2021
ANNUAL TOWN MEETING
WARRANT REPORT

TOWN OF SWAMPSCOTT, MA

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Allie Fiske (Humphrey St. & Preston Beach)

2021
Annual Town Meeting Warrant Report
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REPORT OF THE FINANCE COMMITTEE

MAY 2021 TOWN MEETING
(Fiscal Year 2022 BUDGET)

The Finance Committee is pleased to present the annual budget for Fiscal Year (FY) 2022.

This has been an extraordinary year, and we must again begin by acknowledging the equally extraordinary time and effort put forth by town staff to formulate a budget and to support our deliberations. Town Administrator Sean Fitzgerald has been indefatigable in his mission to balance the needs of town departments with fiscal restraint, and congenial with us even when facing difficult questions. We have marveled at the ease and efficiency with which our new Town Accountant, Amy Sarro, and Assistant Town Accountant, Patrick Luddy, have accommodated our needs for financial information. Finally, we offer our deepest gratitude to Assistant Town Administrator for Administration and Finance, Ron Mendes, with whom we have spent more time over the past 7 years than anyone else. Ron has been a true partner with us in the quest for better and more efficient financial projections, budgeting, and reporting, and has answered our frequent requests for more and different information with collegiality. We wish him the very best in his future endeavors.

A Surprisingly Good Year from a Financial Perspective

While this has been a difficult year for many people in many ways, the Town's financial position is in a better place now than what we expected at last year's Town Meeting. In our letter to you in the FY 2021 warrant, we stressed uncertainty, and we took a balanced approach to budgeting, offsetting a $1.2MM projected reduction in revenue with approximately $600,000 of cuts to expenditures and a transfer of $600,000 from our stabilization fund. Happily, revenues did not decline as much as we had feared, and we were able to return to Town Meeting in November and restore $475,000 to the line-item budget and $200,000 to the stabilization fund. We ended FY 2020 with an operating surplus of just under $2MM. Of this amount Town Meeting voted to return $1.55MM to the taxpayer through a transfer of free cash to offset taxes.

With better-than-expected state support of our budget, improved local receipts from the gradual reopening of the economy, and close oversight of expenditures, we expect to run a modest surplus for FY 2021. It must be noted that the unique challenges and extraordinary efforts and expenses presented by the pandemic, both on the town and the school side of the budget, were supported by $1.3MM in CARES Act grants. The three largest projects supported by CARES grants were making sure all Swampscott public school students had a chrome book with which to attend school remotely, HVAC upgrades at the elementary schools, and PPE for public health and safety measures. The Town expects to receive $1.5MM from the American Rescue Plan Act (ARPA) which can be used to replace revenues lost due to the pandemic, as well as on investments in water, sewer, and broadband infrastructure.

Key Drivers of Current and Future Financial Health

Over the past five years, the Finance Committee has partnered with the Select Board and the Town Administration to take three steps that put Swampscott in a great position to weather the pandemic storm.

1. We have enforced fiscal discipline with our policies that restrict growth of the tax levy to 2% each year and limit the new growth projection to $425,000. This discipline, along with zero based budgeting, requires a close focus on levels of expenditure. As a result of this discipline, we have been successful in significantly moderating the growth of the single-family tax bill relative to peer communities.

2. We have set policies for financial reserves and met them. As such, we were able to use reserves in the Stabilization Fund when we needed them last year, while maintaining our excellent bond rating (AA+), which in turn, keeps our borrowing costs low.
3. We have dramatically improved financial reporting and forecasting. Our ten-year financial forecast allows the Town finance team to see how buckets of expenses interact with each other and with revenue projections to affect the bottom line under different scenarios, as well as to identify opportunities and problem areas ahead.

Having weathered the storm relatively well, the Finance Committee believes this is no time to become complacent. The recovery picture is still hazy, and as will be outlined below, the town still faces significant challenges that require continued prudence. We are pleased that the $64,406,039 budget presented in this warrant meets our fiscal policy of only a 2% increase of the levy limit and $425,000 budgeted for New Growth. The budget includes an appropriation of $500,000 to the Capital Stabilization Fund to maintain the reserve levels outlined in our policies, whereas there is no appropriation needed to the general Stabilization Fund.

Looking Toward the Future - Challenges and Opportunities

The fiscal discipline that puts us in a strong financial position requires setting priorities and making careful strategic choices. A look at our ten-year financial forecast shows that current trends in various expense categories plus the structural constraints of our collective bargaining agreements result in fairly sizable deficits by FY2025, barring a radical change in the revenue picture. While recently concluded collective bargaining agreements with the Police and Fire unions promise to ease some of the structural constraints in those particular budgets going forward, the FY22 budget does reflect significant expense increases in our sewer enterprise fund, in solid waste, in our regional vocational school tuition, and in employee group health (including post-employment health); these increases seem likely to continue and need to be watched and managed carefully.

At the same time, the FY22 budget reflects choices that advance the Town's vision of what services are essential for our residents. The appropriation to our public schools increases by 2.6%, illustrating the town's continued investment in our youth. After hearing from the Council on Aging, we recommended additional investments in this budget to add staffing at the Senior Center. And this budget includes an investment in a full-time Director of Diversity, Equity, and Inclusion who will help us help make Swampscott a better place to work and live.

The FY22 budget also includes debt service to support capital investments in playgrounds and parks, coastal areas, roads, public safety vehicles, and town and school facilities.
However, the capital improvement picture over the next several years presents the town with opportunities and challenges as well. Our increased investment in a professional planning function has paid off and has provided increased funding through state grant monies that the town has secured to support our physical infrastructure: over the past year, the Community Development Department has successfully secured approximately $850,000 in grants, the vast majority of which relate to planning, design, and construction of a variety of capital projects.

In the fall, we will convene a special town meeting to vote on the new elementary school project. There will be choices to make in the financing of that project, and the Finance Committee is focused firmly on the implications of different choices. In particular, we have been tracking the increase in unused levy capacity that has been engendered by the fiscal discipline mentioned earlier, and plan to participate meaningfully in decisions on whether to finance the school by debt exclusion entirely, or to use some of the unused levy capacity to finance all or a portion of the school. Each choice will have a different but significant impact on the operating budget over the medium and long term. In addition, although much of

the Middle School roof will be replaced thanks to the vote of Special Town Meeting back in March, we are keenly aware that significant capital needs remain at the Middle School. The Finance Committee recognizes, as do many town meeting members, that certain town assets are in poor condition as a result of decades of inattention. However, we are encouraged that the FY22 Capital Improvements Budget is the first that uses a scoring system designed with the assistance of the Collins Center, and we have been listening carefully as our Facilities Director assesses all of the town's capital needs, sets priorities, and develops strategies to address those needs in a prudent way.

The Finance Committee believes that the FY22 Budget presented in this warrant is appropriately cautious in face of continued uncertainty about how the economic recovery from the pandemic will progress, while at the same time supports investments in programs and projects that will move the town forward. Again, the ten-year financial forecast does show deficits not that far in the future, which implies that we need both revenue growth and expense control to continue to provide the Town services our residents currently support. The Finance Committee has spent the last several years focusing most heavily on the expense side of that picture. Over the coming months, the Finance Committee hopes to work with the Town administration to convene a "Development Summit" including other relevant town boards and stakeholders to consider the impact of the continued growth we need to support our town budget. It will be important to understand more comprehensively the financial impacts of the downstream effects from development, such as increased public safety needs, school capacity, traffic mitigation, and more. This is a project that has been of interest to the Finance Committee for some time, and we feel that, as we contemplate the construction of a major new town asset that will need to be supported by the tax base, now is the appropriate time to develop forward looking strategies to properly manage the growth that we need.

For the reasons discussed above, we believe the town's financial position is solid and that the town has weathered an uncertain period in a prudent manner. The FY22 Budget presented in this Warrant represents continued fiscal restraint, while making careful investments in strategic priorities. We look forward to answering your questions and hearing your perspectives at Town Meeting.

Respectfully submitted,
Swampscott Finance Committee

Timothy Dorsey, Chair
Mary Ellen Fletcher, Vice Chair
Eric Hartmann
Joan Hilario
Matthew Kirschner
Cinder McNerney
Gail Rosenberg
Jill Sullivan

TOWN OF SWAMPSCOTT
SUMMARY OF REVENUE & EXPENSES

	ACTUAL FY 2020	FINAL ESTIMATE FY 2021	TOWN ADMINISTRATOR RECOMMENDED FY 2022	FINANCE COMMITTEE RECOMMENDED FY 2022	% CHG
I. PROJECTED REVENUE					
TAX LEVY LIMIT CALCULATION					
TAX LEVY LIMIT BASE (prior fiscal year levy limit)	$50,034,671	$51,665,474	$53,587,582	$53,587,582	
ANNUAL INCREASE TO LEVY LIMIT (2.5%)	$1,250,867	$1,291,637	$1,339,690	$1,339,690	
NEW GROWTH (Pr. Yr. = Actual; FY22 = $425k est.)	$379,936	$630,471	$425,000	$425,000	
NEW TAX LEVY LIMIT	**$51,665,474**	**$53,587,582**	**$55,352,272**	**$55,352,272**	
PLUS: DEBT EXCLUSION	$1,744,994	$1,723,603	$1,698,817	$1,698,817	
MAXIMUM ALLOWABLE TAX LEVY	**$53,410,468**	**$55,311,185**	**$57,051,089**	**$57,051,089**	
CALCULATION OF TAX LEVY					
TOTAL APPROPRIATIONS + CHARGES	$69,096,280	$69,872,210	$71,936,913	$72,106,132	
LESS: ENTERPRISE FUND OFFSETS	($895,388)	($913,296)	($926,046)	($926,046)	
LESS: BUDGETED STATE AID	($5,915,314)	($6,185,498)	($6,236,804)	($6,308,538)	
LESS: BUDGETED LOCAL RECEIPTS	($5,642,990)	($4,080,294)	($4,564,500)	($4,661,985)	
LESS: BUDGETED ENTERPR. FUND RECEIPTS	($6,834,083)	($7,146,899)	($7,700,093)	($7,700,093)	
LESS: TRANSFERS FROM RESERVES	($1,000,000)	($1,550,000)	$0	$0	
LESS: OTHER AVAILABLE FUNDS	$0	($400,000)	$0	$0	
PLUS: OVERLAY	$4,691	$134,929	$175,000	$175,000	
SUBTOTAL (NET TAX LEVY)	**$48,813,196**	**$49,731,152**	**$52,684,470**	**$52,684,470**	**5.94%**
NET TAX LEVY POLICY (+2.0% + $425k)	**$49,813,505**	**$51,234,775**	**$52,684,470**	**$52,684,470**	**2.83%**
EXCESS LEVY CAPACITY	$4,597,272	$5,580,033	$4,366,618	$4,366,618	**-21.75%**
ACTUAL TAX COLLECTIONS (FY20 only)	$48,297,152	N/A	N/A	N/A	
STATE AID					
CHAPTER 70 AID	$4,351,751	$4,447,386	$4,509,966	$4,509,966	1.41%
UNRESTR. LOCAL AID	$1,374,511	$1,374,512	$1,422,619	$1,422,619	3.50%
CHARTER SCHOOL REIMB	$296,645	$295,009	$210,396	$280,984	-4.75%
VETERANS/ELDERLY EXEMPTIONS	$32,216	$36,928	$62,113	$62,113	68.20%
STATE OWNED LAND	$1,563	$1,602	$1,649	$1,756	9.61%
OFFSETS-SUPPORT TO PUBLIC LIBRARIES	$24,479	$30,061	$30,061	$31,100	3.46%
STATE AID	**$6,081,165**	**$6,185,498**	**$6,236,804**	**$6,308,538**	**1.99%**
LOCAL RECEIPTS					
MOTOR VEHICLE EXCISE	$2,368,863	$2,500,000	$2,500,000	$2,585,485	3.42%
MEALS/ROOMS TAX	$270,008	$170,125	$275,000	$285,000	67.52%
BOAT EXCISE	$3,873	$4,000	$4,000	$4,000	0.00%
CANNABIS EXCISE			$90,000	$90,000	
PENALTIES/INTEREST ON OVERDUE TAXES	$197,319	$185,890	$275,000	$275,000	47.94%
FEES (incl. Solid Waste Bag Fees in FY22)	$243,158	$238,465	$475,000	$475,000	99.19%
CANNABIS IMPACT FEES			$90,000	$90,000	
RENTALS	$220,950	$250,000	$250,000	$250,000	0.00%

TOWN OF SWAMPSCOTT
SUMMARY OF REVENUE & EXPENSES

	ACTUAL FY 2020	FINAL ESTIMATE FY 2021	TOWN ADMINISTRATOR RECOMMENDED FY 2022	FINANCE COMMITTEE RECOMMENDED FY 2022	% CHG
LOCAL RECEIPTS (cont.)					
DEPT REVENUE - LIBRARY	$715	$1,500	$1,500	$1,500	0.00%
DEPT REVENUE - CEMETERY	$57,395	$40,000	$45,000	$45,000	12.50%
DEPT REVENUE - RECREATION	$41,617	$40,000	$40,000	$40,000	0.00%
DEPT REVENUE - OTHER	$3,456	$0	$4,000	$4,000	
LICENSES & PERMITS	$702,368	$358,455	$400,000	$400,000	11.59%
FINES/FORFEITS	$81,195	$76,609	$75,000	$77,000	0.51%
INVESTMENT INCOME	$168,414	$215,250	$40,000	$40,000	-81.42%
MISC RECURRING**	$3,771	$0	$0	$0	
MISC NON-RECURRING**	$930,513	$0	$0	$0	
SUBTOTAL (LOCAL RECEIPTS-CONTINUING)	**$5,293,615**	**$4,080,294**	**$4,564,500**	**$4,661,985**	**14.26%**
DEPT REV. - SCHOOL (NAHANT TUITION)	$1,633,580	$0	$0	$0	
SPED MEDICAID REIMB	$9,797	$0	$0	$0	
SUBTOTAL (LOCAL RECEIPTS- ENDING IN FY20)	**$1,643,377**	**$0**	**$0**	**$0**	
TOTAL (ALL LOCAL RECEIPTS)	**$6,936,992**	**$4,080,294**	**$4,564,500**	**$4,5661,985**	**14.26%**
**Note: DOR only allows these categories to be incl. in tax rate recap if received before tax rate set.					
INTER-FUND ADJUSTMENTS					
SEWER/WATER/PEG REIMB/IND COSTS	$895,388	$913,296	$926,046	$926,046	1.40%
SUBTOTAL INTER-FUND REVENUE	**$895,388**	**$913,296**	**$926,046**	**$926,046**	**1.40%**
ONE TIME TRANSFERS TO SUPPORT BUDGET					
FREE CASH USED TO ADJUST TAX RATE	$1,000,000	$1,550,000	$0	$0	
FREE CASH TO FUND OPERATING	$0	$0	$0	$0	
OTHER AVAILABLE FUNDS	$0	$400,000	$0	$0	
SUBTOTAL FROM ONE TIME TRANSFERS	**$1,000,000**	**$1,950,000**	**$0**	**$0**	
NET OUT OVERLAY (NET OUT OF BUDGET ONLY)		($134,929)	($175,000)	($175,000)	29.70%
TOTAL GENERAL FUND REVENUE	**$63,210,697**	**$62,725,311**	**$64,236,820**	**$64,406,039**	**2.68%**
ENTERPRISE FUNDS					
SEWER RECEIPTS	$2,391,502	$2,759,166	$3,204,062	$3,204,062	16.12%
WATER RECEIPTS	$3,725,814	$4,132,072	$4,316,521	$4,316,521	4.46%
PEG RECEIPTS	$196,359	$255,661	$179,510	$179,510	-29.79%
PEG TRANSFER FROM RET EARNINGS			*$165,756*	*$165,756*	
TOTAL ENTERPRISE FUND REVENUE	**$6,313,675**	**$7,146,899**	**$7,865,849**	**$7,865,849**	**10.06%**
TOTAL REVENUE	**$69,524,372**	**$69,872,210**	**$72,102,669**	**$72,271,888**	**3.43%**

