$37,928,265.00	 \$40,028,324.00	 \$40,028,324.00
 TOTAL FROM AVAILABLE FUNDS:	 \$112,000.00	 \$115,000.00	 \$115,000.00
 TOTAL FOR SCHOOL:	 \$38,040,265.00 48.39%	 \$40,143,324.00	 \$40,143,324.00 48.63%

LIBRARY

	Appropriation 7-1-17 6-30-18	Request 7-1-18 6-30-19	Finance Recommendation 7-1-18 6-30-19
LIBRARY DEPARTMENT:			
Personal Services	\$1,188,175.00	\$1,165,998.00	\$1,165,998.00
Contractual Services	230,066.00	240,565.00	240,565.00
Materials and Supplies	210,100.00	218,909.00	218,909.00
TOTAL	\$1,628,341.00	\$1,625,472.00	\$1,625,472.00
LESS:			
Library Trust Fund Income Available	\$44,795.00	\$41,624.00	\$41,624.00
TOTAL	\$1,583,546.00	\$1,583,848.00	\$1,583,848.00
TOTAL FROM TAX LEVY:	\$1,583,546.00	\$1,583,848.00	\$1,583,848.00
TOTAL FROM AVAILABLE FUNDS:	\$44,795.00	\$41,624.00	\$41,624.00
TOTAL FOR LIBRARY:	\$1,628,341.00 2.07%	\$1,625,472.00	\$1,625,472.00 1.97%

VOCATIONAL SCHOOL

	Appropriation	Request	Finance Recommendation
	7-1-17 6-30-18	7-1-18 6-30-19	7-1-18 6-30-19
VOCATIONAL SCHOOL:	\$1,182,627.00	\$1,227,468.00	\$1,227,468.00
TOTAL FROM TAX LEVY:	\$1,182,627.00	\$1,227,468.00	\$1,227,468.00
TOTAL FROM AVAILABLE FUNDS:	\$0.00	\$0.00	\$0.00
TOTAL FOR NORTHEAST MRVS:	\$1,182,627.00 1.50%	\$1,227,468.00	\$1,227,468.00 1.49%

UNCLASSIFIED

	Appropriation	Request	Finance Recommendation
	7-1-17	7-1-18	7-1-18
	6-30-18	6-30-19	6-30-19
STREET LIGHTS	\$188,131.00	\$188,131.00	\$188,131.00
MISCELLANEOUS	25,125.00	25,125.00	25,125.00
HISTORICAL COMMISSION	2,000.00	2,000.00	2,000.00
GENERAL INSURANCE	356,800.00	360,375.00	360,375.00
MEDICARE	682,400.00	709,000.00	709,000.00
UNEMPLOYMENT INSURANCE	75,000.00	75,000.00	75,000.00
RESERVE FUND	300,000.00	300,000.00	300,000.00
EXTRA PAY PERIOD	0.00	0.00	0.00
TOTAL	\$1,629,456.00	\$1,659,631.00	\$1,659,631.00
TOTAL FROM TAX LEVY:	\$1,629,456.00	\$1,659,631.00	\$1,659,631.00
TOTAL FROM AVAILABLE FUNDS:	\$0.00	\$0.00	\$0.00
TOTAL FOR UNCLASSIFIED:	\$1,629,456.00	\$1,659,631.00	\$1,659,631.00
	2.07%		2.01%

BENEFITS AND ADMINISTRATION

	Appropriation	Ü^ ^&ç ^)çÄÜ^~^•c	Øä &^Ö[{ äc^çÁ Recommendation
	7-1-17	7-1-18	7-1-18
	6-30-18	6-30-19	6-30-19
PERSONAL SERVICES	\$166,686.00	\$166,686.00	\$166,686.00
PROFESSIONAL MEDICAL	7,350.00	7,850.00	7,850.00
WORKERS' COMPENSATION	421,605.00	421,605.00	421,605.00
RETIREMENT SYSTEM:			
Pension Accumulation Fund	4,308,541.00	4,606,659.00	4,606,659.00
Non-Contributory Pension Fund	40,092.00	40,512.00	40,512.00
Assessments, Non-Contributory	267.00	267.00	267.00
Veterans Pension Fund			
TOTAL	\$4,348,900.00	\$4,647,438.00	\$4,647,438.00
CONTRIBUTORY GROUP HEALTH AND LIFE INSURANCE:			
Town Appropriation	\$3,480,571.00	\$3,512,491.00	\$3,512,491.00
School Appropriation	\$7,914,761.00	\$7,882,841.00	\$7,882,841.00
TOTAL	\$11,395,332.00	\$11,395,332.00	\$11,395,332.00
TOTAL FROM TAX LEVY:	\$16,339,873.00	\$16,638,911.00	\$16,638,911.00
TOTAL FROM AVAILABLE FUNDS:	\$0.00	\$0.00	\$0.00
TOTAL BENEFITS & ADMINISTRATION	\$16,339,873.00	\$16,638,911.00	\$16,638,911.00
	20.78%		20.16%
GRAND TOTAL:			
TOTAL FROM TAX LEVY:	\$78,380,903.00	\$82,313,567.00	\$82,228,567.00
TOTAL FROM AVAILABLE FUNDS:	13,078,857.00	13,468,504.00	13,468,504.00
GRAND TOTAL:	\$91,459,760.00	\$95,782,071.00	\$95,697,071.00
	100.00%		100.00%

NOTE: Departmental percentages do not include the Water & Sewer Divisions

LIGHT DEPARTMENT

That the Town appropriate the sum of \$22,370.00 from the light Operation Account to the Non-Contributory Veterans' Pension Account; and to appropriate the sum of \$852,773.00 from the Light Operation Account to the Contributory Retirement Pension Accumulation Fund Account; and to appropriate the sum of \$1,028,885.00 from the Light Operation Account to the Employees' Group Insurance Account and to appropriate the sum of \$56,410.00 from the Light Operation Account to the Workers' Compensation Account; and that the balance of the receipts of the Municipal Gas and Light Department from July 1, 2018 to June 30, 2019 be appropriated for the use of the Department for other expenditures, provided, however, that if the income from said Department shall exceed the expenses of the Department for said period of time, the use of the excess, in whole or in part, shall be determined by the Board of Light Commissioners.

ARTICLE 2

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for Capital Outlay as follows, or to see what the Town will do about it.

CAPITAL OUTLAY COMMITTEE

That the Town vote to raise and appropriate from tax levy the amount of \$1,997,644.00 and transfer the amount of \$168,750.00 from the sewer receipts account to the sewer department capital outlay account and the sum of \$112,982.00 from the water receipts account to the water department capital outlay account to carry out the purpose of Article 2 as stated in the recommendation book.

