

2015

Annual Town Meeting



Warrant Report

Town of Swampscott, Massachusetts

THE TOWN OF SWAMPSCOTT



2015 ANNUAL TOWN MEETING WARRANT

Election Day, April 28, 2015

Annual Town Meeting, May 4, 2015

**2015
ANNUAL TOWN MEETING WARRANT
TABLE OF CONTENTS**

	<u>Page</u>
Report of the Finance Committee	2
Summary of Revenue and Expenditures	5
 <u>WARRANT FOR ANNUAL TOWN MEETING</u>	
Article 1 Elections	7
Article 2 Reports of Town Boards and Committees	8
 <u>GENERAL ARTICLE</u>	
Article 3 Consolidation of Town and School Business Offices	8
 <u>CAPITAL ARTICLES</u>	
Article 4 Appropriation for Chapter 90 Roadway Improvements	8
Article 5 Appropriation for Recommended Capital Projects	8
Article 6 Appropriation for Turf Field	9
Article 7 Citizen's Petition for Turf Field	10
Article 8 Appropriation for Equipment	10
 <u>ZONING/GENERAL BY-LAW ARTICLES</u>	
Article 9 Amend General By-Law Article IX Uses of Land	10
Article 10 Amend Zoning By-Law – Humphrey St. Overlay District	11
Article 11 Amend Zoning By-Law – Smart Growth	11
Article 12 Amend Zoning By-Law - Signs	11
Article 13 Amend General By-Law – Overnight Parking	12
Article 14 Amend Town Charter	12
Article 15 Amend General By-Law – Streets and Sidewalks-Dogs	12
Article 16 Add General By-Law – Illicit Discharges to Separate Storm/Sewer Systems	14
Article 17 Add General By-Law – Construction/Post Construction Stormwater Management	14
 <u>PERSONNEL ARTICLES</u>	
Article 18 Amend the Personnel Bylaw, Classification and Salary	14
Article 19 Amend the Personnel Bylaw, Reclassifications	14
Article 20 Authorize Salaries of Elected Officials	15
 <u>FINANCIAL ARTICLES</u>	
Article 21 Continue and Approve Council on Aging Revolving Account	15
Article 22 Continue and Approve Blue Bins Revolving Account	15
Article 23 Continue and Approve Recreation Revolving Account	16
Article 24 Continue and Approve Library Revolving Account	16
Article 25 Appropriation for Fiscal 2015 Budget	16
Article 26 Approve Transfer of Water Enterprise Retained Earnings	27
Article 27 Approve Transfer of Sewer Enterprise Retained Earnings	27
Article 28 Approve the Transfer of Free Cash	27
Article 29 Approve FY15 Budget Amendments	27
Article 30 Closing Article – Omnibus Appropriation	28

REPORT OF THE FINANCE COMMITTEE

MAY 2015 TOWN MEETING (FY 2016 BUDGET)

The Finance Committee is pleased to present the annual budget for FY2016. We would like to recognize the town administrator, the town accountant, and the department heads for all the time and effort they put into preparing the budget. They also generously made themselves available to the Finance Committee during our review and deliberations, and we are thankful for this support.

Revenues

The FY16 tax levy of \$44,134,436 is a 2.5% increase over the FY15 tax levy plus FY15 new growth. This revenue increase is offset by:

- A decrease in Nahant tuition of \$99,279 or 7.2%,
- A decrease in debt exclusion of \$67,289 or 2.4% due to the roll-off of exclude debt.
- A decrease in new growth of \$301,395.

All combined, our FY16 revenue increased by 2.3% over FY15.

Expenses

Overall expenses increased 1.2% primarily as a result of the following:

- Health insurance and Medicare costs increased by \$190,000 or 3.6%,
- Pension contributions increased by \$214,190 or 5.1%,
- School budget increased by \$1,075,000 or 4.3%, and
- Town operating expenses increased by \$385,787 or 3.1%

These overall expense increases were minimized or offset in part by:

- Minimal growth in the Police budget.
- Regional vocational school decrease of \$158,416 or 20.6% due to reduced participation and a reduction in the debt services charge associated with a new facility due to refinancing,
- Net debt service reduction of \$224,309 or 11.2%,
- A decrease in the size of the contributions to stabilization and OPEB reserve funds of \$500,000 compared to FY15, which is itself offset by the decrease in the use of free cash that would otherwise be used to fund these contributions.

	Adopted 2015	Recommended 2016	Percent Change
Revenues			
Property Taxes *	\$ 43,057,986	\$ 44,134,439	2.5%
Debt Exclusion	2,795,392	2,728,103	-2.4%
New Growth *	-	400,000	nm
State aid	4,370,631	4,370,631	0.0%
All other	4,906,046	4,786,767	-2.4%
Total Revenues	\$ 55,130,055	\$ 56,419,940	2.3%
Expenses			
Town Budget	\$ 12,328,980	\$ 12,714,767	3.1%
School Budget	25,081,000	26,156,000	4.3%
Vocational School	758,416	600,000	-20.9%
Benefits	9,500,122	9,904,312	4.3%
Debt Service	4,799,815	4,508,217	-6.1%
Stabilization & OPEB	1,100,000	600,000	-45.5%
All other	2,500,445	2,234,620	-10.6%
Total Expenses	56,068,778	56,717,916	1.2%
Balance Available	(938,723)	(297,976)	
Free Cash	1,200,000	300,000	
Excess (Deficit)	\$ 261,277	\$ 2,024	

* FY15 New Growth of \$701,395 is included in FY15 Property Taxes for comparison purposes.

Finance Committee supports the current level of cooperation between the Town and the School Department and would like to recognize the efforts of both parties putting a balanced budget together. The Schools' leadership team and School Committee have put together a budget that calls for some additional investment in order to restore the schools to prior staffing levels. The Finance Committee supports this budget, it also supports Article 3, calling for consolidation of Town and School business functions.

Viability/Sustainability

Luckily, for the last few years the Town has had significant New Growth revenues due to recent redevelopment projects in Town. Without FY15 New Growth, our revenues in FY16 would have been about \$720,000 lower. In FY16 the Town is estimating New Growth of \$400,000, giving a combined increase of \$1,120,000 in FY16. The FY16 budget process would have been much more painful without the revenues gained from the redevelopment projects.

As we have indicated in our FY15 and FY14 letters to Town Meeting, the Finance Committee is concerned with the long term viability of the town's financial structure. Annual property tax increases are limited to 2.5%, unless the Town continues generating a higher tax base through development of new taxable properties. As there is virtually no open space for this development, the Town will be dependent on increasing the tax base through redevelopment.

So far the town has been able to continue providing the basic services, and although there is always more that we and the citizens would like to have done, the Town is managing well. However, salary, health and pension costs are rising faster than 2.5%. Health and pension costs combined make up 17.5% of our total expenses.

In addition there are major capital and infrastructure requirements facing the town, as we continue to recover from low levels of capital improvement in the past. The Town has significant unfunded pension liabilities that will be funded over the next fifteen years. We have been able to add to our down payment on OPEB liabilities this year, but the overall expense pressures from other priorities resulted in less of a contribution than in FY15.

These choices will continue and will become increasingly more difficult each year without significant structural reforms. The expense increases reflected in the FY16 budget are not repeatable in future years

especially if and when new growth revenues decrease. The Finance Committee will continue to work closely with the Town Administrator and the Board of Selectmen to address the Town's longer-term financial outlook by:

- Recommending structured guidelines as to the key priorities for Town funding in future years in light of operational and capital needs, desired financial ratings, and the recognition of the material tax burden impacting our Town. The guidelines will include recommended limits on year-over-year increases in key expense categories (Town and Schools). They will set reasonable targets for debt service requirements, appropriate levels of funding to cover shared expenses (health, pension costs, etc.) and providing for continued buildup of reserve funds.
- Communicating these recommended guidelines and limits to stakeholders prior to FY17 budget process so they can be factored into budget requests and personnel changes.
- Using these recommended guidelines and limits to guide our FY17 budget review and recommendations
- Supplementing current interaction with the Capital Improvements Committee by participating in the Board of Selectman's ongoing efforts to provide enhanced visibility into the longer-term capital needs and priorities of the Town and to consider the impact on budget decisions
- Continue to advocate for sensible approaches toward efficiencies through consolidation.
- Advocating for other "out of the box" visioning regarding the future of the town.

As you review the FY2016 Town budget, please bear in mind that the figures for FY2015 shown above include adjustments that were made at the Special Town Meeting in October 2014, and thus do not tie out directly to the figures shown in last year's warrant. The Finance Committee has worked closely with the Town Administrator and Town Accountant this year and together recommends multiple changes to the budget presented to the Board of Selectmen in March 2015. The major adjustments are described below.

Debt Service Capital Principal (Line 82 and others): With the preparation of the Debt Management Schedule management found the anticipated principal payments for FY 2016 were over stated by \$75,000.

Employee Group Health (line 30 and others): This line covers the expense of the town's group health coverage. The new PAC Agreement changes the employee/employer sharing of this expense. The Group Health line was therefore adjusted upward by \$75,000 to reflect the Town's revised share.

Shift Differential (Line 36): Increased by \$17,253 due to contractual increase in the differential.

Regional Vocational School (line 98): A preliminary budget has been received from the regional vocational school in which the estimated costs have decreased by \$7,500. The regional vocational school final budget will not be received by the town until late June. The Finance Committee recommended amount reflects the vocational school's preliminary budget.

The Finance Committee continues to deliberate on several items as the deadline for the warrant approaches. Please expect us to report on several warrant articles at town meeting, including Article 6 (Construction of Artificial Turf Field at Blocksidge), Article 22 (Recreation Revolving Account), and Article 28 (Amend FY 2015 budget to increase reserve funds to cover possible deficits).

As in any budget year, we welcome a dialogue with all Members in advance of Town Meeting, should you have any questions about these or other line items.