TOWN OF SWAMPSCOTT
SUMMARY OF REVENUE & EXPENSES

	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	TOWN ADMINISTRATOR RECOMMENDED FY 2022	FINANCE COMMITTEE RECOMMENDED FY 2022	% CHG
I. BUDGETED EXPENSES					
LEGISLATIVE/TOWN MEETING					
TOWN MODERATOR	$0	$200	$200	$200	0.00%
FINANCE COMMITTEE	$1,720	$3,000	$3,010	$3,010	0.33%
RESERVE FUND	$0	$330,570	$225,000	**$275,000**	-16.84%
TOTAL LEGISLATIVE/TOWN MEETING	**$1,720**	**$333,770**	**$228,210**	**$278,210**	**-16.65%**
ADMINISTRATION & FINANCE					
SELECT BOARD	$21,500	$13,500	$16,500	$16,500	22.22%
TOWN ADMINISTRATOR	$239,836	$251,161	$283,034	$283,034	12.69%
TOWN ACCOUNTANT	$210,727	$234,688	$240,819	$240,819	2.61%
ASSESSORS	$113,560	$159,213	$168,163	$168,163	5.62%
TREASURER/COLLECTOR	$391,884	$427,862	$382,477	$382,477	-10.61%
INFORMATION TECHNOLOGY	$519,404	$515,650	$560,850	$560,850	8.77%
PARKING ENFORCEMENT	$3,894	$4,756	$13,041	$13,041	174.20%
LEGAL/LIABILITY INSURANCE	$654,642	$697,000	$750,000	$750,000	7.60%
HUMAN RESOURCES	$139,370	$157,390	$222,135	$222,135	41.14%
SALARY RESERVES/END OF EMPLOYMENT	$265,057	$247,500	$206,250	$206,250	-16.67%
TOWN CLERK/ELECTIONS	$197,909	$202,955	$188,804	**$187,721**	-7.51%
TOTAL ADMINISTRATION & FINANCE	**$2,757,783**	**$2,911,675**	**$3,032,073**	**$3,030,989**	**4.10%**
COMMUNITY & ECONOMIC DEVELOPMENT					
CONSERVATION COMMISSION	$1,235	$1,650	$1,650	$1,650	0.00%
COMMUNITY DEVELOPMENT	$228,314	$217,701	$219,854	$219,854	0.99%
BOARD OF APPEALS	$11,878	$7,546	$7,829	$7,829	3.75%
BUILDING DEPT	$207,138	$221,033	$234,142	$234,142	5.93%
HEALTH DEPT	$123,855	$210,176	$197,964	$197,964	-5.81%
RECREATION	$55,879	$48,300	$54,435	$54,435	12.70%
HISTORICAL COMMISSION	$5,194	$4,250	$4,038	$4,038	-5.00%
TOTAL COMM & ECON DEVELOPMENT	**$633,493**	**$710,656**	**$719,911**	**$719,911**	**1.30%**
PUBLIC SERVICES					
FACILITIES	$468,569	$667,569	$558,532	$558,532	-16.33%
DPW-CEMETERY	$192,137	$196,051	$191,817	$191,817	-2.16%
DPW-GENERAL	$1,176,360	$1,368,108	$1,298,505	$1,298,505	-5.09%
SOLID WASTE/RECYCLING	$1,463,324	$1,450,000	$1,535,000	$1,535,000	5.86%
TOTAL PUBLIC SERVICES	**$3,300,391**	**$3,681,728**	**$3,583,854**	**$3,583,854**	**-2.66%**

Amounts **high-lighted in green denote Finance Committee changes to the Town Administrator's recommended budget.*

TOWN OF SWAMPSCOTT
SUMMARY OF REVENUE & EXPENSES

	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	TOWN ADMINISTRATOR RECOMMENDED FY 2022	FINANCE COMMITTEE RECOMMENDED FY 2022	% CHG
PUBLIC SAFETY					
POLICE	$3,878,135	$3,978,429	$4,046,216	$4,046,216	1.61%
CONSTABLES	$0	$100	$100	$100	0.00%
HARBORMASTER	$26,256	$28,352	$26,550	$26,550	-6.36%
FIRE	$3,568,002	$3,717,131	$3,806,792	$3,806,792	2.41%
EMERGENCY MGMT	$6,563	$7,000	$4,500	$4,500	-35.71%
TOTAL PUBLIC SAFETY	**$7,478,957**	**$7,734,512**	**$7,884,157**	**$7,884,157**	**1.93%**
HUMAN SERVICES					
SENIOR CENTER	$125,253	$289,864	$250,975	**$275,054**	-5.11%
VETERANS SERVICES	$47,019	$78,200	$83,200	$83,200	6.39%
LIBRARY	$700,907	$791,980	$781,922	$781,922	-1.27%
TOTAL HUMAN SERVICES	**$873,180**	**$1,160,044**	**$1,116,097**	**$1,140,176**	**-1.71%**
PUBLIC SCHOOLS					
REGIONAL VOCATIONAL SCHOOL DISTRICT	**$500,255**	**$552,000**	**$587,126**	**$587,126**	**6.36%**
SWAMPSCOTT PUBLIC SCHOOLS	**$29,820,402**	**$28,632,254**	**$29,376,863**	**$29,376,863**	**2.60%**
Nahant Tuition Revolving		$1,507,622	*$1,567,938*	*$1,567,938*	*4.00%*
Special Education Tuition Revolving		$200,000	*$150,000*	*$150,000*	*-25.00%*
SWAMPSCOTT PUBLIC SCHOOLS TOTAL	$29,820,402	$30,339,876	*$31,094,801*	*$31,094,801*	*2.49%*
TOTAL PUBLIC SCHOOLS	$30,320,657	*$30,891,876*	*$31,681,927*	*$31,681,927*	2.56%
OTHER-GENERAL FUND					
DEBT SERVICE	$3,055,320	$3,646,990	$3,480,323	$3,480,323	-4.57%
EMPLOYEE BENEFITS	$11,659,187	$12,016,538	$12,737,538	$12,737,538	6.00%
STATE ASSESSMENTS & OFFSETS	$1,131,354	$1,316,346	$1,490,668	**$1,586,892**	20.55%
TOTAL OTHER-GENERAL FUND	**$15,845,861**	**$16,979,874**	**$17,708,529**	**$17,804,753**	4.86%
TOTAL EXPENSES - GENERAL FUND	**$61,212,042**	**$62,696,513**	**$64,236,820**	**$64,406,039**	**2.73%**
ENTERPRISE FUNDS					
SEWER EXPENSES	$2,612,117	$2,759,166	$3,204,062	$3,204,062	16.12%
WATER EXPENSES	$3,921,253	$4,132,072	$4,316,521	$4,316,521	4.46%
PEG EXPENSES	$178,219	$255,661	$345,266	$345,266	35.05%
TOTAL EXPENSES - ENTERPRISE FUNDS	**$6,711,589**	**$7,146,899**	**$7,865,849**	**$7,865,849**	10.06%
TOTAL BUDGET (INCL ENTERPRISE FUNDS)	**$67,923,630**	**$69,843,412**	**$72,102,669**	**$72,271,888**	**3.48%**

Amounts **high-lighted in green denote Finance Committee changes to the recommended budget.*

SURPLUS (DEFICIT) - GENERAL FUND	**$1,998,655**	**$28,798**	**$0**	**$0**
SURPLUS (DEFICIT) - ENTERPRISE FUNDS	**($397,914)**	**$0**	**$0**	**$0**

Notice of Annual Town Meeting
MONDAY, May 17, 2021, 7:00 PM

To Town Meeting members:

Notice is hereby given in accordance with Article I, Section 2, of the Bylaws of the Town of Swampscott that the Annual Town Meeting will be held on Monday, May 17, 2021, beginning at 7:00 p.m. by remote participation as outlined below.

Check in procedures for Town Meeting members will take place online within the virtual meeting platform.

Town Moderator, Michael McClung will preside.

Pursuant to Chapter 92 of the Acts of 2020 ("Act"), the Moderator has determined that an in-person town meeting cannot be held safely and in compliance with applicable state and local orders, directives and guidance concerning public assemblies. Accordingly, the Moderator made a written request to the Select Board to hold town meeting through remote participation in accordance with Section 8 of the Act, which the Select Board has approved. A copy of the Moderator's request to the Select Board is included herein.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend Annual Town Meeting can be found within this posting below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means as follows. Please note that if accessing the meeting online or on the smartphone app, you will be muted upon entering the meeting but can be unmuted to speak by using the "raise your hand" feature in the application.

If you are viewing the meeting remotely you can email questions in advance or during the meeting to moderator@swampscottma.gov.

1. Online:

   - Go to https://swampscottma.zoom.us/meeting/register/tJAsc--vqzwsHt2FDHEvrvQrffWYjJT6WjNs
     You will need to download Zoom software to access this meeting and computer speakers to hear/view it

2. Using the Zoom smartphone application:

   - Enter webinar ID: 941 4675 7649

Respectfully,

Susan Duplin
Town Clerk

CAUCUS MEETINGS AND ONLINE PARTICIPATION SUPPORT

Precinct Caucuses will be held as separate Zoom sessions, beginning at 6:00pm. Members will join their Precinct Caucus for Warrant discussion and for technical support in a smaller setting. Once the Caucus session is ended, members will need to join the main session shown on the preceding page.

Technical support will be offered on a best-efforts basis during the session. Those members who may have less familiarity with virtual meetings are encouraged to contact the Moderator beforehand, and training sessions can be arranged: moderator@swampscottma.gov.

Precinct 1:	https://swampscottma.zoom.us/j/91037650820
Precinct 2:	https://swampscottma.zoom.us/j/92727207654
Precinct 3:	https://swampscottma.zoom.us/j/91091251472
Precinct 4:	https://swampscottma.zoom.us/j/91720017673
Precinct 5:	https://swampscottma.zoom.us/j/94195564500
Precinct 6:	https://swampscottma.zoom.us/j/99853437781

Respectfully,

Susan Duplin
Town Clerk

PUBLIC PARTICIPATION BY NON-TOWN MEETING MEMBERS

Registered voters residing in the Town wishing to participate in the remote town meeting conducted pursuant to Chapter 92 of the Acts of 2020 shall submit a request to participate to the Town Clerk by email to: sduplin@swampscottma.gov at least 48 hours in advance of the start of town meeting. Upon receipt of the request and verification of the requester's voter registration status, the Town Clerk shall provide to the requester instructions for participating in the remote Town Meeting.

Respectfully,

Susan Duplin
Town Clerk

64 Fuller Avenue
Swampscott, Massachusetts

April 28, 2021

Mr. Peter Spellios
Swampscott Select Board
Swampscott Town Hall

Dear Chairman:

In my capacity as Town Moderator, and pursuant to Chapter 92 of the Acts of 2020, I hereby notify the Select Board I have determined that it is not possible to safely assemble Town Meeting members and interested members of the public in a common location while complying with applicable state and local orders concerning public assemblies.

Therefore, I request that the Swampscott Select Board call for a representative town meeting to be held through remote participation.

Further pursuant to the above-referenced Act:

I have determined to use the Zoom conferencing platform to hold Town Meeting;

I have consulted with the Swampscott Commission on Disability for ADA compliance;

I hereby certify that I have tested the Zoom conferencing platform; and

I further certify that the platform satisfactorily enables Town Meeting to be conducted in substantially the same manner as if it occurred in person at a physical location and in accordance with the operational and functional requirements set forth in section 8 of the enabling Act.

On behalf of Town Meeting, thank you for your support in this matter.

Sincerely,

Michael McClung
Town Moderator
617 257 2200 (m)

cc: T. Dorsey, S. Duplin, A. Fiske, S. Fitzgerald, M. Hartmann

TOWN OF SWAMPSCOTT

2021
ANNUAL TOWN MEETING WARRANT

Annual Town Meeting – May 17, 2021

TOWN OF SWAMPSCOTT
TOWN WARRANT
MAY 17, 2021

ARTICLE 1 *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 2 *APPROPRIATION FOR FISCAL YEAR 2022 OPERATING BUDGET*

To act on the report of the Finance Committee on the Fiscal Year 2022 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 FY2022 Town Operating Budget. The Finance Committee may alter or change its recommendations on the floor of Town Meeting.

The Select Board will report on this Article at Town Meeting.

