

ANNUAL APPROPRIATIONS FOR 2019

Town of
WAKEFIELD, MASSACHUSETTS



FINANCE COMMITTEE MEMBERSHIP

Period: 2019 - 2020

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	2021
EVAN KENNEY	2021
GERARD LEEMAN	2019
MORGAN MCCAULEY	2021
PETER MCMANAMA	2020
JOANNE REILLY	2021
JOSEPH V. TRINGALE	2021

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 2020 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 2020 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 from what is proposed by the Town Council. 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 increase modestly, there are many building projects occurring across the town. These are expected to increase our property tax revenue base by about \$1.4 million. This increase, together with department heads' ability to return budgeted funds in preceding years allows us 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 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 Town Council, the School Committee, Superintendent of Schools Doug Lyons, 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

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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.

TOWN COUNCIL

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, 2019 to June 30, 2020, the grand total amounting to \$100,520,014.00. 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 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
TOWN COUNCIL'S DEPARTMENT:			
Personal Services	\$391,338.00	\$404,148.00	\$404,148.00
Contractual Services	43,806.00	43,806.00	43,806.00
Materials and Supplies	450.00	450.00	450.00
TOTAL	\$435,594.00	\$448,404.00	\$448,404.00
ACCOUNTING DEPARTMENT:			
Personal Services	\$287,845.00	\$296,694.00	\$296,694.00
Contractual Services	94,901.00	97,401.00	97,401.00
Materials and Supplies	3,550.00	3,050.00	3,050.00
Sundry Charges	210.00	210.00	210.00
TOTAL	\$386,506.00	\$397,355.00	\$397,355.00
INFORMATION TECHNOLOGY DEPARTMENT:			
Personal Services	\$196,852.00	\$196,791.00	\$196,791.00
Contractual Services	146,679.00	144,963.00	144,963.00
Materials and Supplies	5,500.00	5,500.00	5,500.00
Sundry Charges	3,990.00	3,990.00	3,990.00
TOTAL	\$353,021.00	\$351,244.00	\$351,244.00

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
TREASURER'S DEPARTMENT:			
Salary of Treasurer	\$63,394.00	\$65,296.00	\$65,296.00
Personal Services	115,415.00	120,617.00	120,617.00
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	\$205,449.00	\$212,553.00	\$212,553.00
LEGAL DEPARTMENT:			
Personal Services	\$110,206.00	\$113,512.00	\$113,512.00
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	\$180,966.00	\$184,272.00	\$184,272.00

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
COLLECTOR'S DEPARTMENT:			
Salary of Collector	\$96,539.00	\$100,970.00	\$100,970.00
Personal Services	68,799.00	71,936.00	71,936.00
Contractual Services	43,880.00	44,750.00	44,750.00
Materials and Supplies	2,300.00	2,300.00	2,300.00
Sundry Charges	140.00	140.00	140.00
TOTAL	\$211,658.00	\$220,096.00	\$220,096.00
ASSESSORS' DEPARTMENT:			
Personal Services	\$190,438.00	\$199,669.00	\$199,669.00
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	\$227,513.00	\$236,744.00	\$236,744.00
TOWN CLERK'S DEPARTMENT:			
Salary of Town Clerk	\$76,110.00	\$81,417.00	\$81,417.00
Personal Services	106,908.00	112,530.00	112,530.00
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	\$204,533.00	\$215,462.00	\$215,462.00

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
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	\$25,300.00	\$13,250.00	\$13,250.00
Contractual Services	19,200.00	12,200.00	12,200.00
TOTAL	\$44,500.00	\$25,450.00	\$25,450.00
FINANCE COMMITTEE:			
Personal Services	\$0.00	0.00	0.00
Contractual Services	3,000.00	2,960.00	2,960.00
Materials and Supplies	1,000.00	700.00	700.00
Sundry Charges	3,060.00	3,400.00	3,400.00
TOTAL	\$7,060.00	\$7,060.00	\$7,060.00

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
CONSERVATION COMMISSION:			
Personal Services	\$40,971.00	\$42,082.00	\$42,082.00
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	\$44,646.00	\$45,757.00	\$45,757.00
LESS: Wetland Filing Fees	\$3,000.00	\$3,000.00	\$3,000.00
TOTAL	\$41,646.00	\$42,757.00	\$42,757.00
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:	\$2,373,621.00	\$2,420,672.00	\$2,420,672.00
TOTAL FROM AVAILABLE FUNDS:	\$3,000.00	\$3,000.00	\$3,000.00
TOTAL FOR GENERAL GOVERNMENT:	\$2,376,621.00	\$2,423,672.00	\$2,423,672.00
	2.87%		2.81%

PROTECTION OF PERSONS AND PROPERTY

	Appropriation	Town Council's Request	Finance Committee's Recommendation
	7-1-18	7-1-19	7-1-19
	6-30-19	6-30-20	6-30-20
POLICE DEPARTMENT:			
Personal Services	\$5,366,338.00	\$5,566,446.00	\$5,566,446.00
Contractual Services	180,922.00	206,422.00	206,422.00
Materials and Supplies	154,800.00	164,800.00	164,800.00
Sundry Charges	10,200.00	10,200.00	10,200.00
TOTAL	\$5,712,260.00	\$5,947,868.00	\$5,947,868.00
FIRE DEPARTMENT:			
Personal Services	\$5,064,502.00	\$5,344,060.00	\$5,344,060.00
Contractual Services	109,200.00	114,200.00	114,200.00
Materials and Supplies	137,600.00	151,600.00	151,600.00
Sundry Charges	2,000.00	3,000.00	3,000.00
TOTAL	\$5,313,302.00	\$5,612,860.00	\$5,612,860.00
FIRE ALARM, POLICE SIGNALS AND TRAFFIC LIGHTS:			
Personal Services	\$40,790.00	\$42,015.00	\$42,015.00
Contractual Services	7,500.00	7,500.00	7,500.00
Materials and Supplies	10,000.00	14,000.00	14,000.00
TOTAL	\$58,290.00	\$63,515.00	\$63,515.00