Respectfully submitted,
Swampscott Finance Committee

Linso van der Burg, Chairman
Marzie Galazka, Vice Chairman
Gregory D'Antona
Timothy Dorsey
Dan Eccles
Cinder McNerney
Polly Titcomb

**Town of Swampscott
Summary of Revenues and Expenditures
July 1, 2015**

	ADOPTED FY15	DEPARTMENT REQUEST FY16	ADMINISTRATOR RECOMMENDED FY16	FIN COMM RECOMMENDED FY16
I. REVENUES				
TAX LEVY	42,356,591	44,134,436	44,134,436	44,134,436
DEBT EXCLUSION	2,795,392	2,728,103	2,728,103	2,728,103
NEW GROWTH	<u>701,395</u>	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>
SUBTOTAL	45,853,378	47,262,539	47,262,539	47,262,539
LOCAL RECEIPTS	2,719,997	2,700,000	2,700,000	2,700,000
NAHANT TUITION	1,366,049	1,266,770	1,266,770	1,266,770
EST CHERRY SHEET	4,370,631	4,370,631	4,370,631	4,370,631
INTERGOVERNMENTAL	<u>820,000</u>	<u>820,000</u>	<u>820,000</u>	<u>820,000</u>
SUBTOTAL	9,276,677	9,157,401	9,157,401	9,157,401
TOTAL REVENUE	55,130,055	56,419,940	56,419,940	56,419,940
II. EXPENSES				
TOWN BUDGETS	12,328,980	12,799,749	12,695,590	12,714,767
SCHOOL BUDGET	25,081,000	26,156,000	26,156,000	26,156,000
VOCATIONAL SCHOOL	758,416	607,500	607,500	600,000
SHARED EXPENSES				
HEALTH INSURANCE	4,825,000	4,900,000	4,925,000	5,000,000
RETIREMENT	4,240,122	4,454,312	4,454,312	4,454,312
MEDICARE	435,000	450,000	450,000	450,000
PROPERTY & CASUALTY INSURANCE	650,000	650,000	650,000	650,000
WORKER'S COMPENSATION	435,000	435,000	435,000	435,000
UNCOMPENSATED BALANCES	50,000	150,000	125,000	125,000
RESERVE FUND	215,000	175,000	175,000	175,000
DEBT	4,799,815	4,583,217	4,583,217	4,508,217
TOWN AUDIT	55,000	57,500	57,500	57,500
CAPITAL STABILIZATION	100,000	100,000	100,000	100,000
STABILIZATION	500,000	250,000	250,000	250,000
OPEB TRUST FUND	500,000	250,000	250,000	250,000
OVERLAY PROVISIONS	350,000	250,000	250,000	250,000
ASSESSMENTS/OFFSETS	548,673	530,000	530,000	542,120
STM OCTOBER 2014	196,772	-	-	-
TOTAL EXPENSES	56,068,778	56,798,278	56,694,119	56,717,916
BALANCE AVAILABLE	(938,723)	(378,338)	(274,179)	(297,976)
ONE TIME REVENUES				
ASSESSORS OVERLAY	25,000	-	-	-
FREE CASH	1,200,000	300,000	300,000	300,000
STABILIZATION	-			
SALE OF LOTS FUND	-			
EXCESS/(DEFICIT)	286,277	(78,338)	25,821	2,024
ENTERPRISE FUNDS				
WATER RECEIPTS	3,563,018	3,599,700	3,602,200	3,602,200
SEWER RECEIPTS	2,431,779	2,353,755	2,356,255	2,356,255
SEWER EXPENSES	2,431,779	2,353,755	2,356,255	2,356,255
WATER EXPENSES	3,563,018	3,599,700	3,602,200	3,602,200
TOTAL BUDGET	62,063,575	62,751,733	62,652,574	62,676,371

NOTICE OF ANNUAL TOWN MEETING

The Annual Town Meeting of 2015 will convene on Tuesday, April 28, 2015, with Article 1 (the Town Election) at 7:00 a.m. in the Town's regular polling places. At 8:00 p.m., the Town Meeting will be adjourned until Monday, May 4, 2015, 7:15 p.m., when it will be reconvened in the Swampscott High School Auditorium located at 200 Essex Street, Swampscott.

NOTICE OF ADJOURNED ANNUAL TOWN MEETING
MONDAY, MAY 4, 2015, 7:15 P.M.

To the Town Meeting members:

Notice is hereby given in accordance with Article I, Section 2, of the Bylaws of the Town of Swampscott that the Adjourned Annual Town Meeting will be held on Monday, May 4, 2015, beginning at 7:15 p.m. in the Swampscott High School Auditorium located at 200 Essex Street, Swampscott.

The required identification badge is to be picked up at the auditorium entrance when you check in.

Town Moderator, Joseph Markarian will preside.

NOTICE OF PRECINCT CAUCUS MEETINGS

Caucus meetings for all Swampscott precincts have been scheduled for Monday, May 4, 2015, beginning at 6:45 p.m. in the Swampscott High School located at 200 Essex Street, Swampscott. Room assignments are as follows:

Precinct 1 – Room TBA
Precinct 2 – Room TBA
Precinct 3 – Room TBA

Precinct 4 – Room TBA
Precinct 5 – Room TBA
Precinct 6 – Room TBA

NOTES:

Please remember that it is **YOUR** responsibility to be recorded as being present with the door checkers prior to entering the auditorium for **EACH** session. Excessive absences are cause for removal from Town Meeting membership. Also, please remember the following:

1. You must wear (display) your Town Meeting identification badge at all times;
2. Remember to use the microphones when speaking on any issue so that your comments may be recorded on the official transcript of the meeting and be heard by your fellow members in the hall and residents viewing the live cable telecast.

Susan Duplin
Town Clerk

**The Town of Swampscott
Town Warrant
April 28, 2015**

SS.

To either of the Constables of the Town of Swampscott

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in elections and Town affairs to vote at:

Precinct One	Swampscott Senior Center	200 Rear Essex Street
Precinct Two	Swampscott Senior Center	200 Rear Essex Street
Precinct Three	First Church Congregational	40 Monument Avenue
Precinct Four	First Church Congregational	40 Monument Avenue
Precinct Five	Swampscott Middle School	207 Forest Avenue
Precinct Six	Swampscott Middle School	207 Forest Avenue

on **Tuesday, the Twenty- Eighth day of April, 2015**, from 7:00 a.m. to 8:00 p.m. for the following purpose:

- To choose One (1) Moderator for one (1) year
- To choose One (1) member for Board of Selectmen for three (3) years
- To choose One (1) member for Board of Assessors for three (3) years
- To choose One (1) member for School Committee for three (3) years
- To choose One (1) member for the Trustees of the Public Library for three (3) years
- To choose One (1) member for Board of Health for three (3) years
- To choose One (1) member for the Planning Board for five (5) years
- To choose One (1) member for Housing Authority for five (5) years
- To choose One (1) member for Constable (to fill a vacancy) for one (1) year

To choose Town Meeting Members in each of the six (6) precincts filling any three (3) year vacant seats with the highest vote getters, filling any two (2) year vacant seats with the next highest vote getters, and filling any one (1) year vacant seats with the next highest vote getters.

At the close of the election, the meeting will adjourn to Monday, May 4, 2015, at 7:15 p.m. in the Swampscott High School Auditorium located at 200 Essex Street, Swampscott.

ARTICLE 2. To hear and act on the reports of Town Officials, Boards and Committees.

Sponsored by the Board of Selectmen

Comment: This routine Article appears every year to allow Town groups to make reports.

ARTICLE 3. To see if the Town will vote to accept the provisions of M.G.L. c. 71, s. 37M to allow the Town to consolidate the business functions of the School Department with those of the Town, or take any other action relative thereto.

Sponsored by the Board of Selectmen

Comment: This article will authorize the School Department and Town to consolidate business functions.

Article 3 requires a majority vote to adopt.

The Finance Committee recommends Favorable Action on this Article

ARTICLE 4. To see if the Town will vote to appropriate the sum of \$451,503 to repair, construct or reconstruct streets, together with all necessary work incidental thereto, including engineering, in conjunction with the Commonwealth of Massachusetts, under General Laws, Chapter 90 or otherwise; and to transfer for this purpose any unexpended balance of appropriations voted for this purpose at prior Town Meetings, or take any action relative thereto.

Sponsored by the Director of Public Works

Comment: The purpose of this article is to appropriate monies approved by the Legislature for highway and traffic safety projects as approved by the Massachusetts Highway Department. The monies may be spent for more than one year

The Finance Committee recommends Favorable Action on this Article

ARTICLE 5. To see if the Town will vote to appropriate the necessary funds, by borrowing or otherwise, for the following projects, or take any action relative thereto and as funding therefor, the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$2,125,563 under Chapter 44 of the General Laws or any other enabling authority and issue bonds and notes therefor, or take any action relative thereto.

No.	Purpose	Requested	Recommended	Funding Source
School Department				
15-01	Replace Hadley School Boilers and Roof	450,000	450,000	Taxes
15-02	Clarke School ADA Compliance	695,000	695,000	Taxes
15-03	Technology Upgrades	105,000	71,000	Free Cash
Department of Public Works				
15-04	Water Main Replacement	250,000	250,000	Grant
15-05	Paving -Chapter 90	451,503	451,000	Grant
15-06	Paving-Non Chapter 90	475,000	475,000	Taxes
15-07	Open Space Improvements	50,000	150,000	Taxes
15-08	Public Building Maintenance	100,000	100,000	Taxes
15-09	Fleet Replacement	160,000	160,000	Free Cash

15-10	Wastewater Infrastructure	81,000	81,000	Sewer Rates
15-11	Cassidy Park Seawall Outflow	20,000	20,000	Taxes
15-12	Surf Rake	85,000	85,000	Taxes
Fire Department				
15-13	Command Vehicle	56,400	42,500	Free Cash
15-14	Wired Fire Alarm Systems	20,000	20,000	Taxes
Police Department				
15-15	Technology Upgrade	24,563	24,563	Taxes
15-16	Radio Upgrade	25,000	25,000	Taxes
	Total	3,048,466	3,100,063	

Each numbered item will be considered a separate appropriation. The budgeted amount may be spent only for the stated purpose.

Sponsored by the Capital Improvement Committee

Comment: The above projects were recommended for funding in FY2016 by the Capital Improvement Committee (CIC). Refer to Appendix A for the complete CIC report.

Article 5 requires 2/3's affirmative vote if borrowing.

The Finance Committee will report on this Article at Town Meeting.

ARTICLE 6. To see if the Town will vote to appropriate the sum of \$1,650,510 to be expended under the direction of the Town Administrator for the cost of: (a) constructing a multi-sport, artificial turf field; provided that the artificial infill to be installed shall be *Envirofill*, as manufactured by USGreentech, Inc., or its equivalent; and provided further that styrene-butadiene rubber (a/k/a "crumb rubber") shall not be utilized for artificial infill; (b) demolishing existing grandstands and replacing the same with foundations for future home side grandstands; (c) installing footings and electrical conduit for future light towers; and (d) erecting and/or installing related fixtures and landscaping, including but not limited to security fencing, goal posts and a new scoreboard, at Blocksidge Field in Phillips Park, together with all necessary work incidental and related thereto, including design and engineering and the payment of all costs incidental and related thereto; and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing pursuant to Chapter 44, of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes or by any combination of the foregoing; and to dedicate Phillips Park, including Blocksidge Field, permanently for recreation purposes pursuant to Chapter 45, Sections 3 and/or 14 of the Massachusetts General Laws; and further, the Town Administrator is authorized to seek reimbursement under the Massachusetts Division of Conservation Services PARC Grant Program and enter into all necessary agreements relating to the PARC Grant Program; provided that the amount of the authorized borrowing shall be reduced by the amount of any aid received from the PARC Grant Program prior to the issuance of bonds or notes under this vote; or take any action relative thereto.

Sponsored by the Town Administrator and the Friends of Swampscott Athletic Fields

Comment: This article seeks to fund through bonding and/or a transfer from available funds replacement of Blocksidge Field in Phillips Park with a wider, multi-sport, artificial turf field, along with the demolition of the existing grandstands and any incidental work on site, including, without limitation, a new scoreboard, goal posts, security fencing, signage and landscaping. It is intended that replacement grandstands and future light towers will be funded by private donations.