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

Amounts **high-lighted in green denote Finance Committee changes to the recommended budget.*

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			LEGISLATIVE/TOWN MEETING		
			TOWN MODERATOR		
$0	$200		EXPENSES	$200	$200
$0	**$200**	**1**	**Expense Subtotal (0111402)**	**$200**	**$200**
$0	$200		**TOWN MODERATOR TOTAL**	$200	$200
			FINANCE COMMITTEE		
$1,510	$2,500		CLERICAL SAL. & WAGES	$2,510	$2,510
$1,510	**$2,500**	**2**	**Personnel Subtotal (0113101)**	**$2,510**	**$2,510**
$210	$500		EXPENSES	$500	$500
$210	**$500**	**3**	**Expense Subtotal (0113102)**	**$500**	**$500**
$0	$330,570		RESERVE FUND	$225,000	**$275,000**
$0	**$330,570**	**4**	**Total - Reserve Fund (0113103)**	**$225,000**	**$275,000**
$1,720	$333,570		**FINANCE COMMITTEE TOTAL**	$228,010	**$278,010**
$1,720	$333,770		**LEGISLATIVE/TOWN MTG TOTAL**	$228,210	**$278,210**

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			ADMINISTRATION & FINANCE		
			SELECT BOARD		
$4,267	$6,000		MEMBERSHIPS	$6,000	$6,000
$8,592	$5,000		COMMUNITY PROGRAMS	$5,000	$5,000
$377	$2,500		OFFICE SUPPLIES/EXPENSES	$5,500	$5,500
$13,236	**$13,500**	**5**	**Expense Subtotal (0112202)**	**$16,500**	**$16,500**
$13,236	$13,500		**SELECTMEN TOTAL**	$16,500	$16,500
			TOWN ADMINISTRATOR		
$151,154	$153,589		TOWN ADMINISTRATOR	$156,660	$156,660
$40,358	$60,000		COMMUNIC. DIR. (formerly Admin Asst)	$70,269	$70,269
$300	$600		SICK INCENTIVE	$600	$600
$30,795	$18,972		OTHER COMPENSATION	$19,000	$19,000
$222,607	**$233,161**	**6**	**Personnel Subtotal (0112301)**	**$246,529**	**$246,529**
$11,983	$2,500		OFFICE SUPPLIES/EXPENSES	$2,375	$2,375
$2,221	$1,500		MEMBERSHIP	$1,425	$1,425
$2,500	$10,000		CONTRACTED CONSULTING SVCS	$29,000	$29,000
$101	$500		TOWN HALL GENERAL SUPPLIES	$380	$380
$425	$2,000		TOWN HALL EVENTS	$1,900	$1,900
$0	$1,500		CIVIC RECOGNITION	$1,425	$1,425
$17,230	**$18,000**	**7**	**Expense Subtotal (0112302)**	**$36,505**	**$36,505**
$239,836	$251,161		**TOWN ADMINISTRATOR TOTAL**	$283,034	$283,034
			TOWN ACCOUNTANT		
$23,992	$89,342		TOWN ACCOUNTANT	$96,370	$96,370
$4,311	$0		PART-TIME STAFF	$0	$0
$391	$0		OTHER COMPENSATION	$0	$0
$0	$0		LONGEVITY	$0	$0
$600	$1,200		SICK INCENTIVE	$1,200	$1,200
$42,692	$51,196		ASSISTANT TOWN ACCOUNTANT	$51,196	$51,196
$71,986	**$141,738**	**8**	**Personnel Subtotal (0113501)**	**$148,766**	**$148,766**
$53	$250		MILEAGE	$150	$150
$998	$3,000		EDUCATIONAL EXPENSES	$3,300	$3,300
$235	$700		MEMBERSHIPS	$500	$500
$77,325	$10,000		CONTRACTED CONSULTING SVCS	$9,103	$9,103
$1,035	$2,000		OFFICE SUPPLIES/EXPENSES	$2,000	$2,000
$595	$2,000		CONFERENCES/SEMINARS	$2,000	$2,000
$80,241	**$17,950**	**9**	**Expense Subtotal (0113502)**	**$17,053**	**$17,053**
$58,500	$75,000		AUDIT	$75,000	$75,000
$58,500	**$75,000**	**10**	**OTHER Expense Subtotal (0113503)**	**$75,000**	**$75,000**
$210,727	$234,688		**TOWN ACCOUNTANT TOTAL**	$240,819	$240,819

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			BOARD OF ASSESSORS		
$1,618	$40,000		DIRECTOR OF ASSESSING (0.5 FTE)	$50,183	$50,183
$53,102	$53,533		CLERICAL SAL & WAGES	$54,600	$54,600
$625	$1,025		OTHER COMPENSATION	$0	$0
$0	$625		LONGEVITY	$0	$0
$300	$800		SICK INCENTIVE	$0	$0
$55,646	**$95,983**	**11**	**Personnel Subtotal (0114101)**	**$104,783**	**$104,783**
$0	$500		APPELLATE TAX BOARD	$500	$500
$0	$370		TRAVEL IN STATE	$370	$370
$1,424	$1,000		EDUCATIONAL EXPENSES	$1,000	$1,000
$80	$360		MEMBERSHIPS	$360	$360
$3,910	$1,000		OFFICE SUPPLIES/EXPENSES	$1,000	$1,000
$0	$0		FUEL	$150	$150
$0	$0		INTEREST OWED-ATB CASES	$0	$0
$52,500	$60,000		CONTRACTED CONSULTING SVCS	$60,000	$60,000
$57,914	**$63,230**	**12**	**Expense Subtotal (0114102)**	**$63,380**	**$63,380**
$113,560	$159,213		**BOARD OF ASSESSORS TOTAL**	$168,163	$168,163
			TREASURY/CUSTOMER SERVICE		
$107,823	$110,403		TREASURER/COLLECTOR	$110,425	$110,425
$48,542	$51,228		CLERICAL SAL & WAGES	$52,252	$52,252
$18,669	$19,890		PART-TIME STAFF	$0	$0
$1,500	$1,025		OTHER COMPENSATION	$0	$0
$1,400	$1,450		LONGEVITY	$1,600	$1,600
$700	$2,600		SICK INCENTIVE	$2,600	$2,600
$96,784	$126,905		ASST TREASURER & CUST SVC SUPERVISOR (1.6 FTE)	$99,000	$99,000
$275,418	**$313,501**	**13**	**Personnel Subtotal (0114501)**	**$265,877**	**$265,877**
$275	$300		TRAVEL IN-STATE	$300	$300
$697	$1,500		CONFERENCES	$1,500	$1,500
$1,173	$800		MEMBERSHIPS	$800	$800
$29,299	$22,000		CONTRACTED CONSULTING SVCS	$30,000	$30,000
$11,722	$10,000		OFFICE SUPPLIES/EXPENSES	$12,000	$12,000
$51,462	$50,000		POSTAGE	$60,000	$60,000
$2,156	$2,500		SURETY BONDS	$2,500	$2,500
$1,215	$2,500		TAX TITLE	$2,500	$2,500
$5,467	$11,500		BANK SERVICE FEES	$7,000	$7,000
$13,000	$13,261		PROCUREMENT SERVICES	$0	$0
$116,466	**$114,361**	**14**	**Expense Subtotal (0114502)**	**$116,600**	**$116,600**
$391,884	$427,862		**TREASURY/CUSTOMER SVC TOTAL**	$382,477	$382,477

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			INFORMATION TECHNOLOGY		
$4,699	$5,000		TECHNOLOGY SUPPORT-LIBRARY	$5,000	$5,000
$0	$0		EQUIPMENT MAINTENANCE	$32,000	$32,000
$117,213	$93,850		CONTRACTED CONSULTING SVCS	$0	$0
$143,333	$150,000		FINANCIAL SYSTEMS	$146,000	$146,000
$119,979	$120,000		IT CONTRACT SERVICES	$126,000	$126,000
$30,472	$32,500		TELEPHONE CONTRACT SVCS	$32,500	$32,500
$7,038	$17,500		TECHNOLOGY SUPPORT-POLICE	$22,700	$22,700
$8,512	$11,600		TECHNOLOGY SUPPORT-FIRE	$8,500	$8,500
$23,730	$22,500		TELEPHONES-WIRELESS	$25,000	$25,000
$0	$18,000		TECHOLOGY SUPPORT-BLDG DEPT	$19,500	$19,500
$1,998	$1,500		TECHNOLOGY SUPPORT-DPW	$8,150	$8,150
$4,609	$5,200		OFFICE SUPPLIES/EXPENSES	$0	$0
$0	$0		SOFTWARE LICENSES/SUBSCRIPTIONS	$105,000	$105,000
$26,197	$28,000		TELEPHONES (MOST TOWN DEPTS.)	$25,000	$25,000
$31,624	$10,000		HARDWARE/EQUIPMENT	$5,500	$5,500
$519,404	**$515,650**	**15**	**Expense Subtotal (0115502)**	**$560,850**	**$560,850**
$519,404	$515,650		**INFORMATION TECHNOLOGY TOTAL**	$560,850	$560,850
			PARKING ENFORCEMENT		
$1,756	$1,756		PARKING CLERK STIPEND	$1,791	$1,791
$1,756	**$1,756**	**16**	**Expense Subtotal (0129301)**	**$1,791**	**$1,791**
$2,138	$3,000		OFFICE SUPPLIES/EXPENSES	$11,250	$11,250
$2,138	**$3,000**	**17**	**Expense Subtotal (0129302)**	**$11,250**	**$11,250**
$3,894	$4,756		**PARKING ENFORCEMENT TOTAL**	$13,041	$13,041
			LEGAL & INSURANCE		
$175,979	$162,000		TOWN COUNSEL CONTRACT	$180,000	$180,000
$0	$10,000		INTEREST OWED-ATB CASES	$10,000	$10,000
$3,518	$10,000		DEDUCTIBLE/SELF-INSURED LOSSES	$10,000	$10,000
$475,145	$515,000		PROPERTY & CASUALTY INSURANCE	$550,000	$550,000
$654,642	**$697,000**	**18**	**Expense Subtotal (0115102)**	**$750,000**	**$750,000**
$654,642	$697,000		**LEGAL & INSURANCE TOTAL**	$750,000	$750,000
			HUMAN RESOURCES (cost share with School Dept.)		
$48,086	$47,600		HUMAN RESOURCES DIRECTOR	$48,185	$48,185
$8,959	$8,000		PART-TIME STAFF	$0	$0
$0	$8,000		OTHER COMPENSATION	$0	$0
$600	$1,200		SICK INCENTIVE	$1,200	$1,200
$40,583	$42,840		HEALTH & BENEFIT COORDINATOR	$45,000	$45,000
$0	$0		DIVERSITY & INCLUSION COORDINATOR	$85,000	$85,000

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
$7,059	$20,000		INTERNS/PART-TIME TEMPS	$5,000	$5,000
$105,286	**$127,640**	**19**	**Personnel Subtotal (0115201)**	**$184,385**	**$184,385**
$11,369	$10,000		EMPLOYMENT SCREENING	$20,000	$20,000
$132	$250		TRAVEL-IN STATE	$250	$250
$8,931	$9,000		EMPLOYEE TUITION REIMB	$7,000	$7,000
$6,600	$3,500		PROFESSIONAL DEV-TOWN WIDE	$3,500	$3,500
$2,072	$2,500		EMPLOYEE RECOGNITION	$2,500	$2,500
$1,640	$1,000		ADVERTISING	$1,000	$1,000
$619	$500		MEMBERSHIP	$500	$500
$1,572	$1,500		OFFICE SUPPLIES/EXPENSES	$1,500	$1,500
$1,149	$1,500		CONFERENCES	$1,500	$1,500
$34,084	**$29,750**	**20**	**Expense Subtotal (0115202)**	**$37,750**	**$37,750**
$0	$40,000		SALARY RESERVE	$40,000	$40,000
$31,268	$102,500		END OF EMPLOYMENT-SCHOOL	$91,250	$91,250
$224,539	$105,000		END OF EMPLOYMENT-TOWN	$75,000	$75,000
$9,250	$0		PERFORMANCE MANAGEMENT	$0	$0
$265,057	**$247,500**	**21**	**SALARY RESERVE Subtotal (0115203)**	**$206,250**	**$206,250**
$404,428	$404,890		**HUMAN RESOURCES TOTAL**	$428,385	$428,385
			TOWN CLERK/ELECTIONS		
$75,111	$78,265		TOWN CLERK	$78,566	$78,566
$46,993	$48,555		CLERICAL'S SAL. & WAGES	$48,555	$48,555
$279	$3,000		OVERTIME	$3,000	$3,000
$5,917	$20,000		POLL WORKERS	$11,000	$11,000
$100	$500		CUSTODIANS	$500	$500
$3,056	$7,500		PART-TIME STAFF	$5,500	$5,500
$0	$1,025		OTHER COMPENSATION	$0	$0
$850	$900		LONGEVITY	$950	$950
$400	$1,400		SICK INCENTIVE	$1,400	$1,400
$1,000	$1,000		STIPEND	$4,584	**$3,500**
$28,573	$0		ASSISTANT CLERK (T'FER TO CUST. SVC)	$0	$0
$162,280	**$162,145**	**22**	**Personnel Subtotal (0116101)**	**$154,055**	**$152,971**
$1,750	$1,800		EQUIPMENT MAINTENANCE	$1,900	$1,900
$0	$750		TRAVEL/SEMINARS	$650	$650
$295	$300		MEMBERSHIPS	$300	$300
$6,019	$3,500		OFFICE SUPPLIES/EXPENSES	$3,000	$3,000
$7,905	$6,980		TOWN MEETING EXPENSES	$7,000	$7,000
$19,078	$24,480		ELECTION EXPENSES	$20,000	$20,000
$582	$3,000		TOWN REPORTS EXPENSES	$1,900	$1,900
$35,629	**$40,810**	**23**	**Expense Subtotal (0116103)**	**$34,750**	**$34,750**