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
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	\$283,736.00	\$291,408.00	\$291,408.00
Contractual Services	13,050.00	13,050.00	13,050.00
Materials and Supplies	7,050.00	7,650.00	7,650.00
Sundry Charges	500.00	500.00	500.00
TOTAL	\$304,336.00	\$312,608.00	\$312,608.00
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 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
ANIMAL INSPECTOR:			
Personal Services	\$71,280.00	\$73,546.00	\$73,546.00
Contractual Services	2,650.00	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	\$80,805.00	\$83,071.00	\$83,071.00
PARKING CLERK:			
Personal Services	\$3,250.00	\$3,250.00	\$3,250.00
Contractual Services	8,825.00	8,825.00	8,825.00
Materials and Supplies	200.00	300.00	300.00
TOTAL	\$12,275.00	\$12,375.00	\$12,375.00
TOTAL FROM TAX LEVY:	\$11,560,268.00	\$12,111,297.00	\$12,111,297.00
TOTAL FOR PROTECTION OF PERSONS AND PROPERTY:	\$11,560,268.00 13.98%	\$12,111,297.00	\$12,111,297.00 14.03%

HUMAN SERVICES

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
COUNCIL ON AGING:			
Personal Services	\$210,938.00	\$220,797.00	\$220,797.00
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	\$235,413.00	\$245,272.00	\$245,272.00
HEALTH DEPARTMENT:			
Personal Services	\$57,866.00	\$60,816.00	\$60,816.00
Contractual Services	131,479.00	143,499.00	143,499.00
Materials and Supplies	2,016.00	2,016.00	2,016.00
Sundry Charges	360.00	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.	26,796.00	27,427.00	27,427.00
TOTAL	\$240,917.00	\$256,518.00	\$256,518.00

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
RECREATION:			
Personal Services	\$100,588.00	\$105,946.00	\$105,946.00
Contractual Services	0.00	0.00	0.00
Materials and Supplies	0.00	0.00	0.00
TOTAL	\$100,588.00	\$105,946.00	\$105,946.00
VETERANS' DEPARTMENT:			
Personal Services	\$17,963.00	\$18,389.00	\$18,389.00
Recipients	170,000.00	170,000.00	170,000.00
Contractual Services	50,912.00	51,519.00	51,519.00
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	\$244,475.00	\$245,508.00	\$245,508.00
TOTAL FROM TAX LEVY:	\$821,393.00	\$853,244.00	\$853,244.00
TOTAL FOR HUMAN SERVICES:	\$821,393.00 0.99%	\$853,244.00	\$853,244.00 0.99%

PUBLIC WORKS DEPARTMENT

	Appropriation	Town Council's Request	Finance Committee's Recommendation
	7-1-18 6-30-19	7-1-19 6-30-20	7-1-19 6-30-20
PERSONAL SERVICES:			
Personal Services Breakdown:	\$3,659,359.00	\$3,729,167.00	\$3,729,167.00
Administration	153,746.00	184,906.00	184,906.00
Engineering	248,051.00	293,797.00	293,797.00
Fleet Maintenance	323,601.00	325,245.00	325,245.00
Buildings	710,637.00	709,878.00	709,878.00
Forestry and Parks	854,660.00	840,894.00	840,894.00
Cemetery	279,758.00	279,758.00	279,758.00
Highway	1,088,906.00	1,094,689.00	1,094,689.00
TOTAL	\$3,659,359.00	\$3,729,167.00	\$3,729,167.00
LESS:			
Perpetual Care Income	\$42,500.00	\$37,066.00	\$37,066.00
Park Trust Funds Available	3.00	4.00	4.00
To Be Appropriated From The			
Sale of Lots Funds	31,000.00	34,000.00	34,000.00
TOTAL	\$3,585,856.00	\$3,658,097.00	\$3,658,097.00
CONTRACTUAL SERVICES:			
Contractual Services Breakdown:	\$1,501,988.00	\$1,574,185.00	\$1,574,185.00
Administration	21,300.00	24,100.00	24,100.00
Engineering	112,225.00	133,150.00	133,150.00
Fleet Maintenance	82,500.00	85,200.00	85,200.00
Buildings	767,463.00	790,735.00	790,735.00
Forestry and Parks	167,250.00	188,250.00	188,250.00
Cemetery	17,200.00	17,700.00	17,700.00
Highway	334,050.00	335,050.00	335,050.00
TOTAL	\$1,501,988.00	\$1,574,185.00	\$1,574,185.00
MATERIALS AND SUPPLIES:			
Materials & Supplies Breakdown:	\$660,516.00	\$700,524.00	\$700,524.00
Administration	8,100.00	8,600.00	8,600.00
Engineering	5,300.00	8,800.00	8,800.00
Fleet Maintenance	232,916.00	249,474.00	249,474.00
Buildings	125,100.00	126,100.00	126,100.00
Forestry and Parks	115,475.00	131,850.00	131,850.00
Cemetery	19,475.00	24,500.00	24,500.00
Highway	154,150.00	151,200.00	151,200.00
TOTAL	\$660,516.00	\$700,524.00	\$700,524.00

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
SUNDRY CHARGES:			
Sundry Charges Breakdown:	\$2,825.00	\$4,325.00	\$4,325.00
Administration	900.00	1,000.00	1,000.00
Engineering	600.00	2,000.00	2,000.00
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	 \$4,325.00	 \$4,325.00
 SNOW AND ICE:	 \$800,000.00	 \$850,000.00	 \$850,000.00
 PUBLIC WORKS (Exclusive of Enterprise Funds, Water & Sewer Divisions)			
TOTAL FROM TAX LEVY:	\$6,551,185.00	\$6,787,131.00	\$6,787,131.00
 TOTAL FROM AVAILABLE FUNDS:	 \$73,503.00	 \$71,070.00	 \$71,070.00
 TOTAL FOR PUBLIC WORKS:	 \$6,624,688.00	 \$6,858,201.00	 \$6,858,201.00
	8.01%		7.95%

