

2018

## ANNUAL TOWN MEETING



Benjamin Martin and his son Harry with their lapstrake dory on Blaney Beach

## WARRANT REPORT

*TOWN OF SWAMPSCOTT, MASSACHUSETTS*



# THE TOWN OF SWAMPSCOTT



## 2018 ANNUAL TOWN MEETING WARRANT

Election Day – April 24, 2018

Annual Town Meeting – May 21, 2018

# 2018

## ANNUAL TOWN MEETING WARRANT

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## REPORT OF THE FINANCE COMMITTEE

### MAY 2018 TOWN MEETING (FY 2019 BUDGET)

The Finance Committee is pleased to present the annual budget for FY 2019.

We would like to recognize the town administrator, the assistant town administrator for administration, the town accountant, and the department heads for 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. Furthermore, the Finance Committee wishes to recognize enormous improvements in the quality, thoroughness, and timeliness of financial reporting and analysis over the course of this budget cycle. These improvements afforded the Finance Committee a much more thorough understanding of the financial impacts of operational and policy decisions.

Please note that this letter has been produced in advance of final Finance Committee deliberations and small changes may occur before Town Meeting. The figures used below can be found in the Finance Committee Recommended FY19 column in the town warrant.

#### Revenues

The estimated FY19 tax levy of \$48,492,594 is a .96% increase over the FY18 tax levy plus FY18 new growth of \$48,031,755. This is expected to leave \$3,369,623 in excess levy capacity in FY19. In other words, the town administration is choosing not to tax its taxpayers at the maximum allowable amount in a multiyear effort to 1) limit the growth of an already high tax rate and 2) allow flexibility to handle unexpected budgetary increases, necessary capital projects, or an economic downturn.

Other notable estimated FY19 revenue highlights are as follows:

- Net state aid is essentially flat: .36% increase.
- The town's history of underbudgeting revenues has resulted in a tax levy somewhat higher than necessary to cover expenses, and a historically high level of free cash. For FY19, the administration has made a concerted effort to budget new growth (the increase in property value due to renovations and new construction) and local receipts more closely to a five-year running average than has been past practice.
  - In FY18, New Growth was forecast to be \$325,000, while actual new growth was \$616,414. In FY19, New Growth is forecast to be \$500,000.
  - Motor Vehicle Excise and Meal Taxes is estimated to increase \$445,000 or 19.6%

Combined, our FY19 estimated total revenue of \$67,130,861 represents an increase of .85% over FY18 estimated revenue of \$66,568,010.

## Expenses

The Finance Committee wishes to alert Town Meeting members that expense comparisons year over year may be somewhat challenging when looking at the FY19 budget, as several major accounting changes, reorganizations of expense categories, and consolidations have occurred to ensure efficiency, accurate reporting, and transparency. In particular, utilities, information technology, and several HR functions have been consolidated for efficiency, with resulting decreases to departmental budgets. The Finance Committee supports these changes, including the shift to zero-based budgeting, which encourages each department head to build his or her budget based on five-year historical averages and specific knowledge of upcoming expenses.

Important elements of Recommended FY 19 expenses include:

- PEG (Public Access Television) revenues from our contracts with Comcast and Verizon have historically been used to offset operating costs. To bring us in line with state statutes, the Fall 2018 Town Meeting approved the creation of a PEG Fund to house these revenues, which can only be used for public, educational, and government television purposes. As such a variety of expenses formerly covered by PEG revenues have been re-classified to their appropriate departmental line items, resulting in a \$170,000 increase in operational expenses.
- Police and Fire Overtime have been budgeted according to five year historical averages as well as contract changes, resulting in a total increase of \$254,583
- The Solid Waste budget increases \$153,000 to reflect the actual cost of service
- The School budget appropriation increases by \$842,110 or 2.99%. In addition, the non-school budget absorbed several expenses formerly paid for in the school budget, such as ½ of the Facilities Manager and school-related snow and ice removal

These recommended expense increases were minimized or offset in part by the following:

- The annual appropriation to the Contributory Retirement System is essentially flat, as compared to an 8% increase in FY18
- The cost of our employee group health benefit increased only \$100,000 or 1.8% as compared to a 7.6% increase in FY18
- A net debt service reduction of \$186,796 or 5.3%, primarily due to a refinancing of the High School debt
- A \$1,000,000 reduction in the amount of free cash being transferred to reserves as compared to FY18 (\$1,000,000 in FY19 vs. \$2,000,000 in FY 18)
- The School Department committed itself to limiting its overall budget increase to 2.5% in FY19 as compared to increases of above 4% over the past three fiscal years. The Finance Committee wishes to commend town and school leaders for a level of cooperation and mutual support not seen in some time.

Total appropriations of \$67,130,861 in the FY19 budget reflect a .85% increase over FY18 total appropriations of \$66,568,010.

## Improved Sustainability – Cautious Optimism

Over the past few years, the Finance Committee has expressed concern over the sustainability of Swampscott's expenditures. While significant challenges remain, the FY19 budget reflects an improved position in terms of sustainability in several ways:

- Health care and pension cost increases have moderated for now
- Town Hall reorganization recommended by the 2016 Collins Center Report has allowed for a mere .07% increase in FTEs (full time employees) while hopefully improving service delivery and efficiency
- The increase in overall School Costs has moderated to the level of the maximum Prop 2 ½ levy increase of 2.5%, reflecting the commitment of the school department to execute its educational vision more efficiently
- Consolidations underway of town-wide facilities management, IT operations, and human resources promise to offer efficiencies in the near-term, and possible expense reductions in the long-term
- Improved accounting practices promise to allow improved tracking of expenditures per line item over the course of each fiscal year
- Revenue projections from local receipts are being tied more closely to historical averages and expected events; this practice allows the town to set a tax rate more closely aligned to its revenue needs, minimizing tax rate increases, limiting operating surpluses, and creating unused levy capacity
- Due primarily to a recent commitment to adding to reserves, the town's bond rating has increased to AA+, resulting in lower borrowing costs
- The Capital Improvement recommendations included in the FY19 budget reflects first steps at creating a 30-year capital plan. This plan allows the town to keep its upcoming capital needs in view and to set priorities in terms of timing and expenditures. In particular, the Finance Committee supports the School Department's request for \$750,000 for The Hadley School Feasibility Study (Article 15 of the FY18 Town Warrant). This study allows the town to continue in a process that may result in a grant from the Massachusetts School Building Administration to partially fund costs associated with our school facilities needs.

For these reasons, the Finance Committee is cautiously optimistic that the town's operations are moving in a direction that improves sustainability. However, we would like to inform Town Meeting of the many concerns and challenges that remain.

- Swampscott has benefited from unparalleled property development over the past few years. This development is reflected not only in extraordinary "new growth" revenues, but also in elevated revenues from licenses and permits. These combined figures accounted for \$1.4MM in revenue in FY 2016, \$1.1MM in FY 17 and is estimated to be \$941,000 in FY18. The budgeted amount of these two revenue sources in FY19 is \$1,000,000. In our extremely dense community, these levels of development seem unsustainable, and, when they decline, so will the town's ability to rely on these elevated revenue streams.
- A corollary to the point made above is that the development pattern in recent years has led to a reduction in our commercial base, as much of the new development has been residential. This shift not only has significant impacts on our tax base, but also on the residential density of our community, and on the ability to attract quality businesses to Swampscott. The Finance Committee emphasizes the need for careful monitoring and planning for upcoming development to ensure that we are not sacrificing sustainable community development in the search for revenues.

- Because the Finance Committee is wary of reliance on historically high local revenue sources, we recognize the continued need for a laser beam focus on expense control. As mentioned above, some previous sources of concern such as health care and pension costs have moderated, but the town's ability to control these costs in the future is limited. As such, the Finance Committee emphasizes the need for continued focus on expenses within our control.
- The largest expense category by far in Swampscott is our employee costs. As such, the Finance Committee is encouraged by the town and school administration's dedication to thoughtful negotiation of new collective bargaining agreements (CBAs). The administration is using improved financial reporting to add up the total cost of each contract; rather than focusing only on COLA (cost of living allowance) increases, all costs represented by CBAs need to be part of the conversation, specifically including pensions and other post-employment benefits (OPEB). The Finance Committee appreciates the recent school-side CBA agreements that keep the town's financial position in mind and looks forward to reporting at Town Meeting on town-side CBA agreements in the process of being completed.
- While the Finance Committee applauds the creation of a robust 30-year Capital Improvement Plan, we are concerned that there are missing elements in the plan, and we are as yet unclear on the methodology and metrics that will be used to determine priorities within the Plan. We are encouraged that new processes have been developed to improve the timing of the Capital Improvement Committee's review of the annual capital request, and we are encouraged that the town administration has received a grant to work with the Collins Center over the summer to improve the thoroughness and rigor of the Capital Improvement Plan.
- The Finance Committee is unclear about the goals of the town's debt management plan. While our current ratio of debt to budget, among other factors, has helped improve our bond rating, the Finance Committee would like a clearer picture of other town priorities that factor into our debt management. The town administration forecasts debt service to increase at the same 2 ½ % rate that the tax levy is allowed to increase. While that metric makes intuitive sense, the Finance Committee is concerned that it glosses over a detailed and specific understanding of our upcoming capital needs that would require debt financing.

The Finance Committee will continue to work closely with the Town Administrator and the Board of Selectmen on these and other issues that affect the Town's longer-term financial outlook in the following ways:

- Continue to look for opportunities to incorporate the findings of the 2016 UMass Boston's Collins Center for Public Management's Report, which provides recommendations on alternate service delivery methods, including consolidation, outsourcing, and regionalization. Some recommendations from this report have already been implemented, and the Finance Committee encourages exploration of every opportunity to provide the best possible balance of good service and cost.
- A subcommittee comprised of a Selectman and a Finance Committee member is working with the town administration to develop a set of guidelines for line item revenue projections. These guidelines will provide triggers when projections fall outside expectations that will encourage deeper research and analysis into revenue assumptions.
- The Finance Committee would like to form a similar subcommittee to develop policies and guidelines for debt management going forward.
- The Finance Committee would like the town administration to present its goals for collective bargaining agreements before negotiations begin so that we understand desired outcomes and can offer perspectives and advice.
- The Finance Committee would like the town administration to develop a comprehensive long-term plan for dealing with our unfunded OPEB liability.



- Continue our 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.
- Collaborate with our legislative representatives and other communities to demand a fix for the persistent underfunding of the Chapter 70 aid Swampscott receives for public schools. This is a problem that goes back decades, represents millions of dollars of lost funding, and many former and current town officials have tried a variety of approaches to remediate the situation. The Finance Committee is committed to contributing to a necessary new effort to ensure that Swampscott is treated fairly under this funding program.

The following items represent the Finance Committee's recommended changes to the Town Administrator Recommended FY 19 Budget:

- Increase legal line item #22 Human Resources Other Personnel Subtotal from \$655,000 to \$670,000 to reflect a \$15,000 increase in Salary Reserve from \$277,000 to \$290,000
- Decrease legal line item #23 Human Resources Expense Subtotal from \$46,850 to \$41,850 to eliminate the Employee Recognition expense of \$5,000
- Reduce legal line item #68 Transfers to Stabilization Expense Subtotal from \$1,500,000 to \$1,000,000 to reflect a \$500,000 reduction in the transfer to OPEB Stabilization from \$750,000 to \$250,000. The Finance Committee will recommend at Town Meeting that this \$500,000 be used to increase the amount of free cash transferred to reduce the FY19 tax levy in Article 9 to \$1,000,000.

The Finance Committee will report on any outstanding items or additional changes at Town Meeting. As in any budget year, we welcome a dialogue with all Members in advance of Town Meeting, should you have any questions about anything contained in this letter.

Respectfully submitted,  
Swampscott Finance Committee

Marzie Galazka, Chair  
Timothy Dorsey, Vice Chair  
Mary Ellen Fletcher  
Joan Hilario  
William Jones

Cinder McNerney  
Gail Rosenberg  
Jill Sullivan  
Polly Titcomb

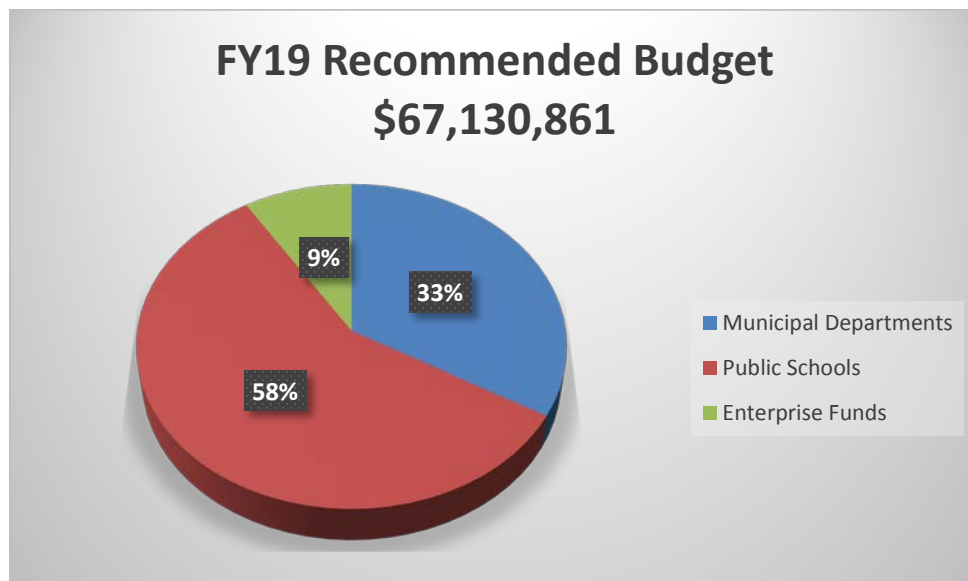
# TOWN OF SWAMPSCOTT

## SUMMARY OF REVENUE AND EXPENSES

|   | ACTUAL<br>FISCAL YEAR 2017 | BUDGETED/APPROVED<br>FISCAL YEAR 2018 | TOWN ADMINISTRATOR<br>RECOMMENDED<br>FISCAL YEAR 2019 | FINANCE COMMITTEE<br>RECOMMENDED<br>FISCAL YEAR 2019 |               |
|---|----------------------------|---------------------------------------|---|--|---------------|
| <b>I. PROJECTED REVENUE</b>   |                            |                                       |   |  |               |
| <b>TAX LEVY LIMIT CALCULATION</b>   |                            |                                       |   |  |               |
| TAX LEVY LIMIT BASE (prior fiscal year levy limit)  | \$44,834,702               | \$46,604,909                          | \$48,386,445  | \$48,386,445   |               |
| ANNUAL INCREASE TO LEVY LIMIT (2.5%)  | \$1,120,868                | \$1,165,123                           | \$1,209,661   | \$1,209,661  |               |
| NEW GROWTH  | \$649,339                  | \$616,414                             | \$500,000   | \$500,000  |               |
| <b>NEW TAX LEVY LIMIT</b>   | <b>\$46,604,909</b>        | <b>\$48,386,445</b>                   | <b>\$50,096,106</b>                                   | <b>\$50,096,106</b>                                  | <b>3.53%</b>  |
| PLUS: DEBT EXCLUSION  | \$2,663,334                | \$1,794,646                           | \$1,766,111   | \$1,766,111  |               |
| <b>MAXIMUM ALLOWABLE TAX LEVY</b>   | <b>\$49,268,243</b>        | <b>\$50,181,091</b>                   | <b>\$51,862,217</b>                                   | <b>\$51,862,217</b>                                  | <b>3.35%</b>  |
| <b>CALCULATION OF TAX LEVY</b>  |                            |                                       |   |  |               |
| TOTAL APPROPRIATIONS  | \$66,313,992               | \$66,568,010                          | \$67,620,861  | \$67,130,861   | 0.85%         |
| LESS: ENTERPRISE FUND OFFSETS   | -\$820,000                 | -\$813,115                            | -\$822,406  | -\$822,406   |               |
| LESS: BUDGETED NET STATE AID  | -\$4,129,673               | -\$4,219,742                          | -\$4,234,854  | -\$4,234,854   |               |
| LESS: BUDGETED LOCAL RECEIPTS   | -\$5,045,465               | -\$4,600,500                          | -\$5,592,500  | -\$5,592,500   |               |
| LESS: BUDGETED ENTERPRISE FUND RECEIPTS   | -\$5,950,698               | -\$6,021,632                          | -\$5,998,506  | -\$5,998,506   |               |
| LESS: TRANSFERS FROM FREE CASH  | -\$2,100,000               | -\$3,175,000                          | -\$2,000,000  | -\$2,000,000   |               |
| LESS: OTHER AVAILABLE FUNDS   | -\$404,026                 | -\$30,000                             | \$0   | \$0  |               |
| PLUS: OVERLAY   | \$275,968                  | \$323,734                             | \$10,000  | \$10,000   |               |
| <b>SUBTOTAL (NET TAX LEVY)</b>  | <b>\$48,140,098</b>        | <b>\$48,031,755</b>                   | <b>\$48,982,594</b>                                   | <b>\$48,492,594</b>                                  | <b>0.96%</b>  |
| <b>EXCESS LEVY CAPACITY</b>   | <b>\$1,128,144</b>         | <b>\$2,149,336</b>                    | <b>\$2,879,623</b>                                    | <b>\$3,369,623</b>                                   | <b>33.98%</b> |
| <b>ACTUAL TAX COLLECTIONS</b>   | <b>\$48,041,395</b>        |                                       |   |  |               |
| COLLECTION RATE:  | 99.79%                     |                                       |   |  |               |
| <b>STATE AID</b>  |                            |                                       |   |  |               |
| CHAPTER 70 AID  | \$3,392,987                | \$3,472,461                           | \$3,677,780   | \$3,677,780  | 5.91%         |
| UNRESTR. LOCAL AID  | \$1,244,577                | \$1,293,116                           | \$1,338,375   | \$1,338,375  | 3.50%         |
| CHARTER SCHOOL REIMB  | \$14,573                   | \$25,714                              | \$26,023  | \$26,023   | 1.20%         |
| VETERANS/ELDERLY EXEMPTIONS   | \$76,587                   | \$79,707                              | \$70,373  | \$70,373   | -11.71%       |
| STATE OWNED LAND  | \$1,267                    | \$1,267                               | \$1,372   | \$1,372  | 8.29%         |
| CHERRY SHEET OFFSETS-SUPPORT TO PUBLIC LIBRARIES  | \$21,990                   | \$22,304                              | \$23,224  | \$23,224   | 4.12%         |
| LESS: STATE ASSESSMENTS   | -\$622,308                 | -\$674,827                            | -\$902,293  | -\$902,293   | 33.71%        |
| <b>NET STATE AID</b>  | <b>\$4,129,673</b>         | <b>\$4,219,742</b>                    | <b>\$4,234,854</b>                                    | <b>\$4,234,854</b>                                   | <b>0.36%</b>  |
| <b>LOCAL RECEIPTS</b>   |                            |                                       |   |  |               |
| MOTOR VEHICLE EXCISE  | \$2,393,170                | \$2,100,000                           | \$2,450,000   | \$2,450,000  | 16.67%        |
| MEALS TAX   | \$244,801                  | \$175,000                             | \$270,000   | \$270,000  | 54.29%        |
| BOAT EXCISE   | \$4,951                    | \$4,500                               | \$4,500   | \$4,500  | 0.00%         |
| PENALTIES/INTEREST ON OVERDUE TAXES   | \$174,207                  | \$125,000                             | \$165,000   | \$165,000  | 32.00%        |
| FEES  | \$81,665                   | \$65,000                              | \$80,000  | \$80,000   | 23.08%        |
| RENTALS   | \$195,401                  | \$150,000                             | \$190,000   | \$190,000  | 26.67%        |
| DEPT REVENUE - SCHOOL (NAHANT TUITION)  | \$1,356,036                | \$1,200,000                           | \$1,350,000   | \$1,350,000  | 12.50%        |
| DEPT REVENUE - LIBRARY  | \$3,639                    | \$3,000                               | \$3,000   | \$3,000  | 0.00%         |
| DEPT REVENUE - CEMETERY   | \$54,710                   | \$40,000                              | \$50,000  | \$50,000   | 25.00%        |
| DEPT REVENUE - RECREATION   | \$42,557                   | \$38,000                              | \$45,000  | \$45,000   | 18.42%        |
| DEPT REVENUE - OTHER  | \$145,978                  | \$100,000                             | \$150,000   | \$150,000  | 50.00%        |
| LICENSES & PERMITS  | \$445,519                  | \$325,000                             | \$500,000   | \$500,000  | 53.85%        |
| FINES/FORFEITS  | \$81,001                   | \$75,000                              | \$85,000  | \$85,000   | 13.33%        |
| INVESTMENT INCOME   | \$117,518                  | \$75,000                              | \$100,000   | \$100,000  | 33.33%        |
| SPED MEDICAID REIMB   | \$174,266                  | \$125,000                             | \$150,000   | \$150,000  | 20.00%        |
| MISC RECURRING**  | \$328,140                  | \$0                                   | \$0   | \$0  |               |
| MISC NON-RECURRING**  | \$77,404                   | \$0                                   | \$0   | \$0  |               |
| <b>SUBTOTAL (LOCAL RECEIPTS)</b>  | <b>\$5,920,963</b>         | <b>\$4,600,500</b>                    | <b>\$5,592,500</b>                                    | <b>\$5,592,500</b>                                   | <b>21.56%</b> |
| **(Note: DOR only allows these categories to be incl. in tax rate recap if received before tax rate set.) |                            |                                       |   |  |               |
| <b>INTER-FUND ADJUSTMENTS</b>   |                            |                                       |   |  |               |
| SEWER ENTERPRISE FUND REIMB/INDIRECT COSTS  | \$410,000                  | \$406,558                             | \$411,204   | \$411,204  | 1.14%         |
| SEWER ENTERPRISE FUND REIMB/INDIRECT COSTS  | \$410,000                  | \$406,557                             | \$411,203   | \$411,203  | 1.14%         |
| LESS: OVERLAY BALANCE   | -\$275,968                 | -\$323,734                            | -\$10,000   | -\$10,000  | -96.91%       |
| <b>SUBTOTAL INTER-FUND REVENUE</b>  | <b>\$544,032</b>           | <b>\$489,381</b>                      | <b>\$812,406</b>                                      | <b>\$812,406</b>                                     | <b>66.01%</b> |

|  |                     |                     |                     |                     |                |
|--|---------------------|---------------------|---------------------|---------------------|----------------|
| <b>ONE TIME REVENUE TO SUPPORT BUDGET</b>    |                     |                     |                     |                     |                |
| FREE CASH TO FUND STABILIZATION TRANSFERS    | \$1,800,000         | \$2,175,000         | \$1,500,000         | \$1,000,000         | -54.02%        |
| FREE CASH USED TO REDUCE TAX RATE            | \$300,000           | \$1,000,000         | \$500,000           | \$1,000,000         | 0.00%          |
| OTHER AVAILABLE FUNDS                        | \$404,026           | \$30,000            | \$0                 | \$0                 | -100.00%       |
| <b>SUBTOTAL FROM ONE TIME REVENUE</b>        | <b>\$2,504,026</b>  | <b>\$3,205,000</b>  | <b>\$2,000,000</b>  | <b>\$2,000,000</b>  | <b>-37.60%</b> |
| <b>TOTAL GENERAL FUND REVENUE</b>            | <b>\$61,140,088</b> | <b>\$60,546,378</b> | <b>\$61,622,354</b> | <b>\$61,132,354</b> | <b>0.97%</b>   |
| <b>ENTERPRISE FUNDS</b>                      |                     |                     |                     |                     |                |
| SEWER RECEIPTS                               | \$2,317,053         | \$2,423,816         | \$2,400,029         | \$2,400,029         | -0.98%         |
| WATER RECEIPTS                               | \$3,787,172         | \$3,597,816         | \$3,598,478         | \$3,598,478         | 0.02%          |
| <b>SUBTOTAL FROM ONE TIME REVENUE</b>        | <b>\$6,104,225</b>  | <b>\$6,021,632</b>  | <b>\$5,998,506</b>  | <b>\$5,998,506</b>  | <b>-0.38%</b>  |
| <b>TOTAL REVENUE (INCL ENTERPRISE FUNDS)</b> | <b>\$67,244,313</b> | <b>\$66,568,010</b> | <b>\$67,620,861</b> | <b>\$67,130,861</b> | <b>0.85%</b>   |
| <b>II. BUDGETED EXPENSES</b>                 |                     |                     |                     |                     |                |
| <b>LEGISLATIVE/TOWN MEETING</b>              |                     |                     |                     |                     |                |
| TOWN MODERATOR                               | \$0                 | \$200               | \$200               | \$200               | 0.00%          |
| FINANCE COMMITTEE                            | \$2,724             | \$650               | \$2,750             | \$2,750             | 323.08%        |
| RESERVE FUND                                 | \$560,000           | \$225,000           | \$275,000           | \$275,000           | 22.22%         |
| <b>TOTAL LEGISLATIVE/TOWN MEETING</b>        | <b>\$2,724</b>      | <b>\$225,650</b>    | <b>\$277,750</b>    | <b>\$277,950</b>    | <b>23.18%</b>  |
| <b>ADMINISTRATION &amp; FINANCE</b>          |                     |                     |                     |                     |                |
| SELECTMEN                                    | \$13,833            | \$14,000            | \$16,500            | \$16,500            | 17.86%         |
| TOWN ADMINISTRATOR                           | \$197,982           | \$206,191           | \$209,700           | \$209,700           | 1.70%          |
| TOWN ACCOUNTANT                              | \$295,709           | \$233,015           | \$236,137           | \$236,137           | 1.34%          |
| ASSESSORS                                    | \$180,053           | \$208,182           | \$202,640           | \$202,640           | -2.66%         |
| TREASURER/COLLECTOR                          | \$792,633           | \$817,993           | \$819,384           | \$819,384           | 0.17%          |
| INFORMATION TECHNOLOGY                       | \$588,426           | \$381,359           | \$544,650           | \$544,650           | 42.82%         |
| PARKING ENFORCEMENT                          | \$3,192             | \$7,000             | \$3,500             | \$3,500             | -50.00%        |
| LEGAL  | \$146,033           | \$125,000           | \$127,500           | \$127,500           | 2.00%          |
| LIABILITY INSURANCE                          | \$559,170           | \$590,000           | \$580,000           | \$580,000           | -1.69%         |
| HUMAN RESOURCES                              | \$585,021           | \$434,238           | \$794,341           | \$804,341           | 85.23%         |
| TOWN CLERK/ELECTIONS                         | \$189,393           | \$193,728           | \$214,954           | \$214,954           | 10.96%         |
| <b>TOTAL ADMINISTRATION &amp; FINANCE</b>    | <b>\$3,551,446</b>  | <b>\$3,210,706</b>  | <b>\$3,749,306</b>  | <b>\$3,759,306</b>  | <b>17.09%</b>  |
| <b>COMMUNITY DEVELOPMENT</b>                 |                     |                     |                     |                     |                |
| CONSERVATION COMMISSION                      | \$1,234             | \$1,300             | \$1,610             | \$1,610             | 23.85%         |
| COMMUNITY DEVELOPMENT                        | \$105,060           | \$112,058           | \$203,264           | \$203,264           | 81.39%         |
| BOARD OF APPEALS                             | \$6,711             | \$7,500             | \$7,500             | \$7,500             | 0.00%          |
| BUILDING DEPT                                | \$212,895           | \$212,817           | \$227,830           | \$227,830           | 7.05%          |
| HEALTH DEPT                                  | \$163,527           | \$160,233           | \$110,425           | \$110,425           | -31.08%        |
| RECREATION                                   | \$41,449            | \$62,500            | \$64,250            | \$64,250            | 2.80%          |
| HISTORICAL COMMISSION                        | \$11,307            | \$1,250             | \$1,250             | \$1,250             | 0.00%          |
| <b>TOTAL COMMUNITY DEVELOPMENT</b>           | <b>\$542,183</b>    | <b>\$557,658</b>    | <b>\$616,129</b>    | <b>\$616,129</b>    | <b>10.49%</b>  |
| <b>PUBLIC SERVICES</b>                       |                     |                     |                     |                     |                |
| FACILITIES                                   | \$0                 | \$350,313           | \$577,308           | \$577,308           | 64.80%         |
| DPW-CEMETERY                                 | \$226,753           | \$177,197           | \$180,186           | \$180,186           | 1.69%          |
| DPW-GENERAL                                  | \$1,193,036         | \$1,224,934         | \$1,299,287         | \$1,299,287         | 6.07%          |
| SOLID WASTE/RECYCLING                        | \$970,433           | \$1,096,450         | \$1,250,000         | \$1,250,000         | 14.00%         |
| <b>TOTAL PUBLIC SERVICES</b>                 | <b>\$2,390,222</b>  | <b>\$2,848,894</b>  | <b>\$3,306,781</b>  | <b>\$3,306,781</b>  | <b>16.07%</b>  |
| <b>PUBLIC SAFETY</b>                         |                     |                     |                     |                     |                |
| POLICE                                       | \$4,074,705         | \$4,008,395         | \$3,935,761         | \$3,935,761         | -1.81%         |
| CONSTABLES                                   | \$0                 | \$100               | \$100               | \$100               | 0.00%          |
| HARBORMASTER                                 | \$15,269            | \$23,500            | \$28,200            | \$28,200            | 20.00%         |
| FIRE   | \$3,534,107         | \$3,409,940         | \$3,430,868         | \$3,430,868         | 0.61%          |
| EMERGENCY MGMT                               | \$3,086             | \$3,136             | \$10,000            | \$10,000            | 218.88%        |
| ANIMAL CONTROL                               | \$20,036            | \$25,800            | \$23,025            | \$23,025            | -10.76%        |
| <b>TOTAL PUBLIC SAFETY</b>                   | <b>\$7,647,203</b>  | <b>\$7,470,871</b>  | <b>\$7,427,954</b>  | <b>\$7,427,954</b>  | <b>-0.57%</b>  |

|   |                     |                     |                     |                     |               |
|---|---------------------|---------------------|---------------------|---------------------|---------------|
| <b>HUMAN SERVICES</b>                       |                     |                     |                     |                     |               |
| SENIOR CENTER                               | \$117,447           | \$153,175           | \$136,803           | \$136,803           | -10.69%       |
| VETERANS SERVICES                           | \$56,659            | \$59,405            | \$68,200            | \$68,200            | 14.81%        |
| LIBRARY                                     | \$700,828           | \$766,731           | \$733,180           | \$733,180           | -4.38%        |
| <b>TOTAL HUMAN SERVICES</b>                 | <b>\$874,934</b>    | <b>\$979,311</b>    | <b>\$938,183</b>    | <b>\$938,183</b>    | <b>-4.20%</b> |
| <b>PUBLIC SCHOOLS</b>                       |                     |                     |                     |                     |               |
| REGIONAL VOCATIONAL SCHOOL DISTRICT         | \$424,768           | \$329,752           | \$344,206           | \$344,206           | 4.38%         |
| SWAMPSCOTT PUBLIC SCHOOLS                   | \$27,391,039        | \$28,197,500        | \$29,039,610        | \$29,039,610        | 2.99%         |
| <b>TOTAL PUBLIC SCHOOLS</b>                 | <b>\$27,815,807</b> | <b>\$28,527,252</b> | <b>\$29,383,816</b> | <b>\$29,383,816</b> | <b>3.00%</b>  |
| <b>OTHER-GENERAL FUND</b>                   |                     |                     |                     |                     |               |
| DEBT SERVICE                                | \$4,370,641         | \$3,532,662         | \$3,345,866         | \$3,345,866         | -5.29%        |
| EMPLOYEE BENEFITS                           | \$10,200,852        | \$11,193,174        | \$11,076,369        | \$11,076,369        | -1.04%        |
| TRANSFERS TO STABILIZATION                  | \$1,950,000         | \$2,000,000         | \$1,500,000         | \$1,000,000         | -50.00%       |
| <b>TOTAL OTHER-GENERAL FUND</b>             | <b>\$16,521,492</b> | <b>\$16,725,836</b> | <b>\$15,922,235</b> | <b>\$15,422,235</b> | <b>-7.79%</b> |
| <b>TOTAL EXPENSES - GENERAL FUND</b>        | <b>\$59,346,011</b> | <b>\$60,546,378</b> | <b>\$61,622,354</b> | <b>\$61,132,354</b> | <b>0.97%</b>  |
| <b>ENTERPRISE FUNDS</b>                     |                     |                     |                     |                     |               |
| SEWER EXPENSES                              | \$2,062,580         | \$2,423,816         | \$2,400,029         | \$2,400,029         | -0.98%        |
| WATER EXPENSES                              | \$3,391,548         | \$3,597,816         | \$3,598,478         | \$3,598,478         | 0.02%         |
| <b>TOTAL ENTERPRISE FUNDS</b>               | <b>\$5,454,128</b>  | <b>\$6,021,632</b>  | <b>\$5,998,506</b>  | <b>\$5,998,506</b>  | <b>-0.38%</b> |
| <b>TOTAL BUDGET (INCL ENTERPRISE FUNDS)</b> | <b>\$64,800,139</b> | <b>\$66,568,010</b> | <b>\$67,620,861</b> | <b>\$67,130,861</b> | <b>0.85%</b>  |
| <b>SURPLUS (DEFICIT) - GENERAL FUND</b>     | <b>\$1,794,077</b>  | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          |               |
| <b>SURPLUS (DEFICIT) - ENTERPRISE FUNDS</b> | <b>\$650,097</b>    | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          |               |
| <b>TOTAL SURPLUS (DEFICIT) - ALL FUNDS</b>  | <b>\$2,444,174</b>  | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          |               |



The FY19 Budget for all general Town services and facilities totals \$67,130,861. When adjusted to allocate shared costs, the total includes \$22,373,307 in the General Fund budget to support traditional municipal services such as Police, Public Works, Fire, Library and Non-Appropriated Expenses; \$5,998,506 to support the costs of the Water and Sewer Enterprise Systems and \$38,759,048 to support the School Department and Regional Vocational School.

## **Notice of Annual Town Meeting**

The Annual Town Meeting of 2018 will convene on Tuesday, April 24, 2018, with Article 1 (the Town Election) at 7:00 am in the Town's regular polling places. At 8:00 pm on that same day, the Town Meeting will be adjourned until Monday, May 21, 2018, 7:15 pm, 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 21, 2018, 7:15 PM**

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 21, 2018, 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, Michael McClung will preside.

## **NOTICE OF PRECINCT CAUCUS MEETINGS**

Caucus meetings for all Swampscott precincts have been scheduled for Monday, May 21, 2018, beginning at 6:45 pm in the Swampscott High School located at 200 Essex Street, Swampscott. Room assignments are as follows:

|                       |                       |
|-----------------------|-----------------------|
| Precinct 1 – Room TBA | Precinct 4 – Room TBA |
| Precinct 2 – Room TBA | Precinct 5 – Room TBA |
| Precinct 3 – 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

# TOWN OF SWAMPSCOTT

## TOWN WARRANT

### APRIL 24, 2018

#### **ARTICLE 1**      *TOWN ELECTION*

Commonwealth of Massachusetts

Essex, 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 SWAMPSCOTT who are qualified to vote in elections and town affairs to vote at:

**PRECINCT 1 SWAMPSCOTT SENIOR CENTER 200 REAR ESSEX STREET**

**PRECINCT 2 SWAMPSCOTT SENIOR CENTER 200 REAR ESSEX STREET**

**PRECINCT 3 FIRST CHURCH CONGREGATIONAL 40 MONUMENT AVENUE**

**PRECINCT 4 FIRST CHURCH CONGREGATIONAL 40 MONUMENT AVENUE**

**PRECINCT 5 SWAMPSCOTT MIDDLE SCHOOL 207 FOREST AVENUE**

**PRECINCT 6 SWAMPSCOTT MIDDLE SCHOOL 207 FOREST AVENUE**

on **TUESDAY, THE TWENTY-FOURTH OF APRIL 2018**, from **7:00 am** to **8:00 pm** for the following purpose:

To choose **ONE** Moderator for one (1) year

To choose **ONE** member for Board of Selectmen for three (3) years

To choose **ONE** member for Board of Assessors for three (3) years

To choose **ONE** member for School Committee for three (3) years

To choose **ONE** member for the Trustees of the Public Library for three (3) years

To choose **ONE** member for Board of Health for three (3) years

To choose **ONE** member for the Planning Board for five (5) years

To choose **ONE** member for the Housing Authority for five (5) years

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 21, 2018 beginning at 7:15 pm in the Swampscott High School, 200 Essex Street, Swampscott, MA.

#### **ARTICLE 2**      *REPORTS OF THE TOWN BOARDS AND COMMITTEES*

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** *AUTHORIZE SALARIES OF ELECTED OFFICIALS*

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 Finance Committee

Comment: The statutes require that the Town vote to fix salaries of elected Officers annually.