TAX LEVY - CAPITAL OUTLAY			
		Lease -	
Category	Description	Purchase	Amount
Prior	IT Leases (Town & School)		443,947
Prior	School Fleet		27,000
Prior	DPW		182,597
Prior	Facility Systems (5ys) (School/Town)		40,000
Fleet	DPW - #8, 2005 Pickup – Chevy 1500		33,500
Fleet	DPW - #1598, 1998 Vermeer Chipper		75,000
Fleet	DPW - #1143, 2003 Pickup w/plow		43,500
Fleet	DPW – 1970 Rototiller		5,000
Fleet	DPW - #1155, 1998 John Deere Deck Mower (72")		27,500
Fleet	DPW - #1717, 2004 One Ton Dump w/plow		55,000
Fleet	DPW - #1322, 2002 Dump (35000 GVW) w/plow & sander	3 Yr. L/P	60,000
Fleet	DPW - #H34 – 1985 Smith Compressor		23,000
Fleet	DPW - #H56 – Traffic Striping Line Painter		8,500
Fleet	Police – Cruisers – three (3)		165,000
Fleet	Fire - #3 – 2002 Chevy Tahoe		45,000
Fleet	Fire Alarm - #FA5 – 2000 Chevy Bucket Truck (34 Ft.)	3 Yr. L/P	41,600
Facilities	Senior Center – Flagpole replace		7,500
Facilities	Library – Avon Street Entrance Door – Handicap Retrofit		7,500
Facilities	Library – Replace failing control valves in Van Coils		10,000
Facilities	Library – Masonry – Retaining Wall Rebuild		6,500
Facilities	High School – Interior Door Replacement		9,000
Facilities	High School – Ceiling Replacement		20,000
Facilities	High School – Tile Floors Replacement		40,000
Facilities	High School – Window Replacement		25,000
Facilities	High School – HVAC – Roof Top Units Replacement		100,000
Facilities	Galvin – Plumbing - Sink Faucet Controls – Phase 1		14,000
Facilities	Greenwood – 2 nd Boiler Replacement		115,000
Facilities	Greenwood & Other – Gym Floor Refurbish		5,000
Facilities	Doyle – Bathroom Remodel		20,000
Facilities	Woodville – Toilet Fixture Replacement		5,000
Facilities	Woodville – Techmar System Replacement		8,000
Facilities	Yeuell – Window Replacement – Phase II		20,000
Facilities	Civic Center – Carpeting Replacement		10,000
Facilities	Civic Center – New Front Doors		15,000
Facilities	Civic Center – Window Replacement		9,000
Roads	Cemetery Roadway Improvements		40,000
Roads	Parking Lot Improvements		30,000
F/P/C	Parks – Dobbins/Walsh Safety Netting/Backstop Design		5,000
F/P/C	Parks - Fence Repair / Back Stops – Various Locations		40,000

TAX LEVY - CAPITAL OUTLAY			
		Lease -	
Category	Description	Purchase	Amount
F/P/C	Cemetery – Cremation Garden		25,000
Misc.	Town Wide – Fleet Fuel Fire Suppression System		25,000
Misc.	DPW – North Ave Environmental Improvements		25,000
Misc.	School – High School Dishwasher		10,000
Misc.	School – Woodville Oven Replacement		7,500
Misc.	School – Dolbeare Stove Replacement		7,500
IT	Town Wide – Information Technology	3 Yr. L/P	60,000
	Total Tax Levy Capital Outlay		\$1,997,644
SEWER ENTERPRISE FUND - CAPITAL OUTLAY			
		Lease -	
Category	Description	Purchase	Amount
Fleet	DPW - #1001 – 2010 Ford Taurus – ½ Water Cap.		17,500
Fleet	DPW - #1909 – 2002 Pickup w/utility body & plow – ½ Water cap.		21,250
Fleet	DPW - #3075 – 1995 Compressor		25,000
Fleet	DPW - #82 – 1974 ONAN Generator/Trailer		25,000
Systems	Odor Control System upgrade – Farm Street		6,000
Pumps	Farm Street VFD's – replace 2		24,000
System	System Improvements		50,000
	Total Sewer Capital Outlay		\$168,750
WATER ENTERPRISE FUND - CAPITAL OUTLAY			
		Lease -	
Category	Description	Purchase	Amount
Leases	Prior Year		49,232
Fleet	DPW - #1001 – 2010 Ford Taurus – ½ Sewer Cap.		17,500
Fleet	DPW - #1909 – 2002 Pickup w/utility body & plow – ½ Sewer Cap.		21,250
Distribution	Hydrant Replacement		25,000
	Total Water Capital Outlay		\$112,982

ARTICLE 3

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sum of money to the Capital Projects/Debt Service Fund, also known as the Debt Service Fund, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 4**

To see if the Town will vote to authorize the Board of Assessors to use such sum of the balance of the operating fund of the Municipal Gas and Light Department as of June 30, 2018 as the Board of Light Commissioners may vote in computing the tax rate for the fiscal period July 1, 2018 to June 30, 2019, or to see what the Town will do about it.

MUNICIPAL LIGHT COMMISSIONERS**ARTICLE 5**

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Lucius Beebe Memorial Library Staff Association for the period of July 1, 2018 to June 30, 2021 and to provide therefor that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 6**

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Clerical (Town Hall) AFSCME Council 93, Local 3117 for the period July 1, 2018 to June 30, 2021 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 7**

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Massachusetts Laborers District Council, Local 381 for the period of July 1, 2018 through June 30, 2021 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 8**

To see if the Town will vote to appropriate a sum of money for remodeling, reconstructing or making extraordinary repairs to, and for constructing additions to, the Public Safety Building 1 Union Street, including the costs of originally equipping, furnishing, landscaping,

That the Town raise and appropriate from tax levy to the Capital Projects fund, also known as the Debt Service Fund, the sum of \$4,552,000.00 to carry out the purpose of this Article.

That the Town vote to authorize the Board of Assessors to use such sum of the balance of the operating fund of the Municipal Gas & Light Department as of June 30, 2018 as the Board of Light Commissioners may vote in computing the tax rate for fiscal period July 1, 2018 to June 30, 2019 to carry out the purpose of this Article.

Board of Selectmen to make Motion.

Board of Selectmen to make Motion.

Board of Selectmen to make Motion.