PUBLIC WORKS ENTERPRISE DEPARTMENT

	Appropriation	Town Council's Request	Finance Committee's Recommendation
	7-1-18	7-1-19	7-1-19
	6-30-19	6-30-20	6-30-20
WATER DIVISION:			
Personal Services	\$1,134,887.00	\$1,162,617.00	\$1,162,617.00
Contractual Services	422,622.00	415,981.00	415,981.00
Materials and Supplies	254,638.00	245,864.00	245,864.00
Sundry Charges	1,430.00	1,430.00	1,430.00
Professional Medical Services	1,000.00	1,250.00	1,250.00
Contributory Retire. Pensions	183,071.00	192,139.00	192,139.00
Group Insurance	355,707.00	372,525.00	372,525.00
Workers' Compensation Ins.	13,652.00	13,230.00	13,230.00
General Insurance	20,350.00	20,760.00	20,760.00
MWRA Water Assessment	2,159,037.00	2,591,683.00	2,591,683.00
Admin. Expense (P.S.)	54,217.00	63,900.00	63,900.00
Maturing Debt	413,383.00	491,758.00	491,758.00
Medicare	16,140.00	16,858.00	16,858.00
TOTAL	\$5,030,134.00	\$5,589,995.00	\$5,589,995.00
SEWER DIVISION:			
Personal Services	\$772,518.00	\$807,849.00	\$807,849.00
Contractual Services	313,358.00	317,115.00	317,115.00
Materials and Supplies	84,412.00	82,238.00	82,238.00
Sundry Charges	1,200.00	1,200.00	1,200.00
MWRA Sewer Assessment	6,340,929.00	6,644,649.00	6,644,649.00
Workers' Compensation Ins.	8,787.00	8,991.00	8,991.00
General Insurance	12,120.00	12,373.00	12,373.00
Professional Medical Services	1,000.00	1,250.00	1,250.00
Contributory Retire. Pensions	134,525.00	152,581.00	152,581.00
Group Insurance	249,440.00	261,689.00	261,689.00
Admin. Expense (P.S.)	54,217.00	63,900.00	63,900.00
Maturing Debt	263,101.00	261,871.00	261,871.00
Medicare	10,884.00	11,714.00	11,714.00
TOTAL	\$8,246,491.00	\$8,627,420.00	\$8,627,420.00
TOTAL FROM TAX LEVY:	\$0.00	\$0.00	\$0.00
TOTAL FROM AVAILABLE FUNDS:			
(WATER & SEWER REV. RECEIPTS)	\$13,276,625.00	\$14,217,415.00	\$14,217,415.00
TOTAL FOR PUBLIC WORKS			
ENTERPRISE FUNDS:	\$13,276,625.00	\$14,217,415.00	\$14,217,415.00

SCHOOL DEPARTMENT

	Appropriation	Town Council's Request	Finance Committee's Recommendation
	7-1-18	7-1-19	7-1-19
	6-30-19	6-30-20	6-30-20
SCHOOL DEPARTMENT:			
Personal Services	\$32,252,921.00	\$34,378,412.00	\$34,378,412.00
Contractual Services	6,115,807.00	5,834,332.00	5,834,332.00
Materials and Supplies	1,744,381.00	1,809,004.00	1,809,004.00
Sundry Charges	30,215.00	24,300.00	24,300.00
TOTAL	\$40,143,324.00	\$42,046,048.00	\$42,046,048.00
LESS: Available Funds-Offset Receipts			
Bus Fees	\$115,000.00	\$115,000.00	\$115,000.00
TOTAL	\$40,028,324.00	\$41,931,048.00	\$41,931,048.00
TOTAL FROM TAX LEVY:	\$40,028,324.00	\$41,931,048.00	\$41,931,048.00
TOTAL FROM AVAILABLE FUNDS:	\$115,000.00	\$115,000.00	\$115,000.00
TOTAL FOR SCHOOL:	\$40,143,324.00	\$42,046,048.00	\$42,046,048.00
	48.54%		48.72%

LIBRARY

	Appropriation 7-1-18 6-30-19	Town Council's Request 7-1-19 6-30-20	Finance Committee's Recommendation 7-1-19 6-30-20
LIBRARY DEPARTMENT:			
Personal Services	\$1,192,998.00	\$1,268,026.00	\$1,268,026.00
Contractual Services	240,565.00	241,446.00	241,446.00
Materials and Supplies	218,909.00	220,319.00	220,319.00
 TOTAL	 \$1,652,472.00	 \$1,729,791.00	 \$1,729,791.00
LESS:			
Library Trust Fund Income Available	\$41,624.00	\$41,956.00	\$41,956.00
 TOTAL	 \$1,610,848.00	 \$1,687,835.00	 \$1,687,835.00
 TOTAL FROM TAX LEVY:	 \$1,610,848.00	 \$1,687,835.00	 \$1,687,835.00
 TOTAL FROM AVAILABLE FUNDS:	 \$41,624.00	 \$41,956.00	 \$41,956.00
 TOTAL FOR LIBRARY:	 \$1,652,472.00 2.00%	 \$1,729,791.00 2.00%	 \$1,729,791.00 2.00%

VOCATIONAL SCHOOL

	Appropriation	Town Council's Request	Finance Committee's Recommendation
	7-1-18	7-1-19	7-1-19
	6-30-19	6-30-20	6-30-20
VOCATIONAL SCHOOL:	\$1,227,468.00	\$1,441,735.00	\$1,441,735.00
TOTAL FROM TAX LEVY:	\$1,227,468.00	\$1,441,735.00	\$1,441,735.00
TOTAL FROM AVAILABLE FUNDS:	\$0.00	\$0.00	\$0.00
TOTAL FOR NORTHEAST MRVS:	\$1,227,468.00	\$1,441,735.00	\$1,441,735.00
	1.48%		1.67%