The Town is currently preparing and shall submit a PARC Grant application to The Office of Energy and Environmental Affairs for the Commonwealth of Massachusetts to assist in funding this project. The PARC Grant references in this article have been included because Town Meeting must preapprove acceptance of any PARC Grant that might be awarded in November

2015. The grant, if awarded, would be a reimbursement of qualified construction costs. The own must fund the project in full and could be reimbursed up to \$400,000 if the grant is approved.

Article 6 requires 2/3's affirmative vote to adopt for borrowing.

The Finance Committee will report on this Article at Town Meeting.

ARTICLE 7 To see if the Town will vote to (a) transfer from Free Cash of the Town to an established account \$1,650,509.64, a sum of money to be used by the Town Administrator for the cost of (i) constructing a multi-sport, artificial turf field; provided that the artificial infill to be installed shall be *Envirofill*, as manufactured by USGreentech, Inc., or its equivalent; and provided further that the artificial infill shall never be styrene-butadiene rubber (a/k/a "crumb rubber"); (ii) demolishing existing grandstands and replacing the same with foundations for future home side grandstands; (iii) installing footings and electrical conduit for future light towers; and (iv) erecting and/or installing related fixtures and landscaping, each of the foregoing at Blocksidge Field in Phillips Park, together with all necessary work incidental thereto, including design and engineering, and including the payment of all costs incidental and relating thereto; and (b) dedicate Phillips Park, including Blocksidge Field, permanently for recreation purposes pursuant to Chapter 45, Section 3 of the Massachusetts General Laws; and (c) authorize the Town Administrator to seek reimbursement under the Massachusetts Division of Conservation Services PARC Grant Program and enter into all necessary agreements relating to the PARC Grant Program or take any action relative thereto.

Citizen's Petition –Christian Urbano, et all

The Finance Committee recommends Indefinite Postponement of this Article.

ARTICLE 8. To see if the Town will vote to transfer the sum of \$22,000 from the Sale of Cemetery Lots fund, to be expended under the direction of the DPW Director, for the purpose of purchasing two (2) Lawnmowers for the Cemetery, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: This article would allow the DPW Director to purchase equipment using other available funds.

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 9 To see if the Town will vote to amend the General By-Laws "Article IX Uses of Land - Section 7 Local Historic District" by adding the language shown in underline and deleting the language shown in strikethrough below, or take any action relative thereto.

B. DEFINITIONS

The terms defined in this section shall be capitalized throughout "~~4.8.0.0. Local Historic District.~~" "Section 7: Local Historic District." Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in "~~4.8.0.0. Local Historic District,~~" "Section 7: Local Historic District." the following terms shall have the following meaning:

G. PROCEDURES FOR REVIEW OF APPLICATIONS

14. A PERSON AGGRIEVED by a determination of the COMMISSION who does not request a review under ~~Section 4.6.7.13~~ Section G (13) may, within twenty days after the filing of the notice of such determination with the Town Clerk, appeal to the Superior Court, as provided in Chapter 40C, Section 12A.

K. ENFORCEMENT AND PENALTIES

~~3.1 Special Provisions Regarding Demolition: In addition to the other penalties set forth in this By-law, whoever shall demolish a BUILDING or STRUCTURE without approval shall: (a) be subject to revocation after notice and hearing of any CERTIFICATE issued by the COMMISSION with respect to said BUILDING or STRUCTURE; (b) not be issued a CERTIFICATE, for the property on which said BUILDING or STRUCTURE was located, for a period determined by the COMMISSION, not to exceed two years from the date of said demolition; and (c) be required to reconstruct the said BUILDING or STRUCTURE to the footprint, height, dimensions and character-defining features, as they existed before demolition commenced.~~

Sponsored by the Town Planner

Comment: Town Meeting voted to adopt the Local Historic District bylaw as part of the General By-Laws at the May 2014 Annual Town Meeting. The first two revisions are to correct the section references. The final revision is recommended by the Attorney General as it currently violates MGL Chapter 40C Section 13 Jurisdiction of Superior court; Penalty.

ARTICLE 10. To see if the Town will vote to amend the Zoning By-Law to add a new Zoning Overlay District to be called the Humphrey Street Overlay District in "Article IV. Special Regulations" of the Zoning By-Law, to be designated "Section 4.7.0.0. Humphrey Street Overlay District" and to be generally located along Humphrey Street from Monument Avenue to Commonwealth Avenue, including Blaney Street and a portion of Redington Street, as described and set forth in **Attachment A**; to amend the Table of Contents and Zoning Map accordingly; and to amend "Section 2.1.2.0. Establishment of Overlay Districts" by adding "2.1.2.5. Humphrey Street Overlay District"; or take any action relative thereto.

Sponsored by the Planning Board

Comment: The purpose of the new overlay district is meant to encourage development in the historic downtown of Swampscott that enhances and encourages a mix of uses, protects historic and cultural resources, helps create a sense of place, and connects to the natural environment of the waterside. This bylaw intends to promote future economic, cultural, and environmental opportunities and development within the downtown area.

A 2/3 vote is required to approve amendments to the Zoning By-Law.

ARTICLE 11. To see if the Town will vote to amend the Zoning By-Law "Section 2.1.2.0. Establishment of Overlay Districts" by making the following addition, or take any action relative thereto.

2.1.2.4. Smart Growth (MGL 40R) Zoning Overlay District

Sponsored by the Town Planner

Comment: Town Meeting voted to adopt the Smart Growth (MGL 40R) Zoning Overlay District at the May 2014 Annual Town Meeting. This revision is to further acknowledge the adoption of that zoning bylaw.

A 2/3 vote is required to approve amendments to the Zoning By-Law.

ARTICLE 12. To see if the Town will vote to amend the Zoning By-Law "Section 3.2.0.0. Signs" by inserting the underlined text as set forth below, or take any action relative thereto.

3.2.4.1. Signs in the B-1 and B-2 Districts

(a) (vi) in the B-1 District only, (w) each sign shall be no more than thirty (30) inches tall, (x) all graphics and lettering in the sign must be colored gold (which color shall be the same as the gold color used on all other signs on the building), (y) the signs must contain a gold colored line having a width of at least one (1) inch located no less than one (1) inch inside the parameter of the display area of the sign (which gold colored line shall be the same as the gold color used on all other signs on the building), and (z) the sign background must be black.

Sponsored by the Town Planner

Comment: For the past few years, the Town has encouraged that new signage in the B-1 district follow the above guideline – including the black background. This helps to create a uniformity and consistency in style to connect the businesses visually in the downtown district. Adding the background color guideline above helps to solidify this direction.

A 2/3 vote is required to approve amendments to the Zoning By-Law.

ARTICLE 13. To see if the Town will vote to amend Article V, Section 16 of the Town bylaws by inserting a new clause d, which provides as follows, or take any action relative thereto.

Parking of registered motor vehicles is permitted on all public roads at any time during the year, and overnight parking is permitted in designated off-street public parking areas, but only in accordance with rules to accommodate day-time uses of said off-street parking areas. Except that, any permitted parking may be prohibited in accordance with other provisions of these bylaws, when necessary to allow fire and police personnel to carry out their lawful duties; and, during declared snow events.

A snow event is declared when blue lights located throughout the town on street poles are blinking; when notification is sent to all households through the town's automatic telephone call system; and/or when official announcements are made through major media outlets. The town may remove any vehicle impeding snow removal in accordance with Article IV, Section 5 of these bylaws.

Sponsored by the Town Moderator

Comment: Approval of this article will eliminate the overnight parking ban exempt during certain events

The Finance Committee will report on this Article at Town Meeting.

ARTICLE 14 To see if the Town will vote to amend the Town Charter by making certain clerical, ministerial and non-substantive changes throughout including: spelling, grammar, format, and capitalization, and eliminating no-longer applicable transitional provisions; certain minor substantive changes, including but not limited to formalizing appointing authority for various positions and clarifying the recall and referendum provisions; and substantive revisions, including addressing the composition of the Finance Committee, Recreation Commission, Athletic Fields and Facilities Advisory Committee, and Town Administrator screening committee, as well as providing for the involvement of various multiple member bodies in making recommendations about appointment of senior staff, and requiring the Board of Selectmen to report to Town Meeting on warrant articles, all as recommended by the Charter Review Committee and set forth in a document on file with the Town Clerk; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto. **(See Attachment B)**

Sponsored by the Charter Review Committee

ARTICLE 15. To see if the Town will vote to amend Article V, Streets and Sidewalks, Section 15, Dogs, by adding the language shown in bold and deleting the language shown in strikethrough as follows, or take any action relative thereto.

Article V
STREETS AND SIDEWALKS

SECTION 15. DOGS

(a) NO DOGS AT LARGE: No person owning, harboring, or having custody and control of a dog shall permit such dog to be at large in the Town of Swampscott, ~~elsewhere than~~ **except** on the premises of the owner, ~~except it be on,~~ the premises of another person with the knowledge and assent of such other person **or as otherwise set forth below.**

(b) DUTY TO CONTROL OR RESTRAIN: Any dog elsewhere **than the Town's designated dog park as set forth in subsection (c) below, public beaches as set forth in subsection (d) below, the premises of the owner, or the premises of another person with the knowledge and consent of such other person** shall at all times (24 hours a day) be controlled or restrained by any chain or leash and be under the direct control and supervision of its owner or his designee.

(c) DOGS AT MUNICIPAL DOG PARKS: During posted opening hours, a maximum of two dogs per handler may be off leash at a fenced, public dog park. Dogs must be under effective owner control and within the larger fenced areas of the dog park. The initial holding pen of the dog park may be utilized by the handler to transition the dog(s) from on-leash to off-leash.

(ed) DOGS ON PUBLIC BEACHES: Dogs are allowed on public beaches for the purpose of exercise and play only between October 1 and May 20 and the following restrictions apply; Dogs must be accompanied by the owner/keeper at all times. Dogs must be leashed to and from the high water mark. From the high water mark to the water's edge dogs may be off the leash, but under direct control and supervision of the owner/keeper. The pooper/scooper by-law will apply to the water's edge. Seeing eye and hearing assist dogs are exempt. The owner/keeper will be responsible for the behavior and actions of the dog. Public safety and the safety and well being of other dogs will be observed at all times. Harassment of wildlife is forbidden. Any dog deemed a nuisance, safety or health hazard by the Animal Control Officer will be barred from all public beaches. Any owner/keeper who willfully returns a dog to any public beach for any purpose that has been previously barred will be fined by the Animal Control Officer. Fines established for violation of this by-law are as follows: first offense, \$25.00; second and subsequent offense, \$50.00. Signs shall be erected on all public beaches of the Town of Swampscott stating "NO DOGS ALLOWED ON BEACHES BETWEEN MAY 20 AND OCTOBER 1"

(de) DUTY TO DISPOSE: It shall be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by his/her dog on any sidewalk, street, park, public areas or private property of another.

(ef) DUTY TO POSSESS MEANS OF REMOVAL: No person who owns, possess or controls such dog shall appear with such dog on any sidewalk, street, park, public area or private property of another without the means of removal of any feces left by such dog.