**Constable \$100**

**The Board of Selectmen recommends favorable action on this Article (unanimous).**

**The Finance Committee recommends favorable action on this Article (unanimous).**

**ARTICLE 4** *APPROPRIATION FOR FISCAL 2019 BUDGET*

To act on the report of the Finance Committee on the Fiscal Year 2019 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: Please see the remarks from the Finance Committee regarding the FY2019 Town Operating Budget

**The Board of Selectmen will report on this Article at Town Meeting.**

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

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                   | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|--|---------------------------------------|--|
|                      |                  |                     | <b><u>LEGISLATIVE/TOWN MEETING</u></b> |                                       |  |
|                      |                  |                     | <b>TOWN MODERATOR</b>                  |                                       |  |
| \$0                  | \$200            |                     | EXPENSES                               | \$200                                 | \$200  |
| <u>\$0</u>           | <u>\$200</u>     | <u>1</u>            | <u>Expense Subtotal</u>                | <u>\$200</u>                          | <u>\$200</u>                                 |
| \$0                  | \$200            |                     | <b>TOWN MODERATOR</b>                  | \$200                                 | \$200  |
|                      |                  |                     | <b>FINANCE COMMITTEE</b>               |                                       |  |
| \$2,520              | \$0              |                     | SALARIES - COMMITTEE SECRETARY         | \$2,500                               | \$2,500                                      |
| <u>\$2,520</u>       | <u>\$0</u>       | <u>2</u>            | <u>Personnel Subtotal</u>              | <u>\$2,500</u>                        | <u>\$2,500</u>                               |
| \$204                | \$650            |                     | EXPENSES                               | \$250                                 | \$250  |
| <u>\$204</u>         | <u>\$650</u>     | <u>3</u>            | <u>Expense Subtotal</u>                | <u>\$250</u>                          | <u>\$250</u>                                 |
| \$2,724              | \$650            |                     | <b>FINANCE COMMITTEE</b>               | \$2,750                               | \$2,750                                      |
| \$2,724              | \$850            |                     | <b><u>LEGISLATIVE/TOWN MEETING</u></b> | <u>\$2,950</u>                        | <u>\$2,950</u>                               |
| \$560,000            | \$225,000        |                     | <b>RESERVE FUND</b>                    | \$275,000                             | \$275,000                                    |
| <u>\$560,000</u>     | <u>\$225,000</u> | <u>4</u>            | <u>Total - Reserve Fund</u>            | <u>\$275,000</u>                      | <u>\$275,000</u>                             |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|-------------------------------------|---------------------------------------|--|
|                      |                  |                     | <b>ADMINISTRATION &amp; FINANCE</b> |                                       |  |
|                      |                  |                     | <b>SELECTMEN</b>                    |                                       |  |
| \$3,068              | \$5,000          |                     | MEMBERSHIPS                         | \$7,500                               | \$7,500                                      |
| \$10,766             | \$9,000          |                     | OFFICE SUPPLIES/EXPENSES            | \$9,000                               | \$9,000                                      |
| <b>\$13,833</b>      | <b>\$14,000</b>  | <b>5</b>            | <b>Expense Subtotal</b>             | <b>\$16,500</b>                       | <b>\$16,500</b>                              |
| \$13,833             | \$14,000         |                     | <b>SELECTMEN TOTAL</b>              | \$16,500                              | \$16,500                                     |
|                      |                  |                     | <b>TOWN ADMINISTRATOR</b>           |                                       |  |
| \$62,315             | \$59,591         |                     | SALARIES - ADMIN ASSISTANT          | \$53,000                              | \$53,000                                     |
| \$125,696            | \$129,800        |                     | SALARIES - TOWN ADMINISTRATOR       | \$131,100                             | \$131,100                                    |
| \$0                  | \$0              |                     | SICK INCENTIVE                      | \$600                                 | \$600  |
| \$4,500              | \$10,300         |                     | OTHER COMPENSATION                  | \$8,000                               | \$8,000                                      |
| <b>\$192,510</b>     | <b>\$199,691</b> | <b>6</b>            | <b>Personnel Subtotal</b>           | <b>\$192,700</b>                      | <b>\$192,700</b>                             |
| \$5,472              | \$6,500          |                     | OFFICE SUPPLIES/EXPENSES            | \$5,000                               | \$5,000                                      |
| \$0                  | \$0              |                     | TOWN HALL GENERAL SUPPLIES          | \$1,000                               | \$1,000                                      |
| \$0                  | \$0              |                     | MEMBERSHIP                          | \$1,500                               | \$1,500                                      |
| \$0                  | \$0              |                     | COMMUNITY PROG/TOWN HALL<br>EVENTS  | \$2,000                               | \$2,000                                      |
| \$0                  | \$0              |                     | CIVIC RECOGNITION                   | \$2,500                               | \$2,500                                      |
| \$0                  | \$0              |                     | CONTRACTED/CONSULTING<br>SERVICES   | \$5,000                               | \$5,000                                      |
| <b>\$5,472</b>       | <b>\$6,500</b>   | <b>7</b>            | <b>Expense Subtotal</b>             | <b>\$17,000</b>                       | <b>\$17,000</b>                              |
| \$197,982            | \$206,191        |                     | <b>TOWN ADMINISTRATOR TOTAL</b>     | \$209,700                             | \$209,700                                    |
|                      |                  |                     | <b>TOWN ACCOUNTANT</b>              |                                       |  |
| \$119,497            | \$80,000         |                     | SALARIES - TOWN ACCOUNTANT          | \$80,000                              | \$80,000                                     |
| \$0                  | \$0              |                     | LONGEVITY                           | \$850                                 | \$850  |
| \$0                  | \$0              |                     | SICK INCENTIVE                      | \$1,200                               | \$1,200                                      |
| \$3,953              | \$7,428          |                     | OTHER COMPENSATION                  | \$3,600                               | \$3,600                                      |
| \$56,638             | \$55,087         |                     | SALARIES - ASSISTANT<br>ACCOUNTANT  | \$55,087                              | \$55,087                                     |
| <b>\$180,087</b>     | <b>\$142,515</b> | <b>8</b>            | <b>Personnel Subtotal</b>           | <b>\$140,737</b>                      | <b>\$140,737</b>                             |
| \$3,529              | \$5,000          |                     | EDUCATIONAL EXPENSE                 | \$3,500                               | \$3,500                                      |
| \$33,351             | \$10,500         |                     | CONTRACTED/CONSULTING<br>SERVICES   | \$18,000                              | \$18,000                                     |
| \$5,142              | \$7,500          |                     | OFFICE SUPPLIES/EXPENSES            | \$3,800                               | \$3,800                                      |
| \$0                  | \$0              |                     | MEMBERSHIP                          | \$700                                 | \$700  |
| \$0                  | \$0              |                     | CONFERENCES                         | \$2,700                               | \$2,700                                      |
| \$0                  | \$0              |                     | MILEAGE                             | \$700                                 | \$700  |
| <b>\$42,022</b>      | <b>\$23,000</b>  | <b>9</b>            | <b>Expense Subtotal</b>             | <b>\$29,400</b>                       | <b>\$29,400</b>                              |



| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS              | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|-----------------------------------|---------------------------------------|--|
| \$73,600             | \$67,500         |                     | AUDIT                             | \$66,000                              | \$66,000                                     |
| <u>\$73,600</u>      | <u>\$67,500</u>  | <u>10</u>           | <u>OTHER Expense Subtotal</u>     | <u>\$66,000</u>                       | <u>\$66,000</u>                              |
| \$295,709            | \$233,015        |                     | TOWN ACCOUNTANT                   | \$236,137                             | \$236,137                                    |
|                      |                  |                     | ASSESSORS                         |                                       |  |
| \$86,531             | \$84,160         |                     | ASSISTANT ASSESSOR                | \$84,160                              | \$84,160                                     |
| \$75,035             | \$71,225         |                     | CLERICAL SAL. & WAGES             | \$71,225                              | \$71,225                                     |
| \$0                  | \$0              |                     | LONGEVITY                         | \$1,675                               | \$1,675                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE                    | \$1,700                               | \$1,700                                      |
| \$5,083              | \$4,217          |                     | OTHER COMPENSATION                | \$3,000                               | \$3,000                                      |
| <u>\$166,648</u>     | <u>\$159,602</u> | <u>11</u>           | <u>Personnel Subtotal</u>         | <u>\$161,760</u>                      | <u>\$161,760</u>                             |
| \$0                  | \$2,500          |                     | APPELLATE TAX BOARD               | \$1,500                               | \$1,500                                      |
| \$97                 | \$750            |                     | TRAVEL IN STATE                   | \$250                                 | \$250  |
| \$1,551              | \$3,080          |                     | EDUCATION                         | \$1,800                               | \$1,800                                      |
| \$1,756              | \$2,250          |                     | OFFICE SUPPLIES/EXPENSES          | \$2,000                               | \$2,000                                      |
| \$10,000             | \$40,000         |                     | CONTRACTED CONSULTING<br>SERVICES | \$35,000                              | \$35,000                                     |
| \$0                  | \$0              |                     | MEMBERSHIP                        | \$180                                 | \$180  |
| \$0                  | \$0              |                     | FUEL                              | \$150                                 | \$150  |
| <u>\$13,404</u>      | <u>\$48,580</u>  | <u>12</u>           | <u>Expense Subtotal</u>           | <u>\$40,880</u>                       | <u>\$40,880</u>                              |
| \$180,053            | \$208,182        |                     | ASSESSORS                         | \$202,640                             | \$202,640                                    |
|                      |                  |                     | TREASURER/COLLECTOR               |                                       |  |
| \$80,256             | \$101,000        |                     | TREASURER/COLLECTOR               | \$101,000                             | \$101,000                                    |
| \$102,698            | \$100,506        |                     | CLERICAL                          | \$50,253                              | \$50,253                                     |
| \$11,305             | \$9,400          |                     | OTHER COMPENSATION                | \$6,300                               | \$6,300                                      |
| \$0                  | \$0              |                     | LONGEVITY                         | \$1,400                               | \$1,400                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE                    | \$2,300                               | \$2,300                                      |
| \$57,697             | \$55,087         |                     | ASSISTANT<br>TREASURER/COLLECTOR  | \$82,631                              | \$82,631                                     |
| <u>\$251,956</u>     | <u>\$265,993</u> | <u>13</u>           | <u>Personnel Subtotal</u>         | <u>\$243,884</u>                      | <u>\$243,884</u>                             |
| \$1,600              | \$1,500          |                     | CONFERENCES                       | \$700                                 | \$700  |
| \$16,386             | \$10,000         |                     | OFFICE SUPPLIES/EXPENSES          | \$10,000                              | \$10,000                                     |
| \$50,730             | \$65,000         |                     | TOWN POSTAGE ACCOUNT              | \$54,000                              | \$54,000                                     |
| \$4,181              | \$5,000          |                     | TAX TITLE                         | \$5,000                               | \$5,000                                      |
| \$100                | \$500            |                     | BANK SERVICE FEES                 | \$9,000                               | \$9,000                                      |
| \$0                  | \$0              |                     | MEMBERSHIP                        | \$800                                 | \$800  |
| \$0                  | \$0              |                     | TRAVEL-IN STATE                   | \$200                                 | \$200  |
| \$0                  | \$0              |                     | SURETY BONDS                      | \$2,300                               | \$2,300                                      |
| <u>\$72,997</u>      | <u>\$82,000</u>  | <u>14</u>           | <u>Expense Subtotal</u>           | <u>\$82,000</u>                       | <u>\$82,000</u>                              |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                       | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|--|---------------------------------------|--|
| \$467,681            | \$470,000        |                     | PAYROLL TAXES                              | \$493,500                             | \$493,500                                    |
| <u>\$467,681</u>     | <u>\$470,000</u> | <u>15</u>           | <u>OTHER Expense Subtotal</u>              | <u>\$493,500</u>                      | <u>\$493,500</u>                             |
| \$792,633            | \$817,993        |                     | TREASURER/COLLECTOR                        | <u>\$819,384</u>                      | <u>\$819,384</u>                             |
|                      |                  |                     |  |                                       |  |
|                      |                  |                     | INFORMATION TECHNOLOGY                     |                                       |  |
| \$72,688             | \$81,609         |                     | IT DIRECTOR                                | \$0                                   | \$0  |
| \$11,510             | \$22,725         |                     | COMPUTER TECHNICIAN                        | \$0                                   | \$0  |
| \$616                | \$0              |                     | OVERTIME - TOWN                            | \$0                                   | \$0  |
| \$2,730              | \$2,525          |                     | OTHER COMPENSATION                         | \$0                                   | \$0  |
| \$0                  | \$0              |                     | SICK INCENTIVE                             | \$0                                   | \$0  |
| <u>\$87,543</u>      | <u>\$106,859</u> | <u>16</u>           | <u>Personnel Subtotal</u>                  | <u>\$0</u>                            | <u>\$0</u>                                   |
| \$461,432            | \$225,000        |                     | CONTRACTED CONSULTING<br>SERVICES          | \$66,500                              | \$66,500                                     |
| \$0                  | \$0              |                     | FINANCIAL SYSTEMS                          | \$150,000                             | \$150,000                                    |
| \$0                  | \$0              |                     | IT CONTRACT SERVICES                       | \$187,800                             | \$187,800                                    |
| \$0                  | \$0              |                     | PHONE SYSTEM CONTRACT<br>SERVICES          | \$25,000                              | \$25,000                                     |
| \$39                 | \$4,500          |                     | EDUCATIONAL EXPENSES                       | \$1,500                               | \$1,500                                      |
| \$9,146              | \$15,000         |                     | OFFICE SUPPLIES/EXPENSES                   | \$2,000                               | \$2,000                                      |
| \$0                  | \$0              |                     | WIRELESS PHONES                            | \$20,000                              | \$20,000                                     |
| \$0                  | \$0              |                     | HARDWARE/EQUIPMENT                         | \$31,000                              | \$31,000                                     |
| \$0                  | \$0              |                     | TECHNOLOGY SOFTWARE-Police                 | \$14,750                              | \$14,750                                     |
| \$0                  | \$0              |                     | TECHNOLOGY-SOFTWARE-FIRE                   | \$10,750                              | \$10,750                                     |
| \$0                  | \$0              |                     | COMPUTER MAINTENANCE<br>AGREEMENTS-Library | \$5,350                               | \$5,350                                      |
| \$30,266             | \$30,000         |                     | TELEPHONES (MOST TOWN DEPTS.)              | \$30,000                              | \$30,000                                     |
| <u>\$500,883</u>     | <u>\$274,500</u> | <u>17</u>           | <u>Expense Subtotal</u>                    | <u>\$544,650</u>                      | <u>\$544,650</u>                             |
| \$588,426            | \$381,359        |                     | INFORMATION TECHNOLOGY                     | <u>\$544,650</u>                      | <u>\$544,650</u>                             |
|                      |                  |                     |  |                                       |  |
|                      |                  |                     | PARKING ENFORCEMENT                        |                                       |  |
| \$3,192              | \$7,000          |                     | OFFICE SUPPLIES/EXPENSES                   | \$3,500                               | \$3,500                                      |
| <u>\$3,192</u>       | <u>\$7,000</u>   | <u>18</u>           | <u>Expense Subtotal</u>                    | <u>\$3,500</u>                        | <u>\$3,500</u>                               |
| \$3,192              | \$7,000          |                     | PARKING ENFORCEMENT                        | \$3,500                               | \$3,500                                      |
|                      |                  |                     |  |                                       |  |
|                      |                  |                     | LEGAL                                      |                                       |  |
| \$146,033            | \$125,000        |                     | TOWN COUNSEL CONTRACT EXP.                 | \$127,500                             | \$127,500                                    |
| <u>\$146,033</u>     | <u>\$125,000</u> | <u>19</u>           | <u>Expense Subtotal</u>                    | <u>\$127,500</u>                      | <u>\$127,500</u>                             |
| \$146,033            | \$125,000        |                     | LEGAL                                      | \$127,500                             | \$127,500                                    |
|                      |                  |                     |  |                                       |  |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                            | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|---|---------------------------------------|--|
|                      |                  |                     | <b>LIABILITY INSURANCE</b>                      |                                       |  |
| \$559,170            | \$590,000        |                     | PROPERTY & CASUALTY                             | \$580,000                             | \$580,000                                    |
| <u>\$559,170</u>     | <u>\$590,000</u> | <u>20</u>           | <u>Expense Subtotal</u>                         | <u>\$580,000</u>                      | <u>\$580,000</u>                             |
| \$559,170            | \$590,000        |                     | <b>PROPERTY/LIABILITY</b>                       | \$580,000                             | \$580,000                                    |
|                      |                  |                     | <b>HUMAN RESOURCES</b>                          |                                       |  |
| \$70,797             | \$68,858         |                     | HUMAN RESOURCES DIRECTOR                        | \$68,858                              | \$68,858                                     |
| \$0                  | \$0              |                     | LONGEVITY                                       | \$1,633                               | \$1,633                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE                                  | \$600                                 | \$600  |
| \$1,368              | \$1,649          |                     | OTHER COMPENSATION                              | \$1,400                               | \$1,400                                      |
| \$15,423             | \$20,806         |                     | HEALTH & BENEFIT COORDINATOR                    | \$20,000                              | \$20,000                                     |
| <u>\$87,588</u>      | <u>\$91,313</u>  | <u>21</u>           | <u>Personnel Subtotal</u>                       | <u>\$92,491</u>                       | <u>\$92,491</u>                              |
| \$0                  | \$238,925        |                     | SALARY RESERVE                                  | \$275,000                             | \$290,000                                    |
| \$494,463            | \$100,000        |                     | CONTRACTUAL EMPLOYMENT<br>SEPERATION AGREEMENTS | \$350,000                             | \$350,000                                    |
| \$0                  | \$0              |                     | PERFORMANCE MANAGEMENT                          | \$30,000                              | \$30,000                                     |
| <u>\$494,463</u>     | <u>\$338,925</u> | <u>22</u>           | <u>OTHER Personnel Subtotal</u>                 | <u>\$655,000</u>                      | <u>\$670,000</u>                             |
| \$2,970              | \$4,000          |                     | OFFICE SUPPLIES/EXPENSES                        | \$2,000                               | \$2,000                                      |
| \$0                  | \$0              |                     | PROFESSIONAL DEVELOPMENT-<br>TOWN WIDE          | \$15,000                              | \$15,000                                     |
| \$0                  | \$0              |                     | EMPLOYEE TUITION<br>REIMBURSEMENT               | \$12,000                              | \$12,000                                     |
| \$0                  | \$0              |                     | MEMBERSHIP                                      | \$250                                 | \$250  |
| \$0                  | \$0              |                     | CONFERENCES                                     | \$500                                 | \$500  |
| \$0                  | \$0              |                     | TRAVEL-IN STATE                                 | \$100                                 | \$100  |
| \$0                  | \$0              |                     | EMPLOYMENT SCREENING                            | \$12,000                              | \$12,000                                     |
| \$0                  | \$0              |                     | EMPLOYEE RECOGNITION                            | \$5,000                               | \$0  |
| <u>\$2,970</u>       | <u>\$4,000</u>   | <u>23</u>           | <u>Expense Subtotal</u>                         | <u>\$46,850</u>                       | <u>\$41,850</u>                              |
| \$585,021            | \$434,238        |                     | <b>HUMAN RESOURCES</b>                          | <u>\$794,341</u>                      | <u>\$804,341</u>                             |
|                      |                  |                     | <b>TOWN CLERK/ELECTIONS</b>                     |                                       |  |
| \$69,513             | \$67,609         |                     | TOWN CLERK                                      | \$67,609                              | \$67,609                                     |
| \$55,868             | \$50,902         |                     | CLERICAL'S SAL. & WAGES                         | \$50,902                              | \$50,902                                     |
| \$16,385             | \$9,726          |                     | POLL WORKERS                                    | \$12,780                              | \$12,780                                     |
| \$0                  | \$0              |                     | LONGEVITY                                       | \$2,250                               | \$2,250                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE                                  | \$2,000                               | \$2,000                                      |
| \$0                  | \$0              |                     | STIPEND   | \$1,000                               | \$1,000                                      |
| \$150                | \$808            |                     | CUSTODIANS                                      | \$800                                 | \$800  |
| \$5,167              | \$6,025          |                     | OTHER COMPENSATION                              | \$2,825                               | \$2,825                                      |
| \$0                  | \$0              |                     | ASSISTANT CLERK/COLLECTOR                       | \$27,545                              | \$27,545                                     |
| <u>\$147,083</u>     | <u>\$135,070</u> | <u>24</u>           | <u>Personnel Subtotal</u>                       | <u>\$167,711</u>                      | <u>\$167,711</u>                             |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                       | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|--|---------------------------------------|--|
| \$1,690              | \$3,933          |                     | TRAVEL/SEMINARS                            | \$1,800                               | \$1,800                                      |
| \$5,216              | \$19,332         |                     | OFFICE SUPPLIES/EXPENSES                   | \$7,500                               | \$7,500                                      |
| \$4,030              | \$2,615          |                     | TOWN MEETING                               | \$6,843                               | \$6,843                                      |
| \$28,715             | \$29,778         |                     | ELECTION EXPENSES                          | \$26,000                              | \$26,000                                     |
| \$0                  | \$0              |                     | MEMBERSHIP                                 | \$300                                 | \$300  |
| \$0                  | \$0              |                     | MAINTENANCE-VOTING MACHINE                 | \$1,800                               | \$1,800                                      |
| \$2,658              | \$3,000          |                     | TOWN REPORTS                               | \$3,000                               | \$3,000                                      |
| <u>\$42,310</u>      | <u>\$58,658</u>  | <u>25</u>           | <u>Expense Subtotal</u>                    | <u>\$47,243</u>                       | <u>\$47,243</u>                              |
| \$189,393            | \$193,728        |                     | <b>TOWN CLERK/ELECTIONS TOTAL</b>          | <u>\$214,954</u>                      | <u>\$214,954</u>                             |
| \$3,551,446          | \$3,210,706      |                     | <b><u>ADMINISTRATION &amp; FINANCE</u></b> | <u>\$3,749,306</u>                    | <u>\$3,759,306</u>                           |
|                      |                  |                     | <b><u>COMMUNITY DEVELOPMENT</u></b>        |                                       |  |
|                      |                  |                     | <b>CONSERVATION COMMISSION</b>             |                                       |  |
| \$497                | \$500            |                     | EXPENSES                                   | \$300                                 | \$300  |
| \$737                | \$800            |                     | MEMBERSHIPS                                | \$650                                 | \$650  |
| \$0                  | \$0              |                     | PROFESSIONAL DEVELOPMENT                   | \$660                                 | \$660  |
| <u>\$1,234</u>       | <u>\$1,300</u>   | <u>26</u>           | <u>Expense Subtotal</u>                    | <u>\$1,610</u>                        | <u>\$1,610</u>                               |
| \$1,234              | \$1,300          |                     | <b>CONSERVATION COMMISSION</b>             | <u>\$1,610</u>                        | <u>\$1,610</u>                               |
|                      |                  |                     | <b>COMMUNITY DEVELOPMENT</b>               |                                       |  |
| \$250                | \$0              |                     | SECRETARY SAL. & WAGES                     | \$0                                   | \$0  |
| \$78,663             | \$76,508         |                     | DIR OF COMMUNITY DEVELOP                   | \$80,000                              | \$80,000                                     |
| \$0                  | \$0              |                     | OFFICE MANAGER                             | \$60,186                              | \$60,186                                     |
| \$21,978             | \$30,300         |                     | ASSISTANT PLANNER                          | \$48,213                              | \$48,213                                     |
| \$0                  | \$0              |                     | LONGEVITY                                  | \$1,500                               | \$1,500                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE                             | \$1,800                               | \$1,800                                      |
| \$1,157              | \$900            |                     | OTHER COMPENSATION                         | \$2,700                               | \$2,700                                      |
| <u>\$102,048</u>     | <u>\$107,708</u> | <u>27</u>           | <u>Personnel Subtotal</u>                  | <u>\$194,399</u>                      | <u>\$194,399</u>                             |
| \$1,329              | \$1,350          |                     | EXPENSES                                   | \$1,100                               | \$1,100                                      |
| \$465                | \$1,750          |                     | MEMBERSHIPS                                | \$415                                 | \$415  |
| \$1,218              | \$1,250          |                     | BOARD EXPENSES                             | \$1,000                               | \$1,000                                      |
| \$0                  | \$0              |                     | CONFERENCES                                | \$650                                 | \$650  |
| \$0                  | \$0              |                     | TRAVEL-IN STATE                            | \$200                                 | \$200  |
| \$0                  | \$0              |                     | EDUCATIONAL EXPENSES                       | \$500                                 | \$500  |
| \$0                  | \$0              |                     | CONTRACTED CONSULTING<br>SERVICES          | \$5,000                               | \$5,000                                      |
| <u>\$3,012</u>       | <u>\$4,350</u>   | <u>28</u>           | <u>Expense Subtotal</u>                    | <u>\$8,865</u>                        | <u>\$8,865</u>                               |
| \$105,060            | \$112,058        |                     | <b>COMMUNITY DEVELOPMENT</b>               | <u>\$203,264</u>                      | <u>\$203,264</u>                             |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS          | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|-------------------------------|---------------------------------------|--|
|                      |                  |                     | <b>BOARD OF APPEALS</b>       |                                       |  |
| \$250                | \$0              |                     | SECRETARY SAL. & WAGES        | \$0                                   | \$0  |
| <u>\$250</u>         | <u>\$0</u>       | <u>29</u>           | Personnel Subtotal            | <u>\$0</u>                            | <u>\$0</u>                                   |
| \$6,461              | \$7,500          |                     | OFFICE SUPPLIES/EXPENSES      | \$300                                 | \$300  |
| \$0                  | \$0              |                     | LEGAL ADS                     | \$7,200                               | \$7,200                                      |
| <u>\$6,461</u>       | <u>\$7,500</u>   | <u>30</u>           | Expense Subtotal              | <u>\$7,500</u>                        | <u>\$7,500</u>                               |
| \$6,711              | \$7,500          |                     | <b>BOARD OF APPEALS</b>       | \$7,500                               | \$7,500                                      |
|                      |                  |                     |                               |                                       |  |
|                      |                  |                     | <b>BUILDING DEPT</b>          |                                       |  |
| \$69,596             | \$67,688         |                     | BLDG.INSPECTOR'S SALARY       | \$76,000                              | \$76,000                                     |
| \$24,212             | \$24,454         |                     | WIRE INSPECTOR'S SALARY       | \$24,454                              | \$24,454                                     |
| \$51,349             | \$50,253         |                     | CLERICAL'S SAL. & WAGES       | \$50,253                              | \$50,253                                     |
| \$1,263              | \$1,263          |                     | ASST.PLUMBING INSP.SALARY     | \$1,263                               | \$1,263                                      |
| \$25,222             | \$25,474         |                     | PLUMBING INSPECTORS SALAR     | \$25,474                              | \$25,474                                     |
| \$1,263              | \$1,275          |                     | ASST. ELECTRIC INSPECTOR      | \$1,275                               | \$1,275                                      |
| \$22,426             | \$26,203         |                     | LOCAL INSPECTOR               | \$26,203                              | \$26,203                                     |
| \$0                  | \$0              |                     | LONGEVITY                     | \$1,075                               | \$1,075                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE                | \$1,400                               | \$1,400                                      |
| \$6,679              | \$3,207          |                     | OTHER COMPENSATION            | \$2,433                               | \$2,433                                      |
| <u>\$202,009</u>     | <u>\$199,817</u> | <u>31</u>           | Personnel Subtotal            | <u>\$209,830</u>                      | <u>\$209,830</u>                             |
| \$9,252              | \$11,000         |                     | OFFICE SUPPLIES/EXPENSES      | \$12,200                              | \$12,200                                     |
| \$1,633              | \$2,000          |                     | EDUCATION                     | \$2,000                               | \$2,000                                      |
| \$0                  | \$0              |                     | TRAVEL                        | \$500                                 | \$500  |
| \$0                  | \$0              |                     | MEMBERSHIP                    | \$500                                 | \$500  |
| \$0                  | \$0              |                     | FUEL                          | \$1,400                               | \$1,400                                      |
| \$0                  | \$0              |                     | BOOKS                         | \$800                                 | \$800  |
| \$0                  | \$0              |                     | CLOTHING                      | \$300                                 | \$300  |
| \$0                  | \$0              |                     | TOOLS/EQUIPMENT               | \$300                                 | \$300  |
| <u>\$10,885</u>      | <u>\$13,000</u>  | <u>32</u>           | Expense Subtotal              | <u>\$18,000</u>                       | <u>\$18,000</u>                              |
| \$212,895            | \$212,817        |                     | <b>BUILDING TOTAL</b>         | \$227,830                             | \$227,830                                    |
|                      |                  |                     |                               |                                       |  |
|                      |                  |                     | <b>HEALTH DEPT</b>            |                                       |  |
| \$73,816             | \$71,793         |                     | HEALTH OFFICER                | \$71,793                              | \$71,793                                     |
| \$49,435             | \$50,253         |                     | CLERICAL SAL. & WAGES         | \$0                                   | \$0  |
| \$167                | \$0              |                     | OVERTIME                      | \$0                                   | \$0  |
| \$18,525             | \$18,186         |                     | NURSE                         | \$18,186                              | \$18,186                                     |
| \$0                  | \$0              |                     | BOARD OF HEALTH CLERK STIPEND | \$1,540                               | \$1,540                                      |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS   | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|--|---------------------------------------|--|
| \$0                  | \$0              |                     | LONGEVITY  | \$1,250                               | \$1,250                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE   | \$600                                 | \$600  |
| \$10,435             | \$4,561          |                     | OTHER COMPENSATION   | \$1,381                               | \$1,381                                      |
| <b>\$152,378</b>     | <b>\$144,793</b> | <b>33</b>           | <b>Personnel Subtotal</b>                                      | <b>\$94,750</b>                       | <b>\$94,750</b>                              |
| \$3,592              | \$4,300          |                     | OFFICE SUPPLIES/EXPENSES                                       | \$2,775                               | \$2,775                                      |
| \$1,088              | \$3,320          |                     | INSPECTIONS & TESTS  | \$1,125                               | \$1,125                                      |
| \$6,469              | \$7,820          |                     | STATE MANDATED CHARGES   | \$1,530                               | \$1,530                                      |
| \$0                  | \$0              |                     | OUTSIDE SERVICES   | \$1,400                               | \$1,400                                      |
| \$0                  | \$0              |                     | FLU SHOTS  | \$6,500                               | \$6,500                                      |
| \$0                  | \$0              |                     | MEMBERSHIP/PROF DEVELOPMENT                                    | \$2,075                               | \$2,075                                      |
| \$0                  | \$0              |                     | IN STATE TRAVEL  | \$150                                 | \$150  |
| \$0                  | \$0              |                     | FUEL   | \$120                                 | \$120  |
| <b>\$11,149</b>      | <b>\$15,440</b>  | <b>34</b>           | <b>Expense Subtotal</b>  | <b>\$15,675</b>                       | <b>\$15,675</b>                              |
| \$163,527            | \$160,233        |                     | <b>HEALTH DEPT</b>   | \$110,425                             | \$110,425                                    |
|                      |                  |                     |  |                                       |  |
|                      |                  |                     | <b>RECYCLING BINS REVOLVING</b>                                |                                       |  |
| \$2,396              | \$5,000          |                     | OTHER EXPENSES   | \$5,000                               | \$5,000                                      |
| \$2,396              | \$5,000          |                     | Expense Subtotal   | \$5,000                               | \$5,000                                      |
| \$2,396              | \$5,000          |                     | RECYCLING BINS REVOLVING (NOT A<br>GENERAL FUND APPROPRIATION) | \$5,000                               | \$5,000                                      |
|                      |                  |                     | <b>HEALTH DEPT GENERAL FUND +<br/>REVOLVING FUND</b>           | <b>\$115,425</b>                      | <b>\$115,425</b>                             |
|                      |                  |                     |  |                                       |  |
|                      |                  |                     | <b>RECREATION</b>  |                                       |  |
| \$25,000             | \$25,000         |                     | AUXILIARY STAFF  | \$25,000                              | \$25,000                                     |
| <b>\$25,000</b>      | <b>\$25,000</b>  | <b>35</b>           | <b>Personnel Subtotal</b>                                      | <b>\$25,000</b>                       | <b>\$25,000</b>                              |
| \$3,291              | \$7,500          |                     | OFFICE SUPPLIES/EXPENSES                                       | \$0                                   | \$0  |
| \$13,158             | \$10,000         |                     | COMMUNITY EVENTS   | \$10,000                              | \$10,000                                     |
| \$0                  | \$20,000         |                     | 4th of July  | \$20,000                              | \$20,000                                     |
| \$0                  | \$0              |                     | TECHNOLOGY-Recreation  | \$9,000                               | \$9,000                                      |
| \$0                  | \$0              |                     | FUEL   | \$250                                 | \$250  |
| <b>\$16,449</b>      | <b>\$37,500</b>  | <b>36</b>           | <b>Expense Subtotal</b>  | <b>\$39,250</b>                       | <b>\$39,250</b>                              |
| \$41,449             | \$62,500         |                     | <b>RECREATION GENERAL FUND</b>                                 | <b>\$64,250</b>                       | <b>\$64,250</b>                              |
|                      |                  |                     |  |                                       |  |
|                      |                  |                     | <b>RECREATION REVOLVING</b>                                    |                                       |  |
| \$69,539             | \$66,800         |                     | RECREATION DIRECTOR  | \$66,800                              | \$66,800                                     |
| \$65,670             | \$65,000         |                     | AUXILIARY STAFF  | \$65,000                              | \$65,000                                     |
| \$135,209            | \$131,800        |                     | Personnel Subtotal   | \$131,800                             | \$131,800                                    |
| \$99,140             | \$104,000        |                     | OTHER EXPENSES   | \$107,000                             | \$107,000                                    |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS  | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|---|---------------------------------------|--|
| \$3,212              | \$4,200          |                     | FARMERS MARKET  | \$4,400                               | \$4,400                                      |
| \$5,796              | \$5,500          |                     | SUMMER CONCERT  | \$6,800                               | \$6,800                                      |
| \$1,494              | \$4,500          |                     | FIELD USE MAINTENANCE   | \$0                                   | \$0  |
| \$109,642            | \$118,200        |                     | <u>Expense Subtotal</u>   | <u>\$118,200</u>                      | <u>\$118,200</u>                             |
| \$244,851            | \$250,000        |                     | <b>RECREATION REVOLVING FUND (NOT<br/>A GENERAL FUND APPROPRIATION)</b> | <u>\$250,000</u>                      | <u>\$250,000</u>                             |
| \$286,300            | \$312,500        |                     | <b>RECREATION GENERAL FUND &amp;<br/>REVOLVING FUND TOTAL</b>           | <u>\$314,250</u>                      | <u>\$314,250</u>                             |
|                      |                  |                     |   |                                       |  |
|                      |                  |                     | <b>HISTORICAL COMMISSION</b>  |                                       |  |
| \$11,307             | \$1,250          |                     | HISTORICAL COMMISSION   | \$1,250                               | \$1,250                                      |
| <u>\$11,307</u>      | <u>\$1,250</u>   | <u>37</u>           | <u>Expense Subtotal</u>   | <u>\$1,250</u>                        | <u>\$1,250</u>                               |
| \$11,307             | \$1,250          |                     | <b>HISTORICAL COMMISSION TOTAL</b>                                      | \$1,250                               | \$1,250                                      |
|                      |                  |                     |   |                                       |  |
| \$542,183            | \$557,658        |                     | <u>COMMUNITY DEVELOPMENT (not incl.<br/>Recreation Revolving)</u>       | <u>\$616,129</u>                      | <u>\$616,129</u>                             |
|                      |                  |                     |   |                                       |  |
|                      |                  |                     | <b><u>PUBLIC SERVICES</u></b>   |                                       |  |
|                      |                  |                     |   |                                       |  |
|                      |                  |                     | <b>FACILITIES</b>   |                                       |  |
| \$0                  | \$92,920         |                     | FACILITIES DIRECTOR   | \$92,920                              | \$92,920                                     |
| \$0                  | \$0              |                     | LONGEVITY   | \$0                                   | \$0  |
| \$0                  | \$0              |                     | SICK INCENTIVE  | \$600                                 | \$600  |
| \$0                  | \$2,393          |                     | OTHER COMPENSATION  | \$1,788                               | \$1,788                                      |
| <u>\$0</u>           | <u>\$95,313</u>  | <u>38</u>           | <u>Personnel Subtotal</u>   | <u>\$95,308</u>                       | <u>\$95,308</u>                              |
| \$0                  | \$45,000         |                     | EXPENSES-TOWN HALL  | \$0                                   | \$0  |
| \$0                  | \$50,000         |                     | BUILDING MAINTENANCE-TOWN   | \$70,000                              | \$70,000                                     |
| \$0                  | \$50,000         |                     | BUILDING MAINTENANCE-SCHOOL   | \$50,000                              | \$50,000                                     |
| \$0                  | \$50,000         |                     | OUTSIDE SERVICES-TOWN   | \$152,500                             | \$152,500                                    |
| \$0                  | \$50,000         |                     | OUTSIDE SERVICES-SCHOOL   | \$50,000                              | \$50,000                                     |
| \$0                  | \$10,000         |                     | OFFICE SUPPLIES/EXPENSES  | \$2,500                               | \$2,500                                      |
| \$0                  | \$0              |                     | CONFERENCES   | \$1,500                               | \$1,500                                      |
| \$0                  | \$0              |                     | TRAVEL-IN STATE   | \$500                                 | \$500  |
| \$0                  | \$0              |                     | UTILITIES - GAS - TOWN BLDGS  | \$25,000                              | \$25,000                                     |
| \$0                  | \$0              |                     | UTILITIES - ELECTRIC - TOWN BLDGS                                       | \$130,000                             | \$130,000                                    |
| <u>\$0</u>           | <u>\$255,000</u> | <u>39</u>           | <u>Expense Subtotal</u>   | <u>\$482,000</u>                      | <u>\$482,000</u>                             |
| \$0                  | \$350,313        |                     | <b>FACILITIES</b>   | <u>\$577,308</u>                      | <u>\$577,308</u>                             |
|                      |                  |                     |   |                                       |  |
|                      |                  |                     | <b>DPW-CEMETERY</b>   |                                       |  |
| \$13,124             | \$11,000         |                     | OVERTIME  | \$11,000                              | \$11,000                                     |
| \$0                  | \$0              |                     | LONGEVITY   | \$2,650                               | \$2,650                                      |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS      | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|---------------------------|---------------------------------------|--|
| \$0                  | \$0              |                     | SICK INCENTIVE            | \$150                                 | \$150  |
| \$2,233              | \$0              |                     | OTHER COMPENSATION        | \$2,725                               | \$2,725                                      |
| \$138,904            | \$148,347        |                     | LABORERS WAGES & SALARIES | \$141,511                             | \$141,511                                    |
| \$47,681             | \$0              |                     | DIRECTOR OF FACILITIES    | \$0                                   | \$0  |
| <u>\$201,943</u>     | <u>\$159,347</u> | <u>40</u>           | <u>Personnel Subtotal</u> | <u>\$158,036</u>                      | <u>\$158,036</u>                             |
| \$6,875              | \$0              |                     | FACILITIES EXPENSES       | \$0                                   | \$0  |
| \$2,056              | \$2,000          |                     | EQUIPMENT MAINTENANCE     | \$2,300                               | \$2,300                                      |
| \$15,551             | \$15,000         |                     | OFFICE SUPPLIES/EXPENSES  | \$0                                   | \$0  |
| \$0                  | \$0              |                     | BUILDING EXPENSES         | \$9,000                               | \$9,000                                      |
| \$0                  | \$0              |                     | LANDSCAPING               | \$10,000                              | \$10,000                                     |
| \$329                | \$850            |                     | UNIFORMS                  | \$850                                 | \$850  |
| <u>\$24,811</u>      | <u>\$17,850</u>  | <u>41</u>           | <u>Expense Subtotal</u>   | <u>\$22,150</u>                       | <u>\$22,150</u>                              |
| \$226,753            | \$177,197        |                     | <b>DPW-CEMETERY</b>       | <u>\$180,186</u>                      | <u>\$180,186</u>                             |
|                      |                  |                     |                           |                                       |  |
|                      |                  |                     | <b>DPW-GENERAL</b>        |                                       |  |
| \$28,483             | \$30,000         |                     | OVERTIME                  | \$30,000                              | \$30,000                                     |
| \$0                  | \$0              |                     | M.E.O.S.                  | \$0                                   | \$0  |
| \$5,222              | \$5,000          |                     | POLICE DETAILS            | \$5,000                               | \$5,000                                      |
| \$32,309             | \$30,000         |                     | PART TIME LABOR           | \$30,000                              | \$30,000                                     |
| \$0                  | \$0              |                     | LONGEVITY                 | \$5,600                               | \$5,600                                      |
| \$0                  | \$0              |                     | SICK INCENTIVE            | \$150                                 | \$150  |
| \$1,348              | \$0              |                     | OTHER COMPENSATION        | \$2,878                               | \$2,878                                      |
| \$290,228            | \$289,734        |                     | PERSONNEL                 | \$364,379                             | \$364,379                                    |
| \$177                | \$0              |                     | DPW - INCENTIVES          | \$0                                   | \$0  |
| <u>\$357,768</u>     | <u>\$354,734</u> | <u>42</u>           | <u>Personnel Subtotal</u> | <u>\$438,007</u>                      | <u>\$438,007</u>                             |
| \$0                  | \$0              |                     | BOARD EXPENSES            | \$0                                   | \$0  |
| \$49,536             | \$0              |                     | ADMINISTRATION BUILDING   | \$0                                   | \$0  |
| \$4,712              | \$25,000         |                     | FUEL                      | \$20,000                              | \$20,000                                     |
| \$41,059             | \$40,000         |                     | EQUIPMENT MAINTENANCE     | \$50,000                              | \$50,000                                     |
| \$3,479              | \$3,500          |                     | SIGNS                     | \$3,500                               | \$3,500                                      |
| \$3,331              | \$3,500          |                     | COMMUNICATIONS            | \$0                                   | \$0  |
| \$56,914             | \$85,000         |                     | OPER EXP SUPPLIES         | \$49,000                              | \$49,000                                     |
| \$31,875             | \$28,000         |                     | OPER EXP ELECTRIC         | \$0                                   | \$0  |
| \$1,459              | \$1,700          |                     | UNIFORMS                  | \$1,700                               | \$1,700                                      |
| \$0                  | \$0              |                     | ELECTRICAL REPAIRS        | \$5,000                               | \$5,000                                      |
| \$0                  | \$0              |                     | DEBRIS REMOVAL            | \$20,000                              | \$20,000                                     |
| \$0                  | \$0              |                     | WASTE PRODUCTS/REMOVAL    | \$6,000                               | \$6,000                                      |
| \$4,354              | \$7,500          |                     | OPER EXP FISH HOUSE       | \$0                                   | \$0  |



| EOY Expense<br>FY'17 | Approp.<br>FY'18   | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS               | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|--------------------|---------------------|------------------------------------|---------------------------------------|--|
| \$0                  | \$0                |                     | TOWN VEHICLES MAINTENANCE          | \$4,500                               | \$4,500                                      |
| \$156,298            | \$165,000          |                     | STREET LIGHTING & Traffic lights   | \$150,000                             | \$150,000                                    |
| \$3,999              | \$4,000            |                     | SHADE TREES                        | \$4,000                               | \$4,000                                      |
| \$7,413              | \$5,000            |                     | CONTRACT WORK                      | \$7,500                               | \$7,500                                      |
| \$84,145             | \$95,000           |                     | CONTRACT GRASS WORK                | \$75,000                              | \$75,000                                     |
| \$47,759             | \$50,000           |                     | CONTRACT SIDEWALK<br>WORK/PATCHING | \$80,000                              | \$80,000                                     |
| \$8,000              | \$8,000            |                     | CONTRACT WORK-PATCHING             | \$0                                   | \$0  |
| \$5,009              | \$10,000           |                     | LANDSCAPING                        | \$15,000                              | \$15,000                                     |
| \$24,000             | \$24,000           |                     | LEAF DISPOSAL                      | \$24,000                              | \$24,000                                     |
| \$56,940             | \$50,000           |                     | GENERAL FIELD MAINTENANCE          | \$50,000                              | \$50,000                                     |
| \$24,029             | \$25,000           |                     | HIGHWAY MAINTENANCE                | \$20,000                              | \$20,000                                     |
| <u>\$614,311</u>     | <u>\$630,200</u>   | <u>43</u>           | <u>Expense Subtotal</u>            | <u>\$585,200</u>                      | <u>\$585,200</u>                             |
| \$220,957            | \$240,000          |                     | SNOW & ICE                         | \$276,080                             | \$276,080                                    |
| <u>\$220,957</u>     | <u>\$240,000</u>   | <u>44</u>           | <u>OTHER Expense Subtotal</u>      | <u>\$276,080</u>                      | <u>\$276,080</u>                             |
| \$1,193,036          | \$1,224,934        |                     | <b>DPW-GENERAL</b>                 | <u>\$1,299,287</u>                    | <u>\$1,299,287</u>                           |
|                      |                    |                     |                                    |                                       |  |
|                      |                    |                     | <b>SOLID WASTE/RECYCLING</b>       |                                       |  |
| \$970,433            | \$1,096,450        |                     | RUBBISH REMOVAL                    | \$1,250,000                           | \$1,250,000                                  |
| <u>\$970,433</u>     | <u>\$1,096,450</u> | <u>45</u>           | <u>Expense Subtotal</u>            | <u>\$1,250,000</u>                    | <u>\$1,250,000</u>                           |
| \$970,433            | \$1,096,450        |                     | <b>SOLID WASTE/RECYCLING</b>       | \$1,250,000                           | \$1,250,000                                  |
|                      |                    |                     |                                    |                                       |  |
| \$2,390,222          | \$1,096,450        |                     | <u><b>PUBLIC SERVICES</b></u>      | <u>\$3,306,781</u>                    | <u>\$3,306,781</u>                           |
|                      |                    |                     |                                    |                                       |  |
|                      |                    |                     | <b>PUBLIC SAFETY</b>               |                                       |  |
|                      |                    |                     |                                    |                                       |  |
|                      |                    |                     | <b>POLICE</b>                      |                                       |  |
| \$124,158            | \$120,755          |                     | CHIEF                              | \$120,755                             | \$120,755                                    |
| \$94,391             | \$91,563           |                     | CAPTAINS SALARY & WAGES            | \$91,572                              | \$91,572                                     |
| \$320,765            | \$307,777          |                     | LIEUTENANTS SAL. & WAGES           | \$307,808                             | \$307,808                                    |
| \$426,922            | \$412,201          |                     | SERGEANTS SALARY & WAGES           | \$412,242                             | \$412,242                                    |
| \$1,111,912          | \$1,143,206        |                     | PATROLMEN                          | \$1,143,609                           | \$1,143,609                                  |
| \$60,987             | \$59,160           |                     | SECRETARY'S SAL. & WAGES           | \$59,166                              | \$59,166                                     |
| \$8,068              | \$7,920            |                     | MATRONS                            | \$8,000                               | \$8,000                                      |
| \$17,805             | \$15,908           |                     | PART-TIME CLERICAL                 | \$18,180                              | \$18,180                                     |
| \$14,587             | \$24,023           |                     | INVESTIGATIONS & ID'S              | \$18,688                              | \$18,688                                     |
| \$366,476            | \$354,948          |                     | EDUCATIONAL INCENTIVES             | \$343,228                             | \$343,228                                    |
| \$0                  | \$20,000           |                     | INJURY LEAVE                       | \$0                                   | \$0  |
| \$737,319            | \$591,917          |                     | OVERTIME/RESERVES & SPEC           | \$551,800                             | \$551,800                                    |