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
$197,909	$202,955		**TOWN CLERK/ELECTIONS TOTAL**	$188,805	**$187,721**
$2,757,783	$2,911,675		**ADMINISTRATION & FINANCE TOTAL**	$3,032,073	**$3,030,989**
			COMMUNITY DEVELOPMENT		
			CONSERVATION COMMISSION		
$371	$500		EXPENSES	$500	$500
$689	$800		MEMBERSHIPS	$800	$800
$175	$350		PROFESSIONAL DEVELOPMENT	$350	$350
$1,235	**$1,650**	**24**	**Expense Subtotal (0117102)**	**$1,650**	**$1,650**
$1,235	$1,650		**CONSERVATION COMMISSION TOTAL**	$1,650	$1,650
			COMMUNITY DEVELOPMENT		
$100,769	$100,385		DIR OF COMMUNITY DEVELOP	$102,392	$102,392
$63,485	$63,242		SENIOR PLANNER	$64,507	$64,507
$60,697	$40,000		LAND USE BOARD COORD (Admin. Asst.)	$43,920	$43,920
$0	$0		OTHER COMPENSATION	$0	$0
$1,050	$1,050		LONGEVITY	$0	$0
$900	$1,800		SICK INCENTIVE	$1,553	$1,553
$0	$0		INTERNS/TEMPORARY WORKERS	$0	$0
$226,901	**$206,477**	**25**	**Personnel Subtotal (0117201)**	**$212,373**	**$212,373**
$1,177	$1,100		EXPENSES	$1,805	$1,805
$57	$200		TRAVEL IN-STATE	$190	$190
$0	$500		EDUCATION EXPENSES	$475	$475
$0	$415		MEMBERSHIPS	$394	$394
$178	$7,559		CONTRACTED CONSULTING SVCS	$4,000	$4,000
$0	$650		CONFERENCES	$618	$618
$0	$800		PLANNING BOARD EXPENSES	$0	$0
$1,412	**$11,224**	**26**	**Expense Subtotal (0117202)**	**$7,482**	**$7,482**
$228,314	$217,701		**COMMUNITY DEVELOPMENT TOTAL**	$219,854	$219,854
			BOARD OF APPEALS		
$11,580	$7,246		LEGAL ADS	$7,500	$7,500
$298	$300		OFFICE SUPPLIES/EXPENSES	$329	$329
$11,878	**$7,546**	**27**	**Expense Subtotal (0117302)**	**$7,829**	**$7,829**
$11,878	$7,546		**BOARD OF APPEALS TOTAL**	$7,829	$7,829
			BUILDING DEPT		
$76,036	$79,077		BUILDING COMMISSIONER	$97,123	$97,123
$24,454	$24,454		WIRE INSPECTOR	$24,943	$24,943
$25,474	$25,474		PLUMBING INSPECTOR	$25,984	$25,984
$52,215	$53,533		CLERICAL SAL. & WAGES	$53,533	$53,533

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
$1,276	$1,263		ASST. PLUMBING INSPECTOR	$1,301	$1,301
$1,276	$1,275		ASST. ELECTRIC INSPECTOR	$1,301	$1,301
$15,354	$16,182		LOCAL BUILDING INSPECTOR	$16,506	$16,506
$1,507	$1,025		OTHER COMPENSATION	$0	$0
$1,075	$1,575		LONGEVITY	$1,225	$1,225
$800	$1,200		SICK INCENTIVE	$1,400	$1,400
$199,466	**$205,058**	**28**	**Personnel Subtotal (0125101)**	**$223,316**	**$223,316**
$254	$2,800		OFFICE SUPPLIES/EXPENSES	$2,660	$2,660
$5,000	$10,000		INSPECTIONS & TESTS	$5,000	$5,000
$35	$175		TRAVEL	$166	$166
$575	$1,000		EDUCATION EXPENSES	$1,000	$1,000
$365	$250		MEMBERSHIPS	$400	$400
$462	$500		BOOKS	$500	$500
$0	$0		UNIFORMS	$0	$0
$981	$800		FUEL	$700	$700
$0	$450		EQUIPMENT	$400	$400
$7,672	**$15,975**	**29**	**Expense Subtotal (0125102)**	**$10,826**	**$10,826**
$207,138	$221,033		**BUILDING DEPT TOTAL**	$234,142	$234,142
			HEALTH DEPT		
$72,345	$73,228		HEALTH DIRECTOR	$73,510	$73,510
$38,118	$103,428		PUBLIC HEALTH NURSE	$90,400	$90,400
$0	$750		OVERTIME	$800	$800
$602	$0		BOARD CLERK STIPEND	$0	$0
$0	$0		OTHER COMPENSATION	$0	$0
$1,850	$1,850		LONGEVITY	$1,850	$1,850
$600	$600		SICK INCENTIVE	$1,800	$1,800
$113,515	**$179,856**	**30**	**Personnel Subtotal (0151001)**	**$168,360**	**$168,360**
$97	$0		BOARD EXPENSES	$0	$0
$240	$1,050		INSPECTIONS & TESTS	$700	$700
$6,777	$6,900		FLU SHOTS	$6,184	$6,184
$184	$390		TRAVEL IN STATE	$200	$200
$737	$1,000		MEMBERSHIPS/PROF DEVELOPMENT	$1,000	$1,000
$240	$17,400		OUTSIDE SERVICES	$17,500	$17,500
$1,527	$2,500		OFFICE SUPPLIES/EXPENSES	$2,990	$2,990
$394	$1,000		STATE MANDATED CHARGES	$900	$900
$145	$80		FUEL	$130	$130
$10,340	**$30,320**	**31**	**Expense Subtotal (0151002)**	**$29,604**	**$29,604**
$123,855	$210,176		**HEALTH DEPT TOTAL**	$197,964	$197,964

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			RECYCLING BINS REVOLVING		
$0	$5,000		OTHER EXPENSES	$5,000	$5,000
$1,155	$5,000		Expense Subtotal	$5,000	$5,000
$1,155	$5,000		**RECYCLING BINS REVOLVING (***NOT A GENERAL FUND APPROPRIATION***) (409)**	$5,000	$5,000
$125,010	$215,176		**HEALTH DEPT GENERAL FUND + REVOLVING FUND**	$202,964	$202,964
$3,215	$3,545		**CASH BAL IN REVOLVING FUND (for FY21 @ 03/31/2021)**	$3,545	$3,545
			RECREATION DEPT (GEN FUND)		
$28,870	$27,250		AUXILIARY STAFF	$25,888	$25,888
$28,870	**$27,250**	**32**	**Personnel Subtotal (0163001)**	**$25,888**	**$25,888**
$10,642	$10,800		BEACH STICKER PROCESSING	$10,500	$10,500
$3,715	$3,000		LIFEGUARD SUPPLIES	$3,000	$3,000
$6,700	$7,250		COMMUNITY EVENTS	$7,000	$7,000
$5,953	$0		4TH OF JULY/STRAWBERRY FESTIVAL	$8,047	$8,047
$27,009	**$21,050**	**33**	**Expense Subtotal (0163002)**	**$28,547**	**$28,547**
$55,879	$48,300		**RECR DEPT (GEN FUND) TOTAL**	$54,435	$54,435
			RECREATION REVOLVING FUND		
$66,375	$65,000		RECREATION DIRECTOR	$65,250	$65,250
$64,364	$64,500		AUXILIARY STAFF	$64,500	$64,500
$265	$265		SICK INCENTIVE	$265	$265
$131,004	$129,765		Personnel Subtotal	$129,765	$129,765
$91,593	$133,235		OTHER EXPENSES	$133,235	$133,235
$2,169	$2,000		FARMERS MARKET	$2,000	$2,000
$8,020	$10,000		SUMMER CONCERT	$10,000	$10,000
$101,782	$145,235		Expense Subtotal	$145,235	$145,235
$232,785	$275,000		**RECREATION REVOLVING FUND (***NOT A GENERAL FUND APPROPRIATION***) TOTAL**	$275,000	$275,000
$288,664	$323,300		**RECREATION GENERAL FUND & REVOLVING FUND TOTAL**	$329,435	$329,435
$259,067	$245,911		**CASH BAL IN REVOLVING FUND (for FY21 @ 03/31/2021) (435)**	$274,128	$274,128
			HISTORICAL COMMISSION		
$5,194	$4,250		HISTORICAL COMMISSION	$4,038	$4,038
$5,194	**$4,250**	**34**	**Expense Subtotal (0119902)**	**$4,038**	**$4,038**
$5,194	$4,250		**HISTORICAL COMMISSION TOTAL**	$4,038	$4,038
$633,493	$710,656		**COMMUNITY DEVELOPMENT (not incl. Revolving Funds) TOTAL**	$719,911	$719,911

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			PUBLIC SERVICES		
			FACILITIES (cost share with School Dept.)		
$2,031	$44,169		DIRECTOR OF FACILITIES	$44,169	$44,169
$0	$0		ASST DIRECTOR OF FACILITIES	$10,800	$10,800
$0	$0		CUSTODIANS	$52,286	$52,286
$0	$0		PART TIME STAFF	$0	$0
$19,231	$1,000		OTHER COMPENSATION	$0	$0
$0	$94,800		MAINTENANCE SALARIES	$80,120	$80,120
$0	$0		LONGEVITY	$931	$931
$0	$3,600		SICK INCENTIVE	$2,426	$2,426
$0	$20,000		ADMIN. ASSISTANT	$15,000	$15,000
$21,262	**$163,569**	**35**	**Personnel Subtotal (0119201)**	**$205,732**	**$205,732**
$58,933	$75,000		BUILDING MAINT-TOWN	$60,000	$60,000
$67,584	$50,000		BUILDING MAINT-SCHOOL	$0	$0
$9,440	$15,000		CONTRACTED CONSULTING SERVICES	$10,000	$10,000
$0	$500		TRAVEL IN STATE	$200	$200
$131,778	$155,000		OUTSIDE SERVICES-TOWN	$135,000	$135,000
$49,935	$50,000		OUTSIDE SERVICES-SCHOOL	$0	$0
$50	$2,500		OFFICE SUPPLIES/EXPENSES	$1,250	$1,250
$103,293	$120,000		OPER EXP ELECTRIC	$110,000	$110,000
$26,294	$35,000		OPER EXP FUEL GAS	$35,000	$35,000
$0	$0		MEMBERSHIPS	$350	$350
$0	$1,000		CONFERENCE/SEMINARS	$1,000	$1,000
$447,308	**$504,000**	**36**	**Expense Subtotal (0119202)**	**$352,800**	**$352,800**
$468,569	$667,569		**FACILITIES TOTAL**	$558,532	$558,532
			DPW-CEMETERY		
$0	$0		DIRECTOR/ASST TOWN ADM, OPERATIONS	$31,998	$31,998
$14,091	$10,300		PERSONNEL SAL & WAGES	$12,725	$12,725
$0	$2,200		OVERTIME	$1,250	$1,250
$153,086	$155,288		OTHER COMPENSATION	$120,712	$120,712
$2,850	$3,063		LONGEVITY	$3,188	$3,188
$75	$150		SICK INCENTIVE	$150	$150
$170,102	**$171,001**	**37**	**Personnel Subtotal (0149101)**	**$170,022**	**$170,022**
$6,729	$6,300		BUILDING EXPENSES	$5,545	$5,545
$1,395	$2,500		EQUIPMENT MAINTENANCE	$2,000	$2,000
$1,071	$1,250		UNIFORMS	$1,250	$1,250
$12,840	$15,000		LANDSCAPING	$13,000	$13,000
$22,035	**$25,050**	**38**	**Expense Subtotal (0149102)**	**$21,795**	**$21,795**
$192,137	$196,051		**DPW-CEMETERY TOTAL**	$191,817	$191,817

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			DPW-GENERAL		
$0	$0		DIRECTOR/ASST TOWN ADM, OPERATIONS	$31,998	$31,998
$32,049	$35,000		OVERTIME	$35,000	$35,000
$0	$3,450		CUSTODIAN FISH HOUSE	$3,450	$3,450
$3,714	$5,000		POLICE DETAILS	$5,000	$5,000
$15,606	$30,000		PART TIME STAFF	$30,000	$30,000
$3,337	$2,050		OTHER COMPENSATION	$1,250	$1,250
$387,042	$405,815		PERSONNEL	$323,340	$323,340
$2,350	$3,450		LONGEVITY	$2,988	$2,988
$75	$150		SICK INCENTIVE	$150	$150
$444,172	**$484,915**	**39**	**Personnel Subtotal (0149901)**	**$433,175**	**$433,175**
$2,400	$0		CUSTODIAN FISH HOUSE (moved to Facilities)	$0	$0
$7,265	$15,000		FUEL	$11,000	$11,000
$46,627	$50,000		EQUIPMENT MAINTENANCE	$50,000	$50,000
$6,611	$7,500		SIGNS	$6,000	$6,000
$2,347	$7,500		TOWN VEHICLE MAINTENANCE	$7,500	$7,500
$1,203	$3,000		CONTRACTED CONSULTING SERVICES	$3,000	$3,000
$90,183	$62,363		OPER EXP SUPPLIES	$60,000	$60,000
$120	$0		OPER EXP FISH HOUSE (moved to Facilities)	$0	$0
$4,810	$3,750		UNIFORMS	$3,750	$3,750
$24,324	$25,000		HIGHWAY MAINTENANCE	$25,000	$25,000
$9,406	$10,000		SHADE TREES	$10,000	$10,000
$7,500	$7,500		CONTRACT WORK	$7,500	$7,500
$71,552	$85,000		CONTRACT GRASS WORK	$85,000	$85,000
$76,727	$90,000		CONTRACT SIDEWALK WORK/PATCHING	$90,000	$90,000
$19,953	$19,580		LANDSCAPING	$19,580	$19,580
$5,773	$5,000		LEAF DISPOSAL	$5,000	$5,000
$45,594	$50,000		CONTRACT-FIELD MAINTENANCE	$80,000	$80,000
$41,220	$30,000		DEBRIS REMOVAL	$30,000	$30,000
$3,379	$5,000		ELECTRICAL REPAIRS	$5,000	$5,000
$6,509	$7,000		WASTE PRODUCT REMOVAL	$7,000	$7,000
$100,531	$120,000		STREET LIGHTING	$120,000	$120,000
$574,032	**$603,193**	**40**	**Expense Subtotal (0149902)**	**$625,330**	**$625,330**
$22,313	$80,000		SNOW & ICE OVERTIME	$60,000	$60,000
$135,843	$200,000		SNOW & ICE EXPENSES	$180,000	$180,000
$158,156	**$280,000**	**41**	**OTHER Expense Subtotal (0149903)**	**$240,000**	**$240,000**
$1,176,360	$1,368,108		**DPW-GENERAL TOTAL**	$1,298,505	$1,298,505