(fg) METHOD OF REMOVAL AND DISPOSAL: For the purposes of this regulation the means of removal shall be any tool, implement or other device carried for the purpose of picking up and containing such feces, unexposed to said person or the public. Disposal shall be accomplished by transporting such feces to a place suitable and regularly reserved for the disposal of human feces or specifically reserved for the disposal of canine feces, and so disposing of said feces.

(gh) FINES FOR VIOLATION: Fines for violations of this by-law, in accordance with Massachusetts General Laws Chapter 140, is \$50.00 per offense. (2000)

(hi) EXEMPTION: This regulation shall not apply to a guide dog accompanying a handicapped person.

(ij) SEVERABILITY: The provisions of this section are severable and if any of the provisions of this section shall be held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

(jk) EXCESSIVE BARKING: It shall be unlawful for any dog owner to allow excessive, complaint provoking barking on the part of the dog. Violations of this by-law shall subject the dog owner to a \$25.00 for the first offense and a fine of \$50.00 for each subsequent offense.

(kl) DOG LICENSING FEES: Notwithstanding the provisions of MGLA Chapter 140, Section 137 or any other provision of law to the contrary, the annual fees to be charged by the Town of Swampscott for the issuance of licenses for dogs shall be:

Neutered males or spayed females.....	\$10.00
Male or females	\$25.00
Kennel License	\$50.00 (2000)

Further, should any owner or keeper of a dog fail to license that dog before December 31 (or the first business day after December 31), that owner or keeper shall pay a late fee of \$5.00 before obtaining said license, excepting a dog brought into Town as provided in Section 138 of Chapter 140, MGLA. (5/89) (Amended 5/04)

(lm) FINES FOR PICKING UP AND TRANSPORTING UNLICENSED DOGS: A fine of \$50.00 per day is established for any owner of an unlicensed dog not accompanied by the owner that has to be picked up by the Animal Control Officer and transported to the animal hospital and/or kennel.

Sponsored by the Town Planner

Comment: The Town and Board of Selectmen have been working to establish a public dog park within Swampscott. In order to ensure that dog owners are within the clear bounds of the General Bylaws, we would recommend an addition to the bylaw to clearly allow dogs being off leash within a future fenced-in dog park.

ARTICLE 16. To see if the Town will vote to amend its General Bylaws by adding a new article, Article XVIII, Illicit Discharges to Municipal Separate Storm Sewer System as described and set forth in **Attachment C**, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The purpose of this Bylaw is to eliminate non-stormwater discharges to the Town of Swampscott's municipal separate storm sewer system. Non-stormwater discharges contain contaminants and supply additional flows to the Town's storm drain system. This is a requirement of the EPA.

ARTICLE 17. To see if the Town will vote to amend its General Bylaws to add a new article, Article XIX, Construction and Post-Construction Stormwater Management as described and set forth in **Attachment D**, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: Regulation of discharges to the municipal separate storm sewer system (MS4) is necessary for the protection of the Town's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment. This is a requirement of the EPA.

ARTICLE 18. To see if the Town will vote to amend the Position Classification and Salary Classification Plans of the Personnel By-Laws, exclusive of reclassification, as it applies to those positions not covered by collective bargaining agreements as recommended by the Personnel Board, or take any action relative thereto. The proposed modified classification plans can be found in Appendix B.

Sponsored by the Personnel Board

Comment: This article allows the Town to adopt changes to the Job Classification and Salary Classification Plans of the Personnel By-Laws.

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 19. To see if the Town will vote to amend the Personnel By-Laws so as to reclassify certain existing positions, as recommended by the Personnel Board, or take any action relative thereto. The proposed modified classification schedule can be found in Appendix C.

Sponsored by the Personnel Board

Comment: This article allows the Town to reclassify positions covered by the Personnel By-Laws.

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 20. To see what action the Town will take in relation to the salaries of elected Town Officials for the ensuing year, or take any action relative thereto.

Sponsored by the Board of Selectmen

Comment: The statutes require that the Town vote to fix salaries of elected Officers annually. The appropriation is in Article 24.

Constable \$100

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 21. To see if the Town will vote to authorize the continuation of the Council on Aging Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Council on Aging and used for the deposit of receipts collected through user fees of Council on Aging programs; and further to allow the Council on Aging to expend funds not to exceed \$30,000 for fiscal year 2016 from said account for ongoing salaries, supplies, equipment and programs. This would be contingent upon an annual report from the Council on Aging to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The intent of this article is to allow funds received from Council on Aging (COA) activities to be used solely for additional COA programs and activities. The COA would also have the responsibility of reporting to the Town the total receipts and expenditures through this account each fiscal year

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 22. To see if the Town will vote to authorize the continuation of the Recycling – Blue Bins Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Health Department and used for the deposit of receipts collected through the sale of recycling bins; and further to allow the Health Department to expend funds not to exceed \$5,000 for fiscal year 2016 from said account for ongoing supplies and equipment. This would be contingent upon an annual report from the Health Department to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The intent of this article is to allow funds received from recycling activities (e.g., sale of recycling bins) to be used solely for additional recycling and health activities. The Health Department would also have the responsibility of reporting to the Town the total receipts and expenditures through this account each fiscal year.

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 23. To see if the Town will vote to authorize the continuation of a Recreation Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Town Administrator and used for the deposit of receipts collected through user fees of recreation programs; and further, to allow the Town Administrator to expend funds not to exceed \$250,000 for fiscal year 2016 from said account for ongoing supplies, salaries and equipment. This would be contingent upon an annual report from the Recreation Department to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The intent of this article is to allow funds received from recreation activities to be used solely for additional recreation activities. The Town Administrator/Recreation Department would also have the responsibility of reporting to the Town the total receipts and expenditures through this account each fiscal year.

The Finance Committee will report on this Article at Town Meeting.

ARTICLE 24. To see if the Town will vote to authorize the continuation of a Public Library Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Town Administrator and used for the deposit of receipts collected through the uses of the library public copier and computer printers; and further, to allow the Town Administrator to expend funds not to exceed \$3,500 for fiscal year 2016 from said account for ongoing supplies and paper for said copier and printers. This would be contingent upon an annual report from the Library Department to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The intent of this article is to allow funds received from the Library Department copier and printers to be used solely for the supplies and paper for those items. The Town Administrator/Library Department would also have the responsibility of reporting to the Town the total receipts and expenditures through this account each fiscal year.

The Finance Committee recommends Favorable Action this Article.

ARTICLE 25. To act on the report of the Finance Committee on the Fiscal Year 2016 budget and to raise and appropriate or transfer from available funds money for the operation of the Town's Departments and the payment of debt service and all other necessary and proper expenses for the year, or take any action relative thereto.

Sponsored by the Finance Committee

Comment: The Finance Committee's recommendation will be the initial motion on the floor to deal with this budget. The budget as printed here will be amended to reflect any changes voted at this Town Meeting. The Moderator has traditionally allowed for discussion and reconsideration of each line item within this budget individually and in any order.

The Finance Committee recommends Favorable Action on this Article.

DEPARTMENTAL BUDGET
July 1, 2015 through June 30, 2016

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>GENERAL GOVERNMENT</u>					
<u>MODERATOR</u>					
\$ 200	\$ 200		\$ 200	\$ 200	\$ 200
\$ 200	\$ 200		\$ 200	\$ 200	\$ 200
<u>FINANCE COMMITTEE</u>					
2,373	2,421	1	2,470	2,493	2,493
650	650	2	650	650	650
\$ 3,023	\$ 3,071		\$ 3,120	\$ 3,143	\$ 3,143
<u>SELECTMEN'S OFFICE</u>					
-	-		-	-	-
8,000	8,000		8,500	8,500	8,500
4,750	4,750		5,000	5,000	5,000
-	-		-	-	-
-	-		-	-	-
12,750	12,750	3	13,500	13,500	13,500
\$ 12,750	\$ 12,750		\$ 13,500	\$ 13,500	\$ 13,500
<u>TOWN ADMINISTRATOR</u>					
132,600	135,252		137,957	137,957	137,957
49,695	50,689		51,703	59,000	59,000
2,500	5,000		5,000	5,000	5,000
\$ 184,795	\$ 190,941	4	\$ 194,660	\$ 201,957	\$ 201,957
3,000	4,500	5	4,500	4,500	4,500
\$ 187,795	\$ 195,441		\$ 199,160	\$ 206,457	\$ 206,457
<u>LAW DEPARTMENT</u>					
-	-	6	-	-	-
90,000	115,000	7	125,000	125,000	125,000
\$ 90,000	\$ 115,000		\$ 125,000	\$ 125,000	\$ 125,000
<u>PARKING CLERK</u>					
-	-	8	-	-	-
6,000	6,000	9	7,000	7,000	7,000
\$ 6,000	\$ 6,000		\$ 7,000	\$ 7,000	\$ 7,000
<u>WORKERS' COMPENSATION</u>					
150,000	165,000		165,000	165,000	165,000
425,000	435,000		435,000	435,000	435,000
\$ 575,000	\$ 600,000	10	\$ 600,000	\$ 600,000	\$ 600,000
<u>PERSONNEL</u>					
53,464	54,534		55,625	67,500	67,500
-	20,000		20,400	20,600	20,600
1,545	1,545		1,545	1,545	1,545
55,009	76,079	11	77,570	89,645	89,645
1,800	1,800	12	3,000	3,000	3,000
\$ 56,809	\$ 77,879		\$ 80,570	\$ 92,645	\$ 92,645