| EOY Expense<br>FY'17 | Approp.<br>FY'18   | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                    | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|--------------------|---------------------|---|---------------------------------------|--|
| \$0                  | \$0                |                     | OVERTIME TRAINING                       | \$80,500                              | \$80,500                                     |
| \$0                  | \$0                |                     | OVERTIME COURT                          | \$34,000                              | \$34,000                                     |
| \$0                  | \$0                |                     | OVERTIME INVESTIGATIONS                 | \$16,000                              | \$16,000                                     |
| \$0                  | \$0                |                     | OVERTIME 5&2 Schedule                   | \$16,200                              | \$16,200                                     |
| \$0                  | \$0                |                     | LONGEVITY                               | \$106,614                             | \$106,614                                    |
| \$0                  | \$0                |                     | SICK INCENTIVE                          | \$2,500                               | \$2,500                                      |
| \$0                  | \$0                |                     | OUT OF GRADE                            | \$10,000                              | \$10,000                                     |
| \$0                  | \$0                |                     | EMT DEFIB                               | \$15,500                              | \$15,500                                     |
| \$0                  | \$0                |                     | FITNESS INCENTIVE                       | \$31,000                              | \$31,000                                     |
| \$119,875            | \$122,515          |                     | HOLIDAY PAY                             | \$121,708                             | \$121,708                                    |
| \$176,944            | \$196,835          |                     | VACATION BUY-BACK                       | \$10,000                              | \$10,000                                     |
| \$242,778            | \$235,290          |                     | SHIFT DIFF                              | \$230,491                             | \$230,491                                    |
| <b>\$3,822,989</b>   | <b>\$3,704,020</b> | <b>46</b>           | <b>Personnel Subtotal</b>               | <b>\$3,749,561</b>                    | <b>\$3,749,561</b>                           |
| \$57,304             | \$51,500           |                     | EQUIPMENT MAINTENANCE                   | \$27,540                              | \$27,540                                     |
| \$0                  | \$68,000           |                     | BUILDING MAINTENANCE                    | \$6,000                               | \$6,000                                      |
| \$6,597              | \$10,000           |                     | MOBILE RADIO                            | \$11,900                              | \$11,900                                     |
| \$22,621             | \$10,000           |                     | TRAINING/TESTING                        | \$18,250                              | \$18,250                                     |
| \$10,496             | \$18,000           |                     | CUSTODIAL SERVICES                      | \$0                                   | \$0  |
| \$37,194             | \$32,000           |                     | POL-OFFICE SUPPLY/EXPENSE               | \$17,500                              | \$17,500                                     |
| \$27,612             | \$29,875           |                     | UNIFORMS                                | \$30,700                              | \$30,700                                     |
| \$9,825              | \$5,000            |                     | NEMLEC DUES                             | \$5,500                               | \$5,500                                      |
| \$0                  | \$0                |                     | FEES                                    | \$8,750                               | \$8,750                                      |
| \$0                  | \$0                |                     | EQUIPMENT                               | \$10,970                              | \$10,970                                     |
| \$0                  | \$0                |                     | AMMUNITION/WEAPONS                      | \$10,500                              | \$10,500                                     |
| \$0                  | \$0                |                     | CONFERENCES                             | \$4,430                               | \$4,430                                      |
| \$0                  | \$0                |                     | TRAVEL-IN STATE (CURRENTLY<br>INACTIVE) | \$3,100                               | \$3,100                                      |
| \$0                  | \$0                |                     | MEMBERSHIP                              | \$3,060                               | \$3,060                                      |
| \$0                  | \$0                |                     | FUEL                                    | \$28,000                              | \$28,000                                     |
| \$80,066             | \$80,000           |                     | POLICE VEHICLES                         | \$0                                   | \$0  |
| <b>\$251,716</b>     | <b>\$304,375</b>   | <b>47</b>           | <b>Expense Subtotal</b>                 | <b>\$186,200</b>                      | <b>\$186,200</b>                             |
| \$4,074,705          | \$4,008,395        |                     | <b>POLICE</b>                           | \$3,935,761                           | \$3,935,761                                  |
|                      |                    |                     |   |                                       |  |
|                      |                    |                     | <b>CONSTABLES</b>                       |                                       |  |
| \$0                  | \$100              |                     | DEPT HEAD SALARY & WAGES                | \$100                                 | \$100  |
| <b>\$0</b>           | <b>\$100</b>       | <b>48</b>           | <b>Personnel Subtotal</b>               | <b>\$100</b>                          | <b>\$100</b>                                 |
| \$0                  | \$100              |                     | <b>CONSTABLES</b>                       | \$100                                 | \$100  |
|                      |                    |                     |   |                                       |  |

| EOY Expense<br>FY'17 | Approp.<br>FY'18   | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                     | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|--------------------|---------------------|--|---------------------------------------|--|
|                      |                    |                     | <b>HARBORMASTER</b>                      |                                       |  |
| \$8,878              | \$10,000           |                     | STIPENDS                                 | \$13,000                              | \$13,000                                     |
| <u>\$8,878</u>       | <u>\$10,000</u>    | <u>49</u>           | <u>Personnel Subtotal</u>                | <u>\$13,000</u>                       | <u>\$13,000</u>                              |
| \$6,391              | \$13,500           |                     | EXPENSES-Change to Equipment             | \$1,500                               | \$1,500                                      |
| \$0                  | \$0                |                     | Patrol                                   | \$6,500                               | \$6,500                                      |
| \$0                  | \$0                |                     | FUEL                                     | \$2,500                               | \$2,500                                      |
| \$0                  | \$0                |                     | MAINTENANCE                              | \$3,700                               | \$3,700                                      |
| \$0                  | \$0                |                     | UNIFORMS                                 | \$1,000                               | \$1,000                                      |
| <u>\$6,391</u>       | <u>\$13,500</u>    | <u>50</u>           | <u>Expense Subtotal</u>                  | <u>\$15,200</u>                       | <u>\$15,200</u>                              |
| \$15,269             | \$23,500           |                     | <b>HARBORMASTER</b>                      | \$28,200                              | \$28,200                                     |
|                      |                    |                     |  |                                       |  |
|                      |                    |                     | <b>FIRE</b>                              |                                       |  |
| \$126,940            | \$122,428          |                     | CHIEF                                    | \$122,428                             | \$122,428                                    |
| \$340,276            | \$312,022          |                     | CAPTAINS SALARY & WAGES                  | \$312,422                             | \$312,422                                    |
| \$305,260            | \$274,902          |                     | LIEUTENANTS SAL. & WAGES                 | \$275,502                             | \$275,502                                    |
| \$1,429,439          | \$1,453,237        |                     | FIREMEN'S SAL. & WAGES                   | \$1,437,207                           | \$1,437,207                                  |
| \$91,121             | \$88,533           |                     | DEPUTY CHIEF                             | \$88,533                              | \$88,533                                     |
| \$6,702              | \$6,519            |                     | OFFICE CLERK                             | \$6,519                               | \$6,519                                      |
| \$30,885             | \$22,000           |                     | SICK LEAVE BUY BACK                      | \$21,000                              | \$21,000                                     |
| \$6,702              | \$6,519            |                     | MECHANIC                                 | \$6,519                               | \$6,519                                      |
| \$0                  | \$10,000           |                     | INJURY LEAVE                             | \$0                                   | \$0  |
| \$593,750            | \$365,000          |                     | OVERTIME-MINIMUM MANNING                 | \$513,328                             | \$513,328                                    |
| \$104,152            | \$128,934          |                     | HOLIDAY PAY                              | \$129,994                             | \$129,994                                    |
| \$22,867             | \$20,400           |                     | UNIFORM ALLOWANCE                        | \$20,400                              | \$20,400                                     |
| \$0                  | \$49,655           |                     | PERSONAL TIME                            | \$0                                   | \$0  |
| \$67,675             | \$40,198           |                     | LONGEVITY                                | \$31,900                              | \$31,900                                     |
| \$0                  | \$8,058            |                     | OUT-OF-GRADE PAY                         | \$5,977                               | \$5,977                                      |
| \$85,136             | \$86,103           |                     | SHIFT DIFF-NIGHT                         | \$85,329                              | \$85,329                                     |
| \$99,675             | \$107,628          |                     | WEEK END DIFFERENTIAL                    | \$106,661                             | \$106,661                                    |
| \$3,351              | \$3,259            |                     | EMS TRAINING COORDINATOR                 | \$3,260                               | \$3,260                                      |
| \$3,351              | \$3,259            |                     | FIRE TRAINING SUPERVISOR                 | \$3,260                               | \$3,260                                      |
| <u>\$3,317,282</u>   | <u>\$3,108,654</u> | <u>51</u>           | <u>Personnel Subtotal</u>                | <u>\$3,170,239</u>                    | <u>\$3,170,239</u>                           |
| \$0                  | \$50,000           |                     | BUILDING EXPENSE                         | \$8,500                               | \$8,500                                      |
| \$60,374             | \$75,430           |                     | EQUIPMENT MAINTENANCE                    | \$62,374                              | \$62,374                                     |
| \$3,490              | \$3,500            |                     | FIRE PREVENTIONS/COMMUNITY<br>ENGAGEMENT | \$4,000                               | \$4,000                                      |
| \$410                | \$500              |                     | TRAVEL IN STATE                          | \$500                                 | \$500  |
| \$4,959              | \$5,000            |                     | COMMUNICATIONS                           | \$2,500                               | \$2,500                                      |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS        | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|-----------------------------|---------------------------------------|--|
| \$9,501              | \$9,568          |                     | OFFICE SUPPLIES/EXPENSES    | \$4,755                               | \$4,755                                      |
| \$1,978              | \$2,000          |                     | FIRE HOSE                   | \$2,000                               | \$2,000                                      |
| \$39,572             | \$46,288         |                     | PROTECTIVE CLOTHING         | \$50,000                              | \$50,000                                     |
| \$77,234             | \$80,000         |                     | LYNN DISPATCH               | \$85,000                              | \$85,000                                     |
| \$19,309             | \$29,000         |                     | TRAINING                    | \$30,000                              | \$30,000                                     |
| \$0                  | \$0              |                     | FUEL                        | \$8,500                               | \$8,500                                      |
| \$0                  | \$0              |                     | CONFERENCE                  | \$2,500                               | \$2,500                                      |
| <u>\$216,826</u>     | <u>\$301,286</u> | <u>52</u>           | <u>Expense Subtotal</u>     | <u>\$260,629</u>                      | <u>\$260,629</u>                             |
| \$3,534,107          | \$3,409,940      |                     | <b>FIRE</b>                 | \$3,430,868                           | \$3,430,868                                  |
|                      |                  |                     | <b>EMERGENCY MGMT</b>       |                                       |  |
| \$1,105              | \$1,116          |                     | DIRECTOR                    | \$5,000                               | \$5,000                                      |
| <u>\$1,105</u>       | <u>\$1,116</u>   | <u>53</u>           | <u>Personnel Subtotal</u>   | <u>\$5,000</u>                        | <u>\$5,000</u>                               |
| \$1,981              | \$2,020          |                     | EXPENSES                    | \$5,000                               | \$5,000                                      |
| <u>\$1,981</u>       | <u>\$2,020</u>   | <u>54</u>           | <u>Expense Subtotal</u>     | <u>\$5,000</u>                        | <u>\$5,000</u>                               |
| \$3,086              | \$3,136          |                     | <b>EMERGENCY MGMT</b>       | \$10,000                              | \$10,000                                     |
|                      |                  |                     | <b>ANIMAL CONTROL</b>       |                                       |  |
| \$18,043             | \$19,225         |                     | ANIMAL CONTROL OFFICER      | \$19,225                              | \$19,225                                     |
| <u>\$18,043</u>      | <u>\$19,225</u>  | <u>55</u>           | <u>Personnel Subtotal</u>   | <u>\$19,225</u>                       | <u>\$19,225</u>                              |
| \$695                | \$1,075          |                     | ACO EXPENSES                | \$800                                 | \$800  |
| \$1,297              | \$5,500          |                     | BOARDING/POUND EXPENSES     | \$3,000                               | \$3,000                                      |
| <u>\$1,992</u>       | <u>\$6,575</u>   | <u>56</u>           | <u>Expense Subtotal</u>     | <u>\$3,800</u>                        | <u>\$3,800</u>                               |
| \$20,036             | \$25,800         |                     | <b>ANIMAL CONTROL</b>       | \$23,025                              | \$23,025                                     |
| \$7,647,203          | \$7,470,871      |                     | <u><b>PUBLIC SAFETY</b></u> | <u>\$7,427,954</u>                    | <u>\$7,427,954</u>                           |
|                      |                  |                     | <b>HUMAN SERVICES</b>       |                                       |  |
|                      |                  |                     | <b>SENIOR CENTER</b>        |                                       |  |
| \$52,419             | \$53,738         |                     | DIRECTOR                    | \$29,044                              | \$29,044                                     |
| \$13,055             | \$14,393         |                     | ADMINISTRATIVE ASSISTANT    | \$28,433                              | \$28,433                                     |
| \$12,518             | \$29,906         |                     | OUTREACH WORKER             | \$33,088                              | \$33,088                                     |
| \$16,486             | \$17,638         |                     | VAN DRIVER                  | \$17,638                              | \$17,638                                     |
| \$0                  | \$0              |                     | PROGRAM COORDINATOR         | \$0                                   | \$0  |
| <u>\$94,477</u>      | <u>\$115,675</u> | <u>57</u>           | <u>Personnel Subtotal</u>   | <u>\$108,203</u>                      | <u>\$108,203</u>                             |
| \$22,970             | \$37,500         |                     | EXPENSES                    | \$16,500                              | \$16,500                                     |
| \$0                  | \$0              |                     | Vehicle Maintenance         | \$1,200                               | \$1,200                                      |
| \$0                  | \$0              |                     | Towing                      | \$1,600                               | \$1,600                                      |
| \$0                  | \$0              |                     | Janitorial Supplies         | \$2,200                               | \$2,200                                      |

| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS  | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|---|---------------------------------------|--|
| \$0                  | \$0              |                     | Community programs  | \$5,000                               | \$5,000                                      |
| \$0                  | \$0              |                     | FUEL  | \$2,100                               | \$2,100                                      |
| <b>\$22,970</b>      | <b>\$37,500</b>  | <b>58</b>           | <b>Expense Subtotal</b>   | <b>\$28,600</b>                       | <b>\$28,600</b>                              |
| \$117,447            | \$153,175        |                     | <b>SENIOR CENTER - GENERAL FUND</b>                                   | \$136,803                             | \$136,803                                    |
|                      |                  |                     | <b>SENIOR CENTER REVOLVING FUND</b>                                   |                                       |  |
| \$1,219              | \$1,500          |                     | SALARIES  | \$1,500                               | \$1,500                                      |
| \$1,219              | \$1,500          |                     | <u>Personnel Subtotal</u>   | <u>\$1,500</u>                        | <u>\$1,500</u>                               |
| \$17,912             | \$28,500         |                     | OTHER EXPENSES  | \$28,500                              | \$28,500                                     |
| \$17,912             | \$28,500         |                     | <u>Expense Subtotal</u>   | <u>\$28,500</u>                       | <u>\$28,500</u>                              |
| \$19,131             | \$30,000         |                     | <b>SENIOR CENTER REVOLVING (NOT A<br/>GENERAL FUND APPROPRIATION)</b> | \$30,000                              | \$30,000                                     |
| \$136,578            | \$183,175        |                     | <b>SENIOR CENTER GENERAL FUND +<br/>REVOLVING FUND</b>                | \$166,803                             | \$166,803                                    |
|                      |                  |                     | <b>VETERANS SERVICES</b>  |                                       |  |
| \$11,623             | \$11,205         |                     | VETERAN'S AGENT   | \$0                                   | \$0  |
| <b>\$11,623</b>      | <b>\$11,205</b>  | <b>59</b>           | <b>Personnel Subtotal</b>   | <b>\$0</b>                            | <b>\$0</b>                                   |
| \$0                  | \$0              |                     | VETERAN'S AGENT SERVICES  | \$20,000                              | \$20,000                                     |
| \$0                  | \$150            |                     | OFFICE SUPPLIES/EXPENSES  | \$150                                 | \$150  |
| \$2,544              | \$2,500          |                     | MEMORIAL DAY  | \$2,500                               | \$2,500                                      |
| \$560                | \$550            |                     | VETERAN'S DAY   | \$550                                 | \$550  |
| <b>\$3,104</b>       | <b>\$3,200</b>   | <b>60</b>           | <b>Expense Subtotal</b>   | <b>\$23,200</b>                       | <b>\$23,200</b>                              |
| \$41,932             | \$45,000         |                     | ASSISTANCE  | \$45,000                              | \$45,000                                     |
| <b>\$41,932</b>      | <b>\$45,000</b>  | <b>61</b>           | <b>OTHER Expense Subtotal</b>   | <b>\$45,000</b>                       | <b>\$45,000</b>                              |
| \$56,659             | \$59,405         |                     | <b>VETERANS SERVICES</b>  | \$68,200                              | \$68,200                                     |
|                      |                  |                     | <b>LIBRARY</b>  |                                       |  |
| \$84,797             | \$82,474         |                     | DIRECTOR  | \$82,474                              | \$82,474                                     |
| \$64,131             | \$62,374         |                     | ASSISTANT DIRECTOR  | \$62,374                              | \$62,374                                     |
| \$24,456             | \$22,365         |                     | SECRETARY/BOOKKEEPER  | \$23,840                              | \$23,840                                     |
| \$65,620             | \$56,925         |                     | CHILDREN'S LIBRARIAN  | \$56,925                              | \$56,925                                     |
| \$46,403             | \$43,984         |                     | CIRCULATION LIBRARIAN   | \$47,392                              | \$47,392                                     |
| \$46,199             | \$43,984         |                     | REFERENCE LIBRARIAN   | \$47,392                              | \$47,392                                     |
| \$30,880             | \$29,192         |                     | CATALOGER   | \$29,192                              | \$29,192                                     |
| \$88,360             | \$47,787         |                     | LIBRARY ASSISTANTS  | \$63,834                              | \$63,834                                     |
| \$30,680             | \$58,988         |                     | ADULT ASSISTANTS - P/T  | \$40,443                              | \$40,443                                     |
| \$4,763              | \$25,428         |                     | AV PROCESSORS   | \$30,030                              | \$30,030                                     |
| \$13,270             | \$36,956         |                     | LIBRARIAN   | \$33,611                              | \$33,611                                     |
| \$0                  | \$0              |                     | LONGEVITY   | \$8,349                               | \$8,349                                      |

| EOY Expense<br>FY'17 | Approp.<br>FY'18    | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                                    | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|---------------------|---------------------|---|---------------------------------------|--|
| \$0                  | \$0                 |                     | SICK INCENTIVE  | \$5,775                               | \$5,775                                      |
| \$19,112             | \$17,674            |                     | OTHER COMPENSATION                                      | \$9,174                               | \$9,174                                      |
| <b>\$518,672</b>     | <b>\$528,131</b>    | <b>62</b>           | <b>Personnel Subtotal</b>                               | <b>\$540,805</b>                      | <b>\$540,805</b>                             |
| \$0                  | \$400               |                     | TRAVEL IN STATE   | \$200                                 | \$200  |
| \$423                | \$1,200             |                     | OFFICE SUPPLIES/EXPENSES                                | \$1,200                               | \$1,200                                      |
| \$0                  | \$52,000            |                     | Building Expenses                                       | \$3,000                               | \$3,000                                      |
| \$0                  | \$0                 |                     | OUTSIDE SERVICES  | \$67,000                              | \$67,000                                     |
| \$0                  | \$0                 |                     | PROGRAMMING   | \$2,000                               | \$2,000                                      |
| \$0                  | \$0                 |                     | STAFF TRAINING  | \$1,500                               | \$1,500                                      |
| \$0                  | \$0                 |                     | TELEPHONE   | \$950                                 | \$950  |
| <b>\$423</b>         | <b>\$53,600</b>     | <b>63</b>           | <b>Expense Subtotal</b>                                 | <b>\$75,850</b>                       | <b>\$75,850</b>                              |
| \$181,733            | \$185,000           |                     | LIBRARY MATERIALS                                       | \$116,525                             | \$116,525                                    |
| <b>\$181,733</b>     | <b>\$185,000</b>    | <b>64</b>           | <b>OTHER Expense Subtotal</b>                           | <b>\$116,525</b>                      | <b>\$116,525</b>                             |
| \$700,828            | \$766,731           |                     | <b>LIBRARY</b>  | \$733,180                             | \$733,180                                    |
|                      |                     |                     |   |                                       |  |
|                      |                     |                     | <b>LIBRARY REVOLVING</b>                                |                                       |  |
| \$2,917              | \$3,500             |                     | OTHER EXPENSES  | \$3,500                               | \$3,500                                      |
| \$2,917              | \$3,500             |                     | Expense Subtotal  | \$3,500                               | \$3,500                                      |
| \$2,917              | \$3,500             |                     | LIBRARY REVOLVING (NOT A<br>GENERAL FUND APPROPRIATION) | \$3,500                               | \$3,500                                      |
| \$703,745            | \$770,231           |                     | <b>LIBRARY GENERAL FUND +<br/>REVOLVING FUND</b>        | \$736,680                             | \$736,680                                    |
| \$874,934            | \$979,311           |                     | <b>HUMAN SERVICES</b>                                   | <b>\$938,183</b>                      | <b>\$938,183</b>                             |
|                      |                     |                     |   |                                       |  |
|                      |                     |                     | <b>PUBLIC SCHOOLS</b>                                   |                                       |  |
|                      |                     |                     |   |                                       |  |
|                      |                     |                     | <b>PUBLIC SCHOOLS</b>                                   |                                       |  |
| \$424,768            | \$329,752           |                     | REGIONAL VOCATIONAL SCHOOL<br>DISTRICT                  | \$344,206                             | \$344,206                                    |
| \$27,391,039         | \$28,197,500        |                     | SWAMPSCOTT PUBLIC SCHOOLS                               | \$29,039,610                          | \$29,039,610                                 |
| <b>\$27,815,807</b>  | <b>\$28,527,252</b> | <b>65</b>           | <b>Expense Subtotal</b>                                 | <b>\$29,383,816</b>                   | <b>\$29,383,816</b>                          |
| \$27,815,807         | \$28,527,252        |                     | <b>PUBLIC SCHOOLS</b>                                   | <b>\$29,383,816</b>                   | <b>\$29,383,816</b>                          |
|                      |                     |                     |   |                                       |  |
|                      |                     |                     | <b>DEBT SERVICE</b>                                     |                                       |  |
|                      |                     |                     | <b>DEBT SERVICE</b>                                     |                                       |  |
| \$3,532,367          | \$2,772,662         |                     | PRINCIPAL PAYMENTS                                      | \$2,460,866                           | \$2,460,866                                  |
| \$830,751            | \$750,000           |                     | INTEREST PAYMENTS                                       | \$875,000                             | \$875,000                                    |
| \$7,523              | \$10,000            |                     | BOND ISSUANCE COSTS                                     | \$10,000                              | \$10,000                                     |
| <b>\$4,370,641</b>   | <b>\$3,532,662</b>  | <b>66</b>           | <b>Expense Subtotal</b>                                 | <b>\$3,345,866</b>                    | <b>\$3,345,866</b>                           |
| \$4,370,641          | \$3,532,662         |                     | <b>DEBT SERVICE</b>                                     | <b>\$3,345,866</b>                    | <b>\$3,345,866</b>                           |
|                      |                     |                     |   |                                       |  |

| EOY Expense<br>FY'17 | Approp.<br>FY'18    | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS                                 | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|---------------------|---------------------|--|---------------------------------------|--|
|                      |                     |                     | <b>EMPLOYEE BENEFITS</b>                             |                                       |  |
|                      |                     |                     | <b>RETIREMENT/PENSIONS</b>                           |                                       |  |
| \$0                  | \$5,000             |                     | UNEMPLOYMENT CLAIMS                                  | \$10,000                              | \$10,000                                     |
| \$5,112,553          | \$5,500,000         |                     | EMPLOYEE GROUP<br>HEALTH/LIFE/DENTAL INSURANCE       | \$5,600,000                           | \$5,600,000                                  |
| \$123,999            | \$175,000           |                     | INJURY ON DUTY (POLICE/FIRE)<br>MEDICAL/REHAB CLAIMS | \$125,000                             | \$125,000                                    |
| \$275,412            | \$440,000           |                     | WORKERS COMP CLAIMS/EXPENSES                         | \$270,000                             | \$270,000                                    |
| \$0                  | \$0                 |                     | EXPENSE  | \$0                                   | \$0  |
| \$4,654,590          | \$5,036,574         |                     | CONTRIB PENSION CONTRIB                              | \$5,034,769                           | \$5,034,769                                  |
| \$34,297             | \$36,600            |                     | NON-CONTRIB PENSION CONT                             | \$36,600                              | \$36,600                                     |
| <u>\$10,200,852</u>  | <u>\$11,193,174</u> | <u>67</u>           | <u>Expense Subtotal</u>                              | <u>\$11,076,369</u>                   | <u>\$11,076,369</u>                          |
| \$10,200,852         | \$11,193,174        |                     | <b>RETIREMENT/PENSIONS</b>                           | \$11,076,369                          | \$11,076,369                                 |
| \$10,200,852         | \$11,193,174        |                     | <b>EMPLOYEE BENEFITS</b>                             | <u>\$11,076,369</u>                   | <u>\$11,076,369</u>                          |
|                      |                     |                     |  |                                       |  |
|                      |                     |                     | <b>TRANSFERS TO STABILIZATION</b>                    |                                       |  |
| \$1,450,000          | \$1,500,000         |                     | STABILIZATION  | \$500,000                             | \$500,000                                    |
| \$250,000            | \$250,000           |                     | CAPITAL STABILIZATION                                | \$250,000                             | \$250,000                                    |
| \$250,000            | \$250,000           |                     | OPEB   | \$750,000                             | \$250,000                                    |
| <u>\$1,950,000</u>   | <u>\$2,000,000</u>  | <u>68</u>           | <u>Expense Subtotal</u>                              | <u>\$1,500,000</u>                    | <u>\$1,000,000</u>                           |
| \$1,950,000          | \$2,000,000         |                     | <b>TRANSFERS TO STABILIZATION</b>                    | \$1,500,000                           | \$1,000,000                                  |
|                      |                     |                     |  |                                       |  |
| \$59,346,011         | \$60,546,378        |                     | <b><u>TOTAL GENERAL FUND LINE ITEMS</u></b>          | <u>\$61,622,354</u>                   | <u>\$61,132,354</u>                          |
|                      |                     |                     |  |                                       |  |
|                      |                     |                     | <b>ENTERPRISE FUNDS</b>                              |                                       |  |
|                      |                     |                     | <b>SEWER ENTERPRISE FUND</b>                         |                                       |  |
| \$365,126            | \$358,652           |                     | PERSONNEL  | \$325,540                             | \$325,540                                    |
| \$20,327             | \$32,150            |                     | OVERTIME   | \$15,000                              | \$15,000                                     |
| \$0                  | \$0                 |                     | Longevity  | \$1,975                               | \$1,975                                      |
| \$0                  | \$0                 |                     | Sick incentive                                       | \$1,250                               | \$1,250                                      |
| \$0                  | \$0                 |                     | Other comp   | \$2,073                               | \$2,073                                      |
| \$0                  | \$27,000            |                     | STANDBY  | \$27,000                              | \$27,000                                     |
| \$0                  | \$5,000             |                     | SEWER BLOCKS   | \$0                                   | \$0  |
| \$5,000              | \$5,000             |                     | POLICE DETAILS                                       | \$1,500                               | \$1,500                                      |
| <u>\$390,453</u>     | <u>\$427,802</u>    | <u>69</u>           | <u>Personnel Subtotal</u>                            | <u>\$374,338</u>                      | <u>\$374,338</u>                             |
| \$43,445             | \$48,500            |                     | FUEL   | \$20,000                              | \$20,000                                     |
| \$22,435             | \$15,000            |                     | EQUIPMENT/MAINTENANCE                                | \$25,000                              | \$25,000                                     |
| \$142,108            | \$150,000           |                     | LIFT STATION OPER/MAINT                              | \$150,000                             | \$150,000                                    |
| \$66,046             | \$60,000            |                     | OPER EXP ELECTRIC                                    | \$68,000                              | \$68,000                                     |
| \$4,048              | \$2,125             |                     | UNIFORMS   | \$1,700                               | \$1,700                                      |

| EOY Expense<br>FY'17 | Approp.<br>FY'18   | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS          | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|--------------------|---------------------|-------------------------------|---------------------------------------|--|
| \$91,464             | \$60,000           |                     | EXPENSES                      | \$67,000                              | \$67,000                                     |
| \$0                  | \$30,000           |                     | SEWER RESERVE FUND            | \$30,000                              | \$30,000                                     |
| \$540,878            | \$850,000          |                     | LYNN SEWER                    | \$720,000                             | \$720,000                                    |
| \$0                  | \$0                |                     | SEWER SYSTEM REPAIRS          | \$0                                   | \$0  |
| <u>\$910,424</u>     | <u>\$1,215,625</u> | <u>70</u>           | <u>Expense Subtotal</u>       | <u>\$1,081,700</u>                    | <u>\$1,081,700</u>                           |
| \$410,000            | \$406,558          |                     | INDIRECT TOWN SERVICES        | \$411,204                             | \$411,204                                    |
| \$343                | \$17,500           |                     | ADMINISTRATION FEES/CHRG      | \$1,000                               | \$1,000                                      |
| \$147,643            | \$133,209          |                     | PENSION CONTRIBUTION          | \$143,511                             | \$143,511                                    |
| \$148,864            | \$183,047          |                     | PRINCIPAL ON BONDS            | \$268,276                             | \$268,276                                    |
| \$54,852             | \$40,075           |                     | INTEREST ON BONDS             | \$120,000                             | \$120,000                                    |
| <u>\$761,703</u>     | <u>\$780,389</u>   | <u>71</u>           | <u>OTHER Expense Subtotal</u> | <u>\$943,991</u>                      | <u>\$943,991</u>                             |
| \$2,062,580          | \$2,423,816        |                     | SEWER ENTERPRISE FUND         | \$2,400,029                           | \$2,400,029                                  |
|                      |                    |                     | WATER ENTERPRISE FUND         |                                       |  |
| \$321,565            | \$362,313          |                     | PERSONNEL                     | \$305,631                             | \$305,631                                    |
| \$0                  | \$0                |                     | Longevity                     | \$3,700                               | \$3,700                                      |
| \$0                  | \$0                |                     | Sick incentive                | \$1,250                               | \$1,250                                      |
| \$0                  | \$0                |                     | Other comp                    | \$3,759                               | \$3,759                                      |
| \$0                  | \$0                |                     | STIPEND                       | \$6,552                               | \$6,552                                      |
| \$44,606             | \$15,000           |                     | OVERTIME                      | \$15,000                              | \$15,000                                     |
| \$0                  | \$27,000           |                     | STANDBY                       | \$27,000                              | \$27,000                                     |
| \$7,474              | \$7,500            |                     | FLUSHING HYDRANTS             | \$6,500                               | \$6,500                                      |
| \$3,303              | \$9,500            |                     | POLICE DETAILS                | \$4,000                               | \$4,000                                      |
| \$1,033              | \$0                |                     | PART TIME LABOR               | \$0                                   | \$0  |
| <u>\$377,982</u>     | <u>\$421,313</u>   | <u>72</u>           | <u>Personnel Subtotal</u>     | <u>\$373,392</u>                      | <u>\$373,392</u>                             |
| \$37,244             | \$48,500           |                     | FUEL                          | \$20,000                              | \$20,000                                     |
| \$15,293             | \$15,000           |                     | EQUIPMENT/MAINTENANCE         | \$25,000                              | \$25,000                                     |
| \$4,000              | \$2,000            |                     | WATER BILLS                   | \$2,000                               | \$2,000                                      |
| \$1,562              | \$2,125            |                     | UNIFORMS                      | \$1,700                               | \$1,700                                      |
| \$109,262            | \$115,000          |                     | EXPENSES                      | \$125,000                             | \$125,000                                    |
| \$0                  | \$25,000           |                     | WATER RESERVE FUND            | \$25,000                              | \$25,000                                     |
| \$1,846,291          | \$1,925,000        |                     | MWRA WATER                    | \$2,042,000                           | \$2,042,000                                  |
| <u>\$2,013,653</u>   | <u>\$2,132,625</u> | <u>73</u>           | <u>Expense Subtotal</u>       | <u>\$2,240,700</u>                    | <u>\$2,240,700</u>                           |
| \$410,000            | \$406,557          |                     | INDIRECT TOWN SERVICES        | \$411,203                             | \$411,203                                    |
| \$145,707            | \$154,241          |                     | PENSION CONTRIBUTION          | \$145,130                             | \$145,130                                    |
| \$441,206            | \$483,080          |                     | PRINCIPAL ON BONDS            | \$427,053                             | \$427,053                                    |
| \$3,000              | \$0                |                     | INTEREST ON BONDS             | \$1,000                               | \$1,000                                      |
| <u>\$999,913</u>     | <u>\$1,043,878</u> | <u>74</u>           | <u>OTHER Expense Subtotal</u> | <u>\$984,386</u>                      | <u>\$984,386</u>                             |



| EOY Expense<br>FY'17 | Approp.<br>FY'18 | Line<br>Item<br>No. | DEPARTMENTAL BUDGETS  | Administrator<br>Recommended<br>FY'19 | Finance<br>Committee<br>Recommended<br>FY'19 |
|----------------------|------------------|---------------------|-----------------------|---------------------------------------|--|
| \$3,391,548          | \$3,597,816      |                     | WATER ENTERPRISE FUND | \$3,598,478                           | \$3,598,478                                  |
| \$5,454,128          | \$6,021,632      |                     | ENTERPRISE FUNDS      | \$5,998,506                           | \$5,998,506                                  |
|                      |                  |                     |                       |                                       |  |
| \$64,800,139         | \$66,568,010     |                     | TOTAL APPROPRIATIONS  | \$67,620,861                          | \$67,130,861                                 |

#### **ARTICLE 5**      *AUTHORIZATION FOR COLLECTIVE BARGAINING AGREEMENTS*

To see if the Town will vote to raise and appropriate or transfer from available funds an amount of money sufficient to fund the cost items contained in the first year of a collective bargaining agreement(s) between the Town of Swampscott and certain Town unions; or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The Town has reached tentative agreement with all 5 municipal (non-school) labor unions. This Article seeks to fund the first year of each of these 5 contracts as provided under G.L. Ch. 150E.

**The Board of Selectmen will report on this Article at Town Meeting.**

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

#### **ARTICLE 6**      *APPROVE BILLS OF PRIOR FISCAL YEARS*

To see if the Town will vote to authorize payment of bills of prior fiscal years, and as funding therefor, to raise and appropriate or transfer from available funds a sum of money for such purposes; or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The purpose of this article is to provide a mechanism to pay bills that come in from time to time that are expense of prior fiscal years. In the event there are no bills of prior fiscal years, this article will be indefinitely postponed.

**This Article requires a 4/5 vote per Mass. General Laws**

**The Board of Selectmen will report on this Article at Town Meeting.**

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

#### **ARTICLE 7**      *AMEND FISCAL YEAR 2018 BUDGET*

To see if the Town will vote to amend certain line items in the Fiscal Year 2018 budget, and, as may be needed, to transfer from available funds a sum of money for such purposes; or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The purpose of this article is to provide a mechanism to adjust the Fiscal Year 2018 budget in the event amendments to the budget are necessary. In the event no changes to the Fiscal Year 2018 budget are required, this article will be indefinitely postponed.

**The Board of Selectmen will report on this Article at Town Meeting.**

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

**ARTICLE 8**      *APPROPRIATION FOR PUBLIC, EDUCATIONAL & GOVERNMENTAL (P.E.G.) CABLE TELEVISION ACCESS PROGRAMMING*

To see if the Town will vote to transfer from Free Cash the sum of \$105,465 to be transferred to the PEG Access and Cable Related Fund; and to appropriate from the PEG Access and Cable Related Fund established pursuant to General Laws Chapter 44, Section 53F, the sum of \$28,250 for salaries and \$70,000 for expenses for the fiscal year beginning July 1, 2018; for the purpose of providing PEG access services and oversight and renewal of the cable franchise agreement; or take any other action in relation thereto.

Sponsored by the Town Administrator

Comment: The purpose of this article is to appropriate monies received by Verizon & Comcast, to fund the operations of the P.E.G. Cable TV Public Access Stations for Fiscal Year 2019 in order to cover expenses associated with P.E.G. programming while the P.E.G. Fund regenerates a positive balance as a result of general operating expenses being charged to the P.E.G. Fund in prior fiscal years.

**The Board of Selectmen recommends favorable action on this Article.**

**The Finance Committee recommends favorable action on this Article.**

**ARTICLE 9**      *APPROVE TRANSFER OF FREE CASH*

To see if the Town will vote to transfer from free cash the sum of \$500,000 to the account of Current Revenue to be used and applied by the Board of Assessors in the reduction of the tax levy for Fiscal Year 2019 or take any action relative thereto.

Sponsored by the Town Administrator

Comment: This article will take some of the surplus resulting from town general fund operations as of the end of FY2017 and use it to off-set the tax levy for FY2019.

**The Board of Selectmen will report on this Article at Town Meeting.**

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

**ARTICLE 10**      *AUTHORIZE INCREASE FOR RETIREES COST OF LIVING BASE (COLA)*

To see if the Town will vote to approve the Swampscott Retirement Board's vote to increase the Cost of Living base from \$13,000 to \$14,000 consistent with the provision of Chapter 188, Section 19, of the Acts of 2010, or take any action relative thereto.

Sponsored by the Swampscott Retirement Board

Comment: Retirees and survivors of the Swampscott Retirement System (SRS) who are eligible to receive an annual cost of living adjustment receive that adjustment based only on the first \$13,000 of the retiree's allowance and the cost of living adjustment in any given year cannot exceed 3% by statute. Thus, in any given year the Swampscott Retirement Board can only grant a \$390 cost of living adjustment allowance. By increasing the base to \$14,000, the Board has the discretion to grant up to a 3% increase or an annual increase of \$420. Accordingly, by voting to increase the base to \$14,000, each eligible retiree and survivor of the SRS will receive at maximum an additional \$2.50 per month in their retirement allowance. The total annual cost of the COLA is \$6,000.

**The Board of Selectmen will report on this Article at Town Meeting.**

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

**ARTICLE 11**      *APPROPRIATION OF INTEREST EARNED IN CONSERVATION FUND*

To see if the Town will vote to transfer and appropriate the sum of **\$16,848** from Free Cash to be expended for installation and maintenance of a ten-foot wide easement path from the road to the water's edge on the easement on the Blythswood Estate or survey work; or take any action relative thereto.

Sponsored by the Conservation Commission

Comment: The Conservation Commission has an account for collecting fees from Wetlands Protection Act filings, which has been earning interest for several years. This interest has been re-classified as general fund interest, but the Conservation Commission would like to appropriate the earnings/interest such that these interest earnings can then be used for maintenance and improvements to conservation lands.

**The Board of Selectmen will report on this Article at Town Meeting.**

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

**ARTICLE 12**      *AMEND GENERAL BYLAWS - REVOLVING FUNDS*

To see if the Town will vote to:

- (1) Amend Article XXI of the Town's General Bylaws, Revolving Funds, and the vote taken under Article 20 of the May 15, 2017 Annual Town Meeting to add at the end of the chart set forth in Section 1 a new revolving fund, entitled, "Athletic Field Maintenance Revolving Fund" as set forth below:

ARTICLE XXI: Revolving Funds

Section 1: There are hereby established in the Town of Swampscott pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

| PROGRAM                           | AUTHORIZED REPRESENTATIVE OR BOARD TO SPEND | DEPARTMENT RECEIPTS   | PURPOSE   |
|-----------------------------------|---|---|---|
| <u>Athletic Field Maintenance</u> | <u>Town Administrator</u>                   | <u>Fees or charges received for rental or use of town athletic fields</u> | <u>To pay for salaries, supplies and equipment in support of maintenance of the town's athletic fields.</u> |

; and

- (2) Approve annual spending limits for FY 2019 for the revolving funds established in Section 1 of Article XXI of the General Bylaws including the new revolving fund for athletic field maintenance, in accordance with G.L. Chapter 44, §53E ½, with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 in any year, to increase the same for the ensuing fiscal year; provided, however, that at the request of the entity authorized to expend such funds, the Board of Selectmen, with the approval of the Finance Committee, may increase such limit, for that fiscal year only, all as set forth below:

| PROGRAM OR PURPOSE                | FISCAL YEAR SPENDING LIMIT |
|-----------------------------------|----------------------------|
| <b>Council on Aging</b>           | \$30,000                   |
| <b>Recycling-Blue Bins</b>        | \$5,000                    |
| <b>Recreation</b>                 | \$250,000                  |
| <b>Public Library</b>             | \$3,500                    |
| <b>Athletic Field Maintenance</b> | \$20,000                   |

, or take any action relative thereto.

Sponsored by Town Administrator

Comment: The intent of this article is to allow funds received from Town activities (senior center, recycling, recreation, and library copier/printer) to be used solely for additional activities directly related to the source activity. The “authorized representative or board” for each item would also have the responsibility of reporting to the Town the total receipts and expenditures through the respective account each fiscal year.