UNCLASSIFIED

	Appropriation	Town Council's	Finance
	7-1-18	Request	Committee's
	6-30-19	6-30-20	Recommendation
			7-1-19
			6-30-20
STREET LIGHTS	\$188,131.00	\$188,131.00	\$188,131.00
MISCELLANEOUS	25,125.00	26,125.00	26,125.00
HISTORICAL COMMISSION	2,000.00	2,000.00	2,000.00
GENERAL INSURANCE	360,375.00	367,325.00	367,325.00
MEDICARE	709,000.00	755,510.00	755,510.00
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	\$1,659,631.00	\$1,714,091.00	\$1,714,091.00
TOTAL FROM TAX LEVY:	\$1,659,631.00	\$1,714,091.00	\$1,714,091.00
TOTAL FROM AVAILABLE FUNDS:	\$0.00	\$0.00	\$0.00
TOTAL FOR UNCLASSIFIED:	\$1,659,631.00	\$1,714,091.00	\$1,714,091.00
	2.01%		1.99%

BENEFITS AND ADMINISTRATION

	Appropriation	Town Council's Request	Finance Committee's Recommendation
	7-1-18	7-1-19	7-1-19
	6-30-19	6-30-20	6-30-20
PERSONAL SERVICES	\$166,686.00	\$171,943.00	\$171,943.00
PROFESSIONAL MEDICAL	7,850.00	8,350.00	8,350.00
WORKERS' COMPENSATION	421,605.00	480,787.00	480,787.00
RETIREMENT SYSTEM:			
Pension Accumulation Fund	4,606,659.00	4,951,783.00	4,951,783.00
Non-Contributory Pension Fund	40,512.00	40,932.00	40,932.00
Assessments, Non-Contributory	267.00	0.00	0.00
Veterans Pension Fund			
TOTAL	\$4,647,438.00	\$4,992,715.00	\$4,992,715.00
CONTRIBUTORY GROUP HEALTH AND LIFE INSURANCE:			
Town Appropriation	\$3,512,491.00	\$3,558,188.00	\$3,558,188.00
School Appropriation	\$7,882,841.00	\$7,912,537.00	\$7,912,537.00
TOTAL	\$11,395,332.00	\$11,470,725.00	\$11,470,725.00
TOTAL FROM TAX LEVY:	\$16,638,911.00	\$17,124,520.00	\$17,124,520.00
TOTAL FROM AVAILABLE FUNDS:	\$0.00	\$0.00	\$0.00
TOTAL BENEFITS & ADMINISTRATION	\$16,638,911.00	\$17,124,520.00	\$17,124,520.00
	20.12%		19.84%
GRAND TOTAL:			
TOTAL FROM TAX LEVY:	\$82,471,649.00	\$86,071,573.00	\$86,071,573.00
TOTAL FROM AVAILABLE FUNDS:	13,509,752.00	14,448,441.00	14,448,441.00
GRAND TOTAL:	\$95,981,401.00	\$100,520,014.00	\$100,520,014.00
	100.00%		100.00%

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

LIGHT DEPARTMENT

That the Town appropriate the sum of \$22,790.00 from the light Operation Account to the Non-Contributory Veterans' Pension Account; and to appropriate the sum of \$914,962.00 from the Light Operation Account to the Contributory Retirement Pension Accumulation Fund Account; and to appropriate the sum of \$1,095,052.00 from the Light Operation Account to the Employees' Group Insurance Account and to appropriate the sum of \$45,980.00 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, 2019 to June 30, 2020 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 \$2,140,048.00 and transfer the amount of \$344,000.00 from the sewer receipts account to the sewer department capital outlay account and the sum of \$75,500.00 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	Fire Alarm		41,976.00
Prior	DPW		151,297.00
Prior	Facility Systems (Doyle/Town Hall)		40,000.00
Fleet	DPW - #1003 – 2010 Ford Taurus		35,000.00
Fleet	DPW - #1952 – 2002 Chevy Pickup w/extended cab w/plow		53,000.00
Fleet	DPW - #1005 – 2009 Chevy Pickup		32,500.00
Fleet	DPW - #1019 – 2008 Pickup ¾ Ton		32,500.00
Fleet	DPW - #1121 – 2003 Toro Z-Track Mower		14,000.00
Fleet	DPW - Power Turf Renovator		14,000.00
Fleet	DPW - #1327 & #1325 2000 Chevy K-3500 w/ Plow & Sander 1997 CB Cleaner – 2 for 1	5 Yr. L/P	60,000.00
Fleet	DPW - #42 1985 One Ton Roller w/trailer		25,500.00
Fleet	Police - Cruisers – three (3)		172,000.00
Fleet	School - #9014 2008 Bus	3 Yr. L/P	35,000.00
Fleet	Council on Aging - #9702 2015 Chevy Passenger Van (14 Passenger)		66,000.00
Facilities	Town Hall – Exterior Repairs		9,000.00
Facilities	Town Hall – Heating		7,500.00
Facilities	Town Hall – Generator		25,000.00
Facilities	Town Hall – Conference Room Upgrades		9,000.00
Facilities	5 Common Street – Ceilings		12,000.00
Facilities	5 Common Street – Windows		8,000.00
Facilities	Council on Aging – Plumbing		6,000.00
Facilities	Council on Aging - Gutter Replacement		18,000.00
Facilities	Council on Aging – Perimeter Drain		16,000.00
Facilities	Public Safety Building – Carpeting/Flooring		6,000.00
Facilities	Public Safety Building – Electrical (Gear Lockers)		8,000.00
Facilities	Public Safety Building – Public Meeting Room		12,000.00
Facilities	Beebe Library – Carpet/Flooring		13,000.00
Facilities	Beebe Library – Masonry – Walls		22,500.00
Facilities	High School – HVAC – roof top units		125,000.00
Facilities	High School – Windows		15,000.00
Facilities	High School – Tile Floors		40,000.00
Facilities	Dolbeare School – 1999 Boiler – 2 nd Boiler		100,000.00
Facilities	Woodville School – Plumbing (phase 2)		5,000.00
Facilities	Yeuell School – Windows – Phase III		20,000.00
Facilities	Yeuell School – R&R Oil Tank		18,000.00
Facilities	Doyle School – Sprinkler System		95,000.00
Facilities	Doyle School – Fire Alarm Upgrade – Addressable System		26,000.00
Facilities	America Civic Center – Improvements		25,000.00
Roads	Cemetery – Roadways		40,000.00