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
$1,463,324	$1,450,000		**SOLID WASTE/RECYCLING**	$1,535,000	$1,535,000
$1,463,324	$1,450,000		SOLID WASTE / RECYCLING PICKUP & DISPOSAL	$1,535,000	$1,535,000
$1,463,324	**$1,450,000**	**42**	**Expense Subtotal (0151004)**	**$1,535,000**	**$1,535,000**
$1,463,324	$1,450,000		**SOLID WASTE/RECYCLING TOTAL**	$1,535,000	$1,535,000
$3,300,391	$3,681,728		**PUBLIC SERVICES TOTAL**	$3,583,854	$3,583,854
			PUBLIC SAFETY		
			POLICE DEPARTMENT		
$127,085	$128,640		CHIEF	$140,000	$140,000
$90,987	$98,043		CAPTAINS SALARY & WAGES	$100,984	$100,984
$325,004	$329,560		LIEUTENANTS SAL & WAGES	$339,447	$339,447
$422,955	$450,936		SERGEANTS SALARY & WAGES	$464,464	$464,464
$1,155,377	$1,194,256		PATROLMEN	$1,218,664	$1,218,664
$57,172	$61,867		ADMIN ASST SAL. & WAGES	$58,985	$58,985
$5,751	$8,000		MATRONS	$8,240	$8,240
$18,365	$18,816		EXTRA CLERICAL	$19,380	$19,380
$24,823	$50,000		ANIMAL CONTROL OFFICER (moved from Health Dept.)	$50,192	$50,192
$16,749	$22,500		INVESTIGATIONS & ID'S	$22,500	$22,500
$336,280	$325,576		EDUCATIONAL INCENTIVES	$335,343	$335,343
$29,952	$31,000		EMT DEFIB	$31,000	$31,000
$479,660	$408,000		OVERTIME/RESERVES & SPEC	$415,000	$415,000
$27,500	$25,000		FITNESS INCENTIVE	$25,000	$25,000
$126,437	$132,971		HOLIDAY PAY	$136,880	$136,880
$18,714	$16,940		OVERTIME 5&2 SCHEDULE	$17,300	$17,300
$18,606	$35,552		OVERTIME COURT	$36,500	$36,500
$10,382	$16,730		OVERTIME INVESTIGATIONS	$17,000	$17,000
$52,207	$84,175		OVERTIME TRAINING	$85,850	$85,850
$1,660	$10,000		VACATION BUY BACK	$2,000	$2,000
$10,098	$10,400		OUT-OF-GRADE PAY	$11,000	$11,000
$97,238	$90,597		LONGEVITY	$94,301	$94,301
$0	$1,900		SICK INCENTIVE	$1,200	$1,200
$223,149	$225,170		SHIFT DIFF	$228,835	$228,835
$21,949	$24,000		ACCREDITATION STIPEND	$21,000	$21,000
$3,698,100	**$3,800,629**	**43**	**Personnel Subtotal (0121001)**	**$3,881,066**	**$3,881,066**

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
$9,896	$5,000		BUILDING MAINTENANCE	$3,000	$3,000
$28,516	$30,000		EQUIPMENT MAINTENANCE	$28,000	$28,000
$1,319	$2,000		TRAVEL-IN STATE	$1,500	$1,500
$30	$0		EDUCATION INCENTIVES	$0	$0
$11,525	$10,400		MOBILE RADIO	$10,400	$10,400
$3,354	$3,750		MEMBERSHIP	$3,750	$3,750
$14,641	$16,400		TRAINING/TESTING	$15,000	$15,000
$17,641	$17,500		POL-OFFICE SUPPLY/EXPENSE	$16,500	$16,500
$31,439	$37,000		UNIFORMS	$36,000	$36,000
$14,554	$11,500		AMMUNITION/WEAPONS	$11,500	$11,500
$5,500	$5,500		NEMLEC DUES	$5,500	$5,500
$150	$4,250		CONFERENCES	$2,500	$2,500
$26,102	$29,500		FUEL	$26,500	$26,500
$15,368	$5,000		EQUIPMENT	$5,000	$5,000
$180,035	**$177,800**	**44**	**Expense Subtotal (0121004)**	**$165,150**	**$165,150**
$3,878,135	$3,978,429		**POLICE DEPARTMENT TOTAL**	$4,046,216	$4,046,216
			CONSTABLES		
$0	$100		DEPT HEAD SALARY & WAGES	$100	$100
$0	**$100**	**45**	**Personnel Subtotal (0126001)**	**$100**	**$100**
$0	$100		**CONSTABLES TOTAL**	$100	$100
			HARBORMASTER		
$13,905	$13,852		STIPENDS	$13,800	$13,800
$6,486	$6,500		OVERTIME–BACKFILL/HARBORMSTR	$6,500	$6,500
$20,392	**$20,352**	**46**	**Personnel Subtotal (0129501)**	**$20,300**	**$20,300**
$3,270	$3,500		EQUIPMENT MAINTENANCE	$3,500	$3,500
$0	$0		MEMBERSHIP	$0	$0
$1,000	$1,000		UNIFORMS	$750	$750
$0	$2,000		FUEL	$500	$500
$1,594	$1,500		EQUIPMENT	$1,500	$1,500
$5,864	**$8,000**	**47**	**Expense Subtotal (0129502)**	**$6,250**	**$6,250**
$26,256	$28,352		**HARBORMASTER**	$26,550	$26,550
			FIRE DEPARTMENT		
$127,350	$124,919		CHIEF	$130,000	$130,000
$356,636	$334,818		CAPTAINS SAL & WAGES	$344,863	$344,863
$255,714	$286,608		LIEUTENANTS SAL. & WAGES	$295,206	$295,206
$1,433,168	$1,578,312		FIREMEN'S SAL. & WAGES	$1,625,661	$1,625,661
$92,861	$95,203		DEPUTY CHIEF	$98,059	$98,059

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
$8,138	$8,333		OFFICE CLERK	$8,583	$8,583
$11,457	$16,000		TRAINING STIPEND	$16,000	$16,000
$56,047	$41,106		SICK LEAVE BUY BACK	$41,106	$41,106
$5,425	$5,556		FIRE INVESTIGATION STIPEND	$5,556	$5,556
$6,782	$6,944		MECHANIC STIPEND	$6,944	$6,944
$610,443	$540,213		OVERTIME-MINIMUM MANNING	$556,419	$556,419
$0	$0		FITNESS INCENTIVE	$15,000	$15,000
$107,975	$115,000		HOLIDAY PAY	$118,450	$118,450
$22,200	$20,400		UNIFORM ALLOWANCE	$0	$0
$53,194	$49,600		LONGEVITY	$51,088	$51,088
$4,098	$5,977		OUT-OF-GRADE PAY	$6,000	$6,000
$2,711	$3,000		EMERGENCY MGMT STIPEND	$3,000	$3,000
$106,641	$112,792		SHIFT DIFF-NIGHT	$116,176	$116,176
$105,626	$112,792		WEEKEND DIFFERENTIAL	$116,176	$116,176
$3,391	$3,391		EMS TRAINING COORDINATOR	$3,493	$3,493
$2,804	$3,391		FIRE TRAINING SUPERVISOR	$3,493	$3,493
$3,372,659	**$3,464,355**	**48**	**Personnel Subtotal (0122001)**	**$3,561,273**	**$3,561,273**
$8,942	$9,000		BUILDING MAINTENANCE	$8,000	$8,000
$48,171	$65,000		EQUIPMENT MAINTENANCE	$65,000	$65,000
$1,085	$4,000		FIRE PREV/COMMUNITY ENGAGMNT	$2,500	$2,500
$916	$500		TRAVEL IN STATE	$475	$475
$1,872	$2,500		COMMUNICATIONS	$1,250	$1,250
$14,892	$16,000		TRAINING/TESTING	$15,100	$15,100
$5,518	$2,276		OFFICE SUPPLIES/EXPENSES	$2,194	$2,194
$35,317	$45,000		PROTECTIVE CLOTHING	$40,000	$40,000
$1,417	$2,000		CONFERENCES/SEMINARS	$2,000	$2,000
$2,552	$4,000		FIRE HOSE	$2,000	$2,000
$8,857	$7,500		FUEL	$7,000	$7,000
$65,805	$95,000		LYNN DISPATCH	$100,000	$100,000
$195,343	**$252,776**	**49**	**Expense Subtotal (0122004)**	**$245,519**	**$245,519**
$3,568,002	$3,717,131		**FIRE DEPARTMENT TOTAL**	$3,806,792	$3,806,792
			EMERGENCY MGMT		
$1,008	$2,000		DIRECTOR	$2,000	$2,000
$1,008	**$2,000**	**50**	Personnel Subtotal (0129101)	**$2,000**	**$2,000**
$5,556	$5,000		EXPENSES	$2,500	$2,500
$5,556	**$5,000**	**51**	Expense Subtotal (0129102)	**$2,500**	**$2,500**
$6,563	$7,000		**EMERGENCY MGMT TOTAL**	$4,500	$4,500
$7,478,957	$7,734,512		**PUBLIC SAFETY TOTAL**	$7,884,157	$7,884,157

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			HUMAN SERVICES		
			SENIOR CENTER (GEN FUND)		
$30,126	$109,624		EXECUTIVE DIRECTOR	$90,000	**$85,000**
$25,390	$29,000		ADMIN ASSISTANT	$25,914	**$14,935**
$42,678	$53,000		ASST DIRECTOR/OUTREACH WORKER	$55,211	**$70,269**
$0	$0		ACTIVITIES COORDINATOR	$0	**$40,000**
$13,150	$22,440		VAN DRIVER	$22,440	**$22,440**
$0	$0		SICK INCENTIVE	$1,200	**$1,200**
$111,344	**$214,064**	**52**	**Personnel Subtotal (0154101)**	**$194,765**	**$233,844**
$5,565	$0		OFFICE SUPPLIES/EXPENSES	$0	**$0**
$2,314	$1,300		VEHICLE MAINTENANCE	$3,000	**$3,000**
$1,364	$8,500		GENERAL MAINTENANCE	$4,000	**$4,000**
$0	$2,250		OFFICE SUPPLIES/EXPENSES	$2,210	**$2,210**
$1,212	$2,200		JANITORIAL SUPPLIES	$2,000	**$2,000**
$1,448	$5,500		COMMUNITY PROGRAMS	$5,500	**$5,500**
$0	$50,000		ADULT CARE SERVICES	$35,000	**$20,000**
$2,007	$2,300		FUEL	$2,500	**$2,500**
$0	$3,750		EQUIPMENT	$2,000	**$2,000**
$13,909	**$75,800**	**53**	**Expense Subtotal (0154103)**	**$56,210**	**$41,210**
$125,253	$289,864		**SENIOR CENTER TOTAL (GEN FUND)**	$250,975	**$275,054**
			SENIOR CENTER (REVOLVING FUND)		
$2,040	$4,000		SALARIES	$4,000	$4,0000
$2,040	$4,000		Personnel Subtotal	$4,000	$4,000
$7,105	$26,000		OTHER EXPENSES	$26,000	$26,000
$7,105	$26,000		Expense Subtotal	$26,000	$26,000
$9,145	$30,000		**SENIOR CENTER REVOLVING (**NOT A GENERAL FUND APPROPRIATION**) (411)**	$30,000	$30,000
$134,398	$319,864		**SENIOR CENTER GENERAL FUND + REVOLVING FUND TOTAL**	$280,975	$280,975
$38,786	$42,574		**CASH BALANCE IN REVOLVING FUND (for FY21 @ 03/31/2021)**	$38,112	$38,112
			VETERANS SERVICES		
$0	$30,000		VETERANS AGENT SERVICES	$30,000	$30,000
$0	$150		OFFICE SUPPLIES/EXPENSES	$150	$150
$0	$2,500		MEMORIAL DAY	$2,500	$2,500
$0	$550		VETERAN'S DAY	$550	$550
$0	**$33,200**	**54**	**Expense Subtotal (0154302)**	**$33,200**	**$33,200**
$47,019	$45,000		ASSISTANCE	$50,000	$50,000
$47,019	**$45,000**	**55**	**OTHER Expense Subtotal (0154303)**	**$50,000**	**$50,000**
$47,019	$78,200		**VETERANS SERVICES TOTAL**	$83,200	$83,200

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			LIBRARY		
$84,770	$84,447		DIRECTOR	$86,135	$86,135
$64,111	$63,866		ASSISTANT DIRECTOR	$65,143	$65,143
$25,434	$25,403		SECRETARY/BOOKKEEPER	$25,403	$25,403
$49,177	$55,822		CHILDREN'S LIBRARIAN	$52,000	$52,000
$42,983	$50,488		CIRCULATION LIBRARIAN	$50,489	$50,489
$52,440	$54,972		REFERENCE LIBRARIAN	$54,972	$54,972
$0	$0		CATALOGER	$0	$0
$56,804	$58,262		LIBRARY ASSISTANTS	$55,580	$55,580
$59,214	$56,594		ADULT ASSISTANTS - P/T	$55,000	$55,000
$23,023	$36,282		AV PROCESSORS	$34,642	$34,642
$51,961	$59,363		LIBRARIAN	$63,344	$63,344
$6,260	$6,098		OTHER COMPENSATION	$4,125	$4,125
$6,340	$8,536		LONGEVITY	$7,758	$7,758
$3,537	$3,100		SICK INCENTIVE	$6,454	$6,454
$526,056	**$563,233**	**56**	**Personnel Subtotal (0161001)**	**$561,045**	**$561,045**
$2,723	$3,000		BUILDING EXPENSES	$2,500	$2,500
$0	$0		TRAVEL IN STATE	$0	$0
$0	$2,400		PROGRAMMING	$2,400	$2,400
$0	$1,000		TRAINING/TESTING	$1,000	$1,000
$63,438	$75,755		OUTSIDE SERVICES	$75,000	$75,000
$1,166	$1,000		OFFICE SUPPLIES/EXPENSES	$950	$950
$0	$20,000		COMMUNITY PROGRAMS	$10,000	$10,000
$598	$950		TELEPHONES (MOST DEPTS.)	$902	$902
$67,925	**$104,105**	**57**	**Expense Subtotal (0161002)**	**$92,752**	**$92,752**
$106,927	$124,642		LIBRARY MATERIALS	$128,125	$128,125
$106,927	**$124,642**	**58**	**OTHER Expense Subtotal (0161003)**	**$128,125**	**$128,125**
$700,907	$791,980		**LIBRARY TOTAL**	$781,922	$781,922
			LIBRARY REVOLVING		
$790	$3,500		OTHER EXPENSES	$3,500	$3,500
$790	$3,500		Expense Subtotal	$3,500	$3,500
$790	$3,500		**LIBRARY REVOLVING (**NOT A GENERAL FUND APPROPRIATION**) (444)**	$3,500	$3,500
$701,697	**$795,480**		**LIBRARY GENERAL FUND + REVOLVING FUND**	$785,422	$785,422
$313	$474		**CASH BALANCE IN REVOLVING FUND (for FY21 @ 03/31/2021)**	$474	$474
$1,160,044	$1,192,359		**HUMAN SERVICES TOTAL**	$1,140,176	$1,140,176