Approp. FY'14	Approp. FY'15	It. No.		Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>ACCOUNTING DEPARTMENT</u>						
94,592	96,484		Accountant	98,414	99,379	99,379
48,670	49,644		Asst. Town Accountant	50,637	54,000	54,000
6,000	7,500		Other Compensation	7,500	7,500	7,500
<u>149,262</u>	<u>153,628</u>	13	Total Salaries	<u>156,551</u>	<u>160,879</u>	<u>160,879</u>
75,000	50,000	14	Uncompensated Balances	150,000	125,000	125,000
-	43,591	14A	Salary Reserve	100,000	30,000	30,000
6,500	7,000		Office Expenses	7,000	7,000	7,000
3,500	4,000		Educational Expense	4,000	4,000	4,000
<u>8,250</u>	<u>9,500</u>		Outside Services	<u>9,500</u>	<u>9,500</u>	<u>9,500</u>
<u>18,250</u>	<u>20,500</u>	15	Total Expenses	<u>20,500</u>	<u>20,500</u>	<u>20,500</u>
\$ 242,512	\$ 267,719		Total Accounting Budget	\$ 427,051	\$ 336,379	\$ 336,379
<u>TECHNOLOGY DEPARTMENT</u>						
5,411	-	16	Director of IT	75,000	85,000	85,000
119,833	150,000		Outside Services	160,000	160,000	160,000
6,500	8,500		Supplies	8,500	8,500	8,500
-	-		Educational Expense	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<u>126,333</u>	<u>158,500</u>	17	Total Expense	<u>169,500</u>	<u>169,500</u>	<u>169,500</u>
\$ 131,744	\$ 158,500		Total Technology Budget	\$ 244,500	\$ 254,500	\$ 254,500
<u>TREASURER/COLLECTOR</u>						
77,277	75,000		Treasurer	76,500	76,500	76,500
48,569	49,644		Asst. Treasurer/Collector	50,531	54,000	54,000
93,287	95,156		Clerical (2)	96,706	96,706	96,706
<u>5,250</u>	<u>5,750</u>		Other Compensation	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
<u>224,383</u>	<u>225,550</u>	18	Total Salaries	<u>229,137</u>	<u>232,606</u>	<u>232,606</u>
8,250	8,250		Office Expenses	10,000	10,000	10,000
1,000	3,000		Travel/Seminars	1,000	1,000	1,000
1,500	1,000		Tax Title	3,300	3,300	3,300
55,000	65,000		Postage	69,000	69,000	69,000
<u>2,500</u>	<u>2,200</u>		Bank Service Fees	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<u>68,250</u>	<u>79,450</u>	19	Total Expenses	<u>84,300</u>	<u>84,300</u>	<u>84,300</u>
\$ 292,633	\$ 305,000		Total Treasurer/Collector Budget	\$ 313,437	\$ 316,906	\$ 316,906
<u>TOWN CLERK</u>						
60,000	61,803		Town Clerk	80,000	66,276	66,276
46,645	47,578		Clerical	48,352	48,352	48,352
9,630	9,630		Poll Workers	9,630	9,630	9,630
800	800		Custodians	800	800	800
<u>4,000</u>	<u>4,625</u>		Other Compensation	<u>4,975</u>	<u>4,975</u>	<u>4,975</u>
<u>\$ 121,075</u>	<u>\$ 124,436</u>	20	Total Salaries	<u>\$ 143,757</u>	<u>\$ 130,033</u>	<u>\$ 130,033</u>
-	-		Town Postage Account*	-	-	-
-	-		*Moved to Treasurer/Collector Budget	-	-	-
-	-		Machine Preparation	-	-	-
3,938	4,000		Office Expenses	4,060	4,060	4,060
2,461	2,500		Town Meeting	2,538	2,538	2,538
8,628	27,000		Election Expenses	28,905	28,905	28,905
<u>761</u>	<u>3,761</u>		Travel/Seminars	<u>3,818</u>	<u>3,818</u>	<u>3,818</u>
<u>15,788</u>	<u>37,261</u>	21	Total Expenses	<u>39,321</u>	<u>39,321</u>	<u>39,321</u>
\$ 136,863	\$ 161,697		Total Clerk Budget	\$ 183,078	\$ 169,354	\$ 169,354

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
ASSESSOR'S					
61,000	85,000		82,500	81,600	82,500
68,595	69,628		72,996	72,996	72,996
5,000	5,050		5,050	5,050	5,050
\$ 134,595	\$ 159,678	22	\$ 160,546	\$ 159,646	\$ 160,546
Board Expenses					
-	-		-	-	-
1,000	1,250		1,250	1,250	1,250
1,750	2,250		2,250	2,250	2,250
250	750		750	750	750
1,750	2,500		2,500	2,500	2,500
4,750	6,750	23	6,750	6,750	6,750
15,000	30,000	24	30,000	10,000	10,000
154,345	196,428		197,296	176,396	177,296
ZONING BOARD OF APPEALS					
2,081	2,123	25	2,165	2,187	2,187
6,180	6,180	26	6,180	6,180	6,180
\$ 8,261	\$ 8,303		\$ 8,345	\$ 8,367	\$ 8,367
PLANNING					
48,900	52,000		60,900	61,800	61,800
2,081	2,123		2,165	2,187	2,187
50,981	54,123	27	63,065	63,987	63,987
1,000	1,000		1,000	1,000	1,000
750	750		750	750	750
1,750	1,750	28	1,750	1,750	1,750
1,250	1,250	29	1,250	1,250	1,250
\$ 53,981	\$ 57,123		\$ 66,065	\$ 66,987	\$ 66,987
INSURANCE					
4,625,000	4,825,000		4,900,000	4,925,000	5,000,000
650,000	650,000		650,000	650,000	650,000
\$ 5,275,000	\$ 5,475,000	30	\$ 5,550,000	\$ 5,575,000	\$ 5,650,000
PENSIONS					
CONTRIBUTORY RETIREMENT					
4,050,402	4,205,622	31	4,419,812	4,419,812	4,419,812
\$ 4,050,402	\$ 4,205,622		\$ 4,419,812	\$ 4,419,812	\$ 4,419,812
NON-CONTRIBUTORY PENSIONS					
81,277	34,500	32	34,500	34,500	34,500
\$ 81,277	\$ 34,500		\$ 34,500	\$ 34,500	\$ 34,500
\$ 4,131,679	\$ 4,240,122		\$ 4,454,312	\$ 4,454,312	\$ 4,454,312
\$ 11,358,595	\$ 11,880,233		\$ 12,472,634	\$ 12,406,146	\$ 12,482,046

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>Public Protection</u>					
<u>POLICE DEPARTMENT</u>					
112,675	114,929		117,228	117,228	117,228
85,011	87,143		88,885	88,885	88,885
285,754	292,916		298,772	298,772	298,772
382,707	392,298		400,140	400,140	400,140
1,081,089	1,086,460		1,151,510	1,109,694	1,109,694
56,718	56,304		57,430	57,430	57,430
7,000	7,000		7,000	7,000	7,000
510,000	561,000		572,220	550,000	550,000
109,715	115,974		119,585	119,585	119,585
16,268	16,268		22,217	22,217	22,217
358,598	365,889		355,791	355,791	355,791
225,376	234,156		236,758	236,758	236,758
140,000	180,000		185,640	185,640	185,640
15,000	20,000		20,000	20,000	20,000
-	15,000		18,850	15,300	15,300
3,385,911	3,545,337	33	3,652,026	3,584,440	3,584,440
48,500	75,000		75,000	75,000	75,000
15,000	29,850		29,850	29,850	29,850
-	18,000		18,000	18,000	18,000
40,000	40,000		40,000	40,000	40,000
9,000	9,000		9,000	9,000	9,000
10,000	10,000		10,000	10,000	10,000
29,000	29,000		29,000	29,875	29,875
-	5,000		5,000	5,000	5,000
-	-		-	-	-
151,500	215,850	34	215,850	216,725	216,725
35,000	140,000	35	80,000	80,000	80,000
\$ 3,572,411	\$ 3,901,187		\$ 3,947,876	\$ 3,881,165	\$ 3,881,165
<u>FIRE DEPARTMENT</u>					
107,600	109,999		112,199	112,199	112,199
82,603	84,255		85,941	85,941	85,941
291,925	297,764		303,719	303,719	303,719
256,486	261,821		267,057	267,057	267,057
1,359,624	1,386,816		1,384,927	1,384,927	1,384,927
6,082	6,204		6,328	6,328	6,328
6,082	6,204		6,328	6,328	6,328
300,000	350,000		360,000	360,000	360,000
114,717	118,301		120,667	120,667	120,667
10,000	10,000		10,000	10,000	10,000
43,702	45,068		45,969	45,969	45,969
59,654	61,517		62,747	62,747	80,000
99,421	102,526		104,577	104,577	104,577
20,400	20,400		20,400	20,400	20,400
28,992	34,300		34,300	34,300	34,300
-	3,102		3,164	3,164	3,164
-	3,102		3,164	3,164	3,164
7,822	7,978		7,978	7,978	7,978
20,000	22,000		22,000	22,000	22,000
2,815,110	2,931,357	36	2,961,465	2,961,465	2,978,718
40,000	40,000		40,000	40,000	40,000
5,250	8,250		9,568	9,568	9,568
250	500		500	500	500
40,000	40,585		60,430	60,430	60,430
5,000	5,000		5,000	5,000	5,000
3,500	3,500		3,500	3,500	3,500
2,000	2,000		2,000	2,000	2,000
-	-		-	-	-
96,000	99,835	37	120,998	120,998	120,998
23,600	29,600	38	39,600	39,600	39,600
78,000	78,000	39	78,000	78,000	78,000
18,000	23,000	40	29,000	29,000	29,000
\$ 3,030,710	\$ 3,161,792		\$ 3,229,063	\$ 3,229,063	\$ 3,246,316

Approp. FY'14	Approp. FY'15	It. No.		Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>HARBORMASTER</u>						
7,523	7,674	41	Salary	7,828	7,904	7,904
5,000	13,500	42	Expenses	17,950	13,500	13,500
\$ 12,523	\$ 21,174		Total Harbormaster Budget	\$ 25,778	\$ 21,404	\$ 21,404
<u>EMERGENCY MANAGEMENT</u>						
1,041	1,062	43	Director	1,084	1,094	1,094
2,020	2,020	44	Expenses	2,020	2,020	2,020
\$ 3,061	\$ 3,082		Total Emergency Mngmt Budget	\$ 3,104	\$ 3,114	\$ 3,114
<u>WEIGHTS & MEASURES</u>						
5,000	5,000	45	Inspector	5,000	5,000	5,000
-	-		Expenses	-	-	-
-	-		Travel	-	-	-
-	-	46	Total Expenses	-	-	-
\$ 5,000	\$ 5,000		Total Weight's & Measures Budget	\$ 5,000	\$ 5,000	\$ 5,000
<u>CONSTABLE</u>						
\$ 100	\$ 100	47	Salaries	\$ 100	\$ 100	\$ 100
\$ 100	\$ 100		Total Constable Budget	\$ 100	\$ 100	\$ 100
<u>BUILDING DEPARTMENT</u>						
5,200	65,000		Building Inspector/Commissioner	78,000	66,950	66,950
65,908	27,068		Local Inspector	27,609	28,436	24,425
22,817	23,274		Plumbing Inspector	23,740	23,972	24,972
22,817	23,274		Wire Inspector	23,740	23,972	23,972
-	-		Fire Alarm Inspector	-	-	-
1,000	1,000		Assistant Electric Inspector	1,000	1,250	1,250
-	-		Traffic Light Inspector	-	-	-
1,000	1,000		Assistant Plumbing Inspector	1,000	1,250	1,250
46,645	47,578		Clerical	48,292	48,316	48,316
1,000	2,550		Other Compensation	4,600	4,600	4,600
166,387	190,744	48	Total Salaries	207,981	198,746	195,735
4,500	5,000		Expenses	5,000	5,000	5,000
300	500		Travel/Education	1,000	1,000	1,000
-	-		Alarm Maintenance	-	-	-
4,800	5,500	49	Total Expenses	6,000	6,000	6,000
\$ 171,187	\$ 196,244		Total Building Budget	\$ 213,981	\$ 204,746	\$ 201,735
<u>CONSERVATION COMMISSION</u>						
-	-	50	Conservation Agent Secretary	-	-	-
500	500		Expenses	500	500	500
800	800		Professional Develop/Memberships	800	800	800
\$ 1,300	\$ 1,300	51	Total Expenses	\$ 1,300	\$ 1,300	\$ 1,300
\$ 1,300	\$ 1,300		Total Conservation Budget	\$ 1,300	\$ 1,300	\$ 1,300
\$ 6,796,292	\$ 7,289,879		Total Public Protection	\$ 7,426,202	\$ 7,345,892	\$ 7,360,134