TAX LEVY - CAPITAL OUTLAY			
		Lease -	
Category	Description	Purchase	Amount
Roads	Town Wide – Parking Lots		50,000.00
Roads	Lake Quannapowitt – Water Quality Swale at Cordis		20,000.00
Parks	Veterans Field – Tennis Courts		175,000.00
Parks	Greenwood School – Playground – Rubber Surfacing & Equipment		192,950.00
Misc.	DPW Safety Equipment		25,000.00
Misc.	DPW Tire Balancer		6,000.00
Misc.	High School – Walk-in Freezer/Refrigerator(s) renovation		75,000.00
Misc.	Dolbeare School – Dishwasher		7,500.00
Misc.	Dolbeare School - PA System Upgrade		13,500.00
Misc.	School - Vehicle Tracking Equipment & Software		8,225.00
Misc.	Woodville School – Dishwasher		7,500.00
Misc.	Fire – Grant Match (10%) for Air Compressor for Breathing Apparatus		7,500.00
Misc.	Americal Civic Center - Sign Replacement		15,000.00
IT	Town Wide – Information Technology		83,100.00
	Total Tax Levy Capital Outlay		\$2,140,048.00
SEWER ENTERPRISE FUND - CAPITAL OUTLAY			
		Lease -	
Category	Description	Purchase	Amount
Fleet	DPW #1002 – 2010 Chevy Impala (50%)		18,500.00
Fleet	DPW #2051 – 2002 35,000 Gross Vehicle Weight Dump with Plow		175,000.00
Facilities	Exterior Doors – Vinton Street		9,500.00
Facilities	Remove Old Boiler and Tank – Vinton Street		11,000.00
Stations	Farm Street - Variable Frequency Drive Pumps – Replace 2		30,000.00
Stations	Farm Street – Replace Muffin Monster		50,000.00
System	System Improvements		50,000.00
	Total Sewer Capital Outlay		\$344,000.00
WATER ENTERPRISE FUND - CAPITAL OUTLAY			
		Lease -	
Category	Description	Purchase	Amount
Fleet	DPW #1002 – 2010 Chevy Impala (50%)		18,500.00
Facilities	Old Broadway Pumping Facility – Gutters		9,500.00
Supply	Remove 6 Million Gallons a Day Pump @ Linden Street Pumping Station		22,500.00
Distribution	Hydrant Replacements		25,000.00
	Total Water Capital Outlay		\$75,500.00

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.

TOWN COUNCIL

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, 2019 as the Board of Light Commissioners may vote in computing the tax rate for the fiscal period July 1, 2019 to June 30, 2020, or to see what the Town will do about it.

MUNICIPAL LIGHT COMMISSIONERS

ARTICLE 5

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sufficient sum of money to implement phase 2 design improvements and upgrades to the downtown right-of-way corridor, including Main Street from Church Street to Franklin Street, all of Common Street, Albion Street from Main Street to Gould Street, Water Street from Main Street to Shaw's driveway, Lake Avenue and Spaulding Street, and certain related areas, or to see what the Town will do about it.

TOWN COUNCIL

ARTICLE 6

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sufficient sum of money to provide fencing, backstops, dugouts and site improvements to Blatz field, or to see what the Town will do about it.

TOWN COUNCIL AND SCHOOL COMMITTEE

ARTICLE 7

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 personal services account of the Town Council's office in order to align the current payroll system with the requirements of State and Federal law for the period of July 1, 2018 to June 30, 2019, or to see what the town will do about it.

TOWN COUNCIL

ARTICLE 8

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, 2018 to June 30, 2019, or to see what the town will do about it.

TOWN COUNCIL

That the Town raise and appropriate from tax levy to the Capital Projects fund, also known as the Debt Service Fund, the sum of \$4,625,000.00 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, 2019 as the Board of Light Commissioners may vote in computing the tax rate for fiscal period July 1, 2019 to June 30, 2020 to carry out the purpose of this Article.

That the Town appropriate from tax levy the sum of \$390,000.00 to carry out the purpose of this Article.

That the Town appropriate from tax levy the sum of \$200,000.00 to carry out the purpose of this Article.

That the Town appropriate from free cash the sum of \$300,000.00 to carry out the purpose of this Article.

That the Town appropriate from free cash the sum of \$170,000.00 to carry out the purpose of this Article.

ARTICLE 9

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sum of money to indemnify certain police officers and firefighters of the Town for medical, surgical and hospitalization expenses as a result of injuries received by the officers/firefighters in the performance of their duties, as provided for under Section 100, Chapter 41 of Massachusetts General Laws in such amount and to such extent as may be recommended by the Town Council, or to see what the Town will do about it.

TOWN COUNCIL**ARTICLE 10**

To see if the Town will vote to appropriate a sufficient sum of money for the purchase of one 1250 gallon permanent pumper truck for use by the Fire Department, and to determine whether to raise this appropriation by borrowing or otherwise, or to see what the Town will do about it.

TOWN COUNCIL**ARTICLE 11**

To see if the Town will vote to amend the table of revolving funds set forth in Chapter 5, §5 of the General Bylaws by adding a line item for a "Surplus Equipment" revolving fund, as follows:

Revolving Fund - Road Repair; Purpose - Repairing, restoring and maintaining public ways; Revenue Source - Receipts from fees paid by applicants for street opening or obstruction permits under §175-4; Authorized to Expend Funds - Director of Public Works; Revolving Fund - Surplus Equipment; Purpose - Defray the cost of purchasing new equipment; Revenue Source - Receipts from sales of surplus equipment; Authorized to Expend Funds - Director of Public Works, or to see what the Town will do about it.