That the Town appropriate the sum of \$8 million for remodeling, reconstructing or making extraordinary repairs to, and for constructing additions to, the Public Safety Building, 1 Union Street, including the costs of originally equipping, furnishing, landscaping, paving and

paving and performing other site improvements incidental or directly related to such remodeling, reconstruction, repair, additions and new construction, and including architectural, surveying and engineering fees and other costs incidental or related thereto, and to determine whether to raise this appropriation by borrowing or otherwise, or to take any other action related thereto, or to see what the Town will do about it.

BOARD OF SELECTMEN

ARTICLE 9

To see if the Town will raise and appropriate or transfer from available funds including the excess and deficiency account a sum of money to supplement the Fire Department budget for the period of July 1, 2017 to June 30, 2018, or to see what the town will do about it.

BOARD OF SELECTMEN

ARTICLE 10

To see if the Town will vote to raise and appropriate or transfer from available funds, a sufficient sum of money to supplement the School Department budget for the period of July 1, 2017 to June 30, 2018 to provide for the payment of Special Education costs by appropriating from the Special Education Stabilization Fund, or to see what the Town will do about it.

SCHOOL COMMITTEE

ARTICLE 11

To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to petition the Legislature for passage of special legislation substantially as provided below, provided that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition: AN ACT AUTHORIZING THE TOWN OF WAKEFIELD TO ESTABLISH A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION. SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential in the town of Wakefield there shall be an exemption from the property tax in an amount to be set annually by the board of assessors as provided in section 3. The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, "parcel" shall be a unit of real property as defined by the board of assessors under the deed for the property and shall include a condominium unit. The exemption provided for herein shall be in addition to any and all other exemptions allowed by the General Laws. SECTION 2. The

performing other site improvements incidental or directly related to such remodeling, reconstruction, repair, additions and new construction, and including architectural, surveying and engineering fees and other costs incidental or related thereto, and to raise this appropriation the treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$8 million under and pursuant to Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount to carry out the purpose of the Article.

That the Town transfer from Free Cash the amount of \$165,000.00 to the personal services account of the Fire Department budget to carry out the purpose of this Article.

That the Town supplement the School Department budget for the period of July 1, 2017 to June 30, 2018 by transferring the sum of \$175,000.00 from the Special Education Stabilization Account created under Article 7 of the 2014 Annual Town Meeting Warrant to carry out the purpose of this Article.

That the Town authorize the Board of Selectmen to petition the State Legislature to enact Special Legislation as described to carry out the purpose of this Article.

board of assessors may deny an application if they find the applicant has excessive assets that place the applicant outside the category of intended recipients of the senior exemption created by this act. Real property shall qualify for the exemption under section 1 if all of the following criteria are met: (a) The qualifying real property is owned and occupied by a person whose prior year's income would make the person eligible for the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws; (b) The qualifying real property is owned by a single applicant age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or above at the close of the previous year and if the joint applicant is 60 years of age or older; (c) The qualifying real property is owned and occupied by the applicant or joint applicants as their domicile; (d) The applicant or at least 1 of the joint applicants has been domiciled and owned a home in the town of Wakefield for at least 10 consecutive years before filing an application for the exemption; (e) The assessed value of the domicile is no greater than the prior year's maximum assessed value for qualification for the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws as adjusted annually by the Department of Revenue; and (f) The board of assessors has approved the application. SECTION 3. The board of assessors shall annually set the exemption amount provided for in section 1, provided that the amount of the exemption shall match the amount of the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws for which the applicant qualified in the previous year. The total amount exempted by this act shall be allocated proportionally within the tax levy on all residential taxpayers. SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the board of assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption. SECTION 5. No exemption shall be granted under this act until the Department of Revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy. SECTION 6. This act shall expire after 3 years of implementation of the exemption, or to see what the Town will do about it.

BOARD OF SELECTMEN

ARTICLE 12

To see if the Town will vote to approve the Wakefield Retirement Board's vote to increase the maximum base amount on which the cost-of-living adjustment is calculated for Wakefield Retirement System retirees and survivors from \$12,000.00 to \$14,000.00 for FY 19 and subsequent years in accordance with M.G.L. Chapter 32, § 103(j), or to see what the Town will do about it.

WAKEFIELD RETIREMENT BOARD

That the Town approve the Wakefield Retirement Boards vote to increase the maximum base amount on which the cost -of-living adjustment is calculated from \$12,000 to \$14,000 for FY 2019 and subsequent years in accordance with MGL Chapter 32 Section 103 (j) to carry out the purpose of this Article.

ARTICLE 13

To see if the Town will vote to authorize the Board of Selectmen to accept, or take by eminent domain proceedings, conveyances or easement from time to time, giving the Town the right to construct and maintain drains, sewers, water lines, retaining walls and streets and to raise and appropriate a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 14**

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sufficient sum of money for the collection, disposal, recycling and composting of refuse, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 15**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for roadway improvements, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 16**

To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money for construction of new sidewalks, or to see what the Town will do about.

BOARD OF SELECTMEN**ARTICLE 17**

To see if the Town will vote to raise and appropriate from tax levy, or transfer from water enterprise and sewer enterprise or other available funds, a sufficient sum of money for the replacement of the public works mobile radio system, or to see what the Town will do about it.

BOARD OF SELECTMEN**ARTICLE 18**

To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money for water main improvements, and to determine whether the appropriation shall be raised by borrowing or otherwise, or to see what the Town will do about it.

BOARD OF SELECTMEN

That the Town authorize the Board of Selectmen to accept, or take by eminent domain proceedings, conveyances or easements from time to time, giving the Town the right to construct and maintain drains, sewers, water lines, retaining walls and streets and to provide therefor, that the Town raise and appropriate from tax levy the sum of \$1.00 to carry out the purpose of this Article.

That the Town raise and appropriate from tax levy the sum of \$1,798,000.00 for the collection, disposal, recycling and composting of refuse to carry out the purpose of this Article.

That the Town raise and appropriate from tax levy the sum of \$350,000.00 for roadway improvements to carry out the purpose of this Article.

That the Town raise and appropriate from tax levy the sum of \$75,000.00 to carry out the purpose of this Article.

That the Town raise and appropriate \$125,000.00 with \$85,000.00 from tax levy and the sum of \$20,000.00 from the Sewer Enterprise Account and the sum of \$20,000.00 from the Water Enterprise Account to carry out the purpose of Article.