**The Board of Selectmen will report on this Article at Town Meeting.**

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

**ARTICLE 13**      *APPROPRIATION FOR CHAPTER 90 ROADWAY IMPROVEMENTS*

To see if the Town will vote to accept and appropriate the sum of **\$295,475**, or such other amount as is made available, 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 Town Administrator

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 Board of Selectmen recommends favorable action on this Article.**

**The Finance Committee recommends favorable action on this Article.**

**ARTICLE 14**      *APPROPRIATION FOR REPLACEMENT OF WATER MAINS*

To see if the Town will vote to appropriate the sum of **\$600,000** for the purchase and replacement of a water main, including all incidental and related costs; and, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c.44, §§7 or 8 or any other enabling authority and issue bonds or notes of the Town therefor, whether through the Massachusetts Water Resources Authority (“MWRA”) Local Financial Assistance Program or federal or state loan program, and to authorize the Town to apply for, accept and expend any federal or state grants or loans that may be available for the project, and further, that any premium received by the Town upon the sale of any bonds or notes, may be applied to the payment of costs approved by this vote and accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action relative thereto.

Sponsored by the Director of Public Works

Comment: The purpose of this article is to authorize the Town to borrow funds for the purpose of replacing a water main. It is anticipated that the Town will be eligible for and will receive, a zero-percent interest loan from the MWRA for such purposes. The project was recommended for funding in FY2019 by the Capital Improvement Committee (CIC). Refer to Appendix A for the complete CIC report.

**This Article requires a 2/3 vote for borrowing**

**The Board of Selectmen recommends favorable action on this Article.**

**The Finance Committee recommends favorable action on this Article.**

**ARTICLE 15**     *APPROPRIATION FOR HADLEY SCHOOL FEASIBILITY STUDY*

To see if the Town will vote to appropriate, borrow or transfer from available funds, **\$750,000** to be expended under the direction of the Swampscott School Committee for the Hadley Elementary School Feasibility Study, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town or take any action relative thereto.

Sponsored by the Capital Improvement Committee

Comment: This article is to appropriate the necessary costs for a feasibility study under the Mass. School Building Authority's program that is ultimately expected to result in the construction of a new elementary school.

**This Article requires a 2/3 vote for borrowing**

**The Board of Selectmen will report on this Article at Town Meeting.**

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

**ARTICLE 16**     *APPROPRIATION FOR RECOMMENDED CAPITAL PROJECTS*

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the necessary funds to pay costs of various capital projects, as described in the chart below:

| FY | No | DEPARTMENT            | PROJECT TITLE  | Administrator Recommended | CIC Recommended | Funding Source                     |
|----|----|-----------------------|--|---------------------------|-----------------|------------------------------------|
| 19 | 1  | Building Dept.        | Purchase of Permitting Software  | \$50,000                  | \$50,000        | Borrowing - Taxes                  |
| 19 | 2  | Community Development | Façade Improvement Program   | \$25,000                  | \$0             | Free Cash                          |
| 19 | 3  | Community Development | Smart Growth Zoning - Train Depot Neighborhood                           | \$25,000                  | \$25,000        | Free Cash                          |
| 19 | 4a | Community Development | Light Pole Replacement - 22 Light Poles - Humphrey Street/Monument areas | \$150,000                 | \$150,000       | Borrowing - Taxes                  |
| 19 | 4b | Community Development | Light Pole Replacement - 22 Light Poles - Humphrey Street/Monument areas | \$57,627                  | \$57,627        | Re-apply prior year unused Capital |
| 19 | 5  | DPW                   | Replacement of 1 Ton Dump Truck with SANDER                              | \$66,000                  | \$66,000        | Borrowing - Taxes                  |
| 19 | 6  | DPW                   | Replacement of truck used to haul asphalt and for snow removal           | \$78,000                  | \$78,000        | Borrowing - Taxes                  |
| 19 | 7  | DPW                   | Storm-Water Management Evaluation/Repairs                                | \$139,018                 | \$139,018       | Re-apply prior year unused Capital |
| 19 | 8  | DPW                   | Street Repairs - Non-Chapter 90  | \$200,000                 | \$200,000       | Borrowing - Taxes                  |
| 19 | 9  | DPW-SEWER             | Sewer Rehab - Stacy Brook Sewer Rehab                                    | \$2,216,000               | \$2,216,000     | Borrowing - Sewer Rates            |

|    |    |                    |  |                    |                    |                                    |
|----|----|--------------------|--|--------------------|--------------------|------------------------------------|
| 19 | 11 | Facilities         | Clarke School - Stage Lift ADA Improvements  | \$25,000           | \$25,000           | Re-apply prior year unused Capital |
| 19 | 12 | Facilities         | Clarke School - Fire Alarm upgrades  | \$30,000           | \$30,000           | Borrowing - Taxes                  |
| 19 | 13 | Facilities         | Clarke School - HVAC Repairs   | \$55,000           | \$55,000           | Re-apply prior year unused Capital |
| 19 | 14 | Facilities         | DPW Yard - Repairs to Building   | \$50,000           | \$50,000           | Borrowing - Taxes                  |
| 19 | 16 | Facilities         | High School - Sprinkler System Upgrades  | \$35,000           | \$35,000           | Borrowing - Taxes                  |
| 19 | 17 | Facilities         | Library - Purchase/Install Elevator Sleeve   | \$80,000           | \$80,000           | Borrowing - Taxes                  |
| 19 | 18 | Facilities         | Middle School - New Roof Assessment  | \$20,000           | \$20,000           | Re-apply prior year unused Capital |
| 19 | 19 | Facilities         | Police Station - Install New Roof Hatch  | \$15,000           | \$15,000           | Borrowing - Taxes                  |
| 19 | 20 | Facilities         | Senior Center - HVAC System upgrades   | \$20,000           | \$20,000           | Borrowing - Taxes                  |
| 19 | 21 | Facilities         | Stanley School - HVAC System Upgrades  | \$150,000          | \$0                | Borrowing - Taxes                  |
| 19 | 22 | Facilities         | School-Districtwide - Purchase/Install Security Cameras & other related infrastructure | \$45,000           | \$45,000           | Re-apply prior year unused Capital |
| 19 | 23 | Facilities         | Town Hall - Repairs to historical windows  | \$33,500           | \$33,500           | Borrowing - Taxes                  |
| 19 | 24 | Fire Department    | Apron Repair   | \$22,770           | \$22,770           | Borrowing - Taxes                  |
| 19 | 25 | Fire Department    | Fire Station Study   | \$52,000           | \$25,000           | Borrowing - Taxes                  |
| 19 | 26 | Fire Department    | Purchase of Self-Contained Breathing Apparatus   | \$100,000          | \$100,000          | Borrowing - Taxes                  |
| 19 | 27 | Library            | Renovations to Third Floor of Library  | \$55,000           | \$55,000           | Borrowing - Taxes                  |
| 19 | 28 | Police             | Firearms Training Simulator  | \$33,000           | \$33,000           | Borrowing - Taxes                  |
| 19 | 29 | Police             | Purchase of 2 new marked Police Cruisers   | \$80,000           | \$80,000           | Borrowing - Taxes                  |
| 19 | 30 | School             | Technology - upgrade telephone system  | \$25,000           | \$25,000           | Borrowing - Taxes                  |
| 19 | 31 | School             | Technology - Purchase HS Chromebooks   | \$35,000           | \$35,000           | Borrowing - Taxes                  |
| 19 | 32 | School             | Technology - Purchase Chromebooks  | \$35,000           | \$35,000           | Borrowing - Taxes                  |
| 19 | 33 | School             | Technology - Purchase iPads  | \$43,000           | \$43,000           | Borrowing - Taxes                  |
| 19 | 34 | School             | Technology - Purchase MacBook Airs   | \$85,000           | \$85,000           | Borrowing - Taxes                  |
| 19 | 35 | Technology-Town    | Repairs to technology server switches and related technology infrastructure            | \$60,000           | \$60,000           | Borrowing - Taxes                  |
| 19 | 36 | Town Administrator | Age-Friendly Community Assessment  | \$30,000           | \$30,000           | Re-apply prior year unused Capital |
|    |    |                    | <b>TOTAL Appropriations</b>  | <b>\$4,220,915</b> | <b>\$4,018,915</b> |                                    |

|  |  |  |                               |                    |                    |  |
|--|--|--|-------------------------------|--------------------|--------------------|--|
|  |  |  |                               |                    |                    |  |
|  |  |  | <b>FUNDING SUMMARY</b>        |                    |                    |  |
|  |  | Amount to be funded by General Fund Borrowing:                 |                               | \$1,583,270        | \$1,406,270        |  |
|  |  | Amount to be funded with Enterprise Fund Borrowing:            |                               | \$2,216,000        | \$2,216,000        |  |
|  |  | Amount to be funded from Free Cash:                            |                               | \$50,000           | \$25,000           |  |
|  |  | Transfer unexpended balances from prior year Capital Projects: |                               | \$371,645          | \$371,645          |  |
|  |  |  |                               |                    |                    |  |
|  |  |  | <b>TOTAL Funding sources:</b> | <b>\$4,220,915</b> | <b>\$4,018,915</b> |  |

Each numbered item will be considered a separate appropriation; with the budgeted amount to be spent only for the stated purpose; or take any action relative thereto.

Sponsored by the Capital Improvement Committee

Comment: The above projects were recommended for funding in FY2019 by the Capital Improvement Committee (CIC). Refer to Appendix A for the complete CIC report.

**This Article requires a 2/3 vote for borrowing.**

**The Board of Selectmen will report on this Article at Town Meeting.**

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

**ARTICLE 17** *ACCEPT PROVISIONS OF MGL CHAPTER 90 SECTION 18B TO ESTABLISH SAFETY ZONES*

To see if the Town will vote to accept the provisions of G.L. c.90 §18B, allowing the Board of Selectmen to establish designated "safety zones" with a speed limit of 20 miles per hour on, at or near any way in the Town that is not a state highway, and, if a state highway, with the approval of the Department of Transportation, or take any other action related thereto.

Sponsored by the Board of Selectmen

Comment: If the Town adopts G.L. c.90 Section 18B, it will allow the Board of Selectmen to determine "safety zones" that will limit the speed limit within that zone to 20mph. This adoption allows the Town to directly set special 20mph zones without state review and approval.

**The Board of Selectmen will report on this Article at Town Meeting.**

**ARTICLE 18** *ADOPTION OF BYLAW PROHIBITING PLASTIC BAGS*

To see if the Town will vote to amend the Town's General Bylaw by inserting a new bylaw entitled, Single Use Plastic Bags, as follows, and to authorize the Town Clerk to assign appropriate numbering therefor:

ARTICLE XXII: SINGLE USE PLASTIC BAGS

Section 1. Purpose.

The production and use of single-use plastic bags have significant impacts on the environment of all communities, including but not limited to: contributing to the potential death of fish, fowl, animals and wildlife through ingestion and entanglement; contributing to pollution of the environment through improper disposal; clogging storm drainage systems; creating a burden to solid waste collection and recycling efforts; and requiring the use of millions of barrels of non-renewable, polluting, fossil fuel for their manufacture. Therefore, the Town of

Swampscott seeks to phase out the use of single-use plastic bags by all retail establishments, including restaurants providing take-out, doing business in Town over a period of 12 months from the effective date of this bylaw.

## Section 2. Definitions.

“Establishment” means any business selling goods, articles, food or personal services to the public, including restaurants.

“Single-use plastic bags” means bags made of plastic, with integral handles, and thickness less than 2.5 mils, that are intended to be used for the transport of products purchased at an Establishment as defined herein.

“Reusable bag” means a bag that is specifically designed for multiple use and is made of cloth, fabric or other durable materials.

## Section 3. Use Regulations.

- A. Single-use plastic bags shall not be distributed or sold at any Establishment within the Town of Swampscott effective January 1, 2019. Existing stock of single-use bags shall be phased out within twelve (12) months after December 31, 2018; any stock remaining at the end of said 12 months shall be disposed of properly by the Establishment. Customers are encouraged to bring their own reusable shopping bags to stores.
- B. Establishments may provide reusable bags at no charge or charge a reasonable fee for each paper or other bag, as they desire. Establishments are strongly encouraged to make reusable bags available to customers at a reasonable price.
- C. Thin-film plastic bags, used by Establishments to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise, typically without handles, are exempt from the provisions of this Regulation.

## Section 4. Administration and Enforcement.

This Bylaw may be enforced by any Town police officer, enforcement officers or agents of the Board of Health. This Bylaw may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c.40, §21D and Article XII of the Town’s General Bylaws. If non-criminal disposition is elected, then any Establishment which violates any provision of this regulation shall be subject to the following penalties:

|                              |                 |
|------------------------------|-----------------|
| First Offense:               | Written warning |
| 2nd Offense:                 | \$50 fine       |
| 3rd Offense:                 | \$100 fine      |
| 4th and Subsequent Offenses: | \$300 fine      |

Subsequent offenses shall be determined as offenses occurring within two years of the date of the first noticed offense. Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

, or take any other action relative thereto.

Sponsored by the Board of Selectmen

Comment: The production and use of single-use plastic bags have significant impacts on the environment of all communities, including but not limited to: contributing to the potential death of fish, fowl, animals and wildlife through ingestion and entanglement; contributing to



pollution of the environment through improper disposal; clogging storm drainage systems; creating a burden to solid waste collection and recycling efforts; and requiring the use of millions of barrels of non-renewable, polluting, fossil fuel for their manufacture. Therefore, the Town of Swampscott seeks to phase out the use of single-use plastic bags by all retail establishments, including restaurants providing take-out, doing business in Town over a period of 12 months from the effective date of this bylaw.

**The Board of Selectmen will report on this Article at Town Meeting.**

**ARTICLE 19**      *AMEND GENERAL BYLAWS – PRESERVATION OF HISTORICALLY SIGNIFICANT BUILDINGS*

To see if the Town will vote to amend Article IX, Section 4, The Preservation of Historically Significant Buildings, of the Town's General By-laws, by deleting the language shown in strikethrough and adding the language shown in bold as follows or take any other action in relation thereto.

Sponsored by the Board of Selectmen

Comment: This bylaw proposes to amend the "Demolition Delay" Bylaw for historically significant buildings to include an appeal process for certain actions of the Historical Commission

**The Board of Selectmen will report on this Article at Town Meeting.**

*SECTION 4. THE PRESERVATION OF HISTORICALLY SIGNIFICANT BUILDINGS*

(a) INTENT AND PURPOSE

This by-law is enacted for the purpose of preserving and protecting significant buildings within the Town of Swampscott that constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the ~~the~~ Town and to limit the detrimental effect of demolition on the character of the ~~the~~ Town. Through this bylaw, owners of preferably preserved buildings are encouraged to seek out alternative options that will preserve, rehabilitate or restore such buildings and residents of the town are alerted to impending demolitions of significant buildings. By preserving and protecting significant buildings, streetscapes and neighborhoods, this bylaw promotes the public welfare by making the town a more attractive and desirable place in which to live and work. To achieve these purposes the Historical Commission is authorized to advise the Building Inspector with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this by-law.

(b) DEFINITIONS

For the purposes of this by-law, the following words and phrases shall have the meanings set forth below:

1. APPLICANT - Any person or entity who files an application for a building permit involving the demolition of a building or structure as further defined herein. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.
2. APPLICATION - An application for a building permit involving the demolition of a building or structure as defined herein.
3. BOARD OF SURVEY - the board that is ordered to respond under Massachusetts General Laws Chapter 143 Section 8, when an owner of a building or structure fail to take action on a notice that the building or structure is unsafe. The board shall consist of the Town Engineer, the Fire Chief, and one disinterested person to be appointed by the Building Inspector.

4. BUILDING - Any combination of materials forming a shelter for persons, animals, or property.
5. BUILDING INSPECTOR - The person occupying the office of Building Inspector or otherwise authorized to issue demolition permits.
6. BUSINESS DAY - a day that is not a Saturday, Sunday or a recognized municipal or federal holiday.
7. CHAIRPERSON - the head of the Commission, the person performing the functions of the chairperson in the event that no one holds that title, or any other person to whom the chairperson has delegated authority to act according to this ordinance.
8. COMMISSION - The Swampscott Historical Commission or its designee.
9. DEMOLITION - Any act of pulling down, destroying, removing, dismantling or razing a building or any part thereof, including but not necessarily limited to commencing the work of total or substantial destruction with the intent of completion of the same. Demolition shall also include significantly altering the shape of the roof, or removal of significantly integral components of the building or structure such as a turret. For purposes of this section, the term "demolition" shall not include the ordinary maintenance or repair of any building or structure, interior renovations, or removal or demolition of any ancillary portion of a structure such as porches, decks, windows, etc. provided that in the instance of demolition of said ancillary portions for the purpose of repair or replacement, said repair or replacement shall be done using like-kind or better materials which determination shall be made by the Inspector of Buildings.
10. DEMOLITION PERMIT - Any permit issued by the Building Inspector, which authorizes the demolition of a building, as defined herein, excluding a building permit issued solely for the demolition of the interior of a building.
11. FINAL DETERMINATION - a decision made by the Commission in accordance with Section (d) 3.C. of this chapter.
12. INITIAL DETERMINATION - any determination made by the Commission in accordance with Section (d) 3.A. of this chapter.
13. OWNER - the person with legal title to a building or structure. Where the term "owner" is used, it shall include the owner's legally authorized representative.
14. PERSON - a private individual, firm, corporation, partnership, association, trust or society.
15. PREFERABLY PRESERVED - Any significant building which the Commission determines, following a public hearing, that it is in the public interest to be preserved rather than demolished. A preferably preserved building is subject to the nine-month demolition delay review period of this bylaw.
16. SIGNIFICANT BUILDING OR STRUCTURE - Any building or structure within the Town which is in whole or in part seventy-five years or more old (at the time of the request for the demolition permit) and which:
  - a. Is-listed on, or is within an area listed on, the National Register of Historic Places; or which is the subject of a pending application for listing on the National Register, or

b. Is or has been designated by the Commission to be eligible as a significant building or structure after a factual finding that the building or structure is either:

i. Importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town of Swampscott or the Commonwealth of Massachusetts; or

ii. Historically or architecturally significant (in terms of period, style, method of building or construction, or association with a reputed architect or builder) either by itself or in the context of a group of buildings or structures, or

iii. Listed in the Swampscott Historical Commission Survey, originally published in 1986, as periodically amended. A copy is available for review at Town Hall and the Swampscott Public Library.

and therefore it is in the public interest to be preserved or rehabilitated rather than to be demolished. The Commission shall make its determinations using industry standard historical guidelines whenever applicable.

c. With the exception of a structure which can be classified under 16(a) above additions, outbuildings or other structures relating to the significant building, that are less than 75 years old are exempted from this by-law, with sufficient documented proof of age as determined by the **Building Inspector**. ~~of Buildings.~~

In determining the age of a building and/or structure, the **Building Inspector** ~~of Buildings~~ shall use the Town ~~Assessors~~ **Assessors'** database and/or MACRIS. In instances where there is a discrepancy between the ~~Assessors~~ **Assessors'** database and MACRIS, MACRIS shall prevail.

17. STRUCTURE - any constructed, erected, or placed material or combination of materials in or upon the ground, excluding sidewalks and paving on streets, driveways, parking areas, and patios.

18. VOLUNTARILY - any act(s) done by design or intention, which is proposed, intended, or not accidental.

#### (c) COMPUTATION OF TIME

For the purposes of computing any period of time regarding the demolition review process, excluding age of the building or structure, the day of the act after which the designated period of time begins to run is excluded: The last day shall be included, unless it is a Saturday, Sunday, or municipal or federal holiday, in which case, the period runs to the next business day.

For the purpose of calculating the age of a building or structure, any point on a calendar year shall be counted as a complete year; e.g.: a building or structure built in June 1930 shall be considered 75 years old on January 1, 2005.

#### (d) PROCEDURE

1. Upon receipt of permit application, the Building Inspector will immediately date stamp the application. If the Building Inspector can determine with certainty that the building or structure does not meet the criteria in Section 16 in regard to its age, or if the proposed demolition is excluded under Section (b) 9, then the permit may be issued according to current laws.

2. If the building or structure is not excluded under Section (b) 9 and does not meet the Section (b) 16 criteria, then the Inspector shall notify the Historical Commission in writing within seven (7) business days, that he/she has received a demolition permit request, attaching a copy of the application to the notice. The Building Inspector shall also forward copies of the notice to the applicant and the owner (if different).

### 3. Commission's Determinations

a. Initial Determination: The Commission shall make a written determination of whether the building or structure to be demolished is significant within forty-five (45) days after receipt of the written notice from the Building Inspector, or sixty (60) days after the receipt of the application by the Building Inspector, whichever shall first occur, and complete the following:

If the Commission determines that the building or structure is not significant, the Commission shall so notify the Building Inspector, the applicant, the owner (if different) and the Town Clerk in writing. The applicant shall not be required to take any further action in regard to this Bylaw.

If the Commission determines that the building or structure is significant, the Commission shall so notify the Building Inspector, the applicant, the owner (if different) and the Town Clerk of ~~its~~ ~~their~~ determination in writing.

If the Commission fails to respond to the Building Inspector's notice within forty five (45) days of receipt of the written notice from the Building Inspector, or within sixty (60) days of the receipt of the application by the Building Inspector, whichever shall first occur, the Building Inspector may grant the demolition permit.

b. Public Hearing: The Commission shall hold a public hearing on the initial determination and the application within (45) days of filing the initial determination with the Town Clerk. The Town of Swampscott shall give public notice of the hearing by publishing the time, place and purpose of the hearing in a local newspaper and in a conspicuous place in town hall for a period of not less than seven (7) days prior to the hearing. The Town of Swampscott shall also send notice of the public hearing to applicant and owner (if different), and abutters by certified mail, at least seven (7) days prior to the hearing, as defined in Chapter 40A of Massachusetts General Laws.

The applicant for demolition permit may voluntarily submit to the Commission a demolition plan that may include:

A brief description of the type of building or structure and the reason for the proposed demolition, with supporting data.

A scaled plot plan showing the location of the significant building or structure on the property and with reference to neighboring properties.

Photographs of all elevations of the building or structure in the context of its surroundings.

c. Final Determination: Within ten (10) days of the close of the public hearing, the Commission shall file a written final determination with the Town Clerk. The Commission shall simultaneously send a copy of the final determination to the Building Inspector and send copies to the applicant and the owner (if different) by certified mail. If the Commission determines that demolition of the significant building or structure would be detrimental to the architectural, cultural, political, economic, or social heritage of the Town, such building or structure shall be considered as preferably preserved.

If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Inspector and applicant and owner (if different) in writing. The Building Inspector may then issue the demolition permit.

4. If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Inspector and applicant and owner (if different) in writing. No demolition permit may then be issued for a period of

nine (9) months from the date of the determination. If the Commission does not so notify the Building Inspector in writing within ten (10) days of the public hearing, the Building Inspector may issue the demolition permit.

Upon a determination by the Commission that any building which is the subject of an application is a preferably preserved building, no building permit for new construction or alterations on the premises shall be issued for a period of nine (9) months from the date of the determination. During this period, the applicant is encouraged to locate a purchaser for the building or structure who is willing to preserve, restore or relocate the building or structure.

No permit for demolition of a building determined to be a preferably preserved building shall be granted until all approvals necessary for the issuance of a building permit are obtained; including without limitation, any necessary zoning variances or special permits, and all appeals from the granting of such approvals must be concluded.

The Building Inspector may issue a demolition permit or a building permit for a preferably preserved building within the nine months if the Commission notifies the Building Inspector in writing that the Commission finds that the intent and purpose of this bylaw is served even with the issuance of the demolition permit or the building permit.

Following the nine-month review period, the Building Inspector may issue the demolition permit.

Prior to the commencement of the demolition process, the property owner shall allow the Commission to make a proper photographic record of the interior and exterior of the building, and allow for salvage of any unique architectural detail that would otherwise be lost during the demolition process.

## **5. Emergency Demolition and Unsafe Structure**

a. Emergency Demolition: If after an inspection, the Building Inspector finds that a building or structure subject to this bylaw is found to pose an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building or structure, then the Building Inspector may issue an emergency demolition permit to the owner of the building or structure. The Building Inspector shall then prepare a report explaining the condition of the building and the basis for his decision, which shall be forwarded to the Commission.

b. Unsafe Structure: In the event that a Board of Survey is convened to consider the condition of a building or structure under Massachusetts General Laws Chapter 143, Section 8, the Chairperson shall be notified to accompany the Board during its inspection.

## **6. Enforcement**

a. The Commission and/or the Building Inspector are each specifically authorized to institute any and all actions and proceedings, in law or equity, including non-criminal disposition in accordance with G.L. c.40, §21D and Article XII, Section 2 of the Town By-laws, as they may deem necessary and appropriate to obtain compliance with the requirements of this bylaw or to prevent a threatened violation thereof.

b. Anyone who voluntarily demolishes a building or structure without first obtaining a demolition permit in accordance with the provisions of this bylaw shall be subject to a fine of not more than ten percent of the assessed property value. No building permit shall be issued for a period of two years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership and control unless the building permit is for the faithful restoration or unless otherwise agreed to by the Commission.

## **7. Appeal**

Any person aggrieved by either an initial or final determination of the Commission under this by-law may appeal the determination to the Board of Selectmen by filing a written request for review with the Board of Selectmen. The request for review shall be received by the Board of Selectmen, and a separate copy shall be filed with the Town Clerk's Office within fourteen (14) business days of the date the Commission's determination was filed with the Town Clerk. A copy of the request for review shall be provided to the applicant, owner (if different than the applicant party), Building Inspector and the Commission.

Within forty-five (45) days of receipt of the notice of appeal, the Board of Selectmen shall hold a public hearing for the purpose of adjudicating the appeal. Notice of the time, place and purpose of the hearing shall be mailed to the applicant and owner (if different than the applicant), the Building Inspector and Commission. The Board of Selectmen at the hearing shall review the record of the proceedings before the Commission and input provided by the applicant, owner (if different than the applicant) and by Commission's representatives.

Within fourteen (14) days of the conclusion of the hearing, the Board of Selectmen shall render a decision on the appeal, which shall be filed with the Town Clerk and mailed by certified mail to the applicant. The decision shall be based on any information presented to or considered by the Commission in issuing its determination; information provided by the applicant, owner, or the Commission at the Board of Selectmen hearing; and consideration of the purpose of the by-law. In addition, the Board of Selectmen may also take into account the quality of the materials remaining on the exterior of the structure and financial or other hardship that might be created for the owner based on the Commission's determination.

#### **ARTICLE 20**      *AMEND ZONING BYLAWS - REZONING OF RESIDENTIAL PROPERTIES*

To see if the Town will vote to amend the Swampscott Zoning Map by changing the zoning designation of all properties in the Residence A-3 District (A3) to a new Residence A-4 District (A4), maintaining the list of properties outlined in Appendix B within a (new) Residence A-3 District (A3), and making the following revisions (additions with underline, removals with strikethrough) within the Zoning By-laws to reflect the new zoning district, as set forth in Appendix B, or take any action relative thereto. Properties listed by parcel number; some parcels have multiple street addresses. Zoning to affect the parcels listed; street address provided for reference only.

Sponsored by the Planning Board

Comment: This article seeks to remedy inconsistencies in the A3 district which were the result of a 2009 amendment that created a blanket change to the allowed uses table in the A3 district. These 2009 changes allowed increased density of use in the entire A3 district that is deemed inappropriate and detrimental to certain properties located in A3, (indicated on map) based on: physical characteristics of land including existing density, slope, wetlands, flood plain; capacity of transportation system and availability of parking; appropriate scale of neighborhood; population needs; alignment with Master Plan.

**This Article requires a 2/3rds vote**

**The Board of Selectmen will report on this Article at Town Meeting.**

#### **ARTICLE 21**      *AMEND ZONING BYLAWS – CREATE A NEW COMMERCIAL B-4 DISTRICT*

To see if the Town will vote to amend the Swampscott Zoning Map by creating a new Commercial B-4 District (B4) as designated for the referenced properties, and making the following revisions (additions with underline, removals with strikethrough) within the Zoning By-laws to reflect the new zoning district as set forth in Appendix C; or take any action relative thereto.

See parcel list, zoning map, and proposed revisions in Appendix C

Sponsored by the Planning Board

Comment: This article seeks to modify the commercial zoning in the Vinnin Square area by rezoning the commercial properties that have frontage on Essex Street/Loring Avenue. The proposed new

district will have modified dimensional regulations that will encourage mixed-use and multi-family development that relates better to the street and de-emphasizes large parking lots. This zoning comes as a recommendation from the Master Plan (HS.2.2.3, HS.3.1.1, LU.3.1.1). This proposal is also in line with the Governor's Housing Choice Initiative to add to the housing stock so as to support the growing economy and provide new housing choices.

**This Article requires a 2/3rds vote**

**The Board of Selectmen will report on this Article at Town Meeting.**

**ARTICLE 22**     *AMEND ZONING BYLAWS – AMEND HUMPHREY STREET OVERLAY DISTRICT*

To see if the Town will vote to amend the Swampscott Zoning By-Law section "4.7.0.0. Humphrey Street Overlay District" as it relates to the allowed uses by making the following revisions (additions with underline, removals with strikethrough) as set forth in Appendix D; or take any action relative thereto.

See Table of Additional Uses within the HSOD in Appendix D

Sponsored by the Planning Board

Comment: Town Meeting approved a new Tourist Lodging Overlay District in May 2017 which helps to encourage the development of hotels, motels, inns, and bed and breakfast establishments. Part of that zoning change included revising the regulations and definitions of those tourist lodging establishments. Now that the overlay and regulation/definitions have been approved and updated, the Planning Board would like to extend those uses within the historic downtown which is included in the Humphrey Street Overlay District.

**This Article requires a 2/3rds vote**

**The Board of Selectmen will report on this Article at Town Meeting.**

**ARTICLE 23**     *AMEND GENERAL BYLAWS - EARTH REMOVAL – BYLAW UPDATES*

To see if the Town will vote to amend the General By-Laws "Article XIII: Earth Removal" by making the revisions as provided in Appendix E, or take any action related thereto.

Sponsored by the Earth Removal Advisory Committee

Comment: The Earth Removal Advisory Committee was established by town meeting in May, 1994. The substance of the by-law was taken from a similar community in Vermont. Because some of the by-law's requirements have been found to be inapplicable to Swampscott or in need of further clarification, ERAC proposes revising it. The majority of these proposed changes are not substantive although, so as to have an odd number of voting members so as to avoid voting ties, the Committee is recommending decreasing the number of voting ERAC members from six to five.

**The Board of Selectmen will report on this Article at Town Meeting.**

**ARTICLE 24**     *AMEND GENERAL BYLAWS - EARTH REMOVAL – RODENT CONTROL*

To see if the Town will vote to amend the General By-Laws, Article XIII: Earth Removal as provided below; or take any action relative thereto.

Delete "and" at the end of paragraph 11, insert a new paragraph 12, and renumber the previous paragraph 12 as paragraph 13, of Article XIII, Section 3(b) (EARTH REMOVAL PROCEDURE), as shown below:

(A)     SECTION 3(b)

11. The proposed form of performance security to be used;

12. An Integrated Pest Management (IPM) plan in accordance with Section 17; and

13. Copies of the information outlined in the above paragraphs numbered one (1) through twelve (12) shall be filed with the Town Clerk and the Board of Selectmen.

- (B) Delete “and” at the end of paragraph 16, replace paragraph 17 as shown below and add a new paragraph 18 in Article XIII, Section 4(a) (EARTH REMOVAL PROCEDURE), all as shown below:

SECTION 4(a)

16. corrective measures to be taken to restore areas of past removal operations in the case of an application for continuation of an existing removal operation;

17. pollution insurance if appropriate under the circumstances; and

18. an Integrated Pest Management (IPM) plan.

- (C) Insert a New Section 17 as shown below:

SECTION 17        RODENT CONTROL

(a)        INTRODUCTION

1. This policy specifies the minimum rodent control and general pest control requirements that shall be included in the Integrated Pest Management (IPM) plan submitted in a permit application under Section 3(b) of this Article, and that shall be incorporated into a permit issued under this Article. A copy of the IPM shall be provided to the Swampscott Board of Health Agent.

2. Where appropriate, pest control devices and supplies (e.g., bait stations and traps) shall be used so as to facilitate the management and effectiveness of the pest control program.

3. The IPM plan shall be implemented in such a manner that toxicants or other control tools do not pose a hazard to persons, domestic animals, or non-target wildlife, and in a manner that is consistent with all applicable federal, state, or local environmental or public health laws or regulations, including the Massachusetts Wetland Protection Act.

4. The IPM plan requirements are to be performed prior to demolition, excavation, and site preparation, and throughout the project area, so that rodents and other pests do not disperse from or infest the project area or bordering areas. Accordingly, implementation of the IPM plan shall be initiated no later than two weeks before field mobilization begins for the project or such earlier date as necessary to allow for adequate time to achieve control before environmental disruptions.

5. The project contractor or third-party subcontractor shall perform the rodent control tasks described in the IPM plan and shall respond to other pest control needs when directed by the Swampscott Board of Health Agent.

6. The project contractor or sub-contractor shall maintain a cooperative dialogue with Town representatives and owners of neighboring properties throughout the development and implementation of the IPM plan.

7. The IPM plan shall be implemented until the project is completed and all equipment and materials are removed from the site.



(b) QUALIFICATIONS

Pest control applicators shall have specific training and experience in rodent control and integrated pest management and shall have a Massachusetts pesticide applicator license or certification.

(c) INSPECTIONS

1. Prior to any rodent baiting, the proposed construction area and accessible or observable bordering areas (including, but not limited to, all embankments, edge areas, and properties within and abutting the construction area) shall be inspected and signs of rodent activity and sanitation conditions recorded.

2. Thereafter, and for the duration of the project, the proposed construction area and accessible or observable bordering areas, shall be thoroughly inspected for rodent activity and sanitation deficiencies in accordance with the schedule as specified in the IPM, unless directed by the Swampscott Board of Health Agent to inspect on a different or more frequent schedule.

(d) APPLICATION FOR RODENT CONTROL

1. For surface placement of rodent baits, properly secured and tamper-resistant rodent bait stations and traps consistent with U.S. Environmental Protection Agency regulation shall be used and individually numbered and properly identified.

2. Bait stations and traps shall be installed and secured at all observable rodent burrows and at regular and appropriate intervals and locations. Rodent activity (burrows, droppings, bait consumed, dead rodents) shall be recorded. Bait shall be replenished and bait stations and traps shifted as necessary to ensure complete control of rodent populations. Bait placements shall be inspected on a schedule as specified in the IPM plan, unless directed by the Swampscott Board of Health Agent to inspect on a different or more frequent schedule. Inspection and baiting data shall be used to determine the most effective distribution of baiting locations and bait quantities.

3. For situations involving underground construction/demolition, utility relocation, or utility construction, manholes shall be accessed according to the requirements of appropriate agencies and utility companies. Appropriate baits to control rodent populations in manholes and catch basins shall be placed in all accessible manholes and catch basins within the project area.

(e) CLEANUP

1. Visible rodent carcasses shall be promptly removed and properly disposed of.

2. Upon completion of any pest control operations at the site, all remaining bait and bait stations and traps and other controls shall be removed and properly disposed of.

(f) COMPLAINT CALLS

1. During construction, pest-related complaints from the adjacent neighborhood must be responded to by the project contractor or person designated as responsible for responding to neighborhood complaints as soon as practicable. In responding to any such complaints, if it is determined that there is a relationship between the pest infestation and the construction activities, or when directed by the Swampscott Board of Health Agent pesticides or traps, or other appropriate controls or measures shall be used as necessary and appropriate to resolve the complaint.

2. 24-hour contact information shall be provided in the IPM plan for the project contractor or person responsible for responding to neighborhood complaints.

3. Records of all complaints received, including location, contact person, inspection results, and actions taken, shall be created and maintained, as well as whether it was determined that the pest infestation was related to construction activities and, if so, the action taken to resolve the complaint.

(g) RECORD KEEPING

1. Accurate records and data sheets shall be created and maintained setting forth, at a minimum: the locations of areas treated; the number and types of bait stations and traps and other control devices set; the amount of pesticides used; inspections conducted and their findings; information regarding any complaints received as specified in subparagraph(g)(3) above; and an explanation of any changes in pest activity observed in the construction area and accessible or observable bordering areas.

2. All such reports and data sheets shall be provided to the Swampscott Board of Health Agent according to the schedule provided in the IPM plan, but not less than on a monthly basis.

Sponsored by the Earth Removal Advisory Committee

Comment: This Article proposes to include a new procedure to the Earth Removal Bylaw for rodent control to ensure projects include appropriate measures to protect the surrounding neighborhoods. ERAC believes the proposed corrections, additions, deletions will better serve the needs of the Swampscott community.

**The Board of Selectmen will report on this Article at Town Meeting.**

**ARTICLE 25** *CITIZENS' PETITIONED ARTICLE FOR A BYLAW PROPOSAL FOR SIDEWALK SNOW AND ICE REMOVAL*

To see if the Town will vote to amend Article V, Section 4 of the General Bylaws of the Town of Swampscott relative to both commercial and residential sidewalk snow and ice removal for the purpose of protecting the safety and welfare of the people. The proposed Bylaw amendment shall include the following (to expand on Article V, Section 4 (a) and (b)):

(c) Any residential owner or owners of record and/or commercial tenant or tenants of commercial property within commercial areas annually designated by the Board of Selectmen shall be individually and jointly responsible for removal of all snow and ice on any abutting public sidewalk in such designated areas to the extent practicable down to the sidewalk's natural surface and otherwise level and evenly cover the same with sand, or earth.

This responsibility of each residential owner or owners of record and/or commercial tenant or tenants of commercial property shall be subject to the following terms and conditions:

1. Snow shall be removed from the sidewalk within street limits within 12 hours (commercial) and 24 hours (residential) after it has fallen.
2. Snow removed from one's property, whether public or private, shall not be placed in any way, street or road to which the public has access.
3. The width of the area to be cleared shall be thirty-six (36) inches and shall be suitable for the passage of a wheelchair.

4. Ice shall be removed or treated with sand or sand mix on all sidewalks in public ways, including sidewalks and safety walks, whether concrete or blacktop on streets accepted by the Town.
5. The Board of Selectmen shall determine and establish safety walks in the Town and may authorize snow removal by the Town on said walks.
6. All ice and snow shall be removed from any handicap access ramp on any sidewalk abutting the property.
7. The Town Clerk shall notify the Police Department annually on June 1<sup>st</sup> each year of list of publicly accepted streets of the Town to be used for enforcement of this bylaw.
8. The penalty for the violation of this bylaw shall apply to the owner of the abutting property or his agent having charge thereof.
9. The Town may undertake to remove or treat such snow and ice in the event any such owner or owners and/or commercial tenant(s) shall refuse or neglect to remove the same and, in addition to other penalties applicable to violation of these bylaws, such owner or owners and/or commercial tenant or tenants shall be liable to the Town for the cost and expense incurred by the Town for the removal or treatment thereof.
10. The Board of Selectmen and the Town Police Department may use discretion and make accommodations for those individuals that are physically unable to perform the obligations themselves, provided they make arrangements with the Town, prior to impending snow/ice storms.
11. Fines for violations of this subsection shall be on the following fee schedule: first offense: written warning; second offense: \$50; third and successive offenses: \$100 each, to a maximum of \$350 per winter season (October 1 to April 30). In situations where there is more than one obligated person, such fines may be assessed jointly or individually. No more than one fine may be assessed with respect to any single weather event requiring removal or treatment of snow, slush or ice.
12. Town Police Department and/or DPW shall enforce through appropriate action with respect to observed or reported violations of this subsections in the following manner:
  - a. Enforcing person taking cognizance of such violation shall promptly send alleged offender a noncriminal written citation thereof by hand delivery or mail, addressed to the owner of record.
  - b. The owner of record who received a citation pursuant to this subsection shall have 20 days thereafter to pay the applicable fine or provide to the enforcing person a photocopy of the written agreement or lease to delegate the obligation to comply in this subsection, in which case the owner of record shall not be responsible for paying applicable fine, and the enforcing person may dismiss or modify the citation or reissue the citation to the obligated person as deemed appropriate.
  - c. If a citation is not dismissed and the fine is not paid in a timely manner, it is in the discretion of the Town to assess additional penalties as deemed appropriate.

The provisions of this bylaw shall be enforced by the Swampscott Police, the Board of Selectmen and the DPW.

Citizens' Petition sponsored by Cheryl Barker, et al.


Comment: The purpose of this bylaw is to encourage owners of commercial and residential property to remove snow, ice and slush from abutting sidewalks so that sidewalks throughout Town are safe and reasonably accessible by pedestrians, especially by elderly persons, disabled persons and students walking to/from school. This bylaw will be enforced with fines for violations. The Town will work with obligated persons who are physically and/or financially unable to perform these bylaw obligations, through local assistance programs/volunteer networks and reasonable Town arrangement.


**The Board of Selectmen will report on this Article at Town Meeting.**

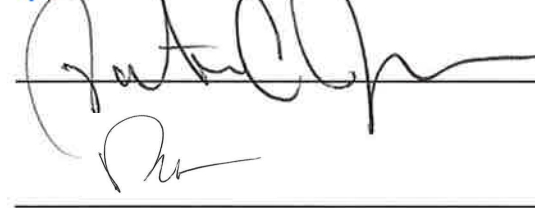
Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.  
Given under our hand this 2<sup>nd</sup> day of May, 2018.

BOARD OF SELECTMEN:

  
\_\_\_\_\_

  
\_\_\_\_\_

  
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# APPENDICES

## APPENDIX A – CAPITAL IMPROVEMENT COMMITTEE REPORT

### REPORT OF THE SWAMPSCOTT CAPITAL IMPROVEMENT COMMITTEE FISCAL YEAR 2019

Submitted April 23, 2018

The FY19-FY23 Capital Improvement Plan (CIP) is the Town of Swampscott's risk-based prioritized assessment of the capital needs. This long-term projection was developed through a holistic evaluation of the Town's capital needs and the vision and goals of each department, along with the services they'll strive to provide in the coming years, along with the goals and objectives contained in the Town's Master Plan; all of which makes up the vision of the Town of Swampscott.