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			PUBLIC SCHOOLS		
$500,255	**$552,000**	**59**	**REGIONAL VOCATIONAL SCHOOL DISTRICT (10300)**	**$587,126**	**$587,126**
$29,820,402	**$28,632,254**	**60**	**SWAMPSCOTT PUBLIC SCHOOLS (012)**	**$29,376,863**	**$29,376,863**
$0	*$1,507,622*		*NAHANT TUITION REVOLVING*	*$1,567,938*	*$1,567,938*
$0	*$200,000*		*NONRESIDENT SPEC ED TUITION REVOLVING*	*$150,000*	*$150,000*
$29,820,402	$30,339,876		**SWAMPSCOTT PUBLIC SCHOOLS TOTAL**	$31,094,801	$31,094,801
$30,320,657	$30,891,876		**PUBLIC SCHOOLS TOTAL**	$31,681,927	$31,681,927
			DEBT SERVICE		
$2,280,865	$2,731,748		PRINCIPAL PAYMENTS	$2,695,323	$2,695,323
$772,804	$905,242		INTEREST PAYMENTS	$775,000	$775,000
$1,651	$10,000		BOND ISSUANCE COSTS	$10,000	$10,000
$3,055,320	**$3,646,990**	**61**	**Expense Subtotal (0171002)**	**$3,480,323**	**$3,480,323**
$3,055,320	$3,646,990		**DEBT SERVICE TOTAL**	$3,480,323	$3,480,323
			EMPLOYEE BENEFITS		
$486,829	$530,000		PAYROLL TAX	$525,000	$525,000
$21,129	$34,500		UNEMPLOYMENT	$50,000	$50,000
$119,638	$130,000		INJURY POLICE/FIRE	$150,000	$150,000
$283,594	$350,000		WORKERS COMP BENEFITS	$425,000	$425,000
$5,533,420	$5,663,447		EMPLOYEE GROUP/HEALTH	$6,226,911	$6,226,911
$5,187,179	$5,294,991		CONTRIB PENSION CONTRIB	$5,347,027	$5,347,027
$27,398	$13,600		NON-CONTRIB PENSION CONT	$13,600	$13,600
$11,659,187	**$12,016,538**	**62**	**Expense Subtotal (0191402)**	**$12,737,538**	**$12,737,538**
$11,659,187	$12,016,538		**EMPLOYEE BENEFITS TOTAL**	$12,737,538	$12,737,538
			STATE CHARGES/ASSESSMENTS		
$21,474	$22,761		MOSQUITO CONTROL ASSESSMENT	$23,412	$23,412
$5,338	$5,563		AIR POLLUTION ASSESSMENT	$5,734	$5,734
$7,752	$8,174		METRO AREA PLANNING COUNCIL	$8,428	$8,428
$16,340	$14,460		RMV NONRENEWAL SURCHARGE	$14,460	$14,460
$327,911	$341,060		MBTA ASSESSMENT	$346,473	$346,473
$52,248	$66,677		SCHOOL CHOICE ASSESSMENT	$60,897	$60,897
$675,812	$827,590		CHARTER SCHOOL ASSESSMENT	$1,001,203	**$1,096,388**
$24,479	$30,061		PUBLIC LIBRARY OFFSET	$30,061	**$31,100**
$1,131,354	$1,316,346		Expense Subtotal *(Not an Appropriation)*	$1,490,668	**$1,586,892**
$1,131,354	$1,316,346		**STATE CHARGES/ASSESSMENTS TOTAL**	$1,490,668	**$1,586,892**

$61,205,667	**$62,696,513**		**TOTAL GENERAL FUND APPROPRIATIONS**	**$64,236,820**	**$64,406,039**

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
			ENTERPRISE FUNDS		
			SEWER ENTERPRISE FUND		
$316,639	$336,600		PERSONNEL	$227,642	$227,642
$0	$0		DIRECTOR	$31,998	$31,998
$0	$0		CLERICAL	$53,532	$53,532
$10,495	$12,393		OVERTIME	$12,500	$12,500
$23,049	$24,786		STANDBY	$23,500	$23,500
$0	$0		SEWER BLOCKS	$0	$0
$1,500	$1,500		POLICE DETAILS	$2,100	$2,100
$0	$510		OTHER COMPENSATION	$1,250	$1,250
$2,025	$1,020		LONGEVITY	$2,763	$2,763
$75	$0		SICK INCENTIVE	$1,050	$1,050
$0	$0		ENGINEER	$29,420	$29,420
$353,783	**$376,809**	**63**	**Personnel Subtotal (90151)**	**$385,755**	**$385,755**
$19,757	$25,000		FUEL	$25,000	$25,000
$24,042	$25,000		EQUIPMENT/MAINTENANCE	$25,000	$25,000
$0	$0		CONSULTING SERVICES	$25,000	$25,000
$203,936	$150,000		LIFT STATION OPER/MAINT	$210,000	$210,000
$4,340	$6,000		SEWER BILLS	$6,000	$6,000
$82,607	$75,000		OPER EXP ELECTRIC	$75,000	$75,000
$3,124	$2,500		UNIFORMS	$2,500	$2,500
$56,999	$69,000		EXPENSES	$65,000	$65,000
$50,000	$50,000		PAVING	$50,000	$50,000
$0	$30,000		SEWER RESERVE FUND	$30,000	$30,000
$6,000	$6,631		PROCUREMENT SERVICES	$0	$0
$833,646	$888,798		LYNN SEWER ASSESSMENT	$1,250,000	$1,250,000
$447,694	$456,648		INDIRECT TOWN SERVICES	$456,648	$456,648
$269	$1,000		ADMINISTRATION FEES/CHRG	$1,000	$1,000
$148,380	$118,370		PENSION CONTRIBUTION	$146,166	$146,166
$238,616	$314,805		PRINCIPAL ON BONDS	$315,040	$315,040
$138,924	$163,605		INTEREST ON BONDS	$135,953	$135,953
$2,258,334	**$2,382,357**	**64**	**Expense Subtotal (90152)**	**$2,818,307**	**$2,818,307**
$2,612,117	**$2,759,166**		**SEWER ENTERPRISE FUND TOTAL**	**$3,204,062**	**$3,204,062**
			WATER ENTERPRISE FUND		
$348,759	$337,331		PERSONNEL	$214,287	$214,287
$0	$0		DIRECTOR	$31,998	$31,998
$0	$0		CLERICAL	$53,532	$53,532
$6,302	$9,690		OVERTIME	$15,000	$15,000
$23,488	$24,480		STANDBY	$23,500	$23,500
$5,100	$4,692		FLUSHING HYDRANTS	$5,775	$5,775
$3,463	$4,000		POLICE DETAILS	$4,000	$4,000

EOY Expense FY'20	Approved Budget FY'21	Line Item No.	DEPARTMENTAL BUDGETS	Town Administrator Recommended FY'22	Finance Committee Recommended FY'22
$100	$100		WATER TOWER SURVEYOR	$0	$0
$0	$2,040		OTHER COMPENSATION	$1,250	$1,250
$3,650	$4,275		LONGEVITY	$5,138	$5,138
$875	$1,250		SICK INCENTIVE	$1,050	$1,050
$8,736	$8,911		STIPEND	$8,800	$8,800
$0	$0		ENGINEER	$29,420	$29,420
$400,472	**$396,769**	**65**	**Personnel Subtotal (90251)**	**$393,750**	**$393,750**
$17,960	$25,000		FUEL	$25,000	$25,000
$26,109	$25,000		EQUIPMENT/MAINTENANCE	$25,000	$25,000
$8,389	$6,000		WATER BILLS-MAILING SVCS	$6,000	$6,000
$1,832	$2,500		UNIFORMS	$2,500	$2,500
$146,802	$145,000		EXPENSES	$100,000	$100,000
$50,000	$50,000		PAVING	$50,000	$50,000
$0	$25,000		WATER RESERVE FUND	$25,000	$25,000
$6,000	$6,631		PROCUREMENT SERVICES	$0	$0
$2,165,563	$2,349,375		MWRA WATER	$2,584,313	$2,584,313
$447,694	$456,648		INDIRECT TOWN SERVICES	$456,648	$456,648
$143,378	$143,934		PENSION CONTRIBUTION	$143,934	$143,310
$507,053	$500,215		PRINCIPAL ON BONDS	$500,215	$505,000
$0	$0		INTEREST ON BONDS	$0	$0
$3,520,781	**$3,735,303**	**66**	**Expense Subtotal (90252)**	**$3,922,771**	**$3,922,771**
$3,921,253	**$4,132,072**		**WATER ENTERPRISE FUND TOTAL**	**$4,316,521**	**$4,316,521**
			PUBLIC, EDUC, GOVT (PEG) CABLE TV ACCESS		
$20,000	$25,600		COORDINATOR	$26,520	$26,520
$800	$13,170		ASST PRODUCER	$20,040	$20,040
$6,158	$12,649		VIDEO INTERNS	$29,980	$29,980
$26,958	**$51,419**	**67**	**Personnel Subtotal (90351)**	**$76,540**	**$76,540**
$4,862	$5,000		NEW EQUIPMENT	$50,000	$50,000
$7,582	$8,620		EQUIP. WARRANTIES & REPLCMNT	$21,120	$21,120
$2,834	$4,600		DUES & SUBSCRIPTIONS	$11,350	$11,350
$0	$1,600		TRAINING	$2,150	$2,150
$1,814	$3,000		GENERAL SUPPLIES	$5,600	$5,60
$134,171	$181,422		SMALL CAPITAL & OTHER EXPENSES	$165,756	$165,756
$0	$0		INDIRECT TOWN SERVICES	$12,750	$12,750
$151,261	**$204,242**	**68**	**Expense Subtotal (90352)**	**$268,726**	**$268,726**
$178,219	**$255,661**		**PUBLIC, EDUC, GOVT (PEG) CABLE TV ACCESS TOTAL**	**$345,266**	**$345,266**

$6,711,589	**$7,146,899**		**TOTAL ENTERPRISE FUND APPROPRIATIONS**	**$7,865,849**	**$7,865,849**

$67,917,256	**$69,843,412**		**TOTAL APPROPRIATIONS-ALL FUNDS**	**$72,102,669**	**$72,271,888**

ARTICLE 3 *APPROVE TRANSFER OF FREE CASH – COLLECTIVE BARGAINING AGREEMENTS*

To see if the Town will vote to transfer a sum of money from Free Cash to fund the cost items contained in the Memoranda of Agreements amending the Collective Bargaining Agreements between the Town of Swampscott and the Police Officers Union and the Fire Fighters Union, respectively, which were approved by the Select Board during Fiscal Year 2021 or take any action relative thereto.

Sponsored by the Town Administrator

Comment: This Article will potentially fund provisions of Collective Bargaining Agreements that are under negotiation if negotiations are settled prior to town meeting, otherwise this article will be recommended for indefinite postponement.

The Select Board will report on this Article at Town Meeting.

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

ARTICLE 4 *APPROVE TRANSFER OF FREE CASH – TRANSFER TO STABILIZATION/OPEB FUNDS*

To see if the Town will vote to transfer a sum of money from Free Cash to the Town's Stabilization, Capital Stabilization, and/or Other Post-Employment Benefits (OPEB) Funds, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: This Article will continue the practice from recent Fiscal Years of transferring funds from Free Cash to supplement the Town's reserve accounts in order to enhance fiscal stability. The proposal in FY2022 is to transfer $500,000 from Free Cash to the Capital Stabilization Fund; and to transfer $250,000 from Free Cash to the Other Post-Employment Benefits (OPEB) Fund.

The Select Board will report on this Article at Town Meeting.

The Finance Committee recommends favorable action on this Article at Town Meeting.

ARTICLE 5 *APPROVE TRANSFER OF FREE CASH – TRANSFER TO CONSERVATION FUND*

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $16,840.00 to be added to the Conservation Fund pursuant to G.L. c.40, §8C to be expended under the direction of the Conservation Commission for any purpose authorized by said statute, or take any action relative thereto.

Sponsored by the Conservation Commission

Comment: This article seeks to appropriate funds to the Conservation Fund established pursuant to G.L. c. 40, §8C, which authorizes the Conservation Commission to such expend funds held in the Fund for certain conservation purposes. The Fund may receive donations, and any interest or income that accrues will be remain in the Fund.

The Select Board will report on this Article at Town Meeting.

The Finance Committee recommends favorable action on this Article at Town Meeting.

ARTICLE 6 *APPROPRIATION FROM TRANSPORTATION INFRASTRUCTURE FUND*

To see if the Town will vote to appropriate the sum of money received in the Transportation Infrastructure Fund, a receipt reserved for appropriation account, for expenses associated with the impact of transportation network services on municipal roads, bridges and other transportation infrastructure, including any incidental or related costs, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: This allows spending funds that are received from the Mass. Dept. of Public Utilities that are collected from ride-share services (Uber, Lyft). The number of rides from the previous calendar year that originated within each city or town are charged a per-ride assessment of $0.20. Money is then distributed to cities and towns from the Commonwealth Transportation Infrastructure Fund, which is a special revenue fund earmarked for use by cities and towns "to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services" in the Town.

The Select Board will report on this Article at Town Meeting.

The Finance Committee recommends favorable action on this Article at Town Meeting.

ARTICLE 7 *AUTHORIZE INCREASE FOR RETIREES COST OF LIVING BASE (COLA)*

To see if the Town will vote pursuant to the provisions of G.L. c. 32, §103 (j), to approve the acceptance by the Swampscott Retirement Board of an increase of $2,000 in the maximum base amount on which the cost of living adjustment is calculated for pension payments, which would increase such base amount from $13,000 to a base amount of $15,000 as of July 1, 2021, and which once accepted, may not be revoked, 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. The last time the base amount was adjusted was in 2011.

The Retirement Board will present on this proposal at Town Meeting.

The Select Board will report on this Article at Town Meeting.

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

ARTICLE 8 *ACCEPTANCE OF LOCAL OPTION – OUTSTANDING CHECKS*

To see if the Town will vote to accept the provisions of G.L. c. 200A, §9A, which establishes an alternative procedure for disposing of abandoned funds held in the custody of the Town, allowing for expedited treatment of uncashed checks, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: This Article is to consider adoption of a procedure provided in state law for administering accounts payable and payroll checks that are issued and never cashed. Acceptance of this local option was recommended by the Town's Independent Auditing Firm.