That the Town appropriate the sum of \$4,085,000.00 for the purpose of water main improvements, including design, construction, and other costs related thereto; and to raise this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the said sum under and pursuant to G.L. c. 44, § 7, or any other enabling authority, which may include the Local Water System Assistance Program of the Massachusetts Water Resources Authority, and to issue bonds or notes of the Town therefor, provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, § 20, thereby

ARTICLE 19

To see if the Town will vote to authorize the Board of Selectmen, in the name and behalf of the Town, to execute a lease of up to 99 years with the Massachusetts Bay Transportation Authority (the "MBTA") for all or any portion of the land, premises, easements, rights-of-way and other rights in Wakefield comprising the former Newburyport Branch railroad right-of-way held by the MBTA, some or all of which was acquired by the MBTA by Order of Taking dated February 16, 1977, and recorded in the Middlesex South District Registry of Deeds at Book 13156, Page 34, for the purposes of establishing, constructing, operating and maintaining a multi-use rail trail, with related facilities and improvements, for non-motorized transportation, open space and recreation purposes including walking, running, road and mountain bicycling, wheelchairs, accessible cycling equipment, inline skating, scooters, tricycles, rolling backpacks, strollers, cross-country skiing, snow-shoeing, and other forms of active and passive recreation, and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth; or to see what the Town will do about it.

BOARD OF SELECTMEN

ARTICLE 20

To see if the Town will vote to amend § 190-73 of the Zoning Bylaws, concerning the fees charged by the Zoning Board of Appeals, as follows: by deleting subsection A and replacing it with the following: "For all applications there is a fee of \$250 to cover the cost of advertising. A fee of \$2.00 per abutter will be charged for each abutter to be notified by mail." And (1) by revising the fees set forth in subsections B(1) and B(2) as set forth below, deleting the amounts shown with strike-throughs and replacing them with the underlined amounts: "B. In addition, the following fees shall be paid: "(1) Applications for petitions before the Zoning Board of Appeals: "(a) Appeals from actions of administrative officials or agencies: ~~\$125.00~~ 250.00; "(b) Residential variances related to dimensional regulations: ~~\$50.00~~ 150.00; "(c) Nonresidential variances related to dimensional regulations: ~~\$100.00~~ 300.00; "(2) Applications for petitions before a special permit granting authority: "(a) Multifamily or attached dwelling development: ~~\$70.00~~ 100.00 per residential unit; "(b) Cluster development: ~~\$70.00~~ 100.00 per residential unit; "(c) Any other special permit required by this chapter: ~~\$100.00~~ 200.00," or to see what the Town will do about it.

BOARD OF APPEALS

ARTICLE 21

To see if the Town will vote to amend the General Bylaws as follows: a. by deleting therefrom the following: 1. Chapter 14, entitled "Council on Aging"; 2. Chapter 43,

reducing the amount authorized to be borrowed to pay such costs by a like amount to carry out the purpose of this Article.

That the Town authorize the Board of Selectmen, in the name and behalf of the Town, to execute a lease of up to 99 years with the Massachusetts Bay Transportation Authority (the "MBTA") for all or any portion of the land, premises, easements, rights-of-way and other rights in Wakefield comprising the former Newburyport Branch railroad right-of-way held by the MBTA, some or all of which was acquired by the MBTA by Order of Taking dated February 16, 1977, and recorded in the Middlesex South District Registry of Deeds at Book 13156, Page 34, for the purposes of establishing, constructing, operating and maintaining a multi-use rail trail, with related facilities and improvements, for non-motorized transportation, open space and recreation purposes including walking, running, road and mountain bicycling, wheelchairs, accessible cycling equipment, inline skating, scooters, tricycles, rolling backpacks, strollers, cross-country skiing, snow-shoeing, and other forms of active and passive recreation, and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth to carry out the purpose of this Article.

That the Town Amend the Zoning Bylaws as described to carry out the purpose of this Article.

That the Town Amend the General Bylaws as described to carry out the purpose of this Article.

entitled "Personnel Policies and Compensation"; 3. Chapter 47, entitled "Purchasing"; 4. § 56-3, entitled "Appointments", within Chapter 56, entitled "Selectmen, Board of"; and 5. Chapter 115, entitled "Excavations"; b. by making the following language clarifications: 1. amending Chapter 62, entitled "Treasurer", as follows: i. in § 62-1, entitled "Assignment of tax titles," replacing "Treasurer of the town" with "Treasurer" and replacing "by and with the consent of the Selectmen" with "by and with the consent in writing of the Board of Selectmen"; ii. in § 62-2, entitled "Conveyance of property", replacing "Town Treasurer" with "Treasurer" and replacing "with the approval" with "by and with the consent"; and iii. In both the said §§ 62-1 and 62-2, capitalize the word "town" wherever it appears; 2. amending Chapter 78, entitled "Alcoholic Beverages", by deleting the first sentence thereof and replacing it with the following: "No person shall drink or possess an open or partially emptied container of any alcoholic beverages as defined in G.L. c. 138, § 1 while on, in or upon any public way or upon any way to which the public has a right of access, or any place to which members of the public have access as invitees or licensees, or any park or playground, or any private land or place, without consent of the owner or person in control thereof."; and 3. amending Chapter 100, entitled "Cemeteries", by deleting the text of § 100-1 thereof, entitled "Funds for Forest Glade Cemetery", and replacing it with the following: "Funds, money, and securities deposited with the Treasurer in accordance with the provisions of G.L. c. 114, § 19, or otherwise, for the preservation, care, improvement, or embellishment of Forest Glade Cemetery, or of burial lots therein, shall be paid into the Town treasury, and all such funds, money, and securities, and the accounts thereof, shall be kept separate from other funds, money, securities, and accounts of the Town."; and c. by making the following changes to conform with current practice, applicable law and contemporary usage: 1. amending Chapter 17, entitled "Counsel", as follows: i. deleting the text of § 17.1, entitled "Appointment; term", and replacing it with the following: "The Board of Selectmen shall appoint an attorney at law to act as Town Counsel pursuant to § 5-4 of the Charter."; ii. deleting § 17.2, entitled "Duties and responsibilities", and replacing it with the following: § 17-2. Delegation of duties; scope of representation. "The Town Counsel may delegate to others his duties described in § 5-4 of the Charter (e.g., bond counsel, insurance defense counsel, collective bargaining counsel, etc.) with the approval of the Board of Selectmen. In the event that multiple boards or officers of the Town have inconsistent positions on legal issues, the Town Counsel shall proceed as instructed by the Board of Selectmen, which alone has the right to direct litigation by or on behalf of the Town. The Town Counsel shall represent and advise the School Department and the Wakefield Municipal Gas and Light Department to the extent and on the terms approved by the Board of Selectmen." 2. amending Chapter 21, entitled "Departments", by deleting the text of § 21-1, entitled "Disposition", and replacing it with the following: "Subject