This results in a plan put into a financial context by which to evaluate investments over the next five years, with an outlook that spans the next 30 years. The objective of the Capital Improvement Plan is to create a logical, transparent, data-driven, comprehensive, integrated, and strategic capital investment strategy that addresses infrastructure needs, supports Town operations, programs and services, reflects community values, and exemplifies strong financial practices.

#### **OVERVIEW AND PURPOSE OF THE CIP**

Swampscott Town Officials and staff, like our counterparts in other communities in Massachusetts, expend a great deal of effort each year establishing a municipal budget. This budget must realistically balance the ever-increasing needs and costs of delivering services to their constituents while at the same time staying within the financial constraints mandated by available tax revenues. In an acknowledgement of the precariousness of the annual budgetary process, the Town Charter mandates the use of a Capital Improvements Program (CIP) to aid town officials in scheduling the investment of Town resources.

The Charter provides the legal guidance as to authorization, purpose, description and preparation of the CIP. The CIP also serves to prepare a financial plan for capital projects included in the Master Plan. The primary goal of the CIP is to schedule the expenditures so that the peaks and valleys in the Town's annual tax levy are mitigated to the extent possible. The largest of expenditures are anticipated and scheduled while the smaller expenditures are worked in around them to help stabilize the tax rate.

This document is structured to provide a multi-year recommended program of major capital projects and expenditures. The Swampscott CIP is a budgetary document that schedules all anticipated major capital Town expenditures for an extended period of time and includes a fiscal analysis that aids in prioritizing the expenditures. The program, when adopted and fully utilized, serves to ensure that the services and facilities necessary to meet the community's needs are provided in accordance with the financial capabilities of Swampscott.

#### **ADVANTAGES OF A CIP**

A Capital Improvements Program offers many advantages including the following:

1. Stabilizes year-to-year variations in capital outlays.
2. Pre-emptive acquisitions are made more feasible and defensible (e.g., land acquired for town uses such as water supply, waste disposal, and recreation).

3. In conjunction with capital reserve funds, interest payments may be reduced or eliminated by having the cash on hand for purchases rather than having to purchase bonds.
4. Enables towns to establish growth control measures (in conjunction with the master plan).
5. Facilitates implementation of the master plan through scheduling of proposed projects over a period of time. This type of programming can eliminate duplication and a random approach in making capital outlays.
6. Furnishes a total picture of the municipality's major needs, discourages piecemeal expenditures, and serves to coordinate the activities of various departments.
7. Establishes priorities for projects on the basis of need and cost; and permits anticipation of revenues and expenditures.
8. Serves as a public information tool by explaining to the public the Town's plans for major expenditures.

#### **CIC COMMITTEE MEMBERSHIP**

The Capital Improvements Committee (CIC) is comprised of five (5) members appointed by the Town Moderator. The Town Administrator, Director of Public Works, and one additional Department Head chosen by the Town Moderator may serve as ex-officio (non-voting) members of the CIC.

#### **DEFINITION OF A CAPITAL IMPROVEMENT**

The Swampscott Town Charter provides that a project in excess of a threshold value of \$20,000, having a useful life of three (3) years or more, and are not annual, on-going, operating expenses, must be included in the Capital Plan. Projects that require bond financing must also be included in the CIP. Projects valued at less than \$20,000 that are not on-going operating expenses may be included in the CIP at the option of town meeting.

Examples of such improvements include:

- Land acquisition for public purpose
- Vehicles
- Buildings
- Equipment and machinery with a useful life of greater than 3 years
- Major building or facility renovations and repairs
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as resource assessments or development of a Master Plan
- Computer facilities including all upgrades and replacements

#### **PREPARATION, ADOPTION, AND REVIEW OF THE CIP**

The new Town Administrator has led Department Heads, Boards, Committees and other stakeholders in developing a more robust Capital Planning process. Beginning this year, and each year going forward, the Town Administrator will send the appropriate sections of the CIP text document to all Town Department Heads and ask for updates, changes and additions. This request is planned for the late spring/early summer time frame with a stated reply deadline of early to mid-summer. The Town Staff accumulate the returned information and post it to the Master CIP document, highlighting those items that have changed from the previous year. Town Staff also update the Master CIP Text document and spreadsheet to indicate the new multi-year range.

Beginning in late spring, staff also update the latest approved CIP spreadsheet by removing the previous year's columns, adding a column for last year's approved amounts and adding a new year to maintain the multi-year history. These columns should be highlighted until they are reviewed and approved by the CIC Committee. Town

staff captures Information from last year’s approved CIP for the current year, the official votes on all Town Warrant Articles, and the most current Town Report to include in the “Town Meeting Approved” column.

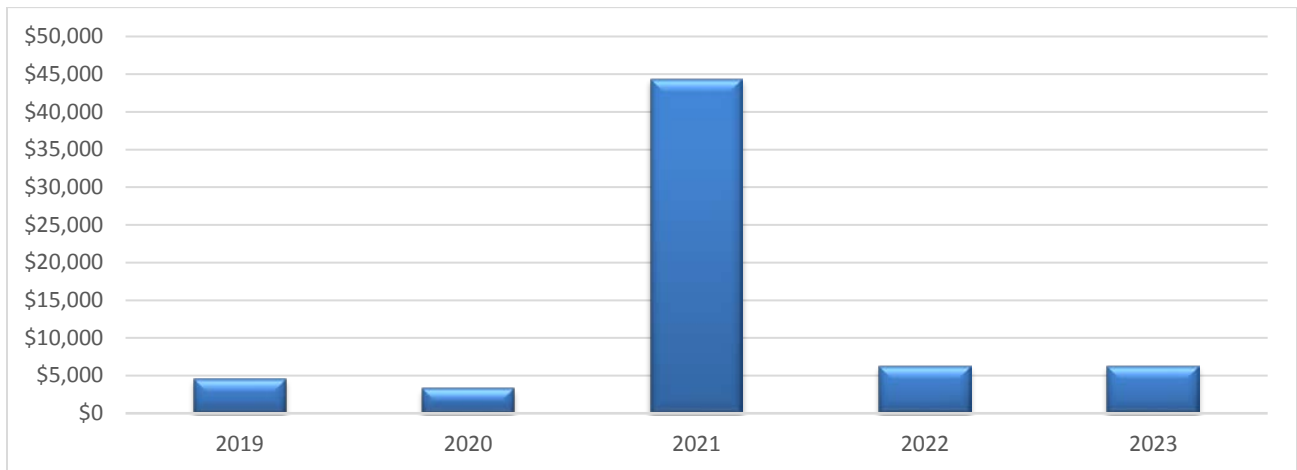
At each CIC meeting, Department recommendations are reviewed and vetted by the Committee for potential update to the CIP spreadsheet. If there are any projects that the Committee would like more information about, they either request that Town staff obtain the information or ask that a Department Head come to a subsequent meeting to explain the project(s). Once the Committee has considered a project and decided to include it in the spreadsheet, the highlighting is removed. If the project is not to be included in the spreadsheet, then the text is removed from the CIP Text document.

The CIC Committee will continue to meet to fully understand all of the changes or additions to capital projects and their associated costs and to finalize the numbers and text associated with each project. Upon final review, the Committee tries to balance or level-fund the requests for the multi-year period. Once this is accomplished, the Committee votes to adopt the recommended CIP and submits the CIP to the Board of Selectmen for further consideration and review; and also, to the Finance Committee with recommendations to Town Meeting to make the necessary appropriations for the next fiscal year of the plan.

The following chart shows the recommended CIP expenses for the range of the recommended CIP. The chart shows at a quick glance how successful the level-funding effort has been.

**2019-2023 CAPITAL IMPROVEMENT PROGRAM**

(Net Expenses by Year - \$ In Thousands)



\*The 2021 includes an estimated \$40M project to fund a new elementary school

Respectfully submitted,  
The Capital Improvement Committee:

Richard Raymond, Chair  
Kelley Begin  
Leah Ryan  
Kristin Saccoccio  
Jay Sullivan

**FISCAL YEAR 2019 CAPITAL RECOMMENDATIONS**

| <b>FY</b> | <b>No</b> | <b>DEPARTMENT</b>     | <b>PROJECT TITLE</b>   | <b>Administrator Recommended</b> | <b>CIC Recommended</b> | <b>Funding Source</b>              |
|-----------|-----------|-----------------------|--|----------------------------------|------------------------|------------------------------------|
| 19        | 1         | Building Dept.        | Purchase of Permitting Software  | \$50,000                         | \$50,000               | Borrowing - Taxes                  |
| 19        | 2         | Community Development | Façade Improvement Program   | \$25,000                         | \$0                    | Free Cash                          |
| 19        | 3         | Community Development | Smart Growth Zoning - Train Depot Neighborhood                           | \$25,000                         | \$25,000               | Free Cash                          |
| 19        | 4a        | Community Development | Light Pole Replacement - 22 Light Poles - Humphrey Street/Monument areas | \$150,000                        | \$150,000              | Borrowing - Taxes                  |
| 19        | 4b        | Community Development | Light Pole Replacement - 22 Light Poles - Humphrey Street/Monument areas | \$57,627                         | \$57,627               | Re-apply prior year unused Capital |
| 19        | 5         | DPW                   | Replacement of 1 Ton Dump Truck with SANDER                              | \$66,000                         | \$66,000               | Borrowing - Taxes                  |
| 19        | 6         | DPW                   | Replacement of truck used to haul asphalt and for snow removal           | \$78,000                         | \$78,000               | Borrowing - Taxes                  |
| 19        | 7         | DPW                   | Storm-Water Management Evaluation/Repairs                                | \$139,018                        | \$139,018              | Re-apply prior year unused Capital |
| 19        | 8         | DPW                   | Street Repairs - Non-Chapter 90  | \$200,000                        | \$200,000              | Borrowing - Taxes                  |
| 19        | 9         | DPW-SEWER             | Sewer Rehab - Stacy Brook Sewer Rehab                                    | \$2,216,000                      | \$2,216,000            | Borrowing - Sewer Rates            |
| 19        | 10        | DPW-WATER             | Replacement of Water Mains - MWRA 0% Interest Loan Program               | \$600,000                        | \$600,000              | Borrowing - Water Rates            |
| 19        | 11        | Facilities            | Clarke School - Stage Lift ADA Improvements                              | \$25,000                         | \$25,000               | Re-apply prior year unused Capital |
| 19        | 12        | Facilities            | Clarke School - Fire Alarm upgrades                                      | \$30,000                         | \$30,000               | Borrowing - Taxes                  |
| 19        | 13        | Facilities            | Clarke School - HVAC Repairs   | \$55,000                         | \$55,000               | Re-apply prior year unused Capital |
| 19        | 14        | Facilities            | DPW Yard - Repairs to Building   | \$50,000                         | \$50,000               | Borrowing - Taxes                  |
| 19        | 15        | Facilities            | Hadley School Feasibility Study  | \$750,000                        | \$750,000              | Borrowing - Taxes                  |
| 19        | 16        | Facilities            | High School - Sprinkler System Upgrades                                  | \$35,000                         | \$35,000               | Borrowing - Taxes                  |
| 19        | 17        | Facilities            | Library - Purchase/Install Elevator Sleeve                               | \$80,000                         | \$80,000               | Borrowing - Taxes                  |
| 19        | 18        | Facilities            | Middle School - New Roof Assessment                                      | \$20,000                         | \$20,000               | Re-apply prior year unused Capital |
| 19        | 19        | Facilities            | Police Station - Install New Roof Hatch                                  | \$15,000                         | \$15,000               | Borrowing - Taxes                  |
| 19        | 20        | Facilities            | Senior Center - HVAC System upgrades                                     | \$20,000                         | \$20,000               | Borrowing - Taxes                  |
|           |           |                       |  |                                  |                        |                                    |



| FY | No | DEPARTMENT         | PROJECT TITLE  | Administrator Recommended | CIC Recommended    | Funding Source                     |
|----|----|--------------------|--|---------------------------|--------------------|------------------------------------|
| 19 | 21 | Facilities         | Stanley School - HVAC System Upgrades  | \$150,000                 | \$0                | Borrowing - Taxes                  |
| 19 | 22 | Facilities         | School-Districtwide - Purchase/Install Security Cameras & other related infrastructure | \$45,000                  | \$45,000           | Re-apply prior year unused Capital |
| 19 | 23 | Facilities         | Town Hall - Repairs to historical windows  | \$33,500                  | \$33,500           | Borrowing - Taxes                  |
| 19 | 24 | Fire Department    | Apron Repair   | \$22,770                  | \$22,770           | Borrowing - Taxes                  |
| 19 | 25 | Fire Department    | Fire Station Study   | \$52,000                  | \$25,000           | Borrowing - Taxes                  |
| 19 | 26 | Fire Department    | Purchase of Self-Contained Breathing Apparatus   | \$100,000                 | \$100,000          | Borrowing - Taxes                  |
| 19 | 27 | Library            | Renovations to Third Floor of Library  | \$55,000                  | \$55,000           | Borrowing - Taxes                  |
| 19 | 28 | Police             | Firearms Training Simulator  | \$33,000                  | \$33,000           | Borrowing - Taxes                  |
| 19 | 29 | Police             | Purchase of 2 new marked Police Cruisers   | \$80,000                  | \$80,000           | Borrowing - Taxes                  |
| 19 | 30 | School             | Technology - upgrade telephone system  | \$25,000                  | \$25,000           | Borrowing - Taxes                  |
| 19 | 31 | School             | Technology - Purchase HS Chromebooks   | \$35,000                  | \$35,000           | Borrowing - Taxes                  |
| 19 | 32 | School             | Technology - Purchase Chromebooks  | \$35,000                  | \$35,000           | Borrowing - Taxes                  |
| 19 | 33 | School             | Technology - Purchase iPads  | \$43,000                  | \$43,000           | Borrowing - Taxes                  |
| 19 | 34 | School             | Technology - Purchase MacBook Airs   | \$85,000                  | \$85,000           | Borrowing - Taxes                  |
| 19 | 35 | Technology-Town    | Repairs to technology server switches and related technology infrastructure            | \$60,000                  | \$60,000           | Borrowing - Taxes                  |
| 19 | 36 | Town Administrator | Age-Friendly Community Assessment  | \$30,000                  | \$30,000           | Re-apply prior year unused Capital |
|    |    |                    | <b>TOTAL Appropriations</b>  | <b>\$5,570,915</b>        | <b>\$5,368,915</b> |                                    |
|    |    |                    |  |                           |                    |                                    |
|    |    |                    | <b>FUNDING SUMMARY</b>   |                           |                    |                                    |
|    |    |                    | Amount to be funded by General Fund Borrowing:   | \$2,333,270               | \$2,756,270        |                                    |
|    |    |                    | Amount to be funded with Enterprise Fund Borrowing:                                    | \$2,816,000               | \$2,216,000        |                                    |
|    |    |                    | Amount to be funded from Free Cash:  | \$50,000                  | \$25,000           |                                    |
|    |    |                    | Transfer unexpended balances from prior year Capital Projects:                         | \$371,645                 | \$371,645          |                                    |
|    |    |                    |  |                           |                    |                                    |
|    |    |                    | <b>TOTAL Funding sources:</b>  | <b>\$5,570,915</b>        | <b>\$5,368,915</b> |                                    |



## TOWN OF SWAMPSCOTT - OFFICE OF THE TREASURER

### DEBT MANAGEMENT PLAN

FY 2019 - FY 2023

| <b>PROP 2 1/2 DEBT EXCLUSION LEVY LIMIT INCREASE:</b>       |  |  |  | <b>FY 2018</b>     | <b>O/S Debt 6-30-17</b> | <b>O/S Debt 6-30-18</b> | <b>FY 2019</b>     | <b>FY 2020</b>     | <b>FY 2021</b>     | <b>FY 2022</b>     | <b>FY 2023</b>     |
|---|--|--|--|--------------------|-------------------------|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Total Principal:  |  |  |  |                    |                         |                         | <b>\$1,766,110</b> | <b>\$1,744,993</b> | <b>\$1,723,604</b> | <b>\$1,698,817</b> | <b>\$1,675,915</b> |
| Total Interest:   |  |  |  | 2035               | \$19,115,775            | \$17,863,408            | \$1,257,367        | \$1,272,367        | \$1,287,367        | \$1,302,367        | \$1,317,367        |
| <b>Debt Excluded from Prop. 2 1/2 - TOTALS:</b>             |  |  |  |                    | <b>\$19,115,775</b>     | <b>\$17,863,408</b>     | <b>\$1,767,967</b> | <b>\$1,746,757</b> | <b>\$1,725,278</b> | <b>\$1,700,381</b> | <b>\$1,677,365</b> |
| <b>Other Debt (not excl. from Prop. 2 1/2)</b>              |  |  |  | <b>PAYOFF:</b>     |                         |                         |                    |                    |                    |                    |                    |
| Total Principal:  |  |  |  | 2038               | \$7,051,765             | \$9,104,877             | \$1,203,499        | \$1,008,498        | \$972,244          | \$877,362          | \$862,362          |
| Total Interest:   |  |  |  |                    |                         |                         | \$299,177          | \$264,790          | \$227,547          | \$191,651          | \$156,858          |
| <b>Other Debt (not excl. from Prop. 2 1/2) - TOTALS</b>     |  |  |  |                    | <b>\$7,051,765</b>      | <b>\$9,104,877</b>      | <b>\$1,502,676</b> | <b>\$1,273,288</b> | <b>\$1,199,791</b> | <b>\$1,069,013</b> | <b>\$1,019,220</b> |
| <b>Authorized / Unissued Debt</b>                           |  |  |  | <b>Useful Life</b> |                         | <b>Project Amt.</b>     |                    |                    |                    |                    |                    |
| Principal (General Fund-30 Years) - Rail Trail Project      |  |  |  |                    |                         | \$850,000               | \$0                | \$28,343           | \$28,333           | \$28,333           | \$28,333           |
| Interest (3.00% - 30 Years)                                 |  |  |  |                    |                         |                         | \$10,000           | \$25,151           | \$24,312           | \$23,474           | \$22,636           |
| <b>TOTAL Authorized/Unissued - TOTALS:</b>                  |  |  |  |                    |                         | <b>\$850,000</b>        | <b>\$10,000</b>    | <b>\$53,494</b>    | <b>\$52,645</b>    | <b>\$51,807</b>    | <b>\$50,969</b>    |
| <b>New General Fund Debt to fund Capital Plan</b>           |  |  |  | <b>PAYOFF</b>      |                         | <b>Added Debt</b>       |                    |                    |                    |                    |                    |
| FY19 Projects Projected Principal (Est. 15 Year Avg.)       |  |  |  | 2034               |                         | \$2,300,000             |                    | \$153,333          | \$153,333          | \$153,333          | \$153,333          |
| Projected Interest  |  |  |  | 3.00%              |                         |                         |                    | \$69,000           | \$64,400           | \$59,800           | \$55,200           |
| FY20 Projects Projected Principal (Est. 15 Year Avg.)       |  |  |  | 2035               |                         | \$1,200,000             |                    | \$80,000           | \$80,000           | \$80,000           | \$80,000           |
| Projected Interest  |  |  |  | 3.15%              |                         |                         |                    | \$32,280           | \$37,800           | \$35,280           | \$32,760           |
| FY21 Projects Projected Principal (Est. 15 Year Avg.)       |  |  |  | 2036               |                         | \$1,800,000             |                    | \$120,000          | \$120,000          | \$120,000          | \$120,000          |
| Projected Interest  |  |  |  | 3.25%              |                         |                         |                    | \$58,500           | \$58,500           | \$58,500           | \$54,600           |
| FY22 Projects Projected Principal (Est. 15 Year Avg.)       |  |  |  | 2037               |                         | \$1,025,000             |                    |                    |                    |                    |                    |
| Projected Interest  |  |  |  | 3.33%              |                         |                         |                    |                    |                    |                    |                    |
| FY23 Projects Projected Principal (Est. 15 Year Avg.)       |  |  |  | 2038               |                         | \$2,500,000             |                    |                    |                    |                    |                    |
| Projected Interest  |  |  |  | 3.33%              |                         |                         |                    |                    |                    |                    |                    |
| EST. Principal - TOTAL                                      |  |  |  |                    |                         |                         |                    | \$153,333          | \$233,333          | \$353,333          | \$421,667          |
| EST. Interest   |  |  |  |                    |                         |                         |                    | \$69,000           | \$102,200          | \$153,580          | \$176,693          |
| <b>New General Fund Debt to fund Capital Plan - TOTALS:</b> |  |  |  |                    |                         | <b>\$8,825,000</b>      |                    | <b>\$222,333</b>   | <b>\$335,533</b>   | <b>\$506,913</b>   | <b>\$598,359</b>   |
| <b>PROJECTED NON - EXCL DEBT SERVICE</b>                    |  |  |  |                    |                         |                         |                    |                    |                    |                    |                    |
| Total Principal:  |  |  |  |                    | \$7,051,765             | \$9,104,877             | \$1,203,499        | \$1,190,174        | \$1,233,910        | \$1,259,028        | \$1,312,362        |
| Total Interest:   |  |  |  |                    |                         |                         | \$309,177          | \$358,940          | \$354,060          | \$368,705          | \$356,186          |
| <b>PROJECTED NON-EXCL DEBT SERVICE - TOTALS:</b>            |  |  |  |                    | <b>\$7,051,765</b>      | <b>\$9,104,877</b>      | <b>\$1,512,676</b> | <b>\$1,549,115</b> | <b>\$1,587,970</b> | <b>\$1,627,733</b> | <b>\$1,668,548</b> |
| % Increase:   |  |  |  |                    |                         |                         | 8.27%              | 2.41%              | 2.51%              | 2.50%              | 2.51%              |
| <b>PROJECTED ALL GENERAL FUND DEBT SERVICE</b>              |  |  |  |                    |                         |                         |                    |                    |                    |                    |                    |
| Total Principal:  |  |  |  |                    | \$26,167,540            | \$26,968,285            | \$2,460,866        | \$2,462,542        | \$2,521,278        | \$2,561,396        | \$2,629,729        |
| Total Interest:   |  |  |  |                    |                         |                         | \$819,777          | \$833,330          | \$791,971          | \$766,719          | \$716,184          |
| <b>PROJECTED ALL GENERAL FUND DEBT SERVICE - TOTALS:</b>    |  |  |  |                    | <b>\$26,167,540</b>     | <b>\$26,968,285</b>     | <b>\$3,280,643</b> | <b>\$3,295,872</b> | <b>\$3,313,248</b> | <b>\$3,328,114</b> | <b>\$3,345,913</b> |
| % Increase:   |  |  |  |                    |                         |                         | 2.72%              | 0.46%              | 0.53%              | 0.45%              | 0.53%              |



TOWN OF SWAMPSCOTT - OFFICE OF THE TREASURER  
DEBT MANAGEMENT PLAN

FY 2019 - FY 2023

**PROJECTED DEBT SERVICE - Water & Sewer**

Authorized/Unissued:

17-21 WATER MAIN REPL PROG (voted 5/17/17)

2029

\$500,000

O/S Debt 6-30-17

FY 2018

O/S Debt 6-30-18

FY 2019

FY 2020

FY 2021

FY 2022

FY 2023

**New Water Debt to fund Capital Plan**

PAYOFF

Added Debt

FY19 Projects Projected Principal (Est. 10 Year Avg.)

2029

\$500,000

\$500,000

Projected Interest

0.00%

EST. Principal - TOTAL

EST. Interest

**New Water Debt to fund Capital Plan - TOTALS:**

\$1,100,000

\$0

\$110,000

\$110,000

\$0

\$110,000

\$110,000

**New Sewer Debt to fund Capital Plan**

PAYOFF

Added Debt

FY19 Projects Projected Principal (Est. 30 Year Avg.)

2050

\$2,216,000

\$2,216,000

Projected Interest

3.00%

FY21 Projects Projected Principal (Est. 15 Year Avg.)

2052

\$2,540,000

\$2,540,000

Projected Interest

3.25%

FY23 Projects Projected Principal (Est. 15 Year Avg.)

2054

\$3,709,000

\$3,709,000

EST. Principal - TOTAL

EST. Interest

**New Sewer Debt to fund Capital Plan - TOTALS:**

\$8,465,000

\$0

\$140,347

\$140,347

\$138,131

\$303,131

\$298,164

Principal (Water)

Interest

Principal (Sewer)

Interest

**PROJECTED DEBT SERVICE - Water & Sewer**

\$2,797,184

\$1,539,014

\$4,336,198

\$2,370,131

\$3,339,460

\$5,709,591

\$507,053

\$0

\$507,053

\$427,053

\$563

\$494,999

\$158,533

\$144,598

\$303,131

\$158,533

\$139,630

\$298,164

**BENCHMARKS:**

TOTAL OUTSTANDING DEBT:

TOTAL Est. Equalized Valuation:

Debt as a % of Equalized Valuation:

Ratio Target:

FY 2018

FY 2019

FY 2020

FY 2021

FY 2022

FY 2023

\$32,677,876

\$2,701,749,700

1.2095%

0.75% - 1.75%

\$35,987,680

\$2,755,784,694

1.3059%

0.75% - 1.75%

\$34,573,927

\$2,755,784,694

1.2546%

0.75% - 1.75%

\$35,168,569

\$2,824,679,311

1.2450%

0.75% - 1.75%

\$32,303,190

\$2,824,679,311

1.1436%

0.75% - 1.75%

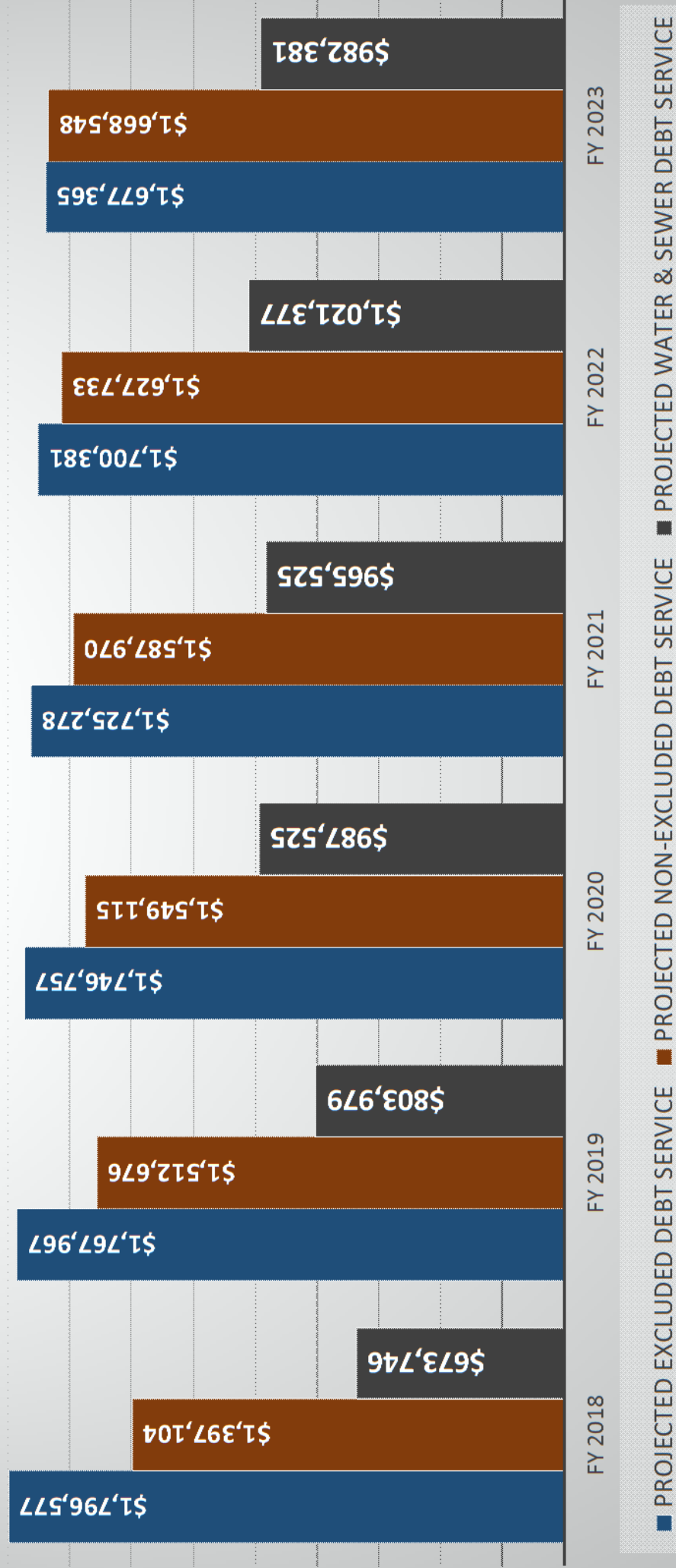
\$34,663,118

\$2,895,296,294

1.1972%

0.75% - 1.75%

# PROJECTED DEBT SERVICE



| TOWN OF SWAMPSCOTT - CJC RECOMMENDED FY19-FY23 CAPITAL PLAN |         |  |   |                             |                                |                                      |             |             |             |             |           |             |  |
|---|---------|--|---|-----------------------------|--------------------------------|--------------------------------------|-------------|-------------|-------------|-------------|-----------|-------------|--|
| DEPARTMENT  |         | PROJECT TITLE                          | PROJECT DESCRIPTION                             | FUNDING                     |                                |                                      | TIMELINE    |             |             |             |           |             |  |
| FY  | Proj No |  |   | General Fund Debt Financing | Enterprise Fund Debt Financing | Free Cash/ Gift/Grant/ Reallocations | TOTAL       | 2019        | 2020        | 2021        | 2022      | 2023        |  |
| 19  | 1       | Building                               | Permitting Software                             | \$50,000                    | \$0                            | \$0                                  | \$50,000    | \$50,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 2       | Community Development - MOVE TO FY2020 | Facade Improvement Program - Requested \$25,000 | \$0                         | \$0                            | \$0                                  | \$0         | \$0         | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 3       | Community Development                  | Smart Growth Zoning - Train Depot Neighborhood  | \$0                         | \$0                            | \$25,000                             | \$25,000    | \$25,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 4       | Community Development                  | Light Pole Replacement                          | \$150,000                   | \$0                            | \$57,627                             | \$207,627   | \$207,627   | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 5       | DPW                                    | 1996 GMC 1 Ton Dump Truck with SANDER           | \$66,000                    | \$0                            | \$0                                  | \$66,000    | \$66,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 6       | DPW                                    | 1998 GMC C-Series TC7H04 TK                     | \$78,000                    | \$0                            | \$0                                  | \$78,000    | \$78,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 7       | DPW                                    | Storm-Water Management Evaluation/Repairs       | \$0                         | \$0                            | \$139,018                            | \$139,018   | \$139,018   | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 8       | DPW                                    | Street Repairs                                  | \$1,050,000                 | \$0                            | \$0                                  | \$1,050,000 | \$200,000   | \$205,000   | \$210,000   | \$215,000 | \$220,000   |  |
| 19  | 9       | DPW-SEWER                              | Sewer Rehab                                     | \$0                         | \$8,465,000                    | \$0                                  | \$8,465,000 | \$2,216,000 | \$0         | \$2,540,000 | \$0       | \$3,709,000 |  |
| 19  | 10      | DPW-WATER                              | Replacement of Water Mains                      | \$0                         | \$600,000                      | \$0                                  | \$600,000   | \$600,000   | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 11      | Facilities                             | Clarke School                                   | \$0                         | \$0                            | \$25,000                             | \$25,000    | \$25,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 12      | Facilities                             | Clarke School                                   | \$30,000                    | \$0                            | \$0                                  | \$30,000    | \$30,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 13      | Facilities                             | Clarke School                                   | \$0                         | \$0                            | \$55,000                             | \$55,000    | \$55,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 14      | Facilities                             | DPW Yard  | \$50,000                    | \$0                            | \$0                                  | \$50,000    | \$50,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 15      | Facilities                             | Hadley School                                   | \$750,000                   | \$0                            | \$0                                  | \$750,000   | \$750,000   | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 16      | Facilities                             | High School                                     | \$35,000                    | \$0                            | \$0                                  | \$35,000    | \$35,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 17      | Facilities                             | Library   | \$80,000                    | \$0                            | \$0                                  | \$80,000    | \$80,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 18      | Facilities                             | Middle School                                   | \$1,875,000                 | \$0                            | \$20,000                             | \$1,895,000 | \$20,000    | \$1,875,000 | \$0         | \$0       | \$0         |  |
| 19  | 19      | Facilities                             | Police Station                                  | \$15,000                    | \$0                            | \$0                                  | \$15,000    | \$15,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 20      | Facilities                             | Senior Center                                   | \$20,000                    | \$0                            | \$0                                  | \$20,000    | \$20,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 21      | Facilities - MOVE TO FY2020            | Stanley School - Requested \$150,000            | \$0                         | \$0                            | \$0                                  | \$0         | \$0         | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 22      | Facilities                             | School-Districtwide                             | \$0                         | \$0                            | \$45,000                             | \$45,000    | \$45,000    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 23      | Facilities                             | Town Hall                                       | \$33,500                    | \$0                            | \$0                                  | \$33,500    | \$33,500    | \$0         | \$0         | \$0       | \$0         |  |
| 19  | 24      | Fire Department                        | Apron Repair                                    | \$22,770                    | \$0                            | \$0                                  | \$22,770    | \$22,770    | \$0         | \$0         | \$0       | \$0         |  |

| TOWN OF SWAMPSCOTT - CJC RECOMMENDED FY19-FY23 CAPITAL PLAN |    |                       |            |                                       |  |                             |                                |                                      |           |           |           |          |          |          |
|---|----|-----------------------|------------|---------------------------------------|--|-----------------------------|--------------------------------|--------------------------------------|-----------|-----------|-----------|----------|----------|----------|
| FY  |    | Proj. No              | DEPARTMENT | PROJECT TITLE                         | PROJECT DESCRIPTION  | FUNDING                     |                                |                                      | TIMELINE  |           |           |          |          |          |
|   |    |                       |            |                                       |  | General Fund Debt Financing | Enterprise Fund Debt Financing | Free Cash/ Gift/Grant/ Reallocations | TOTAL     | 2019      | 2020      | 2021     | 2022     | 2023     |
| 19  | 25 | Fire Department       |            | Design Services for Station Addition  | Provides Design Services for Station Addition Or site evaluation for re-location   | \$25,000                    | \$0                            | \$0                                  | \$25,000  | \$25,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 26 | Fire Department       |            | SCBA REPLACEMENT                      | Replaces Obsolete SCBA Equipment and heads off Obsolescence of nearly our entire stock of SCBA Cylinders.  | \$205,000                   | \$0                            | \$0                                  | \$205,000 | \$100,000 | \$105,000 | \$0      | \$0      | \$0      |
| 19  | 27 | Library               |            | Third Floor Renovation                | Replace floorings and walland update electricity in conjunction with the new rest room   | \$55,000                    | \$0                            | \$0                                  | \$55,000  | \$55,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 28 | Police                |            | Firearms Training Simulator           | Interactive simulation system for making use of force decisions based on unpredictable scenarios. Critical area of risk and liability  | \$33,000                    | \$0                            | \$0                                  | \$33,000  | \$33,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 29 | Police                |            | Police Vehicle Replacement Program    | Replace 2 marked Police Cruisers in odd years/1 in even years  | \$320,000                   | \$0                            | \$0                                  | \$320,000 | \$80,000  | \$40,000  | \$80,000 | \$40,000 | \$80,000 |
| 19  | 30 | School                |            | Technology - upgrade telephone system | switch from analog to digital and provide single dial in number for entire district  | \$25,000                    | \$0                            | \$0                                  | \$25,000  | \$25,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 31 | School                |            | Technology - HS Chromebooks           | 5 Carts with 30 devices on each cart (150 units) - required for MCAS testing   | \$35,000                    | \$0                            | \$0                                  | \$35,000  | \$35,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 32 | School                |            | Technology - Chromebooks              | Purchase 50 chromebook carts for the HS (FY19) and 5 for the Middle/Elementary Schools (FY20).   | \$35,000                    | \$0                            | \$0                                  | \$35,000  | \$35,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 33 | School                |            | Technology - iPads                    | 30 iPads per Elementary School plus cases and cart to serve K-2 teachers   | \$43,000                    | \$0                            | \$0                                  | \$43,000  | \$43,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 34 | School                |            | Technology - MacBook Airs             | Purchase 80 MacBook Airs for HS teachers   | \$85,000                    | \$0                            | \$0                                  | \$85,000  | \$85,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 35 | Technology-Town       |            | Town Hall Switching Project           | Replace the current system of individual switches with a modular master-switch which is programmable and maintained on a single interface. This project will accommodate the Town Hall network and includes connectivity for Voip phones, ip camera system, computers, servers, wireless access points, and other IP based devices, such as the HVAC system. | \$60,000                    | \$0                            | \$0                                  | \$60,000  | \$60,000  | \$0       | \$0      | \$0      | \$0      |
| 19  | 36 | Town Administrator    |            | Age-Friendly Community Assessment     | Conduct a baseline assessment to determine the Town's strengths and areas for improvement to join the World Health Organization's Global Network of Age-Friendly Cities and Communities.   | \$0                         | \$0                            | \$30,000                             | \$30,000  | \$30,000  | \$0       | \$0      | \$0      | \$0      |
| 20  | 1  | Building              |            | Vehicle                               |  | \$0                         | \$0                            | \$30,000                             | \$30,000  | \$0       | \$30,000  | \$0      | \$0      | \$0      |
| 20  | 2  | Community Development |            | Façade Improvement Program            | Initial investment in a 0% loan (or grant) program for businesses to improve their business facades (ED 1.2.2)   | \$0                         | \$0                            | \$25,000                             | \$25,000  | \$0       | \$25,000  | \$0      | \$0      | \$0      |

| TOWN OF SWAMPSCOTT - CJC RECOMMENDED FY19-FY23 CAPITAL PLAN |          |                       |                                     |   |                             |                                |                                      |           |      |           |      |          |      |
|---|----------|-----------------------|-------------------------------------|---|-----------------------------|--------------------------------|--------------------------------------|-----------|------|-----------|------|----------|------|
| FY  | Proj. No | DEPARTMENT            | PROJECT TITLE                       | PROJECT DESCRIPTION   | FUNDING                     |                                |                                      | TIMELINE  |      |           |      |          |      |
|   |          |                       |                                     |   | General Fund Debt Financing | Enterprise Fund Debt Financing | Free Cash/ Gift/Grant/ Reallocations | TOTAL     | 2019 | 2020      | 2021 | 2022     | 2023 |
| 20  | 3        | Community Development | Smart Growth Zoning - Vinnin Square | Full study and zoning bylaw drafting to implement smart growth (MGL 40R) zoning throughout Vinnin Square (LU.3.1.1)   | \$0                         | \$0                            | \$40,000                             | \$40,000  | \$0  | \$40,000  | \$0  | \$0      | \$0  |
| 20  | 4        | Community Development | Beach Entrance Improvements         | Implement the redesign of beach entrances (Sandy Beach) - (ED.3.3.1)  | \$0                         | \$0                            | \$110,000                            | \$110,000 | \$0  | \$110,000 | \$0  | \$0      | \$0  |
| 20  | 5        | DPW                   | 1996 Smith Co Lovebug Machine       | Purchased in 1996. Useful life 15 years. Past useful life. Needs replacement within 2 years. Used for groomin infields in basebal diamonds.                       | \$15,000                    | \$0                            | \$0                                  | \$15,000  | \$0  | \$15,000  | \$0  | \$0      | \$0  |
| 20  | 6        | DPW                   | 1987 Ingersoll Compressor T         | Purchased in 1987 - useful life 30 years - past useful life - used to cut asphalt & concrete. Used for sidewalk replacements.                                     | \$25,000                    | \$0                            | \$0                                  | \$25,000  | \$0  | \$25,000  | \$0  | \$0      | \$0  |
| 20  | 7        | DPW                   | 1987 Tarco Leaf Vacuum              | Purchasht in 1987. Useful life 20 years. Past Useful life. Needs to be replaced within 2 years.   | \$30,000                    | \$0                            | \$0                                  | \$30,000  | \$0  | \$30,000  | \$0  | \$0      | \$0  |
| 20  | 8        | DPW                   | 1999 John Deere Loader SMEN         | Purchased in 1999. Front end loader. Used primarily for salt & snow plowing. Useful life 20 years. May still last another 3-5 years.                              | \$150,000                   | \$0                            | \$0                                  | \$150,000 | \$0  | \$150,000 | \$0  | \$0      | \$0  |
| 20  | 9        | Facilities            | Clarke School                       | Roof / drains / insulation  | \$15,000                    | \$0                            | \$0                                  | \$15,000  | \$0  | \$15,000  | \$0  | \$0      | \$0  |
| 20  | 10       | Facilities            | Fish House                          | Stairs  | \$15,000                    | \$0                            | \$0                                  | \$15,000  | \$0  | \$15,000  | \$0  | \$0      | \$0  |
| 20  | 11       | Facilities            | Town Hall                           | Flooring Replace (tile/carpet)  | \$22,000                    | \$0                            | \$0                                  | \$22,000  | \$0  | \$22,000  | \$0  | \$0      | \$0  |
| 20  | 12       | Facilities            | Old Police Station                  | Stairs - rusting exterior fire escape   | \$25,000                    | \$0                            | \$0                                  | \$25,000  | \$0  | \$25,000  | \$0  | \$0      | \$0  |
| 20  | 13       | Facilities            | Stanley School                      | HVAC Control System   | \$33,000                    | \$0                            | \$0                                  | \$33,000  | \$0  | \$33,000  | \$0  | \$0      | \$0  |
| 19  | 14       | Facilities            | Stanley School                      | HVAC System - need 2 boiler burners and replace 2 roof exhaust fans / requires a crane  | \$150,000                   | \$0                            | \$0                                  | \$150,000 | \$0  | \$150,000 | \$0  | \$0      | \$0  |
| 20  | 15       | Facilities            | Clarke School                       | Mechanical/Electrical/Plumbing - HVAC Control System  | \$35,000                    | \$0                            | \$0                                  | \$35,000  | \$0  | \$35,000  | \$0  | \$0      | \$0  |
| 20  | 16       | Facilities            | Fish House                          | Roof / drains / insulation  | \$55,000                    | \$0                            | \$0                                  | \$55,000  | \$0  | \$55,000  | \$0  | \$0      | \$0  |
| 20  | 17       | Facilities            | Middle School                       | Flooring Replace (tile/carpet)  | \$210,000                   | \$0                            | \$0                                  | \$210,000 | \$0  | \$150,000 | \$0  | \$60,000 | \$0  |
| 20  | 18       | Fire Department       | Lifting Air Bag Replacement         | Replaces Obsolete Lifting Air Bags  | \$26,400                    | \$0                            | \$0                                  | \$26,400  | \$0  | \$26,400  | \$0  | \$0      | \$0  |
| 20  | 19       | Fire Department       | Fire Department Pick-Up Truck       | Replaces 2004 Pick-up Utility Truck   | \$51,656                    | \$0                            | \$0                                  | \$51,656  | \$0  | \$51,656  | \$0  | \$0      | \$0  |
| 20  | 20       | Library               | Technology Update                   | Replace computers and upgrade all elements of technology  | \$25,000                    | \$0                            | \$25,000                             | \$50,000  | \$0  | \$25,000  | \$0  | \$0      | \$0  |
| 20  | 21       | Police                | BAPRN Radio Control Station         | Critical radio unit used to communicate with other police agencies in the area and throughout the state. Purchased new in 2001. Will need replacement due to age. | \$21,000                    | \$0                            | \$21,000                             | \$42,000  | \$0  | \$21,000  | \$0  | \$0      | \$0  |
| 20  | 22       | Police                | Replace Ballistic Vests             | Critical to Officer safety. Planned replacement due to 5 yr. expiration.  | \$30,000                    | \$0                            | \$0                                  | \$30,000  | \$0  | \$30,000  | \$0  | \$0      | \$0  |
| 20  | 23       | Police                | Purchase Body Cameras               | Body Cameras provide video record of police interactions and use of force incidents. Critical to liability protection and evidence gathering                      | \$50,000                    | \$0                            | \$0                                  | \$50,000  | \$0  | \$50,000  | \$0  | \$0      | \$0  |