Actual FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
Health and Sanitation					
HEALTH DEPARTMENT					
63,423	64,692		70,900	70,378	70,378
17,478	17,478		17,828	17,478	17,478
46,645	47,578		48,355	48,355	48,355
18,100	18,100		18,426	18,426	18,426
4,400	4,605		4,730	4,730	4,730
150,046	152,453	52	160,239	159,367	159,367
4,255	4,315		4,175	4,175	4,175
-	-		-	-	-
4,255	4,315	53	4,175	4,175	4,175
1,800	1,830	54	1,860	1,860	1,860
2,200	2,230	55	6,160	6,160	6,160
-	-		-	-	-
1,015	1,030		1,045	1,045	1,045
3,500	3,555		3,610	3,610	3,610
4,515	4,585	56	4,655	4,655	4,655
976,000	983,000	57	983,000	983,000	983,000
\$ 1,138,816	\$ 1,148,413		\$ 1,160,089	\$ 1,159,217	\$ 1,159,217
\$ 1,138,816	\$ 1,148,413		\$ 1,160,089	\$ 1,159,217	\$ 1,159,217
Public Works					
WAGES - General					
-	-		-	-	-
25,000	25,000		30,000	30,000	30,000
-	-		-	-	-
15,000	25,500		30,000	30,000	30,000
-	-		-	-	-
5,000	5,000		5,000	5,000	5,000
-	-		-	-	-
-	-		-	-	-
290,670	292,273		272,736	275,236	275,236
\$ 335,670	\$ 347,773	58	\$ 337,736	\$ 340,236	\$ 340,236
65,000	55,000		60,000	60,000	60,000
10,000	28,000		28,000	28,000	28,000
5,000	5,000		7,500	7,500	7,500
2,500	3,500		3,500	3,500	3,500
35,000	35,000		40,000	40,000	40,000
2,500	3,500		3,500	3,500	3,500
41,500	41,500		45,000	45,000	45,000
14,000	25,000		25,000	25,000	25,000
1,000	2,250		1,700	1,700	1,700
176,500	198,750	59	214,200	214,200	214,200
170,000	200,000	60	200,000	200,000	200,000
25,000	25,000	61	25,000	25,000	25,000
-	-		-	-	-
\$ 371,500	\$ 423,750		\$ 439,200	\$ 439,200	\$ 439,200
\$ 707,170	\$ 771,523		\$ 776,936	\$ 779,436	\$ 779,436

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
WAGES - Sewer					
353,998	354,120				
27,000	27,000		362,144	364,644	364,644
5,000	5,000		27,000	27,000	27,000
-	-		5,000	5,000	5,000
6,250	6,250		-	-	-
-	-		5,000	5,000	5,000
31,500	32,150		-	-	-
-	-		10,000	10,000	10,000
-	-		-	-	-
\$ 423,748	\$ 424,520	62	\$ 409,144	\$ 411,644	\$ 411,644
EXPENSES - Sewer					
100,000	100,000		150,000	150,000	150,000
46,500	48,500		48,500	48,500	48,500
70,000	70,000		60,000	60,000	60,000
51,250	51,250		51,250	51,250	51,250
15,000	15,000		15,000	15,000	15,000
-	-		-	-	-
-	-		-	-	-
2,600	2,125		2,125	2,125	2,125
<u>950,000</u>	<u>950,000</u>		<u>950,000</u>	<u>950,000</u>	<u>950,000</u>
1,235,350	1,236,875	63	1,276,875	1,276,875	1,276,875
-	-	64	-	-	-
30,000	30,000	65	30,000	30,000	30,000
401,000	410,000		410,000	410,000	410,000
17,500	17,500		17,500	17,500	17,500
128,254	144,699		118,481	118,481	118,481
151,928	152,235		80,368	80,368	80,368
<u>20,272</u>	<u>15,950</u>		<u>11,387</u>	<u>11,387</u>	<u>11,387</u>
718,954	740,384	66	637,736	637,736	637,736
\$ 1,984,304	\$ 2,007,259		\$ 1,944,611	\$ 1,944,611	\$ 1,944,611
\$ 2,408,052	\$ 2,431,779		\$ 2,353,755	\$ 2,356,255	\$ 2,356,255
Funded by Sewer Revenue					
WAGES - Water					
352,899	354,447				
27,000	27,000		359,340	361,840	361,840
5,000	5,000		27,000	27,000	27,000
-	-		5,000	5,000	5,000
9,500	9,500		-	-	-
-	-		9,500	9,500	9,500
24,500	25,000		-	-	-
-	-		15,000	15,000	15,000
-	-		-	-	-
\$ 418,899	\$ 420,947	67	\$ 415,840	\$ 418,340	\$ 418,340
EXPENSES - Water					
46,500	48,500		48,500	48,500	48,500
85,000	85,000		85,000	85,000	85,000
15,000	15,000		15,000	15,000	15,000
-	-		-	-	-
2,000	2,000		2,000	2,000	2,000
2,600	2,000		2,125	2,125	2,125
<u>1,800,000</u>	<u>1,900,000</u>		<u>1,900,000</u>	<u>1,900,000</u>	<u>1,900,000</u>
1,951,100	2,052,500	68	2,052,625	2,052,625	2,052,625
-	-		-	-	-
25,000	25,000	69	25,000	25,000	25,000
401,000	410,000		410,000	410,000	410,000
141,797	146,448		117,120	117,120	117,120
766,683	498,397		574,410	574,410	574,410
<u>18,158</u>	<u>9,726</u>		<u>4,705</u>	<u>4,705</u>	<u>4,705</u>
1,327,638	1,084,571	70	1,106,235	1,106,235	1,106,235
\$ 3,303,738	\$ 3,142,071		\$ 3,183,860	\$ 3,183,860	\$ 3,183,860
\$ 3,722,637	\$ 3,563,018		\$ 3,599,700	\$ 3,602,200	\$ 3,602,200
\$ 6,130,689	\$ 5,994,797		\$ 5,953,455	\$ 5,958,455	\$ 5,958,455
TOTAL WATER & SEWER BUDGET					

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>WAGES - Buildings & Grounds</u>					
125,566	131,452		141,024	143,524	143,524
1,500	4,000		8,000	8,000	8,000
-	-		-	-	-
-	-		-	-	-
\$ 127,066	\$ 135,452	71	\$ 149,024	\$ 151,524	\$ 151,524
<u>EXPENSES - Buildings & Grounds</u>					
-	-		-	-	-
12,500	15,000		15,000	15,000	15,000
2,500	2,000		2,000	2,000	2,000
600	850		850	850	850
\$ 15,600	\$ 17,850	72	\$ 17,850	\$ 17,850	\$ 17,850
\$ 142,666	\$ 153,302		\$ 166,874	\$ 169,374	\$ 169,374
<u>SPECIAL ACCOUNTS</u>					
4,000	4,000		4,000	4,000	4,000
5,000	5,000		5,000	5,000	5,000
100,000	100,000		95,000	95,000	95,000
8,000	8,000		8,000	8,000	8,000
5,000	5,000		5,000	5,000	5,000
40,000	40,000		40,000	40,000	40,000
24,000	24,000		24,000	24,000	24,000
-	-		50,000	50,000	50,000
\$ 186,000	\$ 186,000	73	\$ 231,000	\$ 231,000	\$ 231,000
\$ 7,166,525	\$ 7,105,622		\$ 7,128,265	\$ 7,138,265	\$ 7,138,265
<u>RECREATION</u>					
-	-		-	-	-
-	-		-	-	-
20,000	20,000		25,000	25,000	25,000
20,000	20,000	74	25,000	25,000	25,000
-	-		-	5,000	5,000
-	-		-	-	-
-	-		-	-	-
-	-	75	-	5,000	5,000
\$ 20,000	\$ 20,000		\$ 25,000	\$ 30,000	\$ 30,000

Approp. FY'14	Approp. FY'15	It. No.		Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>COUNCIL ON AGING</u>						
50,473	51,483		Director	55,836	61,000	61,000
12,000	12,240		Outreach Worker	14,978	14,978	14,978
			Administrative Assistant* Moved from Grant	16,974	16,974	16,974
<u>15,080</u>	<u>15,382</u>		Van Driver	<u>17,317</u>	<u>17,317</u>	<u>17,317</u>
77,553	79,105	76	Total Salaries	105,105	110,269	110,269
10,502	10,712	77	Program Coordinator* Moved to Grant	-	-	-
32,000	32,000	78	Expenses	32,000	37,500	37,500
\$ 120,055	\$ 121,817		Total Council on Aging Budget	\$ 137,105	\$ 147,769	\$ 147,769
<u>VETERANS' SERVICE</u>						
10,455	10,664	79	Director's Salary	10,878	10,984	10,984
150	150		Office Expenses	150	150	150
2,300	2,500		Memorial Day	2,500	2,500	2,500
<u>550</u>	<u>550</u>		Veterans' Day	<u>550</u>	<u>550</u>	<u>550</u>
3,000	3,200	80	Total Expenses	3,200	3,200	3,200
6,500	25,000	81	Assistance	25,000	30,000	30,000
\$ 19,955	\$ 38,864		Total Veteran's Budget	\$ 39,078	\$ 44,184	\$ 44,184
<u>Maturing Debt</u>						
<u>NON-SEWER DEBT SERVICE</u>						
3,692,233	3,671,975		Principal	3,558,217	3,558,217	3,483,217
1,083,585	1,082,840		Interest	925,000	925,000	925,000
-	-		Temporary Loans - Interest	-	-	-
45,000	45,000		Certification of Notes/Bonds	100,000	100,000	100,000
-	-		Contingent Appropriation	-	-	-
\$ 4,820,818	\$ 4,799,815	82	Tot. Budget-Non-Sewer Debt Serv.	\$ 4,583,217	\$ 4,583,217	\$ 4,508,217
<u>SEWER DEBT SERVICE</u>						
498,902	-		Principal	-	-	-
-	-		Interest	-	-	-
<u>1,000</u>	-		Administrative Fees/Charges	-	-	-
\$ 499,902	\$ -	83	Total Budget - Sewer Debt Service	\$ -	\$ -	\$ -
\$ 5,320,720	\$ 4,799,815		TOTAL MATURING DEBT	\$ 4,583,217	\$ 4,583,217	\$ 4,508,217
<u>LIBRARY</u>						
69,365	70,753		Director	72,168	80,848	80,848
50,062	51,063		Assistant Director	52,084	61,145	61,145
20,930	21,348		Secretary/Bookkeeper	21,825	21,825	21,825
53,024	54,720		Children's Librarian	55,813	55,813	55,813
47,917	48,875		Circulation Librarian	49,853	49,853	49,853
47,917	48,875		Reference Librarian	49,853	49,853	49,853
27,907	28,465		Cataloger	29,023	29,023	29,023
38,210	41,763		Library Assistants	64,266	64,266	64,266
67,906	69,951		Adult Assistants (part-time)	40,842	40,842	40,842
26,099	27,163		AV Processors	27,569	27,569	27,569
-	-		Librarian (New)	21,292	21,292	21,292
<u>20,574</u>	<u>22,250</u>		Other Compensation	<u>22,661</u>	<u>22,661</u>	<u>22,661</u>
469,911	485,226	84	Total Salaries	507,249	524,990	524,990
1,200	1,200		Office Expenses	1,200	1,200	1,200
50,000	51,500		Building Expenses	55,000	55,000	55,000
<u>400</u>	<u>400</u>		Travel	<u>400</u>	<u>400</u>	<u>400</u>
51,600	53,100	85	Total Expenses	56,600	56,600	56,600
148,045	161,995	86	Library Materials	166,044	166,044	170,079
\$ 669,556	\$ 700,321		Total Library Budget	\$ 729,893	\$ 747,634	\$ 751,669