to G.L. c. 30B and all other applicable state laws and any applicable provisions of the Charter, every board or officer in charge of any department within the jurisdiction of the Board of Selectmen may, with the approval of the Selectmen, sell or trade in any personal property or material not required by such department, and the School Department and Library may do the same with the approval of the School Committee and Board of Library Trustees, respectively.” 3. amending Chapter 36, entitled “Meetings”, as follows: i. deleting the text of § 36-1, entitled “Annual Town Meeting”, and replacing it with the following: “The annual Town election shall be held on the last Tuesday of April in each year. All matters to be considered at the Annual Town Meeting, other than the election of Town officers and such matters as are by law to be determined by ballot, shall be brought before the Town at a meeting to be held on the evening of the first Monday following the Town election.”; ii. in § 36-2, entitled “Notice”, inserting after “an Annual Town Meeting” the words “or an Annual Financial Meeting as defined in § 2-9(a) of the Charter”; iii. deleting the text of § 36-9, entitled “Time limit for debate”, and replacing it with the following: “On motions to adjourn, to lay on the table, to take from the table and for the previous question, no person shall speak on the motion more than two (2) minutes at a time.”; iv. in § 36-10, entitled “Form and adoption of questions”, by adding the following after “Shall the main question be now put?”: “or ‘I move the question,’”; v. in § 36-14, entitled “Action on committee reports”, by adding the word “final” before the word “report”; vi. deleting the text of § 36-15, entitled “Reconsideration”, and replacing it with the following: “If at a meeting of one or more sessions a motion has once been made and voted on, such motion shall not be again considered at that meeting, except at a later session of the meeting upon a motion for reconsideration by a two-thirds vote, subject in all events to the provisions of § 2-9(g)(1) of the Charter concerning written notice to be filed with the Town Clerk. There can be no reconsideration of a vote at any session of a meeting once the vote has been reconsidered or after a vote not to reconsider it.”; vii. deleting the text of § 36-16, entitled “Rules of practice”, and replacing it with the following: “The conduct of all Town Meetings not prescribed by law, by the Charter, or by the rules set forth in this Chapter shall be governed by the latest edition of Robert’s Rules of Order, so far as they are adapted to Town Meetings, and the latest edition of Town Meeting Time shall be used as an interpretive guide.”; and viii. deleting the text and title of § 36-17, entitled “Motion to reconsider”, and replacing it with the title “Intentionally left blank.”; 4. amending Chapter 142, entitled “License and Permits”, by deleting the words “shall annually” from § 142-1, entitled “List to be provided”, and replacing them with the words “may periodically”, or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

ARTICLE 22

To see if the Town will vote to amend the General Bylaws as follows: a. by amending Chapter 1, entitled "General Provisions", as follows: 1. adding at the end of § 1-3, entitled "Record of bylaws", the following: "The Town Clerk shall cause a true copy of the General Bylaws and the Zoning Bylaws of the Town to be available online."; 2. adding at the end of § 1-5, entitled "Word usage", the following: "G. Wherever in these bylaws written notice is required, unless some specific form thereof is called for (such as by certified mail or hand delivery), electronic notice will suffice if acknowledged by the recipient."; 3. deleting the text of § 1-6, entitled "Violations and penalties", and replacing it with the following: "Whoever violates any of the provisions of these bylaws whereby any act or thing is enjoined or prohibited shall, unless other provision is expressly made, forfeit and pay to the Town a fine in the amount of \$100 for the first offense, \$200 for the second offense occurring within one year of the first offense, and \$300 for each offense occurring thereafter within one year of the first offense. Each day, or portion thereof, that any violation continues shall constitute a separate offense."; 4. combining the text of subsections A and B of § 1-7, entitled "Noncriminal disposition", into a single subsection A, re-lettering subsection C as subsection B, and deleting the final subsection; 5. deleting the text of § 1-8, entitled "Refusal to comply with order", and replacing it with the following: "Whoever shall refuse or neglect to obey any lawful order of any town officer or board of town officers, issued under any of these bylaws, directed to him and properly served upon him in writing, shall, in cases not otherwise provided for, forfeit and pay to the Town a fine in the amount of \$100 for the first offense, \$200 for the second offense occurring within one year of the first offense, and \$300 for each offense occurring thereafter within one year of the first offense. Each day, or portion thereof, that any violation continues shall constitute a separate offense."; and 6. replacing the word "bylaw" with the words "bylaw or regulation" in § 1-10, entitled "Disposition of fines and penalties"; b. by amending Chapter 51, entitled "Reports", as follows: 1. deleting the text of § 51-1, entitled "Deadline for Inclusion in Annual Report", and replacing it with the following: "Reports of officers, boards, committees and commissions intended for publication in the Annual Town Report shall be delivered to the Town Administrator or his or her designee not later than March 15 of each year."; 2. deleting fourteen (14)" from § 51-2, entitled "Publication of Annual Town Report", and replacing it with "seven (7)"; and 3. in § 51-3, entitled "Purpose and contents of Annual Town Report", by deleting the reference to "Disability Commission", replacing the words "Town Treasurer" with "Treasurer", and inserting under the heading "Health and Welfare", the following: "Commission on Disability Issues" "Veterans' Services" "Human Rights Commission"; c. by amending Chapter 75, entitled "Alarms", as follows: 1. in § 75-2, entitled "Definitions", adding the following as the first definition: "ADMINISTRATORS – The Chief of Police

That the Town Amend the General Bylaws as described to carry out the purpose of this Article.