TOWN COUNCIL**ARTICLE 12**

To see if the Town will vote to establish, with respect to each of the following revolving funds, the following limits on the total amount that may be expended from each such fund in Fiscal Year 2020: Revolving Fund-Surplus Equipment; Maximum Expenditure-\$50,000.00, or to see what the Town will do about it.

TOWN COUNCIL

That the Town appropriate from free cash the sum of \$30,000.00 to carry out the purpose of this Article.

That the Town of Wakefield appropriate the sum of \$700,000.00 for the purchase of one 1250 gallon permanent pumper truck for the use of the Fire Department and to meet said appropriation the Treasurer, with the approval of the Town Council is authorized to borrow said sum under and pursuant to M.G.L. Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds for a period not to exceed ten (10) years. 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 M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

That the Town amend the General Bylaws as set forth in this Article.

That the Town vote to establish a maximum expenditure of \$50,000 for the Surplus Equipment Revolving Fund for Fiscal Year 2020.

ARTICLE 13

To see if the Town will vote to authorize the Town Council 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.

TOWN COUNCIL**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.

TOWN COUNCIL**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.

TOWN COUNCIL**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 it.

TOWN COUNCIL**ARTICLE 17**

To see if the Town will vote to raise and appropriate from tax levy, or transfer from available funds, or by borrowing a sufficient sum of money for critical safety, health and environmental repairs to the Public Works Facility located at 35 North Avenue, or to see what the Town will do about it.

TOWN COUNCIL**ARTICLE 18**

To see if the Town will vote to raise and appropriate from tax levy, by transfer from available funds, or by borrowing a sufficient sum of money to conduct a Public Works Facility Feasibility Study, or to see what the Town will do about it.

That the Town authorize the Town Council 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 \$1,996,000.00 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 \$500,000.00 to carry out the purpose of this Article.

That the Town raise and appropriate from tax levy the sum of \$125,000.00 to carry out the purpose of this Article.

That the town of Wakefield appropriate the sum of \$500,000.00 for critical safety, health and environmental repairs to the Public Works Facility located at 35 North Avenue, including the payment of costs incidental or related thereto, and to meet said appropriation the Treasurer, with the approval of the Town Council is authorized to borrow said sum under and pursuant to M.G.L. Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds therefor. 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 M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

That the Town raise and appropriate from tax levy the sum of \$100,000 to carry out the purpose of this Article.

TOWN COUNCIL**ARTICLE 19**

To see if the Town will vote to raise and appropriate from tax levy, by transfer from available funds, or by borrowing a sufficient sum of money to make repairs to the Town's drainage system located on or near Grafton Street, Harrison Avenue and Maple Street, including the design, renovation, upgrading and reconstruction of the culvert located there, or to see what the Town will do about it.

TOWN COUNCIL

That the Town appropriate the sum of \$1,350,000.00 to make repairs to the public drainage system located on or near Grafton Street, Harrison Avenue and Maple Street, including the design, renovation, upgrading and reconstruction of the culvert located there, and to fund such appropriation, that the Town authorize the Town Treasurer, with the approval of the Town Council, to borrow said sum, pursuant to G.L. c. 44, § 7 or § 8, or any other enabling authority, and to issue bonds or notes of the Town therefor, provided that 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 G.L. c. 44, § 20.

ARTICLE 20

To see if the Town will vote to transfer from the Water Surplus Reserve Account a sufficient sum of money for replacing and/or replenishing the filter sand at the water treatment facility on Broadway, or to see what the Town will do about it.

TOWN COUNCIL

That the Town transfer from the Water Surplus Reserve Account the sum of \$125,000.00 to carry out the purpose of this Article.

ARTICLE 21

To see if the Town will vote to appropriate a sufficient sum of money to make repairs to a portion of Flanders Lane, a private way in the Town, in accordance with the provisions of G.L. c. 80, of Chapter 175-10 of the Code of the Town, or otherwise, and to determine whether to fund the appropriation by borrowing or otherwise and over what period of time to assess betterments, and further to see if the Town will hear and act upon a report from the Town Council in laying out a Town Way in substantially the same location as the private way described below, and to authorize the acquisition by purchase or eminent domain proceedings of rights and easements necessary in connection therewith for reconstruction and maintenance in accordance with applicable sections of the Massachusetts General Laws: Flanders Lane - from its intersection with Pleasant Street, thence running west approximately 222 feet. Said street layout shown on a plan titled, "Flanders Lane Acceptance Plan" dated March 6, 2019, prepared by the Town of Wakefield Public Works, compiled from the following plans recorded at the Middlesex South District Registry of Deeds: Easement for Highway Purposes, Flanders Lane dated January 11, 1978, prepared by Michael T. Collins Reg. Engineer, Plan #413 of 1978 (Bk. 13434, Pg. 290); Section 2 Plan of a Portion of Glen Meadow Park Wakefield, Mass. Surveyed for the Realty Construction & Engineering, Inc., dated February 15, 1950, prepared by H. Kingman Abbott Reg. Surveyor (Bk. 7569, Pg. 294); Section 3 Plan of a Portion of Glen Meadow Park Wakefield, Mass. Surveyed for the Realty Construction & Engineering, Inc., dated April 22, 1950,

That the Town raise and appropriate the sum of \$68,000.00 to make repairs to the portion of Flanders Lane described in this article, such repairs being required by public necessity and convenience; that betterments be assessed to the property owners benefitted thereby over a period of twenty (20) years, all such assessments to be equal in amount regardless of the owners' frontage; and further that the Town authorize the Town Council to accept by grant or deed, or to take by eminent domain proceedings, rights and permanent easements necessary for the reconstruction and maintenance of the private way portion of Flanders Lane as a public way as described in this Article.

prepared by H. Kingman Abbott Reg. Surveyor, Plan #1148 of 1950 (Bk. 7603, Pg. 391), or to see what the Town will do about it.