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
UNCLASSIFIED					
3,000	3,000	87	Town Reports	3,000	3,000
27,500	29,500	88	Telephones (most Depts.)	30,000	30,000
185,000	185,000	89	Street Lighting	185,000	185,000
175,000	215,000	90	Reserve Fund	175,000	175,000
52,500	55,000	91	Audit	57,500	57,500
1,250	1,250	92	Historical Commission	1,250	1,250
392,000	435,000	93	Medicare Tax	450,000	450,000
50,000	500,000	94	Stabilization Fund	250,000	250,000
50,000	100,000	95	Capital Stabilization Fund	100,000	100,000
5,000	-	96	Unemployment	5,000	5,000
500,000	500,000	97	OPEB Trust Fund	250,000	250,000
\$ 1,441,250	\$ 2,023,750		Total Unclassified Budget	\$ 1,506,750	\$ 1,506,750
Schools					
\$ 428,220	\$ 637,897		REGIONAL VOCATIONAL SCHOOL	\$ 552,500	\$ 524,171
\$ -	\$ 120,519		New Construction-NS Agricultural & Tech	\$ 55,000	\$ 75,829
	\$ 758,416	98	TOTAL REG VOCATIONAL SCHOOL	\$ 607,500	\$ 600,000
\$ 24,481,000	\$ 25,081,000		SCHOOLS - SWAMPSCOTT		
			Total Budget	26,156,000	26,156,000
			Less Anticipated Rev.-Nahant, Metco, ...	-	-
\$ 24,481,000	\$ 25,081,000	99	Net Budget	\$ 26,156,000	\$ 26,156,000
\$ 24,909,220	\$ 25,839,416		TOTAL SCHOOLS	\$ 26,763,500	\$ 26,756,000
\$ 58,960,984	\$ 60,968,130		TOTAL FY2016 BUDGET*	\$ 61,971,733	\$ 61,884,251

* Excludes Non Appropriated Expenses (i.e. State Assessments & Assessor's Overlay) of \$792,120
Total Town Budget including State Assessments and Assessor's Overlay and Net of Water/Sewer= \$56,717,916

ARTICLE 26. To see if the Town will vote to transfer from the Water Retained Earnings of the Water Enterprise Fund to the account of Current Revenue the sum of \$200,000 to be used and applied by the Board of Selectmen in the reduction of the water rate, or take any action relative thereto.

Sponsored by the Board of Selectmen

Comment: Surplus revenue is money not set aside for any special purpose. It results from the difference between estimates and actual receipts of water user fees and other revenues plus unexpended funds from the water department's budget. This is normally surplus revenue available for Town Meeting to be used to reduce rates for the coming year.

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 27. To see if the Town will vote to transfer from the Sewer Retained Earnings of the Sewer Enterprise Fund to the account of Current Revenue the sum of \$100,000 to be used and applied by the Board of Selectmen in the reduction of the sewer rate, or take any action relative thereto.

Sponsored by the Board of Selectmen

Comment: Surplus revenue is money not set aside for any special purpose. It results from the difference between estimates and actual receipts of sewer user fees and other revenues plus unexpended funds from the sewer department's budget. This is normally surplus revenue available for Town Meeting to be used to reduce rates for the coming year.

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 28. To see if the Town will vote to transfer from Free Cash of the Town to the account of Current Revenue a sum of money to be used and applied by the Board of Assessors in the reduction of the tax levy, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: Surplus revenue is money not set aside for any special purpose. It results from the difference between estimates and actual receipts of departmental collections and revenues (such as licenses, permits, etc.) plus unexpended funds from departmental budgets. When uncollected taxes are subtracted from surplus revenue, the total is "Free Cash". This is normally surplus revenue available for Town Meeting to be used to reduce taxes for the coming year.

The Finance Committee recommends Favorable Action on this Article.

ARTICLE 29. To see if the Town will vote to amend the FY15 Budget voted under Article 28 of the May 5, 2014 Annual Town Meeting warrant to increase Line No. 90, Reserve Fund from \$215,000 to \$717,121 (\$502,121), reduce Line No. 14A Salary Reserve \$43,500, reduce Line No.98 Regional School \$203,900 and further, to transfer \$50,000 from Town Meeting Article 8 (Purchase of Train Depot) and \$204,721 from free cash or any action relative thereto.

Sponsored by the Town Administrator.

Comment: This article increases the appropriation to the FY15 Reserve Fund to cover the town's Snow & Ice Account deficit and to cover other possible deficits.

The Finance Committee will report on this Article at Town Meeting.

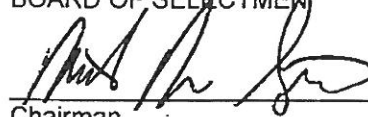
ARTICLE 30. To see if the Town will vote to appropriate and raise, by borrowing or otherwise, under any general or special law which authorizes the Town to raise money, by borrowing or otherwise, such sums of money as may be necessary for any and all of the purposes mentioned in the foregoing articles, or take any action relative thereto.

Sponsored by the Board of Selectmen


The Finance Committee recommends Favorable Action on this Article.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting. Given under our hand this 3rd day of April, 2015


BOARD OF SELECTMEN




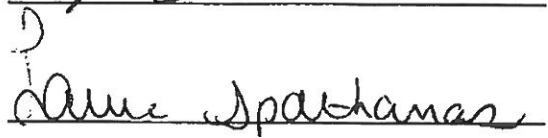
Chairman



Vice Chairman







519614/SWAM/0001

APPENDIX A
**REPORT OF THE SWAMPSCOTT
CAPITAL IMPROVEMENT COMMITTEE
FISCAL YEAR 2016**

Submitted April 8th, 2016

Ray Patalano, Chair
Kelley Begin
Leah Ryan
Patricia Shanahan
Gino Cresta

GENERAL

The Swampscott Capital Improvement Committee (CIC) is currently required by the town by-laws to: (1) study all proposed capital improvement projects and purchases for Town Meeting; (2) prepare a capital improvement budget for the next fiscal year; (3) prepare a five-year capital improvement plan; (4) report its findings and recommendations to the finance committee; and (5) submit a report to the Swampscott Town Meeting that presents its conclusions.

The CIC has met regularly in an effort to formulate an appropriate recommendation that takes into consideration these difficult economic times and the uncertainty surrounding a number of proposed town projects. The CIC reports that it has accomplished these goals through collaboration with the finance committee, board of selectmen, school department, and town administrator.

Warrant Articles for FY2016

The CIC received twenty three (23) departmental requests, which met the definition of a capital expenditure. The associated total dollar cost of these requests is **\$4,842,466.00** Under town by-laws, to qualify as a capital expenditure, a requested purchase or project must have a cost of at least \$20,000 and have an anticipated useful life of at least three years.

This year, several large dollar amount requests were submitted by various interests and town departments. The school department and the "All Blue Foundation" requests totaled \$2,866,000.00. These requests account for nearly 60% of the requested funding in capital improvements in FY 2016.

Each request was evaluated by the CIC on its own merits and was measured against requests of other departments based on information provided. All requests were reviewed in the context of town-wide needs and priorities. Final recommendations for capital expenditures in FY16 fall within the town's funding capacity and comply with the guidelines established in capital program policies and represent the collective deliberations of the CIC.

FY2016

CIC Recommendations

Table 1, attached, shows the capital expenditures recommended by the CIC for approval by the May 2015 / FY 2016 annual Town Meeting. In the CIC evaluation, requests were initially and informally ranked based on the following criteria:

- Is the expenditure necessary to address public health or safety issues;
- Is the expenditure legally required (e.g., the result of a court judgment);
- Is the expenditure necessary to avert a potential liability (e.g., to comply with ADA requirements);
- Is the expenditure necessary to secure a grant, a loan or to receive other matching funds;
- Will the expenditure increase future town operating expenses or require the addition of new staff;
- Is the expenditure cost effective (e.g., does the request fully complete a project or reflect a piecemeal funding approach);
- Does the expenditure benefit a small, large or special group of residents;
- Does the expenditure have aesthetic value?

The requests submitted to the Capital Improvement Committee totaled **\$4,842,466.00**. The CIC recommends that **\$4,755,063.00** of the **\$4,842,466.00** departmental requests be approved by Town Meeting.

The CIC will report on the FY 2016 requests and our recommendations at the annual Town Meeting in May 2015.

The CIC feels that after vigorous debate and discussion that the following recommendations attached are necessary and appropriate and respectfully submit them to the Finance Committee, Board of Selectman, and the taxpayers in the Town of Swampscott.

Respectfully Submitted,
The Capital Improvement Committee:

Ray Patalano, Chair
Kelley Begin
Leah Ryan
Patricia Shanahan
Gino Cresta

Town of Swampscott 5 Year Capital Improvement Plan

		FY16-FY20	Amount Recommended for FY 16	Amount Requested					FUNDING
PROJECT/TITLE	COST		FY16	FY17	FY18	FY19	FY20	SOURCE	
DEPARTMENT OF PUBLIC WORKS									
Water main replacement	\$2,250,000	\$250,000	\$250,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	MWRA Loan
Chapter 90 Program	\$2,275,000	\$451,000	\$451,503	\$451,503	\$451,503	\$451,503	\$451,503	\$451,503	Grant
Pavement management program	\$2,625,000	\$475,000	\$475,000	\$500,000	\$525,000	\$550,000	\$575,000		Taxes
Open space improvements	\$150,000	\$150,000	\$50,000	\$55,000	\$60,000	\$65,000	\$70,000		Taxes
Public building maintenance	\$550,000	\$100,000	\$100,000	\$105,000	\$110,000	\$115,000	\$120,000		Taxes
DPW fleet replacement	\$640,000	\$160,000	\$160,000	\$100,000	\$125,000	\$125,000	\$150,000		Free Cash
Wastewater infrastructure	\$376,000	\$81,000	\$81,000	\$50,000	\$70,000	\$75,000	\$100,000		Sewer Rates
Cassidy Park seawall outflow	\$20,000	\$20,000	\$20,000						
Surf rake	\$85,000	\$85,000	\$85,000						
Drainage improvements	\$3,200,000			\$800,000	\$800,000	\$800,000	\$800,000		
Scan/index engineering drawings	\$50,000			\$50,000					
Sewer main re-lining	\$2,000,000			\$500,000	\$500,000	\$500,000	\$500,000		
Field verification of GIS	\$75,000				\$75,000				
TOTAL REQUESTED	\$14,296,000	\$1,772,000	\$1,672,503	\$3,111,503	\$3,216,503	\$3,181,503	\$3,266,503		
FIRE DEPARTMENT									
Replace command vehicle	\$56,400	\$42,500	\$56,400						Free Cash
Wired fire alarm systems	\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Taxes
Emergency operations center	\$41,000	\$0	\$41,000						
Attic storage development	\$36,000	\$0	\$36,000						
Engine 22 Replacement	\$600,000				\$600,000				
TOTAL REQUESTED	\$858,400	\$67,500	\$158,400	\$25,000	\$625,000	\$25,000	\$25,000		
POLICE DEPARTMENT									
Technology upgrade	\$24,563	\$24,563	\$24,563						
Radio upgrade	\$25,000	\$25,000	\$25,000						
Replace traffic speed board	\$20,000	\$0	\$20,000						
Replace two motorcycles	\$27,000			\$27,000					Free Cash
Replace Chief's vehicle	\$35,000			\$35,000					
Replace portable radios	\$27,800			\$27,800					
Firearms training simulator	\$32,128				\$32,128				
Replace control unit radio	\$21,000					\$21,000			
Replace ballistic vests	\$30,000						\$30,000		
TOTAL REQUESTED	\$242,491	\$49,563	\$69,563	\$89,800	\$32,128	\$21,000	\$30,000		
PLANNING DEPARTMENT									
Housing production plan	\$25,000	\$0	\$25,000						
TOTAL REQUESTED	\$25,000	\$0	\$25,000						
LIBRARY DEPARTMENT									
Elevator	\$100,000		\$100,000						
Rest Room/Painting	\$40,000	\$0		\$40,000					
Exterior renovations	\$40,000	\$0			\$40,000				
Technology upgrade	\$25,000	\$0				\$25,000			
Flooring	\$20,000	\$0					\$20,000		
TOTAL REQUESTED	\$225,000	\$0	\$100,000	\$40,000	\$40,000	\$25,000	\$20,000		

SCHOOL DEPARTMENT								
Technology upgrade	\$1,630,000	\$71,000	\$105,000	\$265,000	\$280,000	\$170,000	\$80,000	Taxes
Replace Hadley boilers & roof	\$450,000	\$450,000	\$450,000					Taxes
Clarke School ADA Compliance	\$695,000	\$695,000	\$540,000					Taxes
Plow truck with sander	\$45,000	\$0	\$45,000					Free Cash
TOTAL REQUESTED	\$2,820,000	\$1,216,000	\$1,140,000	\$265,000	\$280,000	\$170,000	\$80,000	
PHILLIPS FIELD UPGRADE								
Replace Turf Field								
TOTAL REQUESTED	\$1,650,000	\$1,650,000	\$1,650,000					
5 Year GRAND TOTALS	\$20,116,891			\$7,062,606	\$8,387,262	\$6,845,006	\$6,843,006	
		\$4,755,063	\$4,815,466					

**APPENDIX B
TOWN OF SWAMPSCOTT
POSITION CLASSIFICATION PLAN
FOR EMPLOYEES**

Grade V

Director of Public Works

Grade IV

Town Planner
Assistant Assessor
Council on Aging Director
Inspector of Buildings
Library Director
Personnel Manager
Public Health Director
Recreation Director
Town Accountant
Town Clerk
Treasurer/Collector
Director of Information & Technology
Facilities Director

Grade III

Assistant Town Accountant
Administrative Assistant to the Town Administrator
Assistant Engineer
Assistant Library Director
Assistant Treasurer/Collector
Assistant Council on Aging Director

Grade II

Benefits Coordinator
Facilities Coordinator
Local Building Inspector
Outreach Worker
Public Health Nurse

Grade I

Administrative Assistant
Data Entry Clerk
Program Coordinator
Van Driver

Grade S

Animal Control Officer
Appeals Board Secretary
Assistant Electrical Inspector
Assistant Plumbing Inspector
Emergency Management Director
Finance Committee Secretary

Harbormaster
Municipal Hearing Officer
Parking Clerk
Planning Board Secretary
Plumbing/Gas Inspector
Veteran's Agent
Wiring Inspector

Grade H

Temporary Seasonal (professional)
Temporary Seasonal (non-professional)

APPENDIX C
Town of Swampscott
SALARY CLASSIFICATION PLAN FOR EMPLOYEES
As of July 1, 2015

Grade V-I (Salaried)	Min	Mid	Max
V	\$74,623	\$93,279	\$119,396
IV	\$56,736	\$70,920	\$100,422
III	\$44,266	\$55,333	\$75,253
II	\$43,921	\$54,901	\$72,469
I	\$31,311	\$39,139	\$50,098

Grade S (Stipend)	Annual Compensation
Animal Control Officer	\$16,074
Appeals Board Secretary	\$2,187
Assistant Electrical Inspector	\$1,250
Assistant Plumbing Inspector	\$1,250
Emergency Management Director	\$1,094
Finance Committee Secretary	\$2,495
Harbormaster	\$7,904
Municipal Hearing Officer	\$2,500
Parking Clerk	\$1,722
Planning Board Secretary	\$2,187
Plumbing/Gas Inspector	\$24,973
Veteran's Agent	\$10,984
Wiring Inspector	\$23,972

Grade H (Hourly)	Min	Mid	Max
Temporary/Seasonal/Part-Time Non-Professional-no certifications or special training required to perform the functions of the position (i.e. Library Pages, Recreation summer hires, DPW summer Laborers, Other)	\$8.00	\$10.00	\$12.00
Temporary/Seasonal/Part-Time Professional-certifications and/or special training may be required to perform the functions of the position (i.e. Police Reserves/Special Police Sailing Director, Head Lifeguards, Other)	\$10.00	\$20.00	\$30.00

**The Town Administrator/BOS maintain the discretion to hire new employees and/or retain current employees below the minimum salary classification for any grade.

APPENDIX D

DEFINITION OF FINANCIAL TERMS COMMONLY USED AT TOWN MEETINGS

Appropriation – An authorization by the Town Meeting to make expenditures and incur liabilities for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

Assessed Valuation – A valuation set upon real estate or other property by the Assessors as a basis for levying taxes.

Available Funds – See free cash.

Bond – A written promise to pay a specified sum of money by a fixed date, and carrying with it interest payments at a fixed rate, paid periodically. A **Note** is similar, but issued for a shorter period.

Cherry Sheet – A State form which shows an estimate of all of the State and County charges and reimbursements to the Town.

Debt and Interest – The amount of money necessary annually to pay the interest and the principal on the Town's outstanding debt. Also known as "Debt Service."

Fiscal Year – The budget period used by the Town running from July 1 of one year to June 30 of the next year. At the end of this period, the Town closes its books in order to determine its financial condition and the results of its operation.

Free Cash – The amount of money left after all prior years' uncollected taxes have been deducted from surplus revenue. This amount may be used as available funds by vote of the Town Meeting.

Overlay – The amount, up to 5% of the tax levy, raised by the Assessors in excess of appropriations and other charges to cover abatements and exemptions.

Overlay Reserve – Unused amount of the overlay for previous years, which the Town may transfer to Surplus Revenue after all abatements for such fiscal year are settled.

Receipts – The cash, which is actually received by the Town.

Reserve Fund – A fund voted by the Annual Town Meeting and controlled by the Finance Committee for extraordinary and unforeseen expenditures incurred by Town departments during the year.

Stabilization Fund – Special Reserve Fund that can be used by a 2/3 vote of the Town Meeting.

Surplus Revenue – The amount by which cash, accounts receivable and other assets exceed the liabilities and reserves. Used in calculating free cash.

Transfer – The movement of funds from one account to another. Transfers between accounts (other than the Reserve Fund) can be made only by vote of the Town Meeting.

Unexpended Balance – That portion of an appropriation or account not yet expended. Any such balances left at the end of the fiscal year are generally used as Surplus Revenue in calculating Free Cash.

APPENDIX E
TABLE OF MOTIONS

Reprinted from **Town Meeting Time**, by Johnson, Trustman and Wadsworth.
Copyright © 1962, by Little, Brown and Company (Inc.)

		Table of Basic Points of Motion					
Rank		Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
PRIVILEGED MOTIONS							
1	Dissolve or adjourn sine die	Yes	No	No	Maj.	No	No
2	Adjourn to fix time or recess	Yes	Yes	Yes	Maj.	No	No
3	Point of no quorum	No	No	No	None	No	No
4	Fix the time to (or at) which to adjourn	Yes	Yes	Yes	Maj.	Yes	No
5	Question of privilege	No	No	No	None	No	Yes
SUBSIDIARY MOTIONS							
6	Lay on the table	Yes	No	No	2/3	Yes	No
7	The previous question	Yes	No	No	2/3	No	No
8	Limit or extend debate	Yes	No	No	2/3	Yes	No
9	Postpone to a time certain	Yes	Yes	Yes	Maj.	Yes	No
10	Commit or refer	Yes	Yes	Yes	Maj.	Yes	No
11	Amend (or substitute)	Yes	Yes	Yes	Maj.	Yes	No
12	Postpone indefinitely	Yes	Yes	No	Maj.	Yes	No
INCIDENTAL MOTIONS							
*	Point of order	No	No	No	None	No	Yes
*	Appeal	Yes	Yes	No	Maj.	Yes	No
*	Division of a question	Yes	Yes	Yes	Maj.	No	No
*	Separate consideration	Yes	Yes	Yes	Maj.	No	No
*	Fix the method of voting	Yes	Yes	Yes	Maj.	Yes	No
*	Nominations to committees	No	No	No	Plur.	No	No
*	Withdraw or modify a motion	No	No	No	Maj.	No	No
*	Suspension of rules	Yes	No	No	2/3***	No	No
MAIN MOTIONS							
None	Main Motion	Yes	Yes	Yes	Var.	Yes	No
**	Reconsider or rescind	Yes	**	No	Maj.	No	No
None	Take from the table	Yes	No	No	Maj.	No	No
None	Advance an article	Yes	Yes	Yes	Maj.	Yes	No

* Same rank as motion out of which they arise.

** Same rank and debatable to same extent as motion being reconsidered.

*** Unanimous if rule protects minorities; out of order if rule protects absentees.

(Originally reprinted by permission of Richard B. Johnson.)

NOTES

**TOWN OF SWAMPSCOTT
MASSACHUSETTS
2014-2015**

BOARD OF SELECTMEN

Matthew W. Strauss, Chairman

Naomi Dreeben, Vice Chair

John Callahan

Glenn Kessler

Laura Spathanas

Thomas G. Younger, Town Administrator

Dave Castellarin, Assistant Town Administrator

Maureen Shultz, Administrative Assistant

FINANCE COMMITTEE

TERM EXPIRES

Linso van der Burg, Chair –Precinct 5

2015

Marzie Galazka- Vice Chair-Precinct 6

2015

Mary Titcomb-Precinct 1

2017

Daniel Eccles –Precinct 3

2016

Cinder McNerney-Precinct 4

2016

Greg D'Antona-At Large

2015

Timothy Dorsey-At Large

2017