| TOWN OF SWAMPSCOTT - CJC RECOMMENDED FY19-FY23 CAPITAL PLAN |          |                       |                                     |   | FUNDING                     |                                |                                      | TIMELINE  |      |          |           |      |      |
|---|----------|-----------------------|-------------------------------------|---|-----------------------------|--------------------------------|--------------------------------------|-----------|------|----------|-----------|------|------|
| FY  | Proj. No | DEPARTMENT            | PROJECT TITLE                       | PROJECT DESCRIPTION   | General Fund Debt Financing | Enterprise Fund Debt Financing | Free Cash/ Gift/Grant/ Reallocations | TOTAL     | 2019 | 2020     | 2021      | 2022 | 2023 |
| 20  | 24       | Recreation            | Windsor Ave Playground              | Windsor Ave Playground was built around 1950. This pocket park, less than a half-acre on Windsor Avenue, north of Foster Pond, is the only public children's playground in this area of Swampscott. Maintained by the DPW, Windsor Park contains a basketball court in poor condition and a tot lot with a swing set and some rusty equipment for younger-age children. | \$40,000                    | \$0                            | \$0                                  | \$40,000  | \$0  | \$40,000 | \$0       | \$0  | \$0  |
| 20  | 25       | Technology-Town       | Server UPS and Backup Power Upgrade | Town Hall has 7 individual Uninterruptable Power Supplies (UPS) which provide backup power and distribution during a power outage to the servers, routers, switches, and various network devices. These need to be upgraded to ensure continuity of operations at Town Hall.  | \$25,000                    | \$0                            | \$0                                  | \$25,000  | \$0  | \$25,000 | \$0       | \$0  | \$0  |
| 20  | 26       | Town Clerk            | NEW Voting machines                 | Current Accuvote machines are almost 10 years old. LHS is no longer manufacturing these machines or parts.  | \$60,000                    | \$0                            | \$0                                  | \$60,000  | \$0  | \$60,000 | \$0       | \$0  | \$0  |
| 21  | 1        | Building              | File Digitization                   |   | \$25,000                    | \$0                            | \$0                                  | \$25,000  | \$0  | \$0      | \$25,000  | \$0  | \$0  |
| 21  | 2        | Community Development | Land Acquisition                    | Acquire vacant lot at 135 Foster Road to create park and public access to Foster Pond (part of OSRP)  | \$20,000                    | \$0                            | \$20,000                             | \$40,000  | \$0  | \$0      | \$20,000  | \$0  | \$0  |
| 21  | 5        | Community Development | Beach Entrance Improvements         | Implement the redesign of beach entrances (Whale's Beach) - (ED.3.3.1)  | \$250,000                   | \$0                            | \$0                                  | \$250,000 | \$0  | \$0      | \$250,000 | \$0  | \$0  |
| 21  | 6        | DPW                   | 1992 Hot Top Roller                 | Purchased in 1992. Useful life 20 years. Hot top roller. Past useful life. Needs replacement within 2 years.  | \$15,000                    | \$0                            | \$0                                  | \$15,000  | \$0  | \$0      | \$15,000  | \$0  | \$0  |
| 21  | 7        | DPW                   | 2005 Vermeer Stump Grinder T        | Purchased in 2005. Useful life 10-15 years. Used for stump grinding.  | \$30,000                    | \$0                            | \$0                                  | \$30,000  | \$0  | \$0      | \$30,000  | \$0  | \$0  |
| 21  | 8        | DPW                   | 2005 Chevrolet Silverado K3500 TK   | Purchased in 2005. One ton dump truck. Used primarily for forestry crew. Past useful life. Request to replace in FY2020.  | \$75,000                    | \$0                            | \$0                                  | \$75,000  | \$0  | \$0      | \$75,000  | \$0  | \$0  |
| 21  | 11       | Facilities            | Clarke School                       | Mechanical/Electrical/Plumbing - Plumbing/Heating   | \$20,000                    | \$0                            | \$0                                  | \$20,000  | \$0  | \$0      | \$20,000  | \$0  | \$0  |
| 21  | 12       | Facilities            | Middle School                       | Stairs  | \$20,000                    | \$0                            | \$0                                  | \$20,000  | \$0  | \$0      | \$20,000  | \$0  | \$0  |
| 21  | 13       | Facilities            | Fish House                          | Exterior Walls  | \$50,000                    | \$0                            | \$0                                  | \$50,000  | \$0  | \$0      | \$50,000  | \$0  | \$0  |
| 21  | 14       | Facilities            | High School                         | HVAC Control System   | \$50,000                    | \$0                            | \$0                                  | \$50,000  | \$0  | \$0      | \$50,000  | \$0  | \$0  |
| 21  | 15       | Facilities            | Middle School                       | Electrical / lighting /renewable  | \$50,000                    | \$0                            | \$0                                  | \$50,000  | \$0  | \$0      | \$50,000  | \$0  | \$0  |
| 21  | 16       | Facilities            | Fish House                          | Windows and Frames  | \$70,000                    | \$0                            | \$0                                  | \$70,000  | \$0  | \$0      | \$70,000  | \$0  | \$0  |
| 21  | 17       | Facilities            | Middle School                       | HVAC Control System - Poor/Failed   | \$100,000                   | \$0                            | \$0                                  | \$100,000 | \$0  | \$0      | \$100,000 | \$0  | \$0  |
| 21  | 18       | Facilities            | High School                         | HVAC System   | \$115,000                   | \$0                            | \$0                                  | \$115,000 | \$0  | \$0      | \$115,000 | \$0  | \$0  |
| 21  | 20       | Facilities            | Middle School                       | HVAC System - Poor/Failed   | \$500,000                   | \$0                            | \$0                                  | \$500,000 | \$0  | \$0      | \$500,000 | \$0  | \$0  |



| TOWN OF SWAMPSCOTT - CJC RECOMMENDED FY19-FY23 CAPITAL PLAN |          |                       |  |  | FUNDING                     |                                |                                      |              | TIMELINE |      |              |             |      |
|---|----------|-----------------------|--|--|-----------------------------|--------------------------------|--------------------------------------|--------------|----------|------|--------------|-------------|------|
| FY  | Proj. No | DEPARTMENT            | PROJECT TITLE                                    | PROJECT DESCRIPTION  | General Fund Debt Financing | Enterprise Fund Debt Financing | Free Cash/ Gift/Grant/ Reallocations | TOTAL        | 2019     | 2020 | 2021         | 2022        | 2023 |
| 21  | 21       | Facilities            | Hadley School                                    | Rough Estimate for construction of new school  | \$40,000,000                | \$0                            | \$0                                  | \$40,000,000 | \$0      | \$0  | \$40,000,000 | \$0         | \$0  |
| 21  | 22       | Fire Department       | Gear Extractor                                   | Turnout Gear Washing Machine   | \$12,000                    | \$0                            | \$0                                  | \$12,000     | \$0      | \$0  | \$12,000     | \$0         | \$0  |
| 21  | 23       | Library               | Replace flooring and cover stairs                | The tile flooring is cracking and needs to be replaced, the stairs do not have any covering and for safety sake they should have some  | \$40,000                    | \$0                            | \$0                                  | \$40,000     | \$0      | \$0  | \$40,000     | \$0         | \$0  |
| 21  | 24       | Police                | Replace CCTV cameras and server                  | Security camera system critical to facility security and recording people in custody for liability protection and recording interviews/interrogation for evidence  | \$30,000                    | \$0                            | \$0                                  | \$30,000     | \$0      | \$0  | \$30,000     | \$0         | \$0  |
| 21  | 25       | Recreation            | Linscott Park                                    | Linscott Park playground is on Conservation land bordering Hadley School with views of the ocean. It is the most visible park and used by groups for outdoor events  | \$100,000                   | \$0                            | \$0                                  | \$100,000    | \$0      | \$0  | \$100,000    | \$0         | \$0  |
| 22  | 1        | Community Development | Community Branding & Wayfinding Program - DESIGN | Develop a community brand and wayfinding program to help direct visitors (and residents) to local features and business areas - DESIGN PORTION ONLY; design development will establish capital costs for signs. (ED.2.1.1, ED.3.1.3, TR.3.1.2) | \$50,000                    | \$0                            | \$50,000                             | \$100,000    | \$0      | \$0  | \$0          | \$50,000    | \$0  |
| 22  | 2        | Community Development | Land Acquisition                                 | Acquire vacant lot behind Windsor Park (parcels T1-663 to T1-667) in order to expand park land (part of OSRP)  | \$60,000                    | \$0                            | \$60,000                             | \$120,000    | \$0      | \$0  | \$0          | \$60,000    | \$0  |
| 22  | 3        | Police                | Replace Automated Parking Ticket units           | Replace due to end of life and availability of new technology  | \$25,000                    | \$0                            | \$0                                  | \$25,000     | \$0      | \$0  | \$0          | \$25,000    | \$0  |
| 22  | 4        | Police                | Replace fiber network equipment                  | Anticipated upgrade/replacement of critical infrastructure related to the fiber connection and communication equipment which links Swampscott Police to Lynn Police for shared dispatch  | \$41,000                    | \$0                            | \$0                                  | \$41,000     | \$0      | \$0  | \$0          | \$41,000    | \$0  |
| 22  | 5        | Police                | Replace main and Back up repeaters               | Critical radio equipment. Part of ongoing replacement based on end of life and no longer supported by vendor   | \$75,000                    | \$0                            | \$0                                  | \$75,000     | \$0      | \$0  | \$0          | \$75,000    | \$0  |
| 22  | 6        | Library               | Repaint Interior                                 | The interior has not been painted in over 20 years   | \$25,000                    | \$0                            | \$0                                  | \$25,000     | \$0      | \$0  | \$0          | \$25,000    | \$0  |
| 22  | 7        | Fire Department       | Fire Station Addition                            | 2 Bay Addition and Handicap Up-Grade to accommodate new Ladder Truck and Maintenance of Equipment  | \$5,220,000                 | \$0                            | \$0                                  | \$5,220,000  | \$0      | \$0  | \$0          | \$5,220,000 | \$0  |
| 22  | 8        | Facilities            | Middle School                                    | Parking Lighting   | \$10,000                    | \$0                            | \$0                                  | \$10,000     | \$0      | \$0  | \$0          | \$10,000    | \$0  |
| 22  | 22       | Facilities            | Stanley School                                   | Stairs   | \$10,000                    | \$0                            | \$0                                  | \$10,000     | \$0      | \$0  | \$0          | \$10,000    | \$0  |
| 22  | 23       | Facilities            | Old Police Station                               | Public Area Finishes (Counter Tops)  | \$25,000                    | \$0                            | \$0                                  | \$25,000     | \$0      | \$0  | \$0          | \$25,000    | \$0  |
| 22  | 24       | Facilities            | Fish House                                       | Structural Systems   | \$30,000                    | \$0                            | \$0                                  | \$30,000     | \$0      | \$0  | \$0          | \$30,000    | \$0  |
| 22  | 25       | Facilities            | Field House                                      | Roof / drains / insulation   | \$50,000                    | \$0                            | \$0                                  | \$50,000     | \$0      | \$0  | \$0          | \$50,000    | \$0  |
| 22  | 26       | Facilities            | Old Police Station                               | Plumbing - water heater, piping  | \$50,000                    | \$0                            | \$0                                  | \$50,000     | \$0      | \$0  | \$0          | \$50,000    | \$0  |

| TOWN OF SWAMPSCOTT - CJC RECOMMENDED FY19-FY23 CAPITAL PLAN |          |                       |  |   |                             |                                |                                      |           |      |      |      |           |           |
|---|----------|-----------------------|--|---|-----------------------------|--------------------------------|--------------------------------------|-----------|------|------|------|-----------|-----------|
| FY  | Proj. No | DEPARTMENT            | PROJECT TITLE  | PROJECT DESCRIPTION   | FUNDING                     |                                |                                      | TOTAL     | 2019 | 2020 | 2021 | 2022      | 2023      |
|   |          |                       |  |   | General Fund Debt Financing | Enterprise Fund Debt Financing | Free Cash/ Gift/Grant/ Reallocations |           |      |      |      |           |           |
| 22  | 23       | Facilities            | Fish House   | Interior Door and hardware Purchased in 2005. Variable Message Board. Useful life 10 years. Past useful life. Need to replace within 2-3 years.   | \$67,500                    | \$0                            | \$0                                  | \$67,500  | \$0  | \$0  | \$0  | \$67,500  | \$0       |
| 22  | 24       | DPW                   | 2005 Traffic Construction T                            |   | \$25,000                    | \$0                            | \$0                                  | \$25,000  | \$0  | \$0  | \$0  | \$25,000  | \$0       |
| 22  | 25       | DPW                   | Eisman's Beach Sea Wall                                | Rebar is exposed creating a safety hazard   | \$200,000                   | \$0                            | \$0                                  | \$200,000 | \$0  | \$0  | \$0  | \$200,000 | \$0       |
| 23  | 1        | Community Development | Beach Entrance Improvements                            | Implement the redesign of beach entrances (Preston Beach) - (ED.3.3.1)  | \$110,000                   | \$0                            | \$0                                  | \$110,000 | \$0  | \$0  | \$0  | \$0       | \$110,000 |
| 23  | 2        | Community Development | Beach Entrance Improvements                            | Implement the redesign of beach entrances (Phillips Beach) - (ED.3.3.1)   | \$350,000                   | \$0                            | \$0                                  | \$350,000 | \$0  | \$0  | \$0  | \$0       | \$350,000 |
| 23  | 3        | Community Development | Community Branding & Marketing Program                 | Using the branding elements from the wayfinding program, develop a comprehensive marketing strategy to attract new visitors and businesses. (ED.3.1.1)  | \$0                         | \$0                            | \$35,000                             | \$35,000  | \$0  | \$0  | \$0  | \$0       | \$35,000  |
| 23  | 5        | Community Development | Community Branding & Wayfinding Program - INSTALLATION | Procurement of the signage designs as developed through the design project (ED.2.1.1, TR3.1.2)  | \$150,000                   | \$0                            | \$0                                  | \$150,000 | \$0  | \$0  | \$0  | \$0       | \$150,000 |
| 23  | 7        | DPW                   | 1977 Bombardier Tractor Sidewalk Plo SMEN              | Purchased in 1970's-useful life is 30 years. Past useful life, but still operable. Replace within next 5 years.   | \$80,000                    | \$0                            | \$0                                  | \$80,000  | \$0  | \$0  | \$0  | \$0       | \$80,000  |
| 23  | 8        | DPW                   | 2006 Chevrolet Med. Tilt - Sander TK                   | Purchased in 2006. Sander for winter storms. Useful life 10-15 years.   | \$95,000                    | \$0                            | \$0                                  | \$95,000  | \$0  | \$0  | \$0  | \$0       | \$95,000  |
| 23  | 9        | DPW                   | 2000 Caterpillar Backhoe/Loader SMEN                   | Purchased in 2000. Useful life 15 years. At end of life. Needs replacement within next 2 years. Used for water/sewer breaks and sidewalk replacement.   | \$120,000                   | \$0                            | \$0                                  | \$120,000 | \$0  | \$0  | \$0  | \$0       | \$120,000 |
| 23  | 10       | DPW                   | 2001 Chevrolet Cab/Chassis DMPTK                       | Purchased in 2001. 6 yard dump truck. Used for hauling asphalt/snow. At end of useful life. Need to replace within 2-3 years.   | \$100,000                   | \$0                            | \$0                                  | \$100,000 | \$0  | \$0  | \$0  | \$0       | \$100,000 |
| 23  | 11       | DPW                   | 1995 Elgin Street Sweeper                              | Purchased in 1995. Street Sweeper. Useful life years. Past useful life. Needs replacement within 2 years.   | \$150,000                   | \$0                            | \$0                                  | \$150,000 | \$0  | \$0  | \$0  | \$0       | \$150,000 |
| 23  | 12       | DPW                   | 2005 John Deere Skid Steere 320 SMEN                   | Purchased in 2005. Useful life 10-15 years. Used for snow removal. Breaking up concrete and street sweeping (parking lots). Includes Auger, Hydraulic Breaker, Pickup Broom (includes 90, 91, 92 for parts) | \$50,000                    | \$0                            | \$0                                  | \$50,000  | \$0  | \$0  | \$0  | \$0       | \$50,000  |
| 23  | 13       | DPW                   | 2000 GMC C-Series C7H042 DMPTK                         | Purchahsed in 2000. Useful life 15-20 years. At end of useful life. Needs to be replaced in 2-3 years. 6 yard dump truck. Used to laul asphalt and snow removal.  | \$100,000                   | \$0                            | \$0                                  | \$100,000 | \$0  | \$0  | \$0  | \$0       | \$100,000 |
| 23  | 14       | Facilities            | Old Police Station                                     | Exterior Walls  | \$20,000                    | \$0                            | \$0                                  | \$20,000  | \$0  | \$0  | \$0  | \$0       | \$20,000  |
| 23  | 15       | Facilities            | Stanley School   | Flooring Replace (tile/carpet)  | \$20,000                    | \$0                            | \$0                                  | \$20,000  | \$0  | \$0  | \$0  | \$0       | \$20,000  |
| 23  | 16       | Facilities            | Old Police Station                                     | Interior Doors, Windows & Frames  | \$30,000                    | \$0                            | \$0                                  | \$30,000  | \$0  | \$0  | \$0  | \$0       | \$30,000  |

| TOWN OF SWAMPSCOTT - CJC RECOMMENDED FY19-FY23 CAPITAL PLAN |          |                 |                                      |  |                                |                                      |           |              |             |             |              |             |             |
|---|----------|-----------------|--------------------------------------|--|--------------------------------|--------------------------------------|-----------|--------------|-------------|-------------|--------------|-------------|-------------|
| DEPARTMENT  |          | PROJECT TITLE   | PROJECT DESCRIPTION                  | FUNDING  |                                |                                      | TIMELINE  |              |             |             |              |             |             |
| FY  | Proj. No |                 |                                      | General Fund Debt Financing  | Enterprise Fund Debt Financing | Free Cash/ Gift/Grant/ Reallocations | TOTAL     | 2019         | 2020        | 2021        | 2022         | 2023        |             |
| 23  | 17       | Facilities      | Field House                          | Windows and Frames   | \$40,000                       | \$0                                  | \$0       | \$40,000     | \$0         | \$0         | \$0          | \$0         | \$40,000    |
| 23  | 18       | Facilities      | High School                          | Flooring Replace (tile/carpet)   | \$50,000                       | \$0                                  | \$0       | \$50,000     | \$0         | \$0         | \$0          | \$0         | \$50,000    |
| 23  | 19       | Facilities      | Stanley School                       | Windows and Frames   | \$80,000                       | \$0                                  | \$0       | \$80,000     | \$0         | \$0         | \$0          | \$0         | \$80,000    |
| 23  | 20       | Facilities      | DPW Yard                             | Interior Door and hardware - plan to replace 13 overhead doors                   | \$100,000                      | \$0                                  | \$0       | \$100,000    | \$0         | \$0         | \$0          | \$0         | \$100,000   |
| 23  | 21       | Facilities      | Middle School                        | Parking Pavement, Curbs, drainage  | \$150,000                      | \$0                                  | \$0       | \$150,000    | \$0         | \$0         | \$0          | \$0         | \$150,000   |
| 23  | 22       | Facilities      | Middle School                        | Sidewalks  | \$57,000                       | \$0                                  | \$0       | \$57,000     | \$0         | \$0         | \$0          | \$0         | \$57,000    |
| 23  | 23       | Facilities      | Middle School                        | Windows and Frames   | \$100,000                      | \$0                                  | \$0       | \$100,000    | \$0         | \$0         | \$0          | \$0         | \$100,000   |
| 23  | 24       | Fire Department | Replace Squad 21                     | Replaces 1999 Squad 21, Body Replaced in 2016                                    | \$74,820                       | \$0                                  | \$0       | \$74,820     | \$0         | \$0         | \$0          | \$0         | \$74,820    |
| 23  | 25       | Library         | Rework handicapped entrance          | The entrance to the building is in need of an update                             | \$40,000                       | \$0                                  | \$0       | \$40,000     | \$0         | \$0         | \$0          | \$0         | \$40,000    |
| 23  | 26       | Police          | Replace Cruiser Laptops              | End of life and update technology of critical communication and information tool | \$0                            | \$0                                  | \$35,000  | \$35,000     | \$0         | \$0         | \$0          | \$0         | \$35,000    |
| 23  | 27       | Police          | Replace Dispatch Console electronics | End of life and no longer supported by vendor                                    | \$130,000                      | \$0                                  | \$0       | \$130,000    | \$0         | \$0         | \$0          | \$0         | \$130,000   |
|   |          |                 |                                      |  |                                |                                      | \$0       |              |             |             |              |             |             |
|   |          |                 |                                      |  | \$56,067,646                   | \$9,065,000                          | \$847,645 | \$65,980,291 | \$5,368,915 | \$3,479,056 | \$44,402,000 | \$6,278,500 | \$6,275,820 |

**FINANCING SUMMARY:**

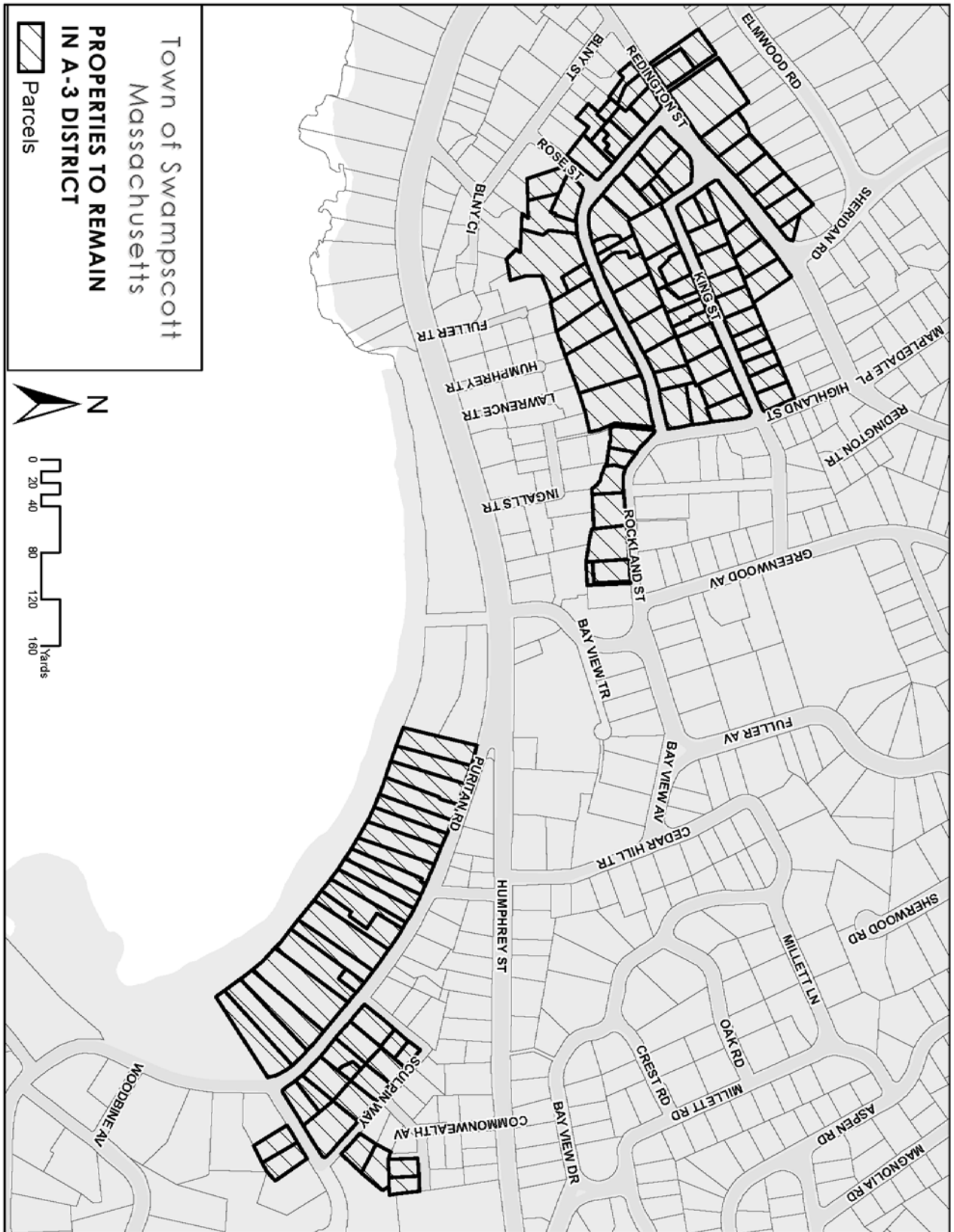
|  | 2019               | 2020               | 2021                | 2022               | 2023               |
|--|--------------------|--------------------|---------------------|--------------------|--------------------|
| General Fund Debt Financing (assumes constant 2.5% debt service increases in operating budget) | \$2,156,270        | \$1,353,056        | \$1,842,000         | \$968,500          | \$2,496,820        |
| General Fund Debt Financing (Debt Exclusion and/or MSBA Funding)                               |                    | \$1,875,000        | \$40,000,000        | \$5,200,000        |                    |
| Enterprise Fund Debt Financing   | \$2,816,000        |                    | \$2,540,000         |                    | \$3,709,000        |
| Free Cash/Gift/Grant/Re-allocations  | \$396,645          | \$251,000          | \$20,000            | \$110,000          | \$70,000           |
| <b>TOTALS:</b>   | <b>\$5,368,915</b> | <b>\$3,479,056</b> | <b>\$44,402,000</b> | <b>\$6,278,500</b> | <b>\$6,275,820</b> |

## APPENDIX (B) – ARTICLE 20 - AMEND ZONING BYLAWS - REZONING OF RESIDENTIAL PROPERTIES

### PARCELS TO REMAIN WITHIN THE A-3 DISTRICT DESIGNATION

| PARCEL | ADDRESS                                | PARCEL  | ADDRESS                      |
|--------|--|---------|------------------------------|
| 2-17   | 82 Redington Street                    | 2-98    | 69 Rockland Street           |
| 2-18A  | 80 Redington Street                    | 2-99    | 79 Rockland Street           |
| 2-18   | 76 Redington Street                    | 2-100   | 85 Rockland Street           |
| 2-19   | 70 Redington Street                    | 2-100A  | 89 Rockland Street           |
| 2-20   | 66 Redington Street                    | 2-101   | 95 Rockland Street           |
| 2-21   | 58-60 Redington Street                 | 2-102   | 99 Rockland Street           |
| 2-22   | 50-52 Redington Street / 5 Stone Court | 2-103   | 101 Rockland Street          |
| 2-23   | 42 Redington Street                    | 2-103A  | (unnumbered) Rockland Street |
| 2-23A  | 10 Stone Court                         | 2-152   | 9 Rose Street                |
| 2-30   | 71 Redington Street                    | 2-155D  | 7 Thorndike Terrace          |
| 2-31   | 79 Redington Street                    | 2-155E  | 10 Thorndike Terrace         |
| 2-32   | 85 Redington Street                    | 2-158   | 37 Redington Street          |
| 2-33   | 89 Redington Street                    | 2-159   | 39 Redington Street          |
| 2-40   | 60 King Street                         | 2-160   | 43 Redington Street          |
| 2-41   | 56 King Street                         | 2-161   | 7 Rockland Street            |
| 2-42   | 52 King Street                         | 2-162   | 11 Rockland Street           |
| 2-43   | 50 King Street                         | 2-163   | 17 Rockland Street           |
| 2-44   | 48 King Street                         | 2-207   | 15 Rockland Street           |
| 2-45   | 46 King Street                         | 2-208   | 25 King Street               |
| 2-46   | 40 King Street                         | 19-191  | 7 Puritan Road               |
| 2-47   | 34 King Street                         | 19-192  | 11 Puritan Road              |
| 2-48   | 28 King Street                         | 19-193  | 15 Puritan Road              |
| 2-49   | 24 King Street                         | 19-194  | 17 Puritan Road              |
| 2-50   | 18 King Street                         | 19-195  | 23 Puritan Road              |
| 2-51   | 4 King Street                          | 19-196  | 25 Puritan Road              |
| 2-52   | 57 Redington Street                    | 19-197  | 29 Puritan Road              |
| 2-52A  | (unnumbered) Redington Street          | 19-198  | 33 Puritan Road              |
| 2-53   | 11 King Street                         | 19-198A | 35 Puritan Road              |
| 2-54   | 15 King Street                         | 19-199  | 39 Puritan Road              |
| 2-55   | 17 King Street                         | 19-200  | 41 Puritan Road              |
| 2-56   | 23 King Street                         | 19-201  | 45 Puritan Road              |
| 2-57   | 31 King Street                         | 19-202  | 53 Puritan Road              |
| 2-57A  | 33 King Street                         | 19-277  | 43 Puritan Road              |
| 2-58   | 35 King Street                         | 21-5    | 42-44 Sculpin Way            |
| 2-59   | 39 King Street                         | 21-7    | 11 Sculpin Way               |
| 2-60   | 41 King Street                         | 21-8    | 25-27 Sculpin Way            |
| 2-61   | 49 King Street                         | 21-8A   | 29 Sculpin Way               |
| 2-62   | 55 King Street                         | 21-9    | 37 Sculpin Way               |
| 2-63   | 20 Highland Street                     | 21-10   | 55-59 Sculpin Way            |
| 2-64   | 12 Highland Street                     | 21-11   | 86 Puritan Road              |
| 2-65   | 74 Rockland Street                     | 21-12   | 80 Puritan Road              |
| 2-66   | 68 Rockland Street                     | 21-13   | 74 Puritan Road              |

| PARCEL | ADDRESS               |  | PARCEL | ADDRESS                    |
|--------|-----------------------|--|--------|----------------------------|
| 2-67   | 62 Rockland Street    |  | 21-13A | 76 Puritan Road            |
| 2-68   | 56 Rockland Street    |  | 21-14  | 70 Puritan Road            |
| 2-69   | 50 Rockland Street    |  | 21-15  | 66 Puritan Road            |
| 2-70   | 42 Rockland Street    |  | 21-16  | 55 Puritan Road            |
| 2-70A  | 38 Rockland Street    |  | 21-16A | 57 Puritan Road            |
| 2-71   | 26 Rockland Street    |  | 21-16B | 59 Puritan Road            |
| 2-71A  | 34 Rockland Street    |  | 21-18  | 69 Puritan Road            |
| 2-72   | 22-24 Rockland Street |  | 21-19  | 71 Puritan Road            |
| 2-73   | 16 Rockland Street    |  | 21-20  | 73 Puritan Road            |
| 2-74   | 53 Redington Street   |  | 21-21  | 75 Puritan Road            |
| 2-91   | 27 Rockland Street    |  | 21-22  | 60 Sculpin Way             |
| 2-92   | 29 Rockland Street    |  | 21-22A | 62 Sculpin Way             |
| 2-93   | 33 Rockland Street    |  | 21-50  | 11-15 Commonwealth Terrace |
| 2-94   | 39 Rockland Street    |  | 21-51  | 7 Commonwealth Terrace     |
| 2-95   | 45 Rockland Street    |  | 21-52  | 1 Commonwealth Terrace     |
| 2-96   | 49 Rockland Street    |  | 21-71  | 84 Puritan Road            |
| 2-97A  | 57 Rockland Street    |  | 21-73  | 7 Sculpin Way              |



## PROPOSED REVISIONS TO ZONING BY-LAW

### 2.1.0.0. Districts.

**2.1.1.0. *Establishment of districts.*** For the purposes of this By-Law, the Town of Swampscott is hereby divided into the following districts:

**2.1.1.1.** Residence A-1 District (A1 District).

**2.1.1.2.** Residence A-2 District (A2 District).

**2.1.1.3.** Residence A-3 District (A3 District).

**2.1.1.4.** Residence A-4 District (A4 District).

~~2.1.1.4.~~ **2.1.1.5.** Business B-1 District (B1 District).

~~2.1.1.5.~~ **2.1.1.6.** Business B-2 District (B2 District).

~~2.1.1.6.~~ **2.1.1.7.** Business B-3 District (B3 District).

~~2.1.1.7.~~ **2.1.1.8.** Planned Development Districts (PDD). For the purposes of this By-Law, the Town of Swampscott is hereby divided into the following districts:

~~2.1.1.7.1.~~ **2.1.1.8.1.** Phillips Fire Station PDD.

~~2.1.1.7.2.~~ **2.1.1.8.2.** Burrill Senior Center PDD.

~~2.1.1.7.3.~~ **2.1.1.8.3.** Greenwood PDD.

~~2.1.1.7.4.~~ **2.1.1.8.4.** Temple PDD.

~~2.1.1.8.~~ **2.1.1.9.** Industrial District (I District).

~~2.1.1.8.1.~~ **2.1.1.9.1.** Location of District. The Industrial Districts includes the following lots and is mapped as follows:

Assessor's Map 9, Lot 646

Assessor's Map 11, Lots 686, 732 and 769

Assessor's Map 12, Lots 99, 100, 101, 101A, 101B, 101C and 101E

**2.2.3.0. Table of Principal Uses.** See definitions in Article VI.

|            | PRINCIPAL USE   | A-1      | A-2      | A-3             | A-4       | B-1       | B-2       | B-3       | I        | Off-Street Parking Group (See Art. 3.1.2.0) |
|------------|---|----------|----------|-----------------|-----------|-----------|-----------|-----------|----------|---|
| <b>A.</b>  | <b>RESIDENTIAL</b>  |          |          |                 |           |           |           |           |          |   |
| 1.         | Single-family dwelling  | Y        | Y        | Y               | <u>Y</u>  | SP        | N         | N         | N        | A   |
| 2.         | Two-family dwelling   | N        | N        | Y               | <u>Y</u>  | SP        | N         | N         | N        | A   |
| 3.         | Multi-family dwelling containing not more than 8 dwelling units   | N        | N        | <del>SP</del> N | <u>SP</u> | SP        | SP        | SP        | N        | A-MF  |
| 3A.        | Multi-family dwelling containing more than 8 dwelling units   | N        | N        | N               | <u>N</u>  | SP        | SP        | SP        | N        | A-MF  |
| <u>3B.</u> | <u>Multi-family dwelling containing not more than 3 dwelling units</u>  | <u>N</u> | <u>N</u> | <u>SP</u>       | <u>SP</u> | <u>SP</u> | <u>SP</u> | <u>SP</u> | <u>N</u> | <u>A-MF</u>                                 |
| 4.         | Bed and Breakfast Establishment   | SP       | SP       | SP              | <u>SP</u> | SP        | N         | N         | N        | C   |
| 5.         | Accessory Apartment (See §5.11.0.0.)  | SP       | SP       | SP              | <u>SP</u> | SP        | SP        | SP        | N        | A   |
| 6.         | Assisted Living Facility or Independent Living Facility   | SP       | SP       | SP              | <u>SP</u> | N         | N         | N         | N        | SEE §3.1.2.4                                |
| 7.         | Group Residence   | SP       | SP       | SP              | <u>SP</u> | SP        | SP        | SP        | N        | SEE §3.1.2.4                                |
| 8.         | Home Occupation As of Right   | Y        | Y        | Y               | <u>Y</u>  | Y         | Y         | Y         | N        | None  |
| 9.         | Home Occupation by Special Permit   | SP       | SP       | SP              | <u>SP</u> | SP        | SP        | SP        | N        | A-HO  |
| <b>B.</b>  | <b>EXEMPT USES</b>  |          |          |                 |           |           |           |           |          |   |
| 1.         | Use of land or structures for religious purposes  | Y        | Y        | Y               | <u>Y</u>  | Y         | Y         | Y         | Y        | SEE §3.1.2.4                                |
| 2.         | Use of land or structures for educational purposes on land owned or leased by the commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination, or by a nonprofit educational corporation | Y        | Y        | Y               | <u>Y</u>  | Y         | Y         | Y         | Y        | SEE §3.1.2.4                                |
| 3.         | Childcare facility  | Y        | Y        | Y               | <u>Y</u>  | Y         | Y         | Y         | Y        | SEE §3.1.2.4                                |
| 4.         | Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture on a parcel of more than five acres in area  | Y        | Y        | Y               | <u>Y</u>  | Y         | Y         | Y         | Y        | SEE §3.1.2.4                                |



|           | PRINCIPAL USE  | A-1 | A-2 | A-3 | <u>A-4</u> | B-1 | B-2 | B-3 | I  | Off-Street Parking Group (See Art. 3.1.2.0) |
|-----------|--|-----|-----|-----|------------|-----|-----|-----|----|---|
| 5.        | Facilities for the sale of produce, wine and dairy products, provided that during the months of June, July, August, and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of the land containing more than five acres in area on which the facility is located | Y   | Y   | Y   | <u>Y</u>   | Y   | Y   | Y   | Y  | SEE §3.1.2.4                                |
| <b>C.</b> | <b>INSTITUTIONAL USES</b>  |     |     |     |            |     |     |     |    |   |
| 1.        | Club, lodge or fraternal organization (profit or not for profit)   | N   | N   | N   | <u>N</u>   | SP  | SP  | N   | N  | F   |
| 2.        | Educational uses, schools (non-exempt)   | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N  | SEE §3.1.2.4                                |
| 3.        | Educational uses (non-exempt) containing less than 1,500 s.f. of gross floor area  | N   | N   | N   | <u>N</u>   | Y   | Y   | Y   | N  | SEE §3.1.2.4                                |
| 4.        | Educational uses (non-exempt) containing 1,500 s.f. of gross floor area to 5,000 s.f. of gross floor area  | N   | N   | N   | <u>N</u>   | SP  | SP  | Y   | N  | SEE §3.1.2.4                                |
| 5.        | Educational uses (non-exempt) containing more than 5,000 s.f. of gross floor area  | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N  | SEE §3.1.2.4                                |
| 6.        | Family day care / Adult day care (non-exempt)  | SP  | SP  | SP  | <u>SP</u>  | SP  | SP  | SP  | N  | SEE §3.1.2.4                                |
| 7.        | Outpatient medical center or clinic  | N   | N   | N   | <u>N</u>   | N   | SP  | SP  | N  | H   |
| 8.        | Theatre; museum; performing, cultural or arts facility; or hall for public gathering   | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N  | D   |
| <b>D.</b> | <b>LOCAL GOVERNMENT</b>  |     |     |     |            |     |     |     |    |   |
| 1.        | Administrative Offices   | SP  | SP  | SP  | <u>SP</u>  | SP  | SP  | SP  | SP | SEE §3.1.2.4                                |
| 2.        | Police/ Fire / Ambulance   | SP  | SP  | SP  | <u>SP</u>  | SP  | SP  | SP  | SP | SEE §3.1.2.4                                |
| 3.        | Municipal Library  | SP  | SP  | SP  | <u>SP</u>  | SP  | SP  | SP  | SP | SEE §3.1.2.4                                |
| 4.        | Municipal Service Facility   | SP  | SP  | SP  | <u>SP</u>  | SP  | SP  | SP  | SP | SEE §3.1.2.4                                |
| 5.        | All other municipal uses   | SP  | SP  | SP  | <u>SP</u>  | SP  | SP  | SP  | SP | SEE §3.1.2.4                                |
| <b>E.</b> | <b>COMMERCIAL</b>  |     |     |     |            |     |     |     |    |   |
| 1.        | Nursing or convalescent home   | N   | N   | N   | <u>N</u>   | N   | N   | SP  | N  | SEE §3.1.2.4                                |