TOWN COUNCIL

ARTICLE 22

To see if the Town will vote to accept the provisions of G.L. c. 40U concerning the collection of municipal fines for the purpose of enforcing the terms of §175-8 of the General Bylaws of the Town regarding the removal of snow and ice from sidewalks; and to authorize the Town Council to appoint the hearing officer called for by G.L. c.40U, §6 and to take any other actions necessary or appropriate to implement a program under G.L. c.40U, or to see what the Town will do about it.

TOWN COUNCIL

ARTICLE 23

To see if the Town will vote to amend the General Bylaws by adding the following subsection to §1.5 of the Code of the Town, entitled "Word usage". "H. A 'Business Day' shall mean a day when the Town Hall, or a facility used for substantially the same purpose, is open for normal Town business.", or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

ARTICLE 24

To see if the Town will vote to delete the text of §9-10 of the General Bylaws, entitled "Advisory Committee," and replace it with the following: "Whenever the Town undertakes a building project that comes within the jurisdiction of the Permanent Building Committee, an advisory committee shall be appointed for the purpose of advising the Permanent Building Committee concerning such project. The advisory committee shall prepare and make presentations to the Permanent Building Committee concerning such matters as the advisory committee deems appropriate which are relevant to the building project in connection with which such advisory committee was created, including, without limitation, the development of program needs, preparation and review of feasibility studies, assessment of conditions, evaluation of bids and proposals, negotiation and administration of contracts, and evaluation of contractors. Each advisory committee shall be appointed by the applicable User Agency, as that term is defined herein, and shall consist of not more than 25 persons. Whenever the Permanent Building Committee lists a particular building project on its meeting agenda, it shall invite the advisory committee that was created in connection with that project to attend such meeting, and may also invite such other public bodies as it may deem appropriate, including the Board of Health and the Commission on Disability Issues. 'User Agency,' as used herein with respect to any particular building project, shall mean an elected or appointed multiple member body, including without limitation the Town Council, School Committee, Board of Library Trustees, Recreation Commission, and Conservation Commission,

I move that the Town vote to accept the provisions of G.L. c. 40U, to authorize the Town Council to appoint the hearing officer called for by section 6 of that law, and to take any other actions necessary or appropriate to implement a program of fine collection thereunder.

By-Law Review Committee to make Motion.

By-Law Review Committee to make Motion.

having permanent responsibility for such building.”, 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 143 of the General Bylaws, entitled “Fingerprint-Based Criminal Record Background Checks”, by: a. striking from §143-3.C, entitled “Processing; communication of results”, (i) the first sentence and (ii) in the second sentence, the words “in addition”; and b. inserting, at the beginning of §143-4, entitled “Reliance on results”, the following: “Prior to considering an application for any of the licenses enumerated in §143-2.A, above, the licensing authority shall receive and review the Police Department’s recommendations based on the results of the applicant’s fingerprint-based criminal record background check and the Police Department’s own evaluation of the applicant’s suitability, provided that the same are transmitted to the licensing authority within thirty (30) days after the filing of the application. If the same are not furnished within that period of time, then the licensing authority shall have discretion either to proceed in acting on the application without such information or to continue to await such information, provided that the licensing authority shall in all events consider and act on each application prior to the expiration of any applicable statutory deadlines, and provided further that no application shall be deemed filed until usable fingerprints are actually received by the Police Department.”, or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

ARTICLE 26

To see if the Town will vote to adopt as Chapter 155 of the General Bylaws, entitled “Registration and Maintenance of Vacant Commercial and Industrial Buildings,” the following: **§155-1. Findings and Purposes** - The purpose of this bylaw is to protect the welfare and economic vitality of the residents of the Town of Wakefield by protecting property values, maintaining neighborhood integrity and accessibility, safeguarding against property blight, protecting Town resources, and ensuring the safe and sanitary maintenance of commercial and industrial vacant properties. Among other things, vacant commercial and industrial properties can degrade the vitality of the Town’s business districts, frustrate local planning and development efforts, create increased specific risks of fire damage, vandalism and unlawful entry or uses, and give rise to other public health and safety hazards. This bylaw is intended to promote the Town’s public welfare and economic health by requiring all property owners to register and properly maintain vacant commercial properties or units with visible storefronts on the ground level. **§155-2. Definitions** - As used in this article, the following terms shall have the meanings indicated: “Building Inspector” - The Building Inspector of the Town of Wakefield or their designee. “Legally

By-Law Review Committee to make Motion.

By-Law Review Committee to make Motion.

occupied” - Occupied in accordance with the provisions of the Massachusetts Building Code. “Owner” - A person or entity who or which, alone or with others: A. Has legal or equitable title to any building or has care, charge or control of any building in any capacity including but not limited to that of agent, personal representative, trustee, or guardian of the estate of the holder of legal title; or B. Is a tenant with a legal right to possess an entire building; or C. Is a mortgagee in possession of any building; or D. Is an agent, trustee, receiver or other person appointed by the courts and vested with possession or control of a building; or E. Is an officer or trustee of an association of unit owners of a condominium or cooperative which contains a vacant property. “Public Art” - Works of art for public benefit and viewing, approved by the Wakefield Cultural Council, for which owners have agreed to the temporary display inside storefront windows or upon other safe, visible exterior surfaces of vacant properties for agreed upon time periods and other material terms. “Vacant Building” or “Vacant Property” - Any unoccupied nonresidential commercial real property or commercial unit which: A. Is not legally occupied, is abandoned, or is not used for a period of at least ninety (90) consecutive days by occupants having a legal right of entry to such property; or B. Is intermittently occupied by persons with a legal right of entry, but exhibits in the opinion of the Building Inspector dilapidated walls, roof or doors which fail to prevent the entry of a trespasser for a period of more than seven (7) days. **§155-3. Registration** - A. Prior to, or not more than thirty (30) days after, a unit or any portion of a property becomes vacant, as defined herein, the owner(s) shall register the vacancy with the Building Inspector on forms agreed upon and provided by such department. All registrations must state the owner’s name, phone number, and mailing address as well as an emergency contact, if not the same. None of the required addresses shall be a post office box. This registration must state whether the property is vacant at the time of filing. The registration shall also describe the owner’s efforts to re-attain occupancy. Once the building is no longer vacant or is sold, the owner shall provide proof of sale or written notice and proof of lawful occupancy to the Building Department pursuant to the process outlined by them. The Building Inspector will notify the Police Department, Fire Department, Water and Sewer Division of the Department of Public Works, and Health Department of the submitted registration of vacant building as well as the re-occupancy of the building. B. The Town Council may exempt a property owner from the provisions of this bylaw upon the presentation of evidence, in such form as may be satisfactory to them, that the failure to use or occupy a building for a period in excess of ninety (90) days does not violate the purpose or intent of this bylaw. **§155-4. Annual Registration Fee, Failure to Pay, Waiver** - A. At any time a property becomes vacant within the meaning of this bylaw, the Town shall send an initial billing statement, setting forth the annual registration fee, to the owner of the vacant property. The annual