The Select Board will report on this Article at Town Meeting.

The Finance Committee recommends favorable action on this Article at Town Meeting.

ARTICLE 9 *APPROPRIATION FOR CHAPTER 90 ROADWAY IMPROVEMENTS*

To see if the Town will vote to accept and appropriate the sum of **$294,704** 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 Department of Transportation. Refer to Appendix A for the complete Capital Improvement Committee report. Referred to in Appendix A as Proj. No. 41.

The Select Board will report on this Article at Town Meeting.

The Finance Committee recommends favorable action on this Article at Town Meeting.

ARTICLE 10 *APPROPRIATION FOR RECOMMENDED CAPITAL PROJECT – WINDSOR AVENUE PARK*

To see if the Town will vote to: (a) transfer from free cash the sum of **$40,000** to supplement the previously approved appropriation under Article 25 of the May 20, 2019 Annual Town Meeting in the amount of $40,000, for the purpose of designing, improving, renovating and equipping Windsor Avenue Park, Court and Playground, which is identified on Assessors Map 11 as Lots 660 and 661, including, without limitation, all costs incidental or related thereto; provided, however, that no funds shall be expended until the Town has received a grant commitment or allocation for a portion of such costs under the PARC Grant Program (301 CMR 5.00) and/or under any federal and/or other state program to undertake the foregoing project; (b) transfer the care, custody and control of Windsor Avenue Park Court and Playground to the Select Board for, and to dedicate said Park to, park and active recreation purposes under the provisions of G.L. c.45, §3; and (c) authorize the Select Board and/or its designee to apply for and accept on behalf of the Town funds granted under the PARC Grant Program and/or any other funds, gifts, grants, under any federal and/or other state program in any way connected with the scope of this Article, and enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the project on behalf of the Town, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The purpose of this article is to appropriate monies to redesign, renovate and equip Windsor Ave Park. This project will be funded through the state's PARC Program, which requires local appropriation in the initial phases of the project, and funds will be reimbursed to the town upon project completion. Referred to in Appendix A as Proj. No. 2

Article 15 requires a 2/3 vote per Mass. General Laws.

The Select Board will report on this Article at Town Meeting.

The Finance Committee recommends favorable action on this Article at Town Meeting.

ARTICLE 11 *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, including, as applicable, equipping of capital items to be acquired, and all incidental and related costs for capital projects, all as described in the chart below (*Project Nos. refer to Appendix A):*

Proj. No.	DEPARTMENT	PROJECT TITLE	Administrator Recommended	CIC Recommended	Finance Committee Recommended	Funding Source
1	Community Development	Reconstruction of Johnson Park	$100,000	$100,000	$100,000	Borrowing – General Fund
3	Community Development	Clarke School Playground Redesign	$37,400	$37,400	$37,400	Borrowing – General Fund
11	Facilities	Elementary School Misc. Small Capital Items ~~& Emergency Fund~~	$400,000	$200,000	$200,000	Borrowing – General Fund
16	Facilities	Town Hall Basement Build Out Design	$50,000	$50,000	$0	Borrowing – General Fund
18	Facilities	Fish House Exterior Improvements	$100,000	$100,000	$100,000	Borrowing – General Fund
24	Facilities	Fire Station 3rd Floor Stairway and Reno	$50,000	$50,000	$50,000	Borrowing – General Fund
25	Facilities	Middle & Clarke Sch Energy Efficiency Upgrades (Green Comm)	$150,000	$150,000	$150,000	Borrowing – General Fund ($25,000) Green Communities ($125,000)
26	Facilities	Middle School HVAC Upgrades	$120,000	$120,000	$120,000	Borrowing – General Fund
27	Facilities	Clarke Exterior Painting and Gutters	$110,000	$110,000	$110,000	Borrowing – General Fund
29	Facilities	Hadley Gym Ventilation	$70,000	$70,000	$70,000	Borrowing – General Fund
30	Facilities	High School Tech Room HVAC	$50,000	$50,000	$50,000	Borrowing – General Fund
31	Facilities	Police Station Controls Upgrades	$50,000	$50,000	$50,000	Borrowing – General Fund
32	Facilities	Library Interior Stairs (Amended)	$25,000	$25,000	$25,000	Borrowing – General Fund
34	Fire	Decommission Municipal Wired Alarm System & Replace with Modern Equipment	$49,850	$49,850	$49,850	Borrowing – General Fund
35	Fire	Purchase New Squad Truck	$81,000	$81,000	$81,000	Borrowing – General Fund
36	Fire	Purchase New Dept. Service Truck	$69,500	$69,500	$69,500	Borrowing – General Fund
37	Police	Cruiser Replacement Program	$52,000	$52,000	$52,000	Borrowing – General Fund
39	Police/Facilities/ DPW	Town Wide Security Camera Project	$100,000	$100,000	$100,000	Borrowing – General Fund
40	Public Works	Kings/Eismans Beach Wall Repairs	$1,140,000	$1,140,000	$1,140,000	Borrowing – General Fund
42	Public Works	Equipment Replacement Plan	$147,000	$147,000	$147,000	Borrowing – General Fund
43	Public Works	Non-Chapter 90 Street Repairs	$210,000	$210,000	$210,000	Borrowing – General Fund
45	Public Works	Purchase of Shade Trees	$40,000	$40,000	$40,000	Borrowing – General Fund
46	Public Works	Purchase of garage lift	$27,000	$27,000	$27,000	Borrowing – General Fund

Proj. No.	DEPARTMENT	PROJECT TITLE	Administrator Recommended	CIC Recommended	Finance Committee Recommended	Funding Source
47	School Dept	Re-design High School Library to accommodate 1:1 learning	$30,000	$30,000	$30,000	Borrowing – General Fund
48	School Dept	Upgrade Wi-Fi Access Points throughout school district	$30,000	$30,000	$30,000	Borrowing – General Fund ($15,000) Grant (E-Rate) – ($15,000)
49	Sewer Enterprise	Purchase of Pony Pump	$60,000	$60,000	$60,000	Borrowing – Sewer Fund
50	Town Administrator	Design for Harbor/Waterfront Development Plan Projects	$100,000	$100,000	T.B.D.	Borrowing – General Fund
		TOTAL Appropriations	**$3,448,750**	**$3,248,750**	**$3,098,750**	

PROPOSED FUNDING	Administrator Recommended	CIC Recommended	Finance Committee Recommended
GENERAL FUND BORROWING	$3,248,750	$3,048,750	$2,898,750
WATER/SEWER BOROWING	$60,000	$60,000	$60,000
GRANT FUNDING (E-Rate)	$15,000	$15,000	$15,000
GREEN COMMUNITIES	$125,000	$125,000	$125,000
TOTAL FUNDING	**$3,448,750**	**$3,248,750**	**$3,098,750**

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 FY2022 by the Capital Improvement Committee (CIC). Refer to Appendix A for the complete CIC report.

Article 16 requires a 2/3 vote for borrowing.

The Select Board will report on this Article at Town Meeting.

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

ARTICLE 12 *CITIZENS PETITION ARTICLE – A NEW ROOF FOR THE MIDDLE SCHOOL*

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum of Three Million Eight Hundred Thousand $3,800,000 for the replacement of the roof of the Middle School, including all incidental and related costs; and, to authorize the Treasurer to borrow said sum pursuant to G.L. c.44, §7 or any other enabling authority and issue bonds and notes thereof; or take any action relative thereto.

Sponsored by Terry Lorber, et al.

Comment: This article authorizes the replacement of the roof of the Middle School. It is currently leaking at multiple locations and has required patchwork and repair over the years and this project would ensure that this ongoing maintenance need is fully addressed in an long-term way.

Article 17 requires a 2/3 vote for borrowing.

The Select Board will report on this Article at Town Meeting.

The Finance Committee recommends indefinite postponement of this Article at Town Meeting.

ARTICLE 13 *GRANT OF EASEMENT – EASEMENT TO NATIONAL GRID AT FORMER MACHON SCHOOL*

To see if the Town will vote to authorize the Select Board to grant to Massachusetts Electric Company, also known as National Grid, on such terms and conditions as the Select Board deems appropriate, a permanent utility easement on a portion or portions of the Town-owned property located at 35 Burpee Road (Machon School) and described in deeds dated January 2, 1920, recorded with the Essex South Registry of Deeds in Book 2443, Pages 196 and 197 and filed with the Essex South Registry District of the Land Court as Document No. 6850 with Certificate of Title No. 3190 and Statement as to Taking of Land dated November 21, 1919, recorded with the Essex South Registry of Deeds in Book 2432, Page 104, which portion or portions are approximately shown on the sketch plan entitled "35 Burpee Road Easement - National Grid," dated April 17, 2020, on file with the Town Clerk, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: Granting this easement is necessary for the installation of electric equipment upon the property located at the former Machon School located at 35 Burpee Road.

The Select Board will report on this Article at Town Meeting.

ARTICLE 14 *GRANT OF EASEMENT – EASEMENT TO VERIZON AT FORMER MACHON SCHOOL*

To see if the Town will vote to authorize the Select Board to grant to Verizon New England, Inc., formerly known as New England Telephone and Telegraph Company, on such terms and conditions as the Select Board deems appropriate, a permanent utility easement on a portion or portions of the Town-owned property located at 35 Burpee Road (Machon School) and described in deeds dated January 2, 1920, recorded with the Essex South Registry of Deeds in Book 2443, Pages 196 and 197 and filed with the Essex South Registry District of the Land Court as Document No. 6850 with Certificate of Title No. 3190 and Statement as to Taking of Land dated November 21, 1919, recorded with the Essex South Registry of Deeds in Book 2432, Page 104, which easement will commence at Riser Pole #11 on the easterly side of Burpee Road, and be 10 feet in width, 5 feet on either side of the center line of the final location of the conduit placed on the property, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: Granting this easement is necessary for the installation of telephone communications equipment upon the property located at the former Machon School located at 35 Burpee Road.

The Select Board will report on this Article at Town Meeting.

ARTICLE 15 *ACCEPTANCE OF PUBLIC WAYS*

To see if the Town will vote to accept as public ways the following roadways:

- **Atlantic Crossing**, as heretofore laid out by the Select Board and shown on a plan of land entitled "Definitive Subdivision Plan Atlantic Crossing", dated June 13, 2013 prepared by Eastern Land Survey Assoc., Inc, and on file with the Town Clerk;
- **Gracie Lane**, as heretofore laid out by the Select Board and shown on a plan of land entitled "Definitive Subdivision Plan Gracie Lane", dated April 12, 2007 revised date June 23, 2009 prepared by Parsons and Faia Inc., and on file with the Town Clerk;
- **Morton Hill Avenue**, as heretofore laid out by the Select Board and shown on plans of land entitled "Stone Bound Location Plan Morton Hill Avenue", dated June 14, 2017 prepared by Parsons and Faia Inc. and "Definitive Subdivision Plan Morton Hill Avenue", dated February 06, 2001 prepared by Parson and Faia Inc., and on file with the Town Clerk;

- **Supreme Court**, as heretofore laid out by the Select Board and shown on a plan of land entitled "Subdivision Plan of Land in Swampscott 14207-I", dated February 03, 1987 prepared by Carter & Towers Engineering Corp., Surveyors, and on file with the Town Clerk; and

to authorize the Select Board to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in said public ways for all purposes for which public ways are used in the Town of Swampscott and any drainage, utility and/or other easements related thereto, or take any other action relative thereto.

Sponsored by the Town Administrator

Comment: Accepting these streets as "Public Ways" will provide that the Town will assume responsibility for maintenance of these streets, including snow removal, paving, etc.

The Select Board will report on this Article at Town Meeting.

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

ARTICLE 16 *ZONING BY-LAW AMENDMENT – MINIMUM DISTANCE BETWEEN MULTI-FAMILY BUILDINGS*

To see if the Town will vote to amend the Town of Swampscott Zoning By-Law by amending Section 2.3.8.5 as provided below with additions underlined, or take any action relative thereto.

Section 2.3.8.0 *Additional Regulations*

2.3.8.5 The minimum distance between multi-family buildings <u>on one lot</u> shall be forty (40) feet.

Sponsored by the Planning Board

Comment: The purpose of this Article is to clarify this section of the Zoning By-Law.

This Article requires a 2/3 vote.

The Planning Board will report on this Article at Town Meeting.

The Select Board will report on this Article at Town Meeting.

ARTICLE 17 *ZONING BY-LAW AMENDMENT – ADMINISTRATION AND PROCEDURES*

To see if the Town will vote to amend the Town of Swampscott Zoning By-Law by amending to Article V Administration and Procedures as provided below with deletions in strikethrough and additions underlined, or take any action relative thereto.

5.1.0.0. General.

5.1.1.0. This By-Law shall be administered by the <u>Building Commissioner, also known as the</u> Inspector of Buildings. Pursuant to the State Building Code, the Inspector of Buildings may require such plans and specifications as may be necessary to determine compliance with all pertinent laws of the Commonwealth and may request advisory reviews by other municipal boards and officials. Buildings, structures or signs may not be erected, substantially altered, moved, or changed in use and land may not be substantially altered or changed with regard to size or shape or principal use without written certification by the ~~Inspector of Buildings~~ <u>Building Commissioner</u> that such action is in compliance with then applicable zoning, and that all necessary permits have been received under federal, state, or local law. <u>No excavation for a building foundation nor work on a building foundation shall commence, until the Building Commissioner issues a building permit.</u> Issuance of a Building Permit or Certificate of Use and Occupancy, where required under the Commonwealth's State Building Code, may serve as such certification.

5.1.1.1 In order to aid the Building Commissioner in determining compliance with applicable zoning and approvals and relief granted under this By-law, if any, an applicant for a building permit shall file with the Building Commissioner, a plot plan based upon an actual current survey, showing the location of any proposed changes to the existing footprint of a structure, including additions, decks, staircases, landings, porch roofs, accessory structures, and any alteration. Each applicant shall also file an "as built" certified plot plan, within 30 days after the completion of the work, prepared by a registered land surveyor who shall certify on the plan that the location of the foundation complies with this Bylaw and any relief granted hereunder.

5.1.2.0. *Enforcement*. The ~~Inspector of Building~~ Building Commissioner shall institute and take any and all such action as may be necessary to enforce full compliance with any and all of the provisions of this By-Law and of permits, special permits, variances, and site plan approval issued thereunder, including notification of noncompliance and request for legal action through the Selectmen to Town Counsel.