or his/her designee and the Chief of the Fire Department or his/her designee shall be the administrators for alarm devices within the Town and shall have the powers granted to the administrators under this chapter. The administrators shall act under the direction and control of the Board of Selectmen, who are authorized to adopt regulations for the administration of this chapter.”; 2. deleting § 75-3, entitled “Administrators”, and replacing it with: “§ 75-3. Reserved.”; 3. in § 75-10, entitled “False alarm charges”, replacing “Town’s fiscal year” in the two places the phrase occurs with “calendar year”; 4. deleting § 75-13, entitled “Appeal fees”, and replacing it with: “§ 75-13. Reserved.”; and 5. in § 75-14, entitled “Charges and fees paid into general fund”, deleting the words “and appeal fees”; d. by amending Chapter 108, entitled “Earth Removal”, as follows: 1. in § 108-1, entitled “Permit required; exceptions; conditions”, in subsection A replacing the words “Board of Appeals” with “Zoning Board of Appeals (hereinafter, the ‘Board’)”, and in subsection C replacing the words “Board of Appeals” with the word “Board”; 2. in § 108-2, entitled “Removal of soil or loam”, deleting the words “soil district supervisor and the County Extension Director or agent, or their successors,” and replacing them with “state officials”; and 3. in § 108-4, entitled “Violations and penalties”, deleting the text and replacing it with the following: “The violation of any provision of this Article is punishable by a fine of \$100 for the first violation, \$200 for the second, and \$300 per violation for a third or subsequent violation. Each calendar day that a violation continues shall constitute a separate violation. This Article shall be enforced by the Building Inspector, and in his or her discretion may be made the subject of non-criminal disposition proceedings commenced pursuant to G.L. c. 40, § 21D.”; e. by amending Chapter 112, entitled “E-911 Telephone System”, as follows: 1. in § 112-3, entitled “Definitions”, adding the following as the first definition: “ADMINISTRATOR – The Chief of Police or his/her designee shall be the administrator for the enhanced (E-911) telephone system within the Town and shall have the powers granted to the administrator under this chapter. The administrator shall act under the direction and control of the Board of Selectmen, who are authorized to adopt regulations for the administration of this chapter.”; 2. in § 112-4, entitled “Charges for false calls”, deleting the following: “, who shall be the Police Chief or his designee.”; 3. deleting § 112-7, entitled “Appeal fees,” and replacing it with: “§ 112-7. Reserved.”; and 4. in § 112-8, entitled “Charges and fines paid into general fund”, deleting the words “and appeal fees”; f. by amending Chapter 119, entitled “Fees,” as follows: 1. in § 119-2, entitled “Other boards and agencies”, by: i. deleting the text under the heading “A. Sealer of Weights and Measures”, and replacing it with the following: “(1) Liquid capacity measure of capacity of more than one gallon and measures on pumps: \$40 each “(2) All other weights and measures: \$25 each.” And ii. deleting the text under the heading “B. Other fees”, and replacing it with the following: “(1) License for automatic

amusement devices: \$100 “(2) License for innholders and restaurants: \$50 “(3) License for fortune-tellers: \$50 “(4) Transient vendor license: \$50 plus \$25 per employee “(5) Common victualer license: \$25 “(6) Innholder license: \$50 “(7) Video machine license: \$100”; 2. by deleting the text of § 119-3, entitled “Building permit fee schedule”, and replacing it with the fee schedule that is on file with the Town Clerk; and 3. by deleting subsections “B” and “Q” of § 119-4, entitled “Miscellaneous fees”, and replacing them with the following: “B. Oil burner: \$50”, and “Q. Fire Dept. inspection fee for residential plan review: \$50”; and g. by amending Chapter 138, entitled “Lake Quannapowitt”, as follows: 1. by adding the words “or having an electric motor of equivalent or greater power” after the words “ten (10) horsepower” in § 138-2, entitled “Regulations for power-driven craft”; 2. in § 138-4, entitled “Waterskiing and related activities”, by replacing the reference to “§ 184-3” with “§ 138-3”; and 3. by deleting from § 138-5, entitled “Aircraft”, the words “Board of Public Works” and replacing them with “Board of Selectmen”, or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

ARTICLE 23

To see if the Town will vote to amend Chapter 9 of the General Bylaws, entitled “Boards, Committees and Commissions,” as follows: a. in Article III, § 9-3, replacing the words “Handicapped Commission” with the words “Commission on Disability Issues”; b. in Article IV, concerning the Finance Committee, replace § 9-4, entitled “Membership; appointment; terms; officers; records” with the following: “There shall be a Finance Committee consisting of fifteen (15) members who shall be appointed in the manner prescribed by § 2-5(b) of the Charter.”; c. in Article IV, concerning the Finance Committee, revise § 9-6, entitled “Vacancies,” by replacing the word “Moderator” with the following: “Finance Committee Selection Committee, as set forth in § 2-5(b) of the Charter, excepting only that in such case such committee shall consist of the Moderator, the Chairman of the Board of Selectmen and the Chairman of the Finance Committee”; d. in Article V, concerning the Permanent Building Committee, replacing the text of § 9-8, entitled “Membership; appointment; term; officers; records,” with the following: “There shall be a Permanent Building Committee consisting of six members who shall be residents of the Town, and who shall be appointed by the Board of Selectmen for a term of three years each. The terms of such members shall be staggered so that two members shall be appointed each year. In any year when, because of the transition from nine to six members, three members’ terms expire, the Selectmen shall nonetheless elect or re-elect only two members. To the extent possible, the Selectmen shall appoint members who have experience in architecture, engineering, Public/commercial building construction, law and/or finance. The Permanent Building Committee shall, at its first meeting each year after the Selectmen have exercised

That the Town Amend the General Bylaws as described to carry out the purpose of this Article.

their power of appointment, organize by electing a Chair, who shall conduct the meetings of the said Committee, and a Secretary, who shall cause the minutes of such meetings to be kept. Terms shall expire on December 31 of each year. A member may hold his or her seat after his or her term expires until a successor is appointed. If a member vacates his or her seat before the expiration of his or her term, the Selectmen shall appoint a replacement to complete the unexpired term.” e. in Article V, replace § 9-10, entitled “Advisory Committee,” with the following: “Section 9-10. Expansion of Committee for each project; advisory committees. “Whenever Town Meeting approves a project that is subject to the jurisdiction of the Permanent Building Committee, the said committee shall be expanded solely for the purpose of addressing that project by the appointment of three additional members. Such additional members shall be appointed by vote of the relevant User Agency, which term shall mean an elected or appointed board, committee or commission, including the Board of Selectmen, School Committee, Library Trustees and Municipal Gas & Light Department, having responsibility for the building in question, provided that in the case of any school project, the additional members shall include at least one member of the School Committee or its designee. The term of office of the said additional members shall be until the earlier of the expiration of three years or the acceptance by Town Meeting of the final report of the Permanent Building Committee (as so expanded) with respect to the completion of the said project. In the event of a vacancy among such additional members, the relevant User Agency shall vote to fill the position for the unexpired term. If the term of office of such additional members shall expire prior to the acceptance of the said final report, then their successors shall be appointed, or they shall be re-appointed, by vote of the relevant User Agency, each until the earlier of the expiration of three years or the acceptance by Town Meeting of the report of the Permanent Building Committee (as so expanded). Additionally, when authorized by Town Meeting, a building or project advisory committee consisting of one or more members designated by the Town Moderator shall be appointed for the purpose of advising the Permanent Building Committee with assessments, feasibility studies and development of program needs for one or more specific projects. Such advisory committee shall invite to its meetings representatives of the Board of Health, the Commission on Disability Issues and the User Agency.” f. in Article V, § 9-17, entitled “Consideration of applicants,” add the following as the final sentence: “Vacancies on all appointed boards shall be filled as soon as practicable.”; and g. adopt the following as §§ 9-19 through 9-27: “Article VIII. Governance of Multiple Member Bodies “Section 9-19. Scope. “Any multiple member body of the Town of Wakefield, however constituted and named, shall be covered by this article. This includes, but is not limited to boards, committees, commissions, subcommittees, councils and advisory boards, whether elected, appointed,

or otherwise has members and serves a public purpose. A public body appointed by a Town officer solely for the purpose of advising the same officer shall be exempt from this article. Town Meeting is exempt from this article.