|     | PRINCIPAL USE  | A-1 | A-2 | A-3 | <u>A-4</u> | B-1 | B-2 | B-3 | I | Off-Street Parking Group (See Art. 3.1.2.0) |
|-----|--|-----|-----|-----|------------|-----|-----|-----|---|---|
| 2.  | Retail containing less than 2,000 s.f. of gross floor area   | N   | N   | N   | <u>N</u>   | Y   | Y   | Y   | N | G   |
| 3.  | Retail containing 2,000 s.f. of gross floor area to 10,000 s.f. of gross floor area (including storage and sales space, and accessory space) | N   | N   | N   | <u>N</u>   | SP  | SP  | Y   | N | G   |
| 4.  | Retail containing more than 10,000 s.f. of gross floor area (including storage and sales space, and accessory space)                         | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | G   |
| 5.  | Selling of animals and pets  | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | G   |
| 6.  | Bakery containing less than 2,000 s.f. of gross floor area (where at least 75% of all goods sold at retail on premises)                      | N   | N   | N   | <u>N</u>   | Y   | Y   | Y   | N | G   |
| 7.  | Bakery containing 2,000 s.f. of gross floor area or more (where at least 25% of the premises is used for retail sales on premises)           | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | G   |
| 8.  | Motor vehicle sales and rental   | N   | N   | N   | <u>N</u>   | N   | SP  | N   | N | G   |
| 9.  | Motor vehicle general or body repair, or automatic automobile / vehicle washing facility   | N   | N   | N   | <u>N</u>   | N   | SP  | SP  | N | G   |
| 10. | Motor vehicle filling / fueling station  | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | G   |
| 11. | Self-service automobile / vehicle washing facility   | N   | N   | N   | <u>N</u>   | N   | N   | N   | N | N/A   |
| 12. | Motor vehicle light service  | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | G   |
| 13. | Restaurant or coffee shop containing less than 2,000 s.f. of gross floor area  | N   | N   | N   | <u>N</u>   | Y   | Y   | Y   | N | E   |
| 14. | Restaurant or coffee shop containing 2,000 s.f. of gross floor area to 7,500 s.f. of gross floor area  | N   | N   | N   | <u>N</u>   | SP  | SP  | Y   | N | E   |
| 15. | Restaurant or coffee shop containing more than 7,500 s.f. of gross floor area  | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | E   |
| 16. | Restaurant or coffee shop abutting one or more residentially zoned properties that are being used for residential purposes                   | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | E   |
| 17. | Restaurant including entertainment (dancing, live music, DJ, live entertainment.) (not including televisions or background music)            | N   | N   | N   | <u>N</u>   | SP  | SP  | SP  | N | E   |

|     | PRINCIPAL USE  | A-1 | A-2 | A-3 | A-4      | B-1 | B-2 | B-3 | I  | Off-Street Parking Group (See Art. 3.1.2.0) |
|-----|--|-----|-----|-----|----------|-----|-----|-----|----|---|
| 18. | Restaurant providing delivery service (using more than one delivery vehicle per shift)                                     | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | E   |
| 19. | Restaurant – with curbside pick-up / curbside delivery   | N   | N   | N   | <u>N</u> | N   | SP  | SP  | N  | E   |
| 20. | Catering establishment (establishment primarily for the preparation and sale of food for off-premises sale or consumption) | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | SP | SEE §3.1.2.4                                |
| 21. | Business, medical or professional office - large   | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | I   |
| 22. | Business, medical or professional office - medium  | N   | N   | N   | <u>N</u> | Y   | Y   | Y   | N  | I   |
| 23. | Business, medical or professional office - small   | N   | N   | N   | <u>N</u> | Y   | Y   | Y   | N  | I   |
| 24. | Personal service establishment containing less than 2,000 s.f. of gross floor area   | N   | N   | N   | <u>N</u> | Y   | Y   | Y   | N  | G   |
| 25. | Personal service establishment containing 2,000 s.f. of gross floor area to 5,000 s.f. of gross floor area                 | N   | N   | N   | <u>N</u> | SP  | SP  | Y   | N  | G   |
| 26. | Personal service establishment containing more than 5,000 s.f. of gross floor area   | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | G   |
| 27. | Animal grooming (no overnight boarding of animals)   | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | SP | G   |
| 28. | Bank or financial institution containing less than 2,000 s.f. of gross floor area  | N   | N   | N   | <u>N</u> | Y   | Y   | Y   | N  | G   |
| 29. | Bank or financial institution containing 2,000 s.f. of gross floor area to 5,000 s.f. of gross floor area                  | N   | N   | N   | <u>N</u> | SP  | SP  | Y   | N  | G   |
| 30. | Bank containing more than 5,000 s.f. of gross floor area   | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | G   |
| 31. | Automatic teller machine (freestanding)  | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | K   |
| 32. | Automatic teller machines (integrated/inline or attached to other structure)   | N   | N   | N   | <u>N</u> | Y   | Y   | Y   | N  | K   |
| 33. | Outdoor vending machines, kiosks and booths  | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | SEE §3.1.2.4                                |
| 34. | Nursery / greenhouse   | N   | N   | N   | <u>N</u> | N   | N   | N   | SP | SEE §3.1.2.4                                |
| 35. | Veterinary Establishment   | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | H   |
| 36. | Kennel   | N   | N   | N   | <u>N</u> | N   | N   | N   | SP | SEE §3.1.2.4                                |

|           | PRINCIPAL USE   | A-1 | A-2 | A-3 | A-4      | B-1 | B-2 | B-3 | I  | Off-Street Parking Group (See Art. 3.1.2.0) |
|-----------|---|-----|-----|-----|----------|-----|-----|-----|----|---|
| 37.       | Drive-Through in connection with any lawfully existing use (See §5.12.0.0.) | N   | N   | N   | <u>N</u> | N   | N   | SP  | N  | N/A   |
| 38.       | Any Permitted Use open before 7:00 a.m. or later than 10:00 p.m.            | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | SP | N/A   |
| 39.       | Bar, Tavern or Lounge   | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | E   |
| 40.       | Any allowed use containing outdoor seating, display or storage              | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | SP | N/A   |
| 41.       | Any allowed use involving the sale and/or consumption of alcohol            | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | SP | N/A   |
| 42.       | Funeral home / mortuary   | N   | N   | N   | <u>N</u> | N   | N   | SP  | N  | D   |
| 43.       | Motel, Hotel or Inn   | N   | N   | N   | <u>N</u> | SP  | SP  | SP  | N  | C   |
| 44.       | Tattoo and Body Piercing Shop   | N   | N   | N   | <u>N</u> | N   | N   | SP  | N  | G   |
| <b>F.</b> | <b>INDUSTRIAL</b>   |     |     |     |          |     |     |     |    |   |
| 1.        | Light manufacturing under 10,000 s.f. of gross floor area                   | N   | N   | N   | <u>N</u> | N   | SP  | N   | SP | J   |
| 2.        | Light manufacturing at least 10,000 s.f. of gross floor area                | N   | N   | N   | <u>N</u> | N   | N   | N   | SP | J   |
| 3.        | Warehouse, Distribution Facility, Self-Storage Mini-Warehouse               | N   | N   | N   | <u>N</u> | N   | SP  | N   | SP | J   |
| 4.        | Contractor's Yard   | N   | N   | N   | <u>N</u> | N   | SP  | N   | SP | J   |
| 5.        | Junkyard or automobile graveyard  | N   | N   | N   | <u>N</u> | N   | N   | N   | SP | SEE §3.1.2.4                                |
| 6.        | Quarrying / stone / earth removal for commercial purposes                   | N   | N   | N   | <u>N</u> | N   | N   | N   | SP | SEE §3.1.2.4                                |
| 7.        | Renewable and Alternative Energy Research Facilities                        | N   | N   | N   | <u>N</u> | N   | N   | N   | Y  |   |
| 8.        | Medical Marijuana Treatment Center  | N   | N   | N   | <u>N</u> | N   | N   | N   | Y  | SEE §2.2.9.0 (ATM 5/5/2014)                 |
| <b>G.</b> | <b>MISCELLANEOUS</b>  |     |     |     |          |     |     |     |    |   |

|    | PRINCIPAL USE  | A-1 | A-2 | A-3 | <u>A-4</u> | B-1 | B-2 | B-3 | I  | Off-Street Parking Group (See Art. 3.1.2.0) |
|----|--|-----|-----|-----|------------|-----|-----|-----|----|---|
| 1. | One Storage Container for the storage of personal property, provided such storage container does not exceed 1,700 cubic feet and is not maintained for more than 90 days in any 12 consecutive month period  | Y   | Y   | Y   | <u>Y</u>   | Y   | Y   | Y   | Y  | N/A   |
| 2. | One Storage Container that is not maintained for more than 180 days in any 12 consecutive month period   | SP  | SP  | SP  | <u>SP</u>  | SP  | SP  | SP  | SP | N/A   |
| 3. | One Storage Container, not to exceed 1,700 cubic feet, for the storage of personal property and construction materials and equipment, provided such Storage Container is required as a result of ongoing construction at the property which is being undertaken in accordance with a lawfully issued building permit, provided, however, such Storage Container shall be removed from the property upon the earlier of (i) cessation of construction work on the property for any 10 consecutive day period, (ii) final sign-off of the building permit; and (iii) 150 days following issuance of the building permit permitting such construction | Y   | Y   | Y   | <u>Y</u>   | Y   | Y   | Y   | Y  | N/A   |
| 3. | All other Storage Containers   | N   | N   | N   | <u>N</u>   | N   | N   | N   | SP | N/A   |
| 4. | Adult Uses (See §5.10.0.0.)  | N   | N   | N   | <u>N</u>   | N   | N   | N   | SP | SEE §3.1.2.4                                |

**2.2.4.2. Major Recreational Equipment.** No major recreational equipment shall be stored on any lot in the Residence A-1, A-2, ~~or A-3~~, or A-4 Districts other than in a carport or enclosed building or behind the building line of the principal building, provided however that such equipment may be parked or stored anywhere on residential premises for a period not to exceed seventy-two (72) hours. No such equipment shall be used for living or housekeeping purposes when stored on a residential lot, or in any location not approved for such use.

**2.2.4.7. Garage.** One (1) garage for not more than three (3) automobiles belonging to residents of the property on which it is located is a permitted accessory use in a Residence A-1, A-2, ~~or A-3~~, or A-4 District. Garages for additional automobiles belonging to residents of the property on which it is located shall only be permitted by special permit pursuant to Section 5.3.0.0.

**2.3.3.2. Garage or carport** for not more than three (3) private automobiles is a permitted accessory use in a Residence A-1, A-2, ~~or A-3~~, or A-4 District. Such garage shall not be nearer to any side or rear lot line than the greater of (i) five (5) feet and (ii) fifty (50%) percent of the relevant prescribed minimum set-back distance, nor nearer to the front street line than the prescribed minimum set-back distance of the respective districts.

**4.4.2.0.** *Access to Commercial or Industrial Buildings.* No driveway or other means of access for vehicles other than accepted streets shall be maintained or used in the Residence A1, A2, ~~A3~~, A3, or A4 Districts for the servicing of a commercial or industrial building in the Business B1, B2, B-3 or I Districts.

**4.7.3.1.** Table of Additional Uses Within the HSOD

| PRINCIPAL USE | A- <del>34</del> DISTRICT | B-1 DISTRICT |
|---------------|---------------------------|--------------|
|---------------|---------------------------|--------------|

**4.7.4.2.** Basic Design Standards

All applications to the Planning Board under this bylaw shall provide detailed design on all street-facing walls (45 degrees or less from lot line). The Planning Board will issue an advisory recommendation to the Building Inspector and Special Permit Granting Authority, where applicable.

Applications shall include at least four (4) of the architectural features illustrated in Appendix B Figure 9, except for residential-only structures in the underlying A-~~34~~ district. It is not within the Planning Board's authority to prescribe specific elements except when the Planning Board may require specific design elements or changes to promote compatibility with adjacent uses and to achieve the desired community character or pedestrian orientation.

All qualifying structures must meet the following standards:

- A. Regularly-spaced and similarly-shaped windows shall be provided on all building stories;
- B. Ground floor windows or window displays shall be provided along at least 30 percent of the building's (ground floor) street-facing elevation(s) except for residential-only structures in the underlying A-~~34~~ district; windows and display boxes shall be integral to the building design and not mounted to an exterior wall;
- C. Display windows shall be trimmed, recessed, or otherwise defined by wainscoting, sills, water tables, or similar architectural features;
- D. On multi-story buildings except for residential-only structures in the underlying A-~~34~~ district, ground floors shall be defined and separated from upper stories by appropriate architectural features that visually identify the transition from ground floor to upper story; such features should be compatible with the surrounding architecture; such features may be provided by:
  - a. A cornice above the ground level;
  - b. An arcade;
  - c. Changes in material or texture; or
  - d. A row of clerestory windows on the building's street-facing elevation;
- E. The tops of flat roofs shall be treated with appropriate detailing (e.g., cornice, pediment, flashing, trim, or other detailing) that is compatible with the

surrounding architecture, and pitched roofs shall have eaves, brackets, gables with decorative vents, or other detailing that is consistent with the surrounding architecture;

- F. Primary building entrances except for residential-only structures in the underlying A-~~34~~ district, shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk; every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access; and shall include weather protection features, such as awnings, canopies, or overhangs.

#### **4.7.6.1. Dimensional Requirements and Exceptions**

Uses and structures within the HSOD shall conform to the following dimensional requirements. Exceptions to the following dimensional requirements may be granted by the approval of an HS SI-P from the Site Plan Special Permit Granting Authority (Planning Board) for uses permitted as a matter of right or HS SI-P. Exceptions to the following dimensional requirements may be granted by the approval of an HSSP from the Special Permit Granting Authority (Zoning Board of Appeals) for uses permitted by HSSP.

- A. Minimum Lot Area = 7,500 square feet  
Minimum Lot Frontage = 70 feet  
Minimum Front Yard Setback = 0 feet (commercial / mixed-use) / 15 feet (residential-only)  
Minimum Side Yard Setback = 0 feet (commercial / mixed-use) / 7.5 feet (residential-only)  
Minimum Rear Yard Setback = 15 feet  
Maximum Building Height = 35 feet (3 stories, except for those properties that abut Nahant Bay which carry a 2.5-story limit)  
Minimum Open Space = 15% (commercial / mixed-use) / 20% (residential-only)  
Maximum Building Coverage = 80% (commercial / mixed-use) / 40% (residential-only)
- B. Exception – At least sixty (60) percent of the frontage of a lot, measured in percentage of linear feet of the lot frontage, shall be occupied by buildings that are set back no more than ten (10) feet from the front lot line and that are at least twenty (20) feet in depth. This requirement may be waived for additions to existing buildings where the addition does not increase the setback of the existing building or where the addition is not visible from any street. A deeper setback may be allowed for a forecourt when a garden and/or hard-surfaced terrace are provided. This requirement is waived for residential-only buildings located in the A-~~34~~ district.

- C. Exception – The minimum separation between two or more buildings on the same lot shall be twenty (20) feet.
- D. Exception – The permit granting authority may modify all dimensional requirements (except building height) outlined in Section 4.7.6.1 (A) if, in its opinion, such modifications will result in improved design that is in keeping with Section 4.7.1.0.
- E. Exception – The permit granting authority may, as part of the special permit, reduce the lot frontage requirement for a development that provides consolidated or shared access for two or more adjoining parcels, subject to a legally-enforceable agreement or restriction in a form acceptable to the permit granting authority and approved by Town Counsel (Section 4.7.7.1).
- F. Exception – Building height is measured from mean street level to the absolute top of the structure, not including weather vanes, spires less than six (6) inches in diameter, or other minimally-sized adornments as deemed by the Planning Board. A waiver may be sought by the applicant with regards to height, but may not exceed forty (40) feet. For residential-only buildings in the underlying A-34 district, the permit granting authority may waive the height requirement if there is at least twenty-five (25) feet between the building of the applicant and each building on abutting properties, or when there is a total distance of fifty (50) feet between the building of the applicant and each building on abutting properties added together. For buildings in the underlying B-1 district, the permit granting authority may waive the height requirement if a public open space is created on the property.
  - a. Public open space must be outside, and shall be in the form of a park, courtyard, walking trail, or plaza.
  - b. Public open space shall be accessible and generally be at or near grade level to facilitate use.
  - c. Locked gates or restricted passages negate the purpose of “open” space. All outdoor ground level features which are accessible from the public sidewalk should always be open to the public during daylight hours.
  - d. Public open space shall be no less than ten (10) percent of the area of the lot in question.

#### **4.7.6.2.      Parking**

- A. All off-street parking areas shall be located behind or to the side of the principal structure on the lot. No parking area shall be located closer to the front lot line than the front building façade. This provision may be waived at the discretion of the



permit granting authority for residential-only multi-family uses in the underlying A-~~34~~ district.

**4.7.6.3. Off-Street Loading, Parking of Trucks, Buses and Commercial Vehicles**

- A. Within the Humphrey Street Overlay District, off-street loading shall only be required if it is a practical option due to the availability of adequate space in a rear parking lot or alley.
- B. Parking stalls for trucks, buses, or other commercial vehicles exceeding either seven and a half (7.5) feet in width or eighteen (18) feet in length shall be located at least fifty (50) feet from the nearest dwelling unit in the underlying A-~~34~~ residential district.
- C. Stalls for delivery vehicles or other commercial vehicles shall be specifically identified in the site plan, and shall be of such dimensions as to accommodate the specified type of vehicle. Such vehicles shall be permitted to park only in the stalls so identified and approved.

**4.7.6.4. Screening – Generally**

**A. Refuse Areas**

All refuse containers for uses other than single-family and two-family homes shall meet the following conditions, which may only be waived by the permit granting authority at its discretion.

- a. Refuse containers shall not be visible from the street.
- b. Refuse containers shall be set back from the front property line at least as far as the primary structure on the property. No refuse container shall be located in the front yard.
- c. Refuse containers shall be enclosed or screened by a structure constructed out of the same or similar materials to the primary structure on the property or an approved alternative. The enclosure shall screen the containers from view from the public way and protect the containers from raccoons, rodents, and other pests.
- d. Outdoor refuse containers shall not be stored within ten (10) feet of exterior windows or doors that open directly into habitable space within housing units on the basement, ground, or first floors of buildings contained residential units.

**B. Buffers between Districts**

Where two (2) land use districts abut each other, the more intense district use must provide a buffer planting strip when adjacent to residential districts or to less intense residential districts. All development must follow the buffer and screening requirements in the table below and illustrated in Appendix B Figure 12.

| <b>Subject Lot in District where Side or Rear Lot Line abuts Residential District (or a less intense residential district)</b> | <b>Buffer Width</b> |
|--|---------------------|
| Residence A-1, A-2, <u>A-3</u>   | None                |
| Residence A- <del>3</del> <u>4</u>   | 5 feet              |
| Business B-1   | 10 feet             |

**4.9.3.1.** Table of Additional Uses within the Tourist Lodging Overlay District (TLOD)

| <b>PRINCIPAL USE</b>                     | <b>A-1</b> | <b>A-2</b> | <b>A-3</b> | <b><u>A-4</u></b> | <b>B-1</b> | <b>B-2</b> | <b>B-3</b> | <b>I</b> | <b>OFF-STREET PARKING GROUP</b> |
|--|------------|------------|------------|-------------------|------------|------------|------------|----------|---------------------------------|
| <b>Hotel</b>                             | SP         | SP         | SP         | <u>SP</u>         | SP         | SP         | SP         | N        | C, E*                           |
| <b>Motel</b>                             | N          | N          | N          | <u>N</u>          | N          | SP         | SP         | N        | C                               |
| <b>Inn</b>                               | SP         | SP         | SP         | <u>SP</u>         | SP         | SP         | SP         | N        | C                               |
| <b>Bed &amp; Breakfast Establishment</b> | SP         | SP         | SP         | <u>SP</u>         | SP         | SP         | SP         | N        | C                               |

**5.13.2.5.** Lodging establishments are subject to the provisions of the signage regulations in section 3.2.0.0. Additionally, lodging establishments in the A-1, A-2, ~~and A-3~~, and A-4 districts shall comply with the requirements of section 3.2.4.1.

**APPENDIX A - TABLE OF DIMENSIONAL REQUIREMENTS: SECTION 2.3.2.0**

| DISTRICT  | Minimum lot area<br>(sq. ft.)                 | Minimum lot<br>frontage (ft.)           | Maximum height  | Minimum Open Space |
|-----------|---|---|---|--------------------|
| A1        | 30,000  | 125                                     | 2.5 stories but not in<br>excess of 35 feet               | 25%                |
| A2        | 20,000  | 100                                     | 2.5 stories but not in<br>excess of 35 feet               | 25%                |
| A3        | 10,000  | 80                                      | 2.5 stories but not in<br>excess of 35 feet               | 25%                |
| <u>A4</u> | <u>10,000</u>                                 | <u>80</u>                               | <u>2.5 stories but not in<br/>excess of 35 feet</u>       | <u>25%</u>         |
| B1        | 10,000 for<br>dwellings                       | 80 for<br>dwellings                     | 2.5 stories but not in<br>excess of 35 feet <sup>2</sup>  | 15%                |
| B2        | 10,000 for<br>dwellings                       | 80 for<br>dwellings                     | 40 feet <sup>1</sup>                                      | 15%                |
| B3 and I  | 15,000 for<br>dwellings;<br>40,000 all others | 100 for<br>dwellings;<br>200 all others | 35 feet for dwellings;<br>40 feet all others <sup>2</sup> | 15%                |

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<sup>2</sup> Parapets may extend no more than 2 feet above the maximum building height.

| DISTRICT  |  | Minimum front yard (ft.) | Minimum side yard (ft.) | Minimum rear yard (ft.) | Maximum building coverage (% of lot) |
|-----------|--|--------------------------|-------------------------|-------------------------|--------------------------------------|
| A1        | If lot has an area of 30,000 s.f. or more                            | 30                       | 15                      | 35 <sup>2</sup>         | 25                                   |
|           | If lot has an area of at least 20,000 s.f. but less than 30,000 s.f. | 25                       | 10                      | 25                      | 25                                   |
|           | If lot has an area of under 20,000 s.f.                              | 20                       | 7.5                     | 20                      | 30                                   |
| A2        | If lot has an area of at least 20,000 s.f.                           | 25                       | 10                      | 25                      | 25                                   |
|           | If lot has an area of under 20,000 s.f.                              | 20                       | 7.5                     | 20                      | 30                                   |
| A3        | All lots   | 20                       | 7.5                     | 20                      | 30                                   |
| <u>A4</u> | <u>All lots</u>  | <u>20</u>                | <u>7.5</u>              | <u>20</u>               | <u>30</u>                            |
| B1        | All lots   | none required            | none required           | 20                      | 30 for dwellings<br>70 all others    |

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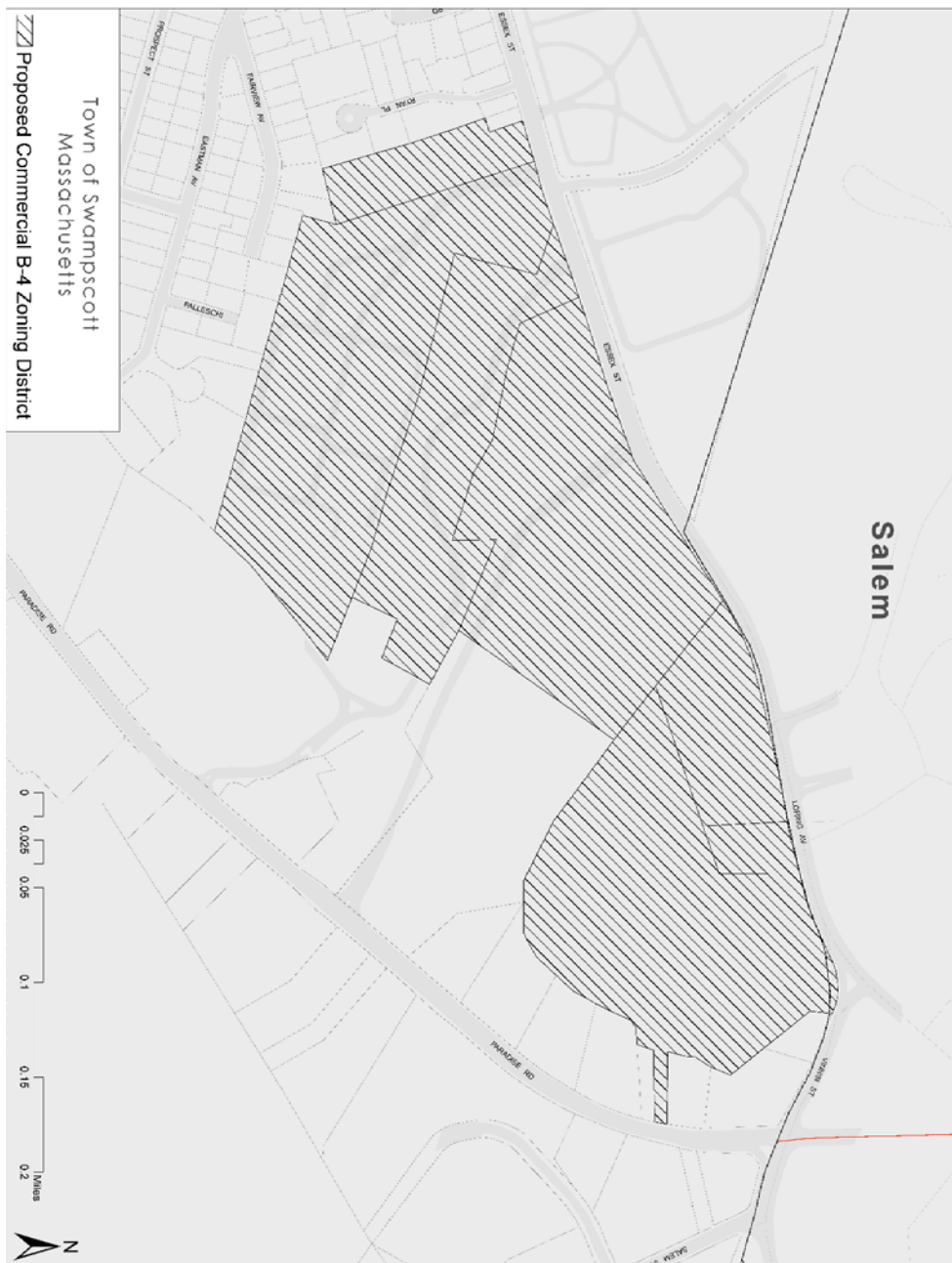
<sup>3</sup> Provided, however, that the rear yard need not be more than 25% of lot depth.

| DISTRICT |          | Minimum front yard (ft.)            | Minimum side yard (ft.)            | Minimum rear yard (ft.)            | Maximum building coverage (% of lot) |
|----------|----------|-------------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| B2       | All lots | none required                       | none required                      | 10                                 | 30 for dwellings<br>80 all others    |
| B3 and I | All lots | 25 for dwellings;<br>100 all others | 10 for dwellings;<br>40 all others | 25 for dwellings;<br>40 all others | 25 for dwellings;<br>20 all others   |

## APPENDIX (C) – ARTICLE 21 - AMEND ZONING BYLAWS - PROPOSED COMMERCIAL B-4 ZONING DISTRICT

### PARCELS IN PROPOSED COMMERCIAL B-4 ZONING DISTRICT

| PARCEL | ADDRESS              | PARCEL         | ADDRESS                 |
|--------|----------------------|----------------|-------------------------|
| 13-7   | 441-445 Essex Street | 17-9           | 555 Essex Street        |
| 17-8   | 451 Essex Street     | 17-51          | 1 Loring Avenue         |
| 17-10C | 501 Essex Street     | 17-51A & 17-21 | 1002-1008 Paradise Road |



## PROPOSED REVISIONS TO ZONING BY-LAW

### 2.1.0.0. Districts.

**2.1.1.0. *Establishment of districts.*** For the purposes of this By-Law, the Town of Swampscott is hereby divided into the following districts:

**2.1.1.1.** Residence A-1 District (A1 District).

**2.1.1.2.** Residence A-2 District (A2 District).

**2.1.1.3.** Residence A-3 District (A3 District).

**2.1.1.4.** Business B-1 District (B1 District).

**2.1.1.5.** Business B-2 District (B2 District).

**2.1.1.6.** Business B-3 District (B3 District).

**2.1.1.7.** Business B-4 District (B4 District).

~~2.1.1.7.~~ **2.1.1.8.** Planned Development Districts (PDD). For the purposes of this By-Law, the Town of Swampscott is hereby divided into the following districts:

~~2.1.1.7.1.~~ **2.1.1.8.1.** Phillips Fire Station PDD.

~~2.1.1.7.2.~~ **2.1.1.8.2.** Burrill Senior Center PDD.

~~2.1.1.7.3.~~ **2.1.1.8.3.** Greenwood PDD.

~~2.1.1.7.4.~~ **2.1.1.8.4.** Temple PDD.

~~2.1.1.8.~~ **2.1.1.9.** Industrial District (I District).

~~2.1.1.8.1.~~ **2.1.1.9.1.** Location of District. The Industrial Districts includes the following lots and is mapped as follows:

Assessor's Map 9, Lot 646

Assessor's Map 11, Lots 686, 732 and 769

Assessor's Map 12, Lots 99, 100, 101, 101A, 101B, 101C and 101E

## 2.2.0.0. Use Regulations.

### 2.2.3.0. Table of Principal Uses. See definitions in Article VI.

|           | PRINCIPAL USE   | A-1 | A-2 | A-3                    | B-1 | B-2 | B-3 | <u>B-4</u> | I | Off-Street<br>Parking Group<br>(See Art. 3.1.2.0) |
|-----------|---|-----|-----|------------------------|-----|-----|-----|------------|---|---|
| <b>A.</b> | <b>RESIDENTIAL</b>  |     |     |                        |     |     |     |            |   |   |
| 1.        | Single-family dwelling  | Y   | Y   | Y                      | SP  | N   | N   | <u>N</u>   | N | A   |
| 2.        | Two-family dwelling   | N   | N   | <del>Y</del> <u>SP</u> | SP  | N   | N   | <u>N</u>   | N | A   |
| 3.        | Multi-family dwelling containing not more than 8 dwelling units   | N   | N   | <del>SP</del> <u>N</u> | SP  | SP  | SP  | <u>SP</u>  | N | A-MF  |
| 3.        | Multi-family dwelling containing more than 8 dwelling units   | N   | N   | N                      | SP  | SP  | SP  | <u>SP</u>  | N | A-MF  |
| 4.        | Bed and Breakfast Establishment   | SP  | SP  | SP                     | SP  | N   | N   | <u>N</u>   | N | C   |
| 5.        | Accessory Apartment (See §5.11.0.0.)  | SP  | SP  | SP                     | SP  | SP  | SP  | <u>SP</u>  | N | A   |
| 6.        | Assisted Living Facility or Independent Living Facility   | SP  | SP  | SP                     | N   | N   | N   | <u>N</u>   | N | SEE §3.1.2.4                                      |
| 7.        | Group Residence   | SP  | SP  | SP                     | SP  | SP  | SP  | <u>SP</u>  | N | SEE §3.1.2.4                                      |
| 8.        | Home Occupation As of Right   | Y   | Y   | Y                      | Y   | Y   | Y   | <u>Y</u>   | N | None  |
| 9.        | Home Occupation by Special Permit   | SP  | SP  | SP                     | SP  | SP  | SP  | <u>SP</u>  | N | A-HO  |
| <b>B.</b> | <b>EXEMPT USES</b>  |     |     |                        |     |     |     |            |   |   |
| 1.        | Use of land or structures for religious purposes  | Y   | Y   | Y                      | Y   | Y   | Y   | <u>Y</u>   | Y | SEE §3.1.2.4                                      |
| 2.        | Use of land or structures for educational purposes on land owned or leased by the commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination, or by a nonprofit educational corporation | Y   | Y   | Y                      | Y   | Y   | Y   | <u>Y</u>   | Y | SEE §3.1.2.4                                      |
| 3.        | Childcare facility  | Y   | Y   | Y                      | Y   | Y   | Y   | <u>Y</u>   | Y | SEE §3.1.2.4                                      |
| 4.        | Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture on a parcel of more than five acres in area  | Y   | Y   | Y                      | Y   | Y   | Y   | <u>Y</u>   | Y | SEE §3.1.2.4                                      |



|           | PRINCIPAL USE  | A-1 | A-2 | A-3 | B-1 | B-2 | B-3 | <u>B-4</u> | I  | Off-Street<br>Parking Group<br>(See Art. 3.1.2.0) |
|-----------|--|-----|-----|-----|-----|-----|-----|------------|----|---|
| 5.        | Facilities for the sale of produce, wine and dairy products, provided that during the months of June, July, August, and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of the land containing more than five acres in area on which the facility is located | Y   | Y   | Y   | Y   | Y   | Y   | <u>Y</u>   | Y  | SEE §3.1.2.4                                      |
| <b>C.</b> | <b>INSTITUTIONAL USES</b>  |     |     |     |     |     |     |            |    |   |
| 1.        | Club, lodge or fraternal organization (profit or not for profit)   | N   | N   | N   | SP  | SP  | N   | <u>N</u>   | N  | F   |
| 2.        | Educational uses, schools (non-exempt)   | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | SEE §3.1.2.4                                      |
| 3.        | Educational uses (non-exempt) containing less than 1,500 s.f. of gross floor area  | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N  | SEE §3.1.2.4                                      |
| 4.        | Educational uses (non-exempt) containing 1,500 s.f. of gross floor area to 5,000 s.f. of gross floor area  | N   | N   | N   | SP  | SP  | Y   | <u>Y</u>   | N  | SEE §3.1.2.4                                      |
| 5.        | Educational uses (non-exempt) containing more than 5,000 s.f. of gross floor area  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | SEE §3.1.2.4                                      |
| 6.        | Family day care / Adult day care (non-exempt)  | SP  | SP  | SP  | SP  | SP  | SP  | <u>SP</u>  | N  | SEE §3.1.2.4                                      |
| 7.        | Outpatient medical center or clinic  | N   | N   | N   | N   | SP  | SP  | <u>SP</u>  | N  | H   |
| 8.        | Theatre; museum; performing, cultural or arts facility; or hall for public gathering   | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | D   |
| <b>D.</b> | <b>LOCAL GOVERNMENT</b>  |     |     |     |     |     |     |            |    |   |
| 1.        | Administrative Offices   | SP  | SP  | SP  | SP  | SP  | SP  | <u>SP</u>  | SP | SEE §3.1.2.4                                      |
| 2.        | Police/ Fire / Ambulance   | SP  | SP  | SP  | SP  | SP  | SP  | <u>SP</u>  | SP | SEE §3.1.2.4                                      |
| 3.        | Municipal Library  | SP  | SP  | SP  | SP  | SP  | SP  | <u>SP</u>  | SP | SEE §3.1.2.4                                      |
| 4.        | Municipal Service Facility   | SP  | SP  | SP  | SP  | SP  | SP  | <u>SP</u>  | SP | SEE §3.1.2.4                                      |
| 5.        | All other municipal uses   | SP  | SP  | SP  | SP  | SP  | SP  | <u>SP</u>  | SP | SEE §3.1.2.4                                      |
| <b>E.</b> | <b>COMMERCIAL</b>  |     |     |     |     |     |     |            |    |   |

|     | PRINCIPAL USE  | A-1 | A-2 | A-3 | B-1 | B-2 | B-3 | <u>B-4</u> | I | Off-Street<br>Parking Group<br>(See Art. 3.1.2.0) |
|-----|--|-----|-----|-----|-----|-----|-----|------------|---|---|
| 1.  | Nursing or convalescent home   | N   | N   | N   | N   | N   | SP  | <u>SP</u>  | N | SEE §3.1.2.4                                      |
| 2.  | Retail containing less than 2,000 s.f. of gross floor area   | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N | G   |
| 3.  | Retail containing 2,000 s.f. of gross floor area to 10,000 s.f. of gross floor area (including storage and sales space, and accessory space) | N   | N   | N   | SP  | SP  | Y   | <u>Y</u>   | N | G   |
| 4.  | Retail containing more than 10,000 s.f. of gross floor area (including storage and sales space, and accessory space)                         | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N | G   |
| 5.  | Selling of animals and pets  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N | G   |
| 6.  | Bakery containing less than 2,000 s.f. of gross floor area (where at least 75% of all goods sold at retail on premises)                      | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N | G   |
| 7.  | Bakery containing 2,000 s.f. of gross floor area or more (where at least 25% of the premises is used for retail sales on premises)           | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N | G   |
| 8.  | Motor vehicle sales and rental   | N   | N   | N   | N   | SP  | N   | <u>N</u>   | N | G   |
| 9.  | Motor vehicle general or body repair, or automatic automobile / vehicle washing facility   | N   | N   | N   | N   | SP  | SP  | <u>SP</u>  | N | G   |
| 10. | Motor vehicle filling / fueling station  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N | G   |
| 11. | Self-service automobile / vehicle washing facility   | N   | N   | N   | N   | N   | N   | <u>N</u>   | N | N/A   |
| 12. | Motor vehicle light service  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N | G   |
| 13. | Restaurant or coffee shop containing less than 2,000 s.f. of gross floor area  | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N | E   |
| 14. | Restaurant or coffee shop containing 2,000 s.f. of gross floor area to 7,500 s.f. of gross floor area  | N   | N   | N   | SP  | SP  | Y   | <u>Y</u>   | N | E   |
| 15. | Restaurant or coffee shop containing more than 7,500 s.f. of gross floor area  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N | E   |
| 16. | Restaurant or coffee shop abutting one or more residentially zoned properties that are being used for residential purposes                   | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N | E   |

|     | PRINCIPAL USE   | A-1 | A-2 | A-3 | B-1 | B-2 | B-3 | <u>B-4</u> | I  | Off-Street<br>Parking Group<br>(See Art. 3.1.2.0) |
|-----|---|-----|-----|-----|-----|-----|-----|------------|----|---|
| 17. | Restaurant including entertainment (dancing, live music, DJ, live entertainment.) (not including televisions or background music) | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | E   |
| 18. | Restaurant providing delivery service (using more than one delivery vehicle per shift)  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | E   |
| 19. | Restaurant – with curbside pick-up / curbside delivery  | N   | N   | N   | N   | SP  | SP  | <u>SP</u>  | N  | E   |
| 20. | Catering establishment (establishment primarily for the preparation and sale of food for off-premises sale or consumption)        | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | SP | SEE §3.1.2.4                                      |
| 21. | Business, medical or professional office - large  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | I   |
| 22. | Business, medical or professional office - medium   | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N  | I   |
| 23. | Business, medical or professional office - small  | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N  | I   |
| 24. | Personal service establishment containing less than 2,000 s.f. of gross floor area  | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N  | G   |
| 25. | Personal service establishment containing 2,000 s.f. of gross floor area to 5,000 s.f. of gross floor area                        | N   | N   | N   | SP  | SP  | Y   | <u>Y</u>   | N  | G   |
| 26. | Personal service establishment containing more than 5,000 s.f. of gross floor area  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | G   |
| 27. | Animal grooming (no overnight boarding of animals)  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | SP | G   |
| 28. | Bank or financial institution containing less than 2,000 s.f. of gross floor area   | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N  | G   |
| 29. | Bank or financial institution containing 2,000 s.f. of gross floor area to 5,000 s.f. of gross floor area                         | N   | N   | N   | SP  | SP  | Y   | <u>Y</u>   | N  | G   |
| 30. | Bank containing more than 5,000 s.f. of gross floor area  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | G   |
| 31. | Automatic teller machine (freestanding)   | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | K   |
| 32. | Automatic teller machines (integrated/inline or attached to other structure)  | N   | N   | N   | Y   | Y   | Y   | <u>Y</u>   | N  | K   |

|           | PRINCIPAL USE   | A-1 | A-2 | A-3 | B-1 | B-2 | B-3 | <u>B-4</u> | I  | Off-Street<br>Parking Group<br>(See Art. 3.1.2.0) |
|-----------|---|-----|-----|-----|-----|-----|-----|------------|----|---|
| 33.       | Outdoor vending machines, kiosks and booths                                 | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | SEE §3.1.2.4                                      |
| 34.       | Nursery / greenhouse  | N   | N   | N   | N   | N   | N   | <u>N</u>   | SP | SEE §3.1.2.4                                      |
| 35.       | Veterinary Establishment  | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | H   |
| 36.       | Kennel  | N   | N   | N   | N   | N   | N   | <u>N</u>   | SP | SEE §3.1.2.4                                      |
| 37.       | Drive-Through in connection with any lawfully existing use (See §5.12.0.0.) | N   | N   | N   | N   | N   | SP  | <u>SP</u>  | N  | N/A   |
| 38.       | Any Permitted Use open before 7:00 a.m. or later than 10:00 p.m.            | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | SP | N/A   |
| 39.       | Bar, Tavern or Lounge   | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | E   |
| 40.       | Any allowed use containing outdoor seating, display or storage              | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | SP | N/A   |
| 41.       | Any allowed use involving the sale and/or consumption of alcohol            | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | SP | N/A   |
| 42.       | Funeral home / mortuary   | N   | N   | N   | N   | N   | SP  | <u>SP</u>  | N  | D   |
| 43.       | Motel, Hotel or Inn   | N   | N   | N   | SP  | SP  | SP  | <u>SP</u>  | N  | C   |
| 44.       | Tattoo and Body Piercing Shop   | N   | N   | N   | N   | N   | SP  | <u>SP</u>  | N  | G   |
| <b>F.</b> | <b>INDUSTRIAL</b>   |     |     |     |     |     |     |            |    |   |
| 1.        | Light manufacturing under 10,000 s.f. of gross floor area                   | N   | N   | N   | N   | SP  | N   | <u>N</u>   | SP | J   |
| 2.        | Light manufacturing at least 10,000 s.f. of gross floor area                | N   | N   | N   | N   | N   | N   | <u>N</u>   | SP | J   |
| 3.        | Warehouse, Distribution Facility, Self-Storage Mini-Warehouse               | N   | N   | N   | N   | SP  | N   | <u>N</u>   | SP | J   |
| 4.        | Contractor's Yard   | N   | N   | N   | N   | SP  | N   | <u>N</u>   | SP | J   |
| 5.        | Junkyard or automobile graveyard  | N   | N   | N   | N   | N   | N   | <u>N</u>   | SP | SEE §3.1.2.4                                      |
| 6.        | Quarrying / stone / earth removal for commercial purposes                   | N   | N   | N   | N   | N   | N   | <u>N</u>   | SP | SEE §3.1.2.4                                      |

|           | PRINCIPAL USE  | A-1 | A-2 | A-3 | B-1 | B-2 | B-3 | B-4       | I  | Off-Street<br>Parking Group<br>(See Art. 3.1.2.0) |
|-----------|--|-----|-----|-----|-----|-----|-----|-----------|----|---|
| 7.        | Renewable and Alternative Energy Research Facilities   | N   | N   | N   | N   | N   | N   | <u>N</u>  | Y  |   |
| 8.        | Medical Marijuana Treatment Center   | N   | N   | N   | N   | N   | N   | <u>N</u>  | Y  | SEE §2.2.9.0<br>(ATM 5/5/2014)                    |
| <b>G.</b> | <b>MISCELLANEOUS</b>   |     |     |     |     |     |     |           |    |   |
| 1.        | One Storage Container for the storage of personal property, provided such storage container does not exceed 1,700 cubic feet and is not maintained for more than 90 days in any 12 consecutive month period  | Y   | Y   | Y   | Y   | Y   | Y   | <u>Y</u>  | Y  | N/A   |
| 2.        | One Storage Container that is not maintained for more than 180 days in any 12 consecutive month period   | SP  | SP  | SP  | SP  | SP  | SP  | <u>SP</u> | SP | N/A   |
| 3.        | One Storage Container, not to exceed 1,700 cubic feet, for the storage of personal property and construction materials and equipment, provided such Storage Container is required as a result of ongoing construction at the property which is being undertaken in accordance with a lawfully issued building permit, provided, however, such Storage Container shall be removed from the property upon the earlier of (i) cessation of construction work on the property for any 10 consecutive day period, (ii) final sign-off of the building permit; and (iii) 150 days following issuance of the building permit permitting such construction | Y   | Y   | Y   | Y   | Y   | Y   | <u>Y</u>  | Y  | N/A   |
| 3.        | All other Storage Containers   | N   | N   | N   | N   | N   | N   | <u>N</u>  | SP | N/A   |
| 4.        | Adult Uses (See §5.10.0.0.)  | N   | N   | N   | N   | N   | N   | <u>N</u>  | SP | SEE §3.1.2.4                                      |

#### **2.2.10.0. Property Redevelopment.**

**2.2.10.1.** Properties in the B-4 District that have existing commercial space that is proposed to be eliminated as part of a proposed project shall replace in the proposed project such commercial space in the same or greater amount than the existing commercial space being eliminated. Such commercial space shall be provided for on the same floor as it existed prior to construction of the new project. For the purposes of this Section 2.2.10.1, “existing commercial space” shall include occupied or

vacant areas within an existing building space that is currently or most recently has been used for a commercial purpose.