registration fee shall be Four Hundred Dollars (\$400), payable in quarterly installments of One Hundred Dollars (\$100) each on November 15, February 15, May 15 and August 15, provided that no payment need be made with respect to any property on any such payment date if the registration fee has been waived, as set forth below, or if proof of the property's re-occupancy has been filed with the Town or the property has been exempted, as set forth above. The quarterly installment of the annual registration fee shall be due with respect to each quarter or part thereof during which the property was vacant. After the initial billing statement has been issued, on or before October 15 of each calendar year, the Town shall send an annual billing statement, setting forth such annual registration fee, to the owner of the vacant property. B. On or before each of the payment dates set forth above, the owner of any vacant property shall pay to the Town the quarterly installment of an annual registration fee to cover the administrative cost of monitoring and ensuring the security and proper maintenance of such building, as identified in said billing statement. Failure to pay any installment of the annual registration fee shall be a violation of this bylaw, and the full fee shall be deemed an assessment resulting from a violation of this bylaw. Such fee, and any fines issued for violations of this bylaw, shall constitute a "municipal charges lien" on the property, to be collected in accordance with G.L. c. 40, §58. C. Owners may apply to the Town Council for a waiver of the annual registration fee on or before October 1 of each calendar year, requesting waiver of part or all of the fee on grounds of demonstrable financial hardship, or by agreeing in writing to display public art as defined herein for the term of a vacancy. Waivers for public art display will be granted only as sufficient public art is available, appropriate to the location for display, and the Town, artist, and owner agree to terms of exhibition as set forth by the Town Planner.

§155-5. Maintenance Requirements - A. The owner of a vacant building must maintain such building in accordance with all applicable local and state Sanitary Codes, Building Codes and Fire Codes, pertaining to the external/visible maintenance of the building and major system maintenance of the property. B. The owner of a vacant building must promptly repair all broken windows, doors, and other openings and must remedy any unsafe conditions at a vacant building. Boarding up of open or broken windows and doors is prohibited except as a temporary measure, unless the Building Inspector determines that, due to vandalism, security concerns, and circumstances beyond the owner's control, the proper boarding of windows and doors is necessary for a determined period of time. Boards or coverings must be fitted to the opening size and colored to blend with the existing building color scheme. C. The owner must maintain the building and property for the duration of the vacancy or abandonment. The owner shall maintain the condition of the building and property so as to appear not to be vacant. Upon notice by the Building Inspector, any accumulated trash and/or graffiti shall be removed from

the property by the owner within seven (7) days. The Building Inspector and/or their designee will document violations. The owner of any building vacant for a period exceeding six (6) months, whose utilities have been shut off, shall have those utilities removed or cut and capped to prevent accidents. D. The owner may include advertising materials in the vacant space or displayed in the vacant property's street-facing windows. Such advertising materials must be approved by the Town Planner. E. Compliance with this bylaw shall not relieve the owner of any obligations set forth in any other applicable bylaw, regulation, codes, covenant conditions or restrictions and/or association rules and regulations. In case of a conflict with these rules and regulations, the stricter of the rules and regulations shall apply. **§155-6. Inspections** - The Building Inspector, Police Chief, Fire Chief and Health Director, or their respective designees, shall have the authority periodically to inspect the exterior and interior of any vacant building for compliance, as authorized under the terms of the registration form filed with the Building Inspector and Town Planner. The Building Inspector shall have the discretionary authority to disconnect utilities immediately if a potential hazard that may be dangerous to life and limb is present. **§155-7. Violations and Penalties; Enforcement** - A. Violations of any portion of this bylaw shall be punishable by a fine of \$100 per day. However, the Town Council may waive the fine in total or in part upon the abatement of the violation(s). B. The Building Inspector or their designee shall enforce all provisions of this bylaw and shall institute all necessary administrative or legal action to assure compliance. Any owner found to be in violation of this bylaw shall receive a written warning and a minimum of thirty (30) days to remedy all violations prior to the institution of any enforcement action by the Building Inspector. The Building Inspector, acting on behalf of the Town, may also bring a civil action in a court of competent jurisdiction seeking equitable relief to enforce this bylaw. This bylaw may also be enforced through non-criminal disposition in accordance with the provisions of §1-7 of the General Bylaws of the Town. **§155-8. Unsafe Buildings** - If the Building Inspector determines any building to be unsafe, they may act immediately in accordance with the Massachusetts State Building Code to protect public safety. Furthermore, nothing in this bylaw shall abrogate the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, G.L. c. 139, §1, et seq., and G.L. c. 143, §6, et seq. **§155-9. Severability** - If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, such provision shall be considered separate and apart from the remaining provisions, which shall remain in full force and effect.", or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

ARTICLE 27

To see if the Town will vote to hear the report of the Bylaw Review Committee, accept it as the final report of the committee, and discharge the committee, or to see what the Town will do about it.

BY-LAW REVIEW COMMITTEE

By-Law Review Committee to make Motion.

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.