“Section 9-20. Rules of Order. “For all multiple member bodies, unless required by a General Law, Charter, other Bylaws or otherwise, meetings shall be conducted using the most recent revision of Roberts Rules of Order.

“Section 9-21. Assignment of Chair. “Except where designated by General Law, Charter, or other Bylaws, each multiple member body shall elect from its membership a Chair at the first meeting after it is created. For standing multiple member bodies or those that exist for more than one calendar year, a Chair shall be elected at the first meeting following the regular elections for Town officers according to the Wakefield Home Rule Charter, Section 3-1(c). At the request of any two members of a multiple member body, an election for chair may also be taken at any meeting provided the intention to request the vote is announced at a duly called meeting at least 14 calendar days in advance of such meeting. Whenever a Chair is newly elected, the Town Administrator and Town Clerk shall be notified in writing within seven (7) days by the newly elected Chair.

“Section 9-22. Quorum. “Except where designated by General Law, Charter, or other Bylaws, all multiple member bodies shall have a quorum using the following formula: “a. For elected multiple member bodies: Greater than one-half of the total number of elected positions. “b. For appointed multiple member bodies: Greater than one-half of the total number of appointed members who have been appointed and taken the oath to serve.

“Section 9-23. Location and Posting of Meetings. “All meetings shall be posted in accordance with G.L. Chapter 30A, s. 18-25 (the Open Meeting Law) and all meetings shall take place at a location accessible by all members of the public. For buildings that have secured entryways requiring specific access, clear written instructions must be posted on the door and any member of the public shall be given entrance to the meeting without delay of more than one (1) minute. For meetings at buildings with more than one public entrance or known by more than one name, the entrance to be used by the public shall be clearly listed on the meeting posting. The Chair is responsible for directly notifying all members of the date and time of each meeting.

“Section 9-24. Minutes of Meetings. “All meetings shall have minutes recorded in accordance with the Open Meeting Law. A copy of the minutes shall be sent to the Town Clerk by the Chair of the multiple member body not later than seven (7) days after approval of the minutes by the multiple member body, provided that in the absence of any approval, a draft copy will be sent sixty (60) days after the meeting to which the draft minutes relate. If a draft copy is sent to the Town Clerk and is later approved and/or amended, a copy of the approved and/or amended minutes will be sent to the Town Clerk by the Chair within seven (7) days of approval and/or amendment. The executive session minutes shall be sent to the Town Clerk when the authorized executive

session purpose expires. At least once per calendar year, every multiple member body with executive session minutes that have not been fully released shall review all executive session minutes not sent to the Town Clerk to determine if the executive session purpose has expired. If a multiple member body has a website, all minutes and draft minutes required to be sent to the Town Clerk shall at the same time be posted to that website, provided that nothing herein shall require any multiple member body to create a website. "Section 9-25. Attendance Requirement and Abandonment. "Members need to attend meetings to be an integral part of the deliberation toward decision-making in the best interests of the Town. Members of appointed multiple member bodies who are absent from 5 consecutive, properly posted, duly called meetings with a quorum of members otherwise present shall be considered to have willingly abandoned their position and the position will be vacant until filled by the appointing authority. Members who participate in a meeting remotely, such as by telephone and/or internet, pursuant to G.L. c. 30A, § 20 (d) or 20 (e), will not be considered absent for the purpose of this Section. If remote participation is not legally available for any reason, a member who nonetheless uses a telephone, the internet or other means to hear and be heard at a meeting shall not be considered absent for the purpose of this Section. Members of the Zoning Board of Appeals and Conservation Commission, as they are adjudicative bodies, who are absent for 5 or more meetings over the course of any 12 consecutive months may be removed by the Selectmen for cause. "Section 9-26. Creation of Appointed Public Bodies. "With respect to each multiple member body, there shall be a list of designated powers and duties. For appointed multiple member bodies, this shall be created by the appointing authority(ies) and include: "a) the intended purpose, powers, and duties of the body, "b) the term of membership for each member, and "c) how successors of membership shall be appointed. "A copy of the purpose, powers, duties, and membership list shall be provided to each member upon his or her appointment. Appointing authorities will have one year from the date of adoption of this Section to create a document specifying the intended purpose, powers, and duties, term of membership for each member, and how successor members shall be appointed for any multiple member body where no such document currently exists. For multiple member bodies created explicitly by Town Charter, Town Meeting, or bylaw, the multiple member body shall create a document specifying its intended purpose, powers, duties, term of membership, and how members are appointed to the body. A copy of this document shall be provided to the Town Administrator and Town Clerk within sixty (60) days of the first posted meeting of the members. "Section 9-27. Public Hearings. "In public hearings, any member of the public wishing to address a multiple member body shall be permitted to do so only with permission of the Chair. The Chair shall permit any resident to address a multiple member body

for at least five (5) minutes on the topic of the public hearing. If multiple hearings are held simultaneously on the substantively different topics, a speaker shall be permitted to address the public body for at least five (5) minutes on each substantively different topic. The Chair may require speakers to provide their name and address. Attendees at a public hearing shall not interrupt any speaker or otherwise intentionally be disruptive to the multiple member body. After clear warning, the Chair has the right to have disruptive attendees removed and further barred from the public hearing. No public hearing shall be opened and closed on any single recognized religious holiday that causes a conflict for a member of the multiple member body or where the public body is notified a conflict exists, due to the religious holiday, for any member of the public who wishes to attend or address the public body.", or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