#### **2.3.0.0. Dimensional Regulations.**

##### **2.3.8.0. Additional Regulations.**

- 2.3.8.6.** Where a lot in a B-3, B-4, or I District abuts a residential district, the side yard setback for uses other than a single or two-family dwelling for the lot located in the B-3, B-4, or I District shall be 40 feet along the common boundary of such lot and the residential district. Where a lot in a B-2 District abuts a residential district, the side yard setback for uses other than a single or two-family dwelling for the lot located in the B-2 District shall be 30 feet along the common boundary of such lot and the residential district. Where a lot in a B-1 District abuts a residential district, the side yard setback for uses other than a single or two-family dwelling for the lot located in the B-1 District shall be 20 feet along the common boundary of such lot and the residential district.
- 2.3.8.7.** Where a lot in a B-3, B-4, or I District abuts a residential district, the rear yard setback for uses other than a single or two-family dwelling for the lot located in the B-3, B-4, or I District shall be 40 feet along the common boundary of such lot and the residential district. Where a lot in a B-2 District abuts a residential district, the rear yard setback for uses other than a single or two-family dwelling for the lot located in the B-2 District shall be 30 feet along the common boundary of such lot and the residential district. Where a lot in a B-1 District abuts a residential district, the rear yard setback for uses other than a single or two-family dwelling for the lot located in the B-1 District shall be 20 feet along the common boundary of such lot and the residential district.
- 2.3.8.9.** No yard, court, or other open space required for a building in the B-3, B-4, and I Districts may be counted as open space for or occupied by another building.

#### **3.2.0.0. Signs.**

##### **3.2.3.0. Permitted Signs.**

- 3.2.3.7.** In all districts the following are permitted:
- a. Pennants, banners, flags, streamers, windsocks, etc. for noncommercial purposes are permitted provided such do not exceed eighteen (18) square feet in area and which are not illuminated.
  - b. Country, state, county, or other level of government flags for noncommercial purposes.
  - c. In the B-1, B-2, B-3, B-4, and I District flags for commercial purpose are permitted provided such flags comply with the following requirements:

- 1) Only one flag, projecting out from the face of the building, may be used as a sign in addition to any other sign or signs otherwise permitted in this By-Law;
- 2) Such a flag shall be mounted in a temporary manner in order to be displayed only during business hours;
- 3) Such a flag shall may not exceed six (6) square feet and shall be rectangular or square in shape;
- 4) When displayed, the height of the bottom point of such flag or banner shall not be less than seven (7) feet from the path of travel;
- 5) If such flags project over Town property, permission from the Board of Selectmen is required;
- 6) The flag shall be made of woven material, manufactured using man-made or natural fibers.

**3.2.3.8.** In the B-1, B-2, B-3, B-4, and I Districts, one (1) free-standing sign not exceeding four (4) feet high by six (6) feet wide advertising that space on the property is for rent, provided that such sign shall not be permitted more than six (6) months prior to the date such space will be available for occupancy and such sign shall be removed once the property is rented.

**3.2.4.2.** Signs in the B-3, B-4, and I Districts.

(a) In the B-3, B-4, and I-Districts upon the issuance of a permit from the Inspector of Buildings as provided in Section 3.2.6.0. below and, as applicable, upon the issuance of a Special Permit by the Board of Appeals where the underlying use requires or required a Special Permit in accordance with Section 2.2.3.0. or a Site Plan Special Permit by the Site Plan Special Permit Granting Authority where the development requires or required a Site Plan Special Permit in accordance with Section 5.4.0.0., there shall be permitted for each permitted commercial use one (1) sign attached flat against the wall of the building where such use is located identifying the name, standard logo, and/or standard graphics of the user, provided, however, uses located in the end unit of a building (i.e., where the front and side of the premises containing the permitted use are comprised of exterior walls of the building) may have one (1) sign on each of the front and side(s) of the building. No sign for any permitted use shall have a display area greater than sixty (60) square feet in size, provided, however, permitted commercial uses having an area of more than ten thousand (10,000) g.s.f. shall be permitted to have a display area of up to one hundred and twenty (120) square feet in size, provided that such sign is designed as part of the architectural decor of the building. No sign shall be more than four (4) feet in height except as expressly provided herein. For the purposes of this Section 3.2.4.2. individually illuminated channel letters identifying the name of a commercial business, together with an ancillary so-called

“pill sign” directly underneath the individually illuminated letters, shall be considered a single sign provided that such individual letters and the pill sign shall in no event in the aggregate exceed four (4) feet in height, and the total area of the letters and the pill sign do not exceed the maximum display area otherwise permitted for the sign (i.e., sixty (60) s.f. or one hundred twenty (120) s.f., as applicable). Where there is more than one (1) permitted commercial user in a single building, there must be at least a three (3) foot buffer in between each sign. An example of individual channel letters and a pill sign is set forth in Figure 5 of Appendix B to this By-Law.

(b) In addition to the signs permitted above, within the B-3, B-4, and I Districts, subject to receipt of a special permit from the Board of Appeals and a permit from the Inspector of Buildings as provided in Section 3.2.6.0. below, one (1) free-standing sign may be permitted per commercial development, located at any entrance to the premises, not to exceed sixty (60) square feet in area and not to exceed twenty five (25) feet in height.

(c) In addition to the signs permitted above, within the B-3, B-4, and I Districts, upon the issuance of a permit from the Inspector of Buildings as provided in Section 3.2.6.0. below and, as applicable, upon the issuance of a Special Permit by the Board of Appeals where the underlying use requires or required a Special Permit in accordance with Section 2.2.3.0. or a Site Plan Special Permit by the Site Plan Special Permit Granting Authority where the planned developed requires or required a Site Plan Special Permit in accordance with Section 5.4.0.0., one (1) or more projection signs extending at a ninety (90) degree angle from the front of a building may be permitted, in addition to the signs otherwise permitted, provided the following requirements are met:

- (i) the projection sign is not located any closer than thirty (30) feet from any other projection sign and only one (1) projection sign is permitted for each permitted commercial use;
- (ii) where more than one (1) projection sign is located on a building the top of each such sign shall be constant across the entire building;
- (iii) each projection sign shall have a height no greater than thirty (30) inches and a width no greater than twenty (24) inches;
- (iv) the bottom of each projection sign shall be located at least seven and one-half (7.5) feet above grade;
- (v) each projection sign shall not extend more than three (3) feet from the front wall of the building to which it is affixed;
- (vi) each projection sign shall (x) not be internally illuminated or illuminated from behind, (y) have a single background color,



- and (z) contain only the name, standard logo, or standard graphic of the user;
- (vii) the projection sign is located in front of the use to which it related; and
- (viii) in the reasonable judgment of the Inspector of Buildings or, as applicable, the Board of Appeals, the projection sign does not constitute a public safety concern.

(d) In addition to the signs permitted above, within the B-3, B-4, and I Districts, awnings (new or replacement) without lettering or graphics may be installed upon approval through Administrative Site Plan Review by the Planning Board. Replacement awnings without a change or alteration of lettering or graphics on the awning may be installed upon approval through Administrative Site Plan Review by the Planning Board. For the purposes of this By-law, a change or alteration shall include any change in the font size or font type, any change in the content of the text and/or the addition or removal of any graphics. New awnings with lettering or graphics or replacement awnings with a change or alteration of lettering or graphics may be installed upon approval through Administrative Site Plan Review by the Planning Board and granting of a Special Permit issued by the Board of Appeals in accordance with Section 5.3.0.0. See table provided in Section 3.2.4.1. (d) for reference.

#### **3.2.5.0. Specific Sign Types.**

- 3.2.5.2.** *Window Signs.* Temporary and permanent window signs are permitted only in the first-floor windows of a building. The total area of all signs (temporary and permanent added together) in any window shall not exceed twenty-five (25%) percent of the glass area of the window. Window signs in the B-3, B-4, and I Districts may be illuminated. In the B-1 and B-2 Districts window signs may not be illuminated except for one (1) “open” sign having an area no greater than two (2) square feet. See Figure 6 in Appendix B.

#### **4.4.0.0. Regulations Pertaining to Specific Uses.**

- 4.4.2.0. Access to Commercial or Industrial Buildings.** No driveway or other means of access for vehicles other than accepted streets shall be maintained or used in the Residence A1, A2, or A3 Districts for the servicing of a commercial or industrial building in the Business B1, B2, B-3, B-4, or I Districts.

- 4.4.5.0. Multi-Family and Mixed-Use Developments in the B-4 District.** All multi-family and mixed-use developments must meet the following design criteria and the Permit Granting Authority shall, in addition to the findings set forth in Sections 5.3.2.0 and 5.4.0.0, make findings confirming that each of the following design criteria has been met:

- 4.4.5.1.** There shall be a continuous open green space across the entirety of the required front yard setback. Only access points for sidewalks and driveways shall be allowed to extend into this open green space.

**4.4.5.2.** All off-street parking areas shall be located behind or to the side of the principal structure on the lot. No parking area shall be located closer to the front lot line than the front building façade.

**4.4.5.3.** In order to ensure the production of a significant number of more reasonably-priced dwelling units (whether rental or for sale), unless waived or modified by the Special Permit Granting Authority, no more than 30% of the total dwelling units in a multi-family or mixed-use development in the B-4 District shall contain two (2) or more bedrooms.

#### **4.9.0.0. Tourist Lodging Overlay District.**

**4.9.3.1.** Table of Additional Uses within the Tourist Lodging Overlay District (TLOD)

| <b>PRINCIPAL USE</b>                         | <b>A-1</b> | <b>A-2</b> | <b>A-3</b> | <b>B-1</b> | <b>B-2</b> | <b>B-3</b> | <b><u>B-4</u></b> | <b>I</b> | <b>OFF-STREET<br/>PARKING<br/>GROUP</b> |
|--|------------|------------|------------|------------|------------|------------|-------------------|----------|---|
| <b>Hotel</b>                                 | SP         | SP         | SP         | SP         | SP         | SP         | <u>SP</u>         | N        | C, E*                                   |
| <b>Motel</b>                                 | N          | N          | N          | N          | SP         | SP         | <u>SP</u>         | N        | C                                       |
| <b>Inn</b>                                   | SP         | SP         | SP         | SP         | SP         | SP         | <u>SP</u>         | N        | C                                       |
| <b>Bed &amp; Breakfast<br/>Establishment</b> | SP         | SP         | SP         | SP         | SP         | SP         | <u>SP</u>         | N        | C                                       |

**APPENDIX A - TABLE OF DIMENSIONAL REQUIREMENTS: SECTION 2.3.2.0**

| DISTRICT  | Minimum lot area (sq. ft.)                 | Minimum lot frontage (ft.)           | Maximum height  | Minimum Open Space |
|-----------|--|--------------------------------------|---|--------------------|
| A1        | 30,000                                     | 125                                  | 2.5 stories but not in excess of 35 feet  | 25%                |
| A2        | 20,000                                     | 100                                  | 2.5 stories but not in excess of 35 feet  | 25%                |
| A3        | 10,000                                     | 80                                   | 2.5 stories but not in excess of 35 feet  | 25%                |
| B1        | 10,000 for dwellings                       | 80 for dwellings                     | 2.5 stories but not in excess of 35 feet <sup>2</sup>   | 15%                |
| B2        | 10,000 for dwellings                       | 80 for dwellings                     | 40 feet <sup>3</sup>  | 15%                |
| B3 and I  | 15,000 for dwellings;<br>40,000 all others | 100 for dwellings;<br>200 all others | 35 feet for dwellings;<br>40 feet all others <sup>2</sup>   | 15%                |
| <u>B4</u> | <u>40,000</u>                              | <u>200</u>                           | <u>5 stories (not to exceed 65 feet); if building has front setback of a minimum of 175 feet, 7 stories (not to exceed 85 feet)</u> | <u>10%</u>         |

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<sup>2</sup> Parapets may extend no more than 2 feet above the maximum building height.

| DISTRICT |  | Minimum front yard (ft.) | Minimum side yard (ft.) | Minimum rear yard (ft.) | Maximum building coverage (% of lot) |
|----------|--|--------------------------|-------------------------|-------------------------|--------------------------------------|
| A1       | If lot has an area of 30,000 s.f. or more                            | 30                       | 15                      | 35 <sup>4</sup>         | 25                                   |
|          | If lot has an area of at least 20,000 s.f. but less than 30,000 s.f. | 25                       | 10                      | 25                      | 25                                   |
|          | If lot has an area of under 20,000 s.f.                              | 20                       | 7.5                     | 20                      | 30                                   |
| A2       | If lot has an area of at least 20,000 s.f.                           | 25                       | 10                      | 25                      | 25                                   |
|          | If lot has an area of under 20,000 s.f.                              | 20                       | 7.5                     | 20                      | 30                                   |
| A3       | All lots   | 20                       | 7.5                     | 20                      | 30                                   |
| B1       | All lots   | none required            | none required           | 20                      | 30 for dwellings<br>70 all others    |
| B2       | All lots   | none required            | none required           | 10                      | 30 for dwellings<br>80 all others    |

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<sup>3</sup> Provided, however, that the rear yard need not be more than 25% of lot depth.

| DISTRICT  |                 | Minimum front yard (ft.)            | Minimum side yard (ft.)            | Minimum rear yard (ft.)            | Maximum building coverage (% of lot) |
|-----------|-----------------|-------------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| B3 and I  | All lots        | 25 for dwellings;<br>100 all others | 10 for dwellings;<br>40 all others | 25 for dwellings;<br>40 all others | 25 for dwellings;<br>20 all others   |
| <u>B4</u> | <u>All lots</u> | <u>20</u>                           | <u>20</u>                          | <u>20</u>                          | <u>90</u>                            |

## Appendix B – Illustrations

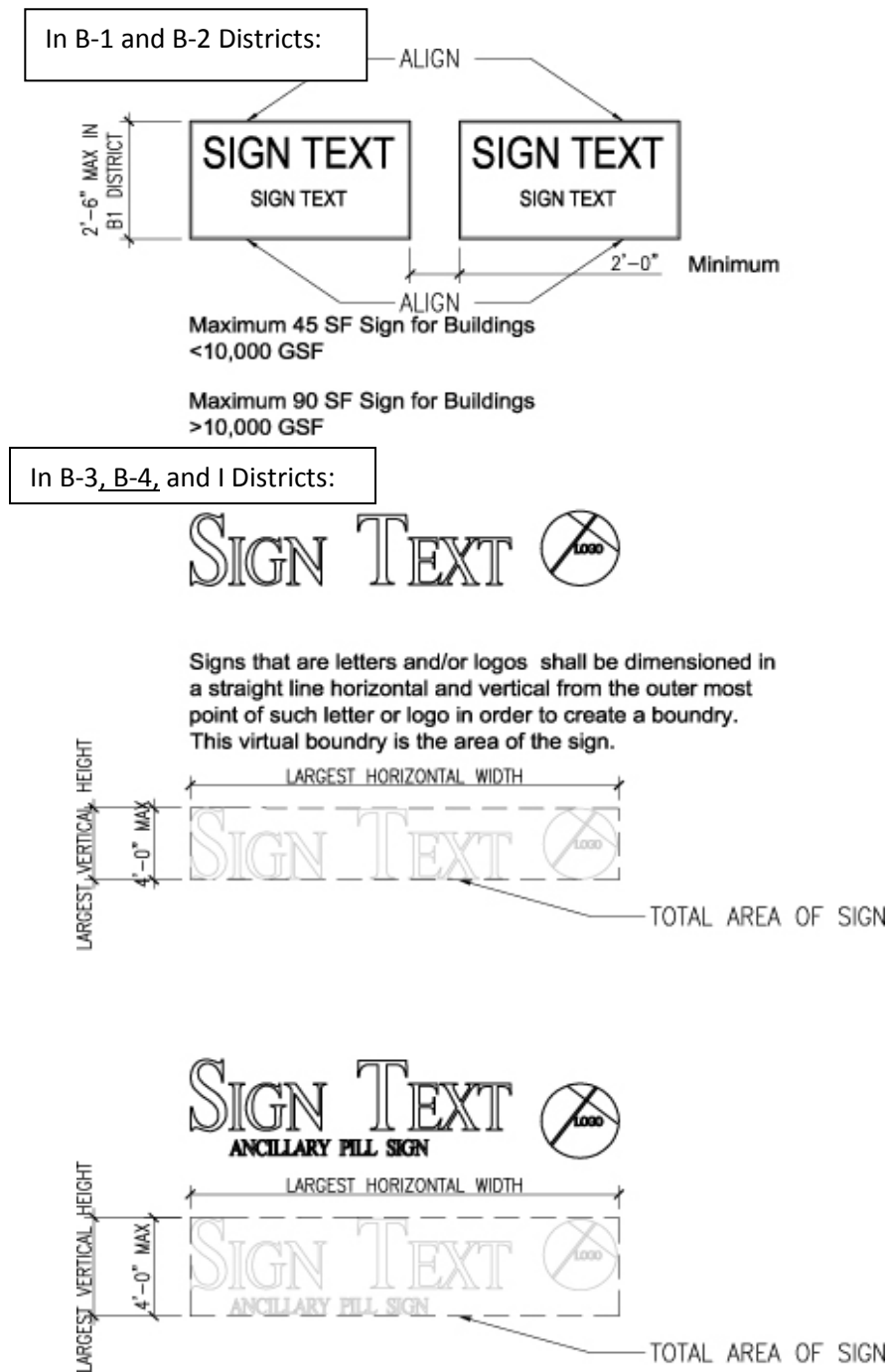


Figure 5

## APPENDIX (D) - ARTICLE 22 – AMEND ZONING BYLAWS – AMEND HUMPHREY STREET OVERLAY DISTRICT

### 4.7.3.1. Table of Additional Uses Within the HSOD

| PRINCIPAL USE  | A-3<br>DISTRICT | B-1<br>DISTRICT |
|--|-----------------|-----------------|
| <b>Residential</b>   |                 |                 |
| Multi-family of less than six units  | HSSP            | HS SI-P         |
| Multi-family of six units or more  | HSSP            | HSSP            |
| Mixed-Use Residential – up to ten units and 20,000 square feet (SF) of gross floor area (GFA) of non-residential | HS SI-P         | HS SI-P         |
| <b>Institutional</b>   |                 |                 |
| Theatre; museum; performing, cultural, or arts facility; hall for public gathering                               | HSSP            | HS SI-P         |
| <b>Commercial</b>  |                 |                 |
| Retail containing less than 2,000 SF of GFA  | HS SI-P         | Y               |
| Retail containing 2,000 to 5,000 SF of GFA   | HSSP            | HS SI-P         |
| Bakery containing less than 2,000 SF of GFA  | HS SI-P         | Y               |
| Bakery containing 2,000 to 5,000 SF of GFA   | HSSP            | HS SI-P         |
| Restaurant of coffee shop containing less than 2,000 SF of GFA   | HSSP            | Y               |
| Restaurant or coffee shop containing 2,000 to 7,500 SF of GFA  | N               | Y               |
| Restaurant or coffee shop containing more than 7,500 SF of GFA   | N               | HS SI-P         |
| Restaurant abutting one or more residentially-zoned properties that are being used for residential purposes      | HSSP            | HSSP            |
| Restaurant providing delivery service (using more than one delivery vehicle/shift)                               | N               | HS SI-P         |
| Catering establishment   | N               | HS SI-P         |
| Personal service establishment containing 2,000 to 5,000 SF of GFA   | N               | Y               |
| Personal service establishment containing more than 5,000 SF of GFA  | N               | HS SI-P         |
| Bank or financial service containing 2,000 to 5,000 sf (with no drive-through)                                   | N               | Y               |
| Automatic Teller machine (freestanding)  | HSSP            | HS SI-P         |
| Any allowed use containing outdoor seating, display or storage on the front sidewalk without alcohol)            | HSSP            | Y               |
| <u>Hotel, Inn (See §5.13.0.0.)</u>   | <u>HSSP</u>     | <u>HS SI-P</u>  |
| <u>Motel (See §5.13.0.0.)</u>  | <u>N</u>        | <u>HSSP</u>     |
| <u>Bed &amp; Breakfast (See §5.13.0.0.)</u>  | <u>HS SI-P</u>  | <u>HS SI-P</u>  |

## APPENDIX (E) – ARTICLE 23 - AMEND GENERAL BYLAWS – EARTH REMOVAL

### ARTICLE XIII

#### EARTH REMOVAL

##### SECTION 1. DEFINITIONS

(a) For the purposes of this by-law, “Earth Removal” shall include the removal off site of any form of soil, including without limitation, sod, loam, peat, humus, clay, sand, stone, gravel, and rock, and ledge.

(b) For the purpose of this by-law, “Board” shall mean Board of Selectmen.

##### SECTION 2. EXEMPTIONS

(a) Notwithstanding the provisions hereof, no permit shall be required for the removal of earth from:

1. Any parcel in connection with the lawful construction of a residential building of up to three residential units or structure thereon or the lawful construction of a driveway or sidewalk incidental to any such building or structure, provided that the quantity of material removed does not exceed that actually displaced by the portion of building, structure, driveway or sidewalk below finished grade.

##### SECTION 3. EARTH REMOVAL PROCEDURE

(a) Permit Required - The removal of more than 600 cubic yards of earth from any parcel of land shall, except as hereinafter provided, be allowed only in accordance with a written permit ~~therefore~~ issued by the Board of ~~Selectmen~~. The Board may grant a permit for such removal and for structures accessory thereto in accordance with the procedure set forth hereinafter ~~set forth~~. Any permit granted hereunder shall lapse within six (6) months if substantial use has not sooner commenced, except for good cause shown to the Board of ~~Selectmen~~. No permit for removal shall be granted unless the Board finds that such removal (subject to the conditions imposed by the permit) will not be contrary to the best interests of the Town; and no removal operations subsequently ~~constructed~~ undertaken under such permit shall continue if contrary to such interests. ~~For this purpose, r~~Removal of earth material shall be considered contrary to the best interest of the Town ~~which if it will:~~

1. ~~Will b~~e injurious or dangerous to the public health or safety;
2. ~~Will p~~roduce noise, vibration, dust or other effects in amounts which are unreasonable, detrimental or otherwise interfere with the normal use of adjacent property or otherwise creates a nuisance;
3. ~~Will h~~ave a material adverse effect on the health, safety or overall quality of life for the inhabitants of the Town;
4. ~~Will h~~ave an adverse effect on natural resources, including but not limited to, the recharge of the water table or condition of the groundwater, surface water, or wetlands; or otherwise results in noncompliance with applicable federal, state, or local environmental laws or regulations, including the Massachusetts Wetlands Protection Act;
5. ~~Will c~~ause excessive traffic congestion or damage to roadways ~~services~~.

(b) Application for Permit - Any person wishing to remove more than 600 cubic yards of earth from a property shall file a formal application with the Board of ~~Selectmen~~, which application shall include the following specific information and supporting documentation:

1. The location of the proposed excavation;



2. The legal name and address of the owner of the property involved;
3. The legal name and address of the petitioner, which address shall be used by the Board for all correspondence hereunder;
4. Property lines, names and addresses of all abutting property owners within three hundred (300) feet of the property line, including those across any streets;
5. A detailed plan of the land involved, prepared by a Registered Civil Engineer, or a registered surveyor, and acceptable to the Board, at a scale of 1"-20', or as determined appropriate, showing the entire parcel of land based on a perimeter survey and showing existing topography by ~~five (5)~~two (2) contours within one hundred (100) feet of, and including, the site of the proposed excavation or to the property line. This contour plan shall show locations of a sufficient number of test borings made to determine the average depth of top soil before excavation. The plan shall further show the maximum depth that the applicant intends to excavate, the type of material the applicant intends to extract from the land, the manner and depth in which the top soil shall be replaced, and the type of reseeding and planting proposed for use;
6. A detailed plan of the land involved, prepared by a Registered Civil Engineer, or a registered surveyor, and acceptable to the Board, showing ~~five (5)~~two (2) foot contours of the site as of the completion of the excavation project, all drawn to a scale acceptable to the Board. ~~The plan shall further show the maximum depth that the applicant intends to excavate, the type of material the applicant intends to extract from the land, the manner and depth in which he shall replace the top soil, and the type of reseeding and planting he proposed to use;~~
7. Natural features, including but not limited to, such as wetlands, the 100-year flood plain, ground cover, and surface and ground water. Water-table elevation shall be determined by test pits and soil borings. A log of soil borings shall be included, taken to the depth of the proposed excavation, congruent with the size and geological makeup of the site;
8. A topographical map showing drainage facilities, final grades and proposed vegetation and trees;
9. Erosion and sediment-control plan;
10. The amount ~~and cost~~ of proposed restoration materials;
11. The proposed form of performance security to be used; and
12. Copies of the information outlined in the above articles numbered one (1) through twelve (12) shall be filed with the Town Clerk and the Board of Selectmen.

#### SECTION 4. GENERAL LIMITATIONS:

(a) In granting a permit hereunder, the Board of Selectmen shall impose reasonable conditions especially designated to safeguard the neighborhood and the Town and to protect the environment. ~~These conditions shall be written upon and shall constitute part of the written permit, including but not limited to~~ The permit shall include, but not be limited to, conditions that address the following:

1. method of removal;
2. type and location of structures;
3. fencing;
4. hours of operation;
5. routes for transporting the material through the Town;

6. the duration of the removal operations;
7. the area and depth of excavation;
8. the re-establishment of ground levels and grades;
9. the steepness of slopes excavated;
10. provisions for temporary and permanent drainage;
11. disposition of boulders and tree stumps;
12. grading of slopes and replacement of loam over the area of removal;
13. planting of the area to suitable cover, including trees, necessary to restore the area to usable condition;
14. distance from excavation to street and lot lines;
15. the distance, vegetation and other materials and qualities required to provide adequate buffer for noise, dust, aesthetics and safety from excavation and associated structures, machinery and operation thereof;
16. corrective measures to be taken to restore areas of past removal operations in the case of an application for continuation of an existing removal operation; and
17. consideration of pollution insurance.

(b) No permit for the removal of earth shall be approved by the Board if the work extends within two hundred (200) feet, measured horizontally, of a way open to public use, (whether public or private); or ~~on~~ of an adjacent property line, ~~or within one hundred fifty (150) feet (two thousand five hundred (2,500) feet for the removal of over one thousand (1,000) cubic feet of earth) of a building or structure,~~ unless the Board is satisfied that such removal will not undermine the way or structure.

~~(c) No excavation not intended for approved building purposes nor other activity or building shall be within 100 feet, measured horizontally, of a stream, pond, wetland as defined under MGL, Chapter 131, Section 40, or the 100-year flood elevation of any water body, nor shall it effect such, except where another town board or committee has specifically ordered such excavation as part of a compensatory storage plan. Any excavation shall be in compliance with all applicable federal, state, and local laws and regulations, including, but not limited to, the Massachusetts Wetlands Protection Act (MGL Chapter 131, Section 40), and the regulations promulgated thereunder at 310 C.M.R. 10.00, and local zoning bylaws, including the Flood Plain and Coastal Flood Area Overlay District regulations in the zoning bylaws.~~

~~(d) No area shall be excavated so as to cause accumulation of free standing water unless the Board of Selectmen shall, with the approval of the Conservation Commission, permit creation of a pond in an area not used for drinking water. Permanent drainage shall be provided in accordance with good conservation practices. Drainage shall not lead directly into streams or ponds, unless approved by the Board of Conservation Commission and otherwise properly permitted by other regulating governmental agencies, and in compliance with applicable federal, state, and local environmental laws, including the Massachusetts Wetlands Protection Act.~~

(e) All top soil and subsoil stripped from operation areas shall be stockpiled and used in restoring the area.

(f) Any temporary shelters or buildings erected on the premise for use by personnel or storage of equipment shall be screened from public view and shall be removed from the premises within sixty (60) days after the permit has expired or been revoked.

(g) ~~Operation hours shall be strictly regulated. No Sunday or holiday hours are permitted. However, the Board of Selectmen may further limit hours of operation if it determines the public good will be served. Trucks may enter and leave the premises only within such hours. All loaded vehicles shall be suitably covered to prevent dust and contents from spilling and blowing from the load.~~ Operations shall be conducted during the hours specified by the Board, under the permit, and shall be strictly regulated. No operations are to occur on Sundays or Massachusetts legal holidays unless expressly authorized by the Board. Trucks shall enter and leave the premises only during permitted hours. All trucks shall be suitably covered to prevent dust and contents from spilling and blowing from the load. Trucks shall not be left idling more the five (5) minutes.

(h) Trucking and access routes and methods shall be subject to the approval of the Chief of Police.

(i) All access roads leading to public ways shall be treated with suitable material to reduce dust and mud for a distance of two hundred (200) feet back from the way. The operator shall clean up any spillage on public ways.

(j) Access roads shall not drain onto public ways.

(k) Permits for the removal of earth material shall be issued for a period of not more than one (1) year.

(l) Any permit issued hereunder shall automatically expire upon the completion of the earth removal project for which it was issued, or at such other time as may be specified in such permit. A permit issued hereunder is not transferable and no work under any such permit shall be performed except by the holder thereof, or the contractor.

(m) ~~The Board of Selectmen shall require a surety bond, cash or other adequate security to insure compliance with the terms, conditions, limitations, and safeguards of such a permit issued hereunder, and such regulations this by-law, and to indemnify the Town for any harm to any well, roadway, or area subject to protection under the Massachusetts Wetlands Protection Act and the regulations promulgates thereunder (including streams, ponds, and wetlands) or other resource that is caused by such removal, the removal operations, the equipment used on the premises, or by ancillary activities.~~

(n) All applicants are required to provide the Town of Swampscott with a hold harmless agreement along with a certificate of insurance subject to the minimum of one million dollars (\$1,000,000) single limit.

(o) The bond or cash deposit shall be held by the Town Treasurer for one (1) year after termination of the project or until all conditions as required by the ~~Board~~ permit have been completed to the satisfaction of the ~~Selectmen~~ Board. If after eighteen (18) months from the issuance of the permit all conditions as required by the ~~Selectmen~~ permit have not been completed, (especially grading and seeding), the ~~Selectmen~~ Board will use said monies to comply with the originally stated conditions.

(p) No permit issued hereunder shall authorize any activity which is in violation of the Zoning By-Law of the Town.

## SECTION 5. SPECIFIC LIMITATIONS

No permit for removal of earth, or operations accessory thereto, shall be approved by the Board except upon the following conditions:

- a. Regained subsoil and topsoil shall be spread over the disturbed area and treated with appropriate fertilizer or other suitable material and seeded with an appropriate mixture of grass or legume mixture as prescribed by, and as determined appropriate by the ~~Board of Selectmen~~. Trees or shrubs of prescribed species will be planted to provide screening and reduce erosion during the establishment period.
- b. Restoration shall be carried on simultaneously with excavation, so that when any five (5) acres has been cleared and stumped and five (5) acres is in active mining operation, at least five (5) acres shall be restored before work commences (including building haul roads) on the next contiguous five (5) acres. Final

restoration work shall be completed within a reasonable time after expiration or withdrawal of a permit or upon cessation of operations.

- c. Only in extreme circumstances and only if additional reasonable safety measures are provided, no slope shall be steeper than 2:1 (two feet horizontal to one foot vertical) (50%); 4:1 (four feet horizontal to one foot vertical) is preferred for erosion control and shall be required in all sensitive areas.
- d. Unless the permit conditions expressly require alteration of drainage patterns, the land shall be left so that natural storm drainage shall leave the property at the original nature drainage points; and so that the total discharge at peak flow and the area of drainage at any one point, is not increased.
- e. Natural vegetation shall be left and maintained on undisturbed land for screening, safety, noise and dust reduction and erosion control purposes.

## SECTION 6. EXISTING OPERATIONS

(a) Earth removal activities in lawful operation at the time this by-law is adopted may continue under the existing terms for a period up to three (3) months only if an application is pending under the terms of this by-law. This period may be extended an additional three (3) months by the Board of ~~Selectmen~~.

(b) ~~Additionally, c~~ Existing quarry operations are exempt from the provisions of Section 5 ~~(b) and (c)~~ of this by-law.

## SECTION 7. PERMITS FOR PROPOSED SUBDIVISIONS

It is the intention of this by-law that the removal from any parcel of land for which a preliminary or definitive subdivision plan has been prepared shall be allowed only in the same manner as removal from other parcels of land in the Town. Consequently, tentative or final approval of a subdivision plan by the Planning Board shall not be construed as authorizing the removal of earth materials from the premises, except that which is to be removed in compliance with the requirements of this by-law. For the purposes of this by-law, the original parcel or parcels from which the subdivision is created shall be considered one.

## SECTION 8. NOTICE AND HEARING

No permit for the removal of earth material shall be issued by the Board, ~~until a public hearing is held thereon, by the Board of Selectmen,~~ due notice of which shall be given by ~~them~~ the Board, at the expense of the applicant, at least fourteen (14) days in advance of the public hearing, in a newspaper commonly used for such notices in the community, the posting of copies thereof on municipal bulletin boards, and the mailing of copies thereof to property owners within three hundred (300) feet of the property line, including those across any streets.

## SECTION 9. GENERAL ADMINISTRATION

- ~~(a) The Board of Selectmen shall exercise the powers and duties hereunder.~~
- (b) The Board or its designee may enter upon the premises involved from time-to-time to inspect and ensure proper conduct of the work.
- (c) Upon the petition of the owner, permit holder, abutters, or upon its own initiative, the Board may hold a new hearing and reissue or modify the permit, subject to any conditions not in conflict with the by-law.
- (d) The Board may order revocation of, or suspension of, the permit if the conditions established hereunder are not complied with, and the permit holder in such situations shall not be relieved of his obligations hereunder.

## SECTION 10. FEES

The Board shall establish such fees for the issuance of permits as it shall find necessary for the administration of this by-law, taking into consideration the costs of clerical, civil engineering consultants, legal and inspection expenses.

## SECTION 11. VIOLATIONS

(a) The Board, if it concludes that there has been a violation of this by-law or the conditions of any permit issued hereunder, shall send to the permit holder or other offender, by registered mail to the address stated on the initial application, if an application has been filed, or shall post on the premises if no address can reasonably be ascertained, a notice ordering a cessation of the improper activities.

(b) If a permit holder, or other offender, persists in such violation, in addition to the imposition of penalties as contained in the Town's by-laws listed below, the ~~Selectmen~~Board shall seek an injunction through appropriate legal action.

(c) In the event that the permit holder persists in such violations, the Board may notify the permit holder by mail or posting as stated above, of a hearing to be held not less than four (4) days thereafter to show cause why said permit should not be revoked, and following said hearing, may in its discretion, revoke or amend the permit.

(d) If a permit holder fails to comply within thirty (30) days of a written notice from the Board ~~of Selectmen~~ of any deviation from the approved operating plan, the Board ~~of Selectmen~~ may take such action as is necessary to correct the deviations. In the event of such an undertaking by the Board ~~of Selectmen~~, the owner of the land shall reimburse the Town for expenses incurred in connection therewith, and such expenses shall constitute a lien upon the entire tract of land approved in the permitting process.

(e) The Board ~~of Selectmen~~ may bring suit in the name of the Town of Swampscott to restrain any violation of or noncompliance with the provisions of these regulations.

## SECTION 12. VALIDITY

The invalidity of any section or provision of the is by-law shall not invalidate any other section or provisions thereof.

## SECTION 13. COMPLIANCE WITH OTHER RULES AND REGULATIONS

Notwithstanding any of the foregoing rules and regulations, the applicant shall comply with all other applicable federal, state, and local, state and federal laws, regulations, rules and guidelines, including the Massachusetts Wetlands Protection Act.

## SECTION 14. EARTH REMOVAL ADVISORY COMMITTEE

The Earth Removal Advisory Committee (hereinafter referred to as the "Committee") shall be established as follows and have the following powers and duties.

(a) The Committee shall consist of ~~six~~ five (5) voting members, all residents of the town. One (1) member shall be chosen annually by the Board of Health. One (1) member shall be chosen annually by, and from, the Planning Board to serve a one-year term. One (1) member shall be chosen by, and from, the Conservation Commission to serve a one-~~(1)~~ year term. Three (3) members shall be appointed by the ~~Selectmen~~Board initially for one-~~(1)~~, two-~~(2)~~, and three-~~(3)~~ years terms, respectively, and as their terms expire, their successors shall be appointed for three-year terms of ~~three (3) years~~. The terms of the members appointed by the ~~Selectmen~~Board shall begin and end at the Annual Town Meeting nearest to the date of their appointment and the third anniversary thereof, respectively. Any member may be appointed to succeed him- or herself. An excavation engineer shall be appointed as a non-voting

member. Two (2) alternating voting members shall be appointed by the Board of ~~Selectmen~~ for terms of three (3) years, or take any action related thereto. ~~(5/5/2014 ATM)~~

(b) The Committee shall file with the Board of ~~Selectmen~~ a written report, with recommendations, at or within twenty-one (21) days of each hearing held pursuant to the provisions of this by-law, and no such permit may be granted until such report has been filed or until ~~such the~~ the Committee has allowed twenty-one (21) days to elapse after such hearing without filing a report.

(c) The Committee shall from time to time file such reports relating to earth removal as the ~~Selectmen~~ Board may require or as the Committee shall deem necessary or desirable.

## SECTION 15. RULES AND REGULATIONS

The Board of ~~Selectmen~~ may adopt rules and regulations not inconsistent with the provisions of this by-law for conducting its business and otherwise carrying out the purposes of this by-law.

## SECTION 16. BLASTING

No blasting shall be allowed unless permitted, with conditions imposed, by the Fire Chief and otherwise in conformance with federal, state, and local ~~federal~~ law. ~~(5/94)~~

## APPENDIX F – 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 G – TABLE OF MOTIONS

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|                           |  | TABLE OF BASIC POINTS OF MOTION |           |           |                  |                   |                  |
|---------------------------|--|---------------------------------|-----------|-----------|------------------|-------------------|------------------|
| Rank                      |  | Second<br>Required              | Debatable | Amendable | Vote<br>Required | May<br>Reconsider | May<br>Interrupt |
| <b>PRIVILEGED MOTIONS</b> |  |                                 |           |           |                  |                   |                  |
| 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              |
| <b>SUBSIDIARY MOTIONS</b> |  |                                 |           |           |                  |                   |                  |
| 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               |
| <b>INCIDENTAL MOTIONS</b> |  |                                 |           |           |                  |                   |                  |
| *                         | 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               |
| <b>MAIN MOTIONS</b>       |  |                                 |           |           |                  |                   |                  |
| 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.

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## NOTES

# **TOWN OF SWAMPSCOTT MASSACHUSETTS 2018-2019**

## **BOARD OF SELECTMEN**

Peter Spellios, Chair  
Patrick Jones, Vice Chair  
Naomi Dreeben  
Donald Hause  
Laura Spathanas

## **PROFESSIONAL STAFF**

Sean Fitzgerald, Town Administrator  
Gino Cresta, Assistant Town Administrator (Operations)  
M. Ronald Mendes, Assistant Town Administrator (Administration & Finance)  
Cheryl Herrick-Stella, Town Accountant  
Ana I. Lanzilli, Administrative Assistant

| <b><u>FINANCE COMMITTEE</u></b>       | <b><u>TERM EXPIRES</u></b> |
|---------------------------------------|----------------------------|
| Marzie Galazka, Chair – Precinct 6    | 2018                       |
| Timothy Dorsey, Vice Chair – At Large | 2020                       |
| Mary Polly Titcomb – Precinct 1       | 2020                       |
| William Jones – Precinct 2            | 2018                       |
| Joan Hilario – Precinct 3             | 2018                       |
| Cinder McNerney – Precinct 4          | 2020                       |
| Mary Ellen Fletcher – Precinct 5      | 2019                       |
| Gail Rosenberg – At Large             | 2019                       |
| Jill Sullivan – At Large              | 2018                       |