ARTICLE 24

To see if the Town will vote to amend Chapter 104 of the General Bylaws, entitled "Dogs and Other Animals," as follows: a. by replacing the words "Canine Control Officer," wherever they appear, with the words "Animal Control Officer"; b. by adding, after the words "owner or keeper" in both sentences of § 104-1, the words "or in a public area specifically designated by the Board of Selectmen as a 'dog park'"; c. by replacing "\$5" with "\$25" and "\$65" with "\$265" in § 104-5, increasing the daily charge for boarding a dog and the maximum charge, respectively; d. by deleting the first sentence of § 104-6 and replacing it with: "Any person violating any provision of this chapter shall be punished by a fine of \$50 for the first offense, \$200 for a second offense and \$300 for each succeeding offense." e. by deleting the words "or Humane Officer" both times they appear in § 104-10; f. by adding, before the words "habitually attacking" in § 104-12, the words "biting or"; g. by replacing the reference to "MGL c. 140, § 147A" in § 104-13 with a reference to "MGL c. 140, § 147;" h. by deleting the text of § 104-16 and replacing it with the following: "Terms used in this chapter shall have the same meanings given them by G.L.c. 140, § 136A.;" and by deleting § 104-17, or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

ARTICLE 25

To see if the Town will vote to amend Chapter 175 of the General Bylaws, entitled "Streets and Sidewalks," by revising Article III thereof, entitled "Snow and Ice," as follows: a. by deleting § 175-8, entitled "Responsibility of owner or tenant; violations and penalties," and replacing it with the following: "§ 175-8. Responsibility of owner; violations and penalties. "a. Purpose. As pedestrians are safer when walking on sidewalks than when walking in the streets used by vehicular traffic, the purpose of this Section is to cause owners of commercial and multi-family real property to remove the snow, slush and ice from

That the Town Amend the General Bylaws as described to carry out the purpose of this Article.

That the Town Amend the General Bylaws as described to carry out the purpose of this Article.

sidewalks abutting their land so that such sidewalks are reasonably accessible by all persons, including elderly persons, persons using mobility devices, persons using carriages to transport children, and students walking to school. “b. Commercial Property. Any owner of real property used wholly or in part for stores, offices, or other commercial spaces open to the public and abutting upon or contiguous to a sidewalk of a street, shall cause such portion of the sidewalk to be maintained in a non-slippery condition suitable for pedestrian travel by clearing it of all snow, ice and slush within twelve hours after the cessation of precipitation and shall maintain said portion of sidewalk in a non-slippery condition by application(s) of sand and/or melting agents as may be necessary. “c. Multi-Family Dwellings. The owner of any building designed or occupied as a residence by more than four families or which contains more than four dwelling units, as defined in the Zoning By-law, and abutting upon or contiguous to a sidewalk of a street, shall cause said sidewalk to be maintained in a non-slippery condition suitable for pedestrian travel by clearing it of all snow, ice and slush within twelve hours after the cessation of precipitation and shall maintain said portion of sidewalk in a non-slippery condition by application(s) of sand and/or melting agents as may be necessary. “d. Extent of Clearing. Snow, slush and ice shall be removed from the sidewalk in such a way as to create a clear corridor at least thirty-six (36) inches in width along the length of said sidewalk abutting such owner’s real property or, if the sidewalk is narrower, over the full width of the sidewalk. This duty includes all ramps, regular access points to the street, and marked entries to the street where a crosswalk exists. “e. Penalties. The violation of any provision of this Section is punishable by a fine of \$200 per violation. Each calendar day that a violation continues shall constitute a separate violation. “f. Enforcement. Enforcement of this Section shall, in the discretion of the enforcing official, be made the subject of non-criminal disposition proceedings commenced by the police per G.L. c. 40, §21D. This Section may be enforced by either (i) the Director of Public Works or his/her designee, or (ii) the Police Department. If the Town shall have adopted G.L. c. 40U, then any person who receives a notice of violation of this § 175-8 may appeal to the Municipal Hearing Officer, as that term is used in G.L. c. 40U. The Municipal Hearing Officer shall be appointed by the Board of Selectmen.”, and b. by deleting the second sentence of § 175-9, entitled “Deposit on public ways,” and replacing it with the following: “The violation of any provision of this Section is punishable by a fine of \$300 per violation.”, or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

NOTES

Procedure of Town Meeting ...

The Moderator, an elected town official, presides at Town Meetings. He/she begins by reading the call for the meeting. Usually a motion is made to waive further reading of the warrant*, with the exception of the constable's return (which the law demands be read), and the motion is carried. Articles in the warrant are taken up in the order as they are printed in the warrant unless otherwise decided by a two-thirds vote.

The recommendations of the Finance Committee are available before voters discuss or act upon an article. For the Annual Town Meeting, these recommendations are available a week to ten days before the meeting in booklet form, called "Annual Appropriations" and may be obtained at the Town Administrator's Office at Town Hall.

The presentation of, and recommendation on, warrant articles at Town Meeting are presented in the following order:

- (1) Presentation by the sponsor of the article, to present his/her case;
- (2) Recommendation (and discussion, if any) of the appropriate Town officer;
- (3) Recommendation of the Finance Committee, if money is involved.

The voters may then debate the question according to rules of parliamentary procedure prescribed by the town by-laws, such as:

- Stand, address the moderator, give name and address clearly, confine remarks to the question under debate and avoid personalities.
- Speak for no more than five minutes at any one time, unless granted permission by the meeting. No voter may speak more than once on any question if other voters desire to be heard, and no voter may speak more than twice on the same question without permission of the meeting.
- Speak not more than two minutes on any one of the following motions:

Motion to adjourn. Motion to lay on the table. Motion to take from the table. Motion to put the previous question. (These motions only are in order when a question is under debate. Total time allowed for debate on each motion is six minutes.)

A two-thirds vote of the assembly is necessary on a motion which requires a bond issue. Reconsideration of a vote may take place only at an adjourned session after written notice to Town Clerk within 24 hours; two-thirds vote required. The Moderator may request a voter to put his/her motion in writing. Should seven voters doubt the accuracy of the Moderator's count of hands on a motion, tellers are appointed to make the count. The Moderator clarifies motions when they are especially complex.

Conduct at town meeting is further governed by the rules of practice, pertinent to town meetings in "Roberts Rule of Order".

While Town Meeting has no role in deciding whether to hold a Proposition 2½ referendum, it may decide to appropriate money for certain purposes contingent upon the voters' approval of an override or bond exclusion under Proposition 2½. These contingent appropriations may be made from the tax levy, available funds or borrowing under the requirements of state law.

*Town Meeting Warrant – a collection of articles presented by departments, voters, and committees for consideration by voters at an annual or special town meeting.