5.1.3.0. *Penalties.* The penalty for violation of any provision of this By-Law, of any of the conditions under which a permit is issued, or of any decision rendered by the Board of Appeals, any special permit granting authority, or the site plan approval board shall be three hundred dollars ($300.00) for each offense. Each day that each violation continues shall constitute a separate offense. The provisions of this By-Law may be enforced by non-criminal disposition in accordance with the provisions of Massachusetts General Laws Chapter 40, Section 21D.

Sponsored by the Planning Board

Comment: The purpose of this Article is to clarify this section of the Zoning By-Law.

This Article requires a 2/3 vote.

The Planning Board will report on this Article at Town Meeting.

The Select Board will report on this Article at Town Meeting.

ARTICLE 18 *ZONING BY-LAW AMENDMENT – BUILDING COVERAGE*

To see if the Town will vote to amend the Town of Swampscott Zoning By-Law by amending the definition of Building coverage as provided below with deletions in strikethrough and additions underlined, or take any action relative thereto.

ARTICLE VI. DEFINITIONS.

Building coverage: That percentage of the lot or plot area covered by the total footprint gross floor area of a building or buildings. The total footprint is defined as the total area of ground covered by all structures on a lot, including roofed structures and covered porches.

Sponsored by the Planning Board

Comment: The purpose of this Article is to amend the Building Coverage definition in the Zoning By-Law.

This Article requires a 2/3 vote.

The Planning Board will report on this Article at Town Meeting.

The Select Board will report on this Article at Town Meeting.

ARTICLE 19 *ZONING BY-LAW AMENDMENT – NON-CONFORMING STRUCTURES*

To see if the Town will vote to amend the Town of Swampscott Zoning By-Law, relative to nonconforming structures by amending Sections 2.2.7.2 and 2.2.7.3 as provided in **Appendix B** below with deletions in strikethrough and additions underlined, or take any action relative thereto.

Sponsored by the Planning Board

Comment: The purpose of this Article is to clarify this section of the Zoning By-Law.

This Article requires a 2/3 vote.

The Planning Board will report on this Article at Town Meeting.

The Select Board will report on this Article at Town Meeting.

ARTICLE 20 *ZONING BY-LAW AMENDMENT – OPEN SPACE*

To see if the Town will vote to amend the Town of Swampscott Zoning By-Law by amending the definition of Open Space as provided below with deletions in strikethrough and additions underlined, or take any action relative thereto.

ARTICLE VI. DEFINITIONS.

Open Space: The area of a lot expressed as a percentage of lot not occupied by the footprint of buildings, structures, and/or material that is not pervious. No vehicles may be parked within the minimum required Open Space.

~~Lot Area = X~~

~~Square Footage of all buildings, structures, and material that is not pervious = Y~~

~~Open Space = Y / X~~

Sponsored by the Planning Board

Comment: The purpose of this Article is to remove the incorrect calculation under the Open Space definition.

This Article requires a 2/3 vote.

The Planning Board will report on this Article at Town Meeting.

The Select Board will report on this Article at Town Meeting.

ARTICLE 21 *ZONING BY-LAW AMENDMENT – POOLS*

To see if the Town will vote to amend the Town of Swampscott Zoning By-Law as provided below to add a new Section 2.3.3.5 relative to setbacks for pools, or take any action relative thereto.

2.3.0.0. Dimensional Regulations.
2.3.3.0. *Accessory Buildings and Structures.*

2.3.3.5. All pools or self-contained spas shall be subject to the setback limitations of an accessory structure, with the exception of the required distance to the principal building.

Sponsored by the Planning Board

Comment: The purpose of this Article is to add guidance related to the placement of pools and spas.

This Article requires a 2/3 vote.

The Planning Board will report on this Article at Town Meeting.

The Select Board will report on this Article at Town Meeting.

ARTICLE 22 *ZONING BY-LAW AMENDMENT – SIGNS*

To see if the Town will vote to amend the Town of Swampscott Zoning By-Law by amending portions of Section 3.2.0.0 related to contractor signs as provided below with deletions in strikethrough and additions underlined or take any action relative thereto.

3.2.0.0. Signs

3.2.3.0. *Permitted Signs*

3.2.3.3. In all districts, one (1) contractor's sign, not exceeding six (6) feet in area, and not exceeding six (6) feet above grade as measured to the topmost portion of the sign, may be displayed in connection with the ongoing renovation or construction of a building. The sign shall be removed within the earlier to occur of (a) ninety (90) days following the issuance of the building permit permitting such work or project; or (b) ten (10) days following the completion of the work or project. ~~Such sign shall be attached to the building, provided that:~~

~~**a.** such sign may be placed on a fence in front of the construction project solely in the event that the frame of such building is not yet constructed; or~~

~~**b.** such sign may be placed within ten (10) feet of the construction project, on the site of the land containing the construction project, solely in the event that:~~

~~a. the frame of such building is not yet constructed; and~~

~~b. a fence in front of the construction project is not yet constructed.~~

Sponsored by the Planning Board

Comment: The purpose of this Article is to clarify this section of the Zoning By-Law.

This Article requires a 2/3 vote.

The Planning Board will report on this Article at Town Meeting.

The Select Board 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 **3rd day of May 2021**.

BOARD OF SELECTMEN:

APPENDICES

APPENDIX A – ARTICLES 9, 10, 11 & 12 - CAPITAL IMPROVEMENT COMMITTEE REPORT

To the Finance Committee, Town Meeting members, and the residents of Swampscott:

Town staff put together a detailed review of capital projects both near-term and long-term. Central to this effort was the development of a capital plan with an expanded horizon for projects, developed from an internal model that is based on a 30-year analysis of capital assets and capital needs. This longer horizon supports a more careful planning process as we seek to stabilize the Town tax rate, allow for greater visibility regarding larger capital projects in our future and meet the broader goals of the Town.

1. 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 precarious nature 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 and plan for pending capital expenditures, so that the peaks and valleys in the Town's annual tax levy are mitigated to the extent possible. In short, the largest of expenditures are anticipated and scheduled, while the smaller expenditures are worked into the plan in regular intervals 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 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.

2. 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, public works, 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 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 based on 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.

3. CIC COMMITTEE MEMBERSHIP
The Capital Improvements Committee (CIC) is comprised of five (5) members appointed by the Town Moderator.

4. DEFINITION OF A CAPITAL IMPROVEMENT
The Swampscott Town Charter establishes a threshold capital project value of $20,000. For a project to be considered for inclusion in the CIP, the project must exceed the threshold value, have a useful life of three (3) years or more, and not be considered an annual, on-going, operating expense. Projects that require bond financing are also included in the CIP.

Examples of such improvements include:

- Land acquisition for public purpose
- Vehicles
- Buildings
- Equipment and machinery
- 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
- Certain technology purchases, upgrades and replacements that meet the requirements of the CIP.

5. PREPARATION, ADOPTION, AND REVIEW OF THE CIP
Each year at the request of the Town Administrator, town staff send the appropriate sections of the CIP document to all Town Department Heads and ask for updates, changes, and additions. Over the past several years, this process has commenced in early fall and concluded in spring. Going forward, this process is planned to commence in late summer/early fall with a stated reply deadline from Department Heads, Board and Committees of late summer. The Town Staff accumulates the returned information and incorporates it into 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.

At each CIC meeting, Town Department recommendations are reviewed and vetted by the committee for potential inclusion and/or update to the CIP. If there are any projects that the CIC would like more information about, they either request that Town staff obtain the information or ask that a Department Head come to an upcoming CIC meeting to explain the project(s).

Throughout the process, the CIC continues meeting to review all the proposed changes and/or additions to capital projects, the costs and benefits associated with each such project and to eventually finalize the numbers and descriptions associated with each project. Upon final review, the CIC seeks to balance or level-fund the requests over multi-year periods. Once this is accomplished, the Committee votes to adopt the recommended CIP and submits the CIP to the Finance Committee with recommendations to Town Meeting to make the necessary appropriations for the first year of the plan (e.g. – the next fiscal year).

6. 2022-2026 CIP PROJECTS
Attached is a table that contains a description of projects sorted by project start year and then by department. It is our hope that these documents will help facilitate the presentation of the 2022-2026 CIP to the Select Board and Finance Committee, as well as help all Town committees and boards better understand the nature of the proposed capital projects that the Town is facing, and how these projects impact the financial stability of the Town of Swampscott.

The Capital Improvement Committee recommends approval of all projects described in Articles 14, 15 & 16. The Capital Improvement Committee recommends disapproval of the project described in Article 17 as this project

appears to be duplicative of Project No. 7 listed in the table below that was approved for funding at the March 1, 2021 Special Town Meeting

7. The Plan for Future Years

Recently, the Town worked with the Collins Center of the University of Massachusetts on improving the capital planning process. These improvements include moving up the timeline for reviewing capital projects from late in the Fall to earlier in the year with an aim of developing a Capital Improvement Program by November 1st of each year. This process will also include a project scoring methodology developed by the Collins Center, and modified by Town staff, that will allow the CIP to be developed, and projects prioritized, with a more objective, predictable, and methodical process over time. In this year's CIP development process, we implemented a trial run of the scoring methodology from the Collins Center. It is the Committee's intent to further review this scoring method in order to incorporate it as a decision-making tool in the process of developing the capital plan.

A fundamental goal for the CIC is to build a planning process that will eliminate, to the extent feasible, being confronted with substantial capital expenses that require funding on an emergency basis. We believe that proper planning, combined with a comprehensive review of the town's capital assets, will bring us closer to achieving that goal.

In closing, we want to thank town staff for all their assistance and efforts to forge a comprehensive update for the Town's Capital Improvement Planning. This effort will continue to evolve, as there will always be room for improvement, but we are confident that a thoughtful and robust CIP will be one of the more important financial planning tools central to Swampscott's long-term financial stability.

Respectfully,
Capital Improvement Committee
Richard Raymond, Chair
Kelley Begin
David Brodsky
Ryan Hale
Jay Sullivan

	TOWN OF SWAMPSCOTT						
	FY2022-2026 CAPITAL PLAN - LIST OF PROJECTS						
Proj. No.	**Department**	**Project**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**
1	Community Development	Reconstruction of Johnson Park	$100,000	$0	$0	$0	$0
2	Community Development	Windsor Playground Renovations	$40,000	$0	$0	$0	$0
3	Community Development	Clarke School Playground Redesign	$37,400	$0	$0	$0	$0
4	Facilities	Hadley School Replacement	$0	$0	$114,000,000	$0	$0
5	Facilities	Middle School Major Renovation (planned for FY2028)	$0	$0	$0	$0	$0
6	Facilities	Clarke Building Interior Improvements	$0	$0	$0	$0	$2,000,000
7	*Facilities*	*Middle School Partial Roof Replacement (Approved at March 1st STM)*	*$1,900,000*	*$0*	*$0*	*$0*	*$0*

Proj. No.	Department	Project	FY2022	FY2023	FY2024	FY2025	FY2026
8	Facilities	Clarke Building Exterior Improvements	$0	$0	$0	$0	$1,500,000
9	Facilities	Clarke Energy Efficiency Upgrades (Green Comm)	$0	$100,000	$900,000	$0	$0
10	Facilities	Library Front Entry	$0	$0	$500,000	$0	$0
11	Facilities	Elementary School Misc. Small Capital Items	$200,000	$0	$0	$0	$0
12	Facilities	Fire Station HVAC Replacement	$0	$0	$400,000	$0	$0
13	Facilities	Town Hall Exterior Restoration	$0	$30,000	$300,000	$0	$0
14	Facilities	Fish House Electrical and Fire Protection Improvements	$0	$0	$300,000	$0	$0
15	Facilities	Senior Center Commercial Kitchen	$0	$0	$300,000	$0	$0
16	Facilities	Town Hall Basement Build Out	$50,000	$250,000	$0	$0	$0
17	Facilities	High School Energy Efficiency Upgrades	$0	$300,000	$0	$0	$0
18	Facilities	Fish House Exterior Improvements	$100,000	$125,000	$0	$0	$0
19	Facilities	Police Station Solar Canopy (Concept phase, project planned for beyond 2026)	$0	$0	$0	$0	$0
20	Facilities	Fire Station Exterior Improvements	$0	$0	$0	$200,000	$0
21	Facilities	Town Hall HVAC Upgrades	$0	$0	$200,000	$0	$0
22	Facilities	Police Station HVAC Modifications	$0	$0	$0	$200,000	$0
23	Facilities	Library Envelope	$0	$150,000	$0	$0	$0
24	Facilities	Fire Station 3rd Floor Stairway and Reno	$50,000	$50,000	$50,000	$0	$0
25	Facilities	Middle & Clarke Sch Energy Efficiency Upgrades (Green Comm)	$150,000	$0	$0	$0	$0
26	Facilities	Middle School HVAC Upgrades	$120,000	$0	$0	$0	$0
27	Facilities	Clarke Exterior Painting and Gutters	$110,000	$0	$0	$0	$0
28	Facilities	Library Controls and Electrical	$0	$100,000	$0	$0	$0
29	Facilities	Hadley Gym Ventilation	$70,000	$0	$0	$0	$0
30	Facilities	High School Tech Room HVAC	$50,000	$0	$0	$0	$0
31	Facilities	Police Station Controls Upgrades	$50,000	$0	$0	$0	$0
32	Facilities	Library Interior Stairs (Amended)	$25,000	$0	$0	$0	$0
33	Fire	Purchase New Ladder Truck	$0	$0	$1,650,000	$0	$0
34	Fire	Decommission Municipal Wired Alarm System & Replace with Modern Equipment	$49,850	$96,526	$36,000	$0	$0
35	Fire	Purchase New Squad Truck	$81,000	$0	$0	$0	$0
36	Fire	Purchase New Dept. Service Truck	$69,500	$0	$0	$0	$0
37	Police	Cruiser Replacement Program	$52,000	$106,600	$54,750	$112,250	$57,500
38	Police	Replace Cruiser Laptops	$0	$35,000	$0	$0	$0

Proj. No.	Department	Project	FY2022	FY2023	FY2024	FY2025	FY2026
39	Police/Facilities/ DPW	Town Wide Security Camera Project	$100,000	$150,000	$0	$0	$0
40	Public Works	Kings/Eismans Beach Wall Repairs	$1,140,000	$715,000	$715,000	$460,000	$460,000
41	Public Works	Chapter 90 Street Repairs	$300,000	$305,000	$310,000	$315,000	$320,000
42	Public Works	Equipment Replacement Plan	$147,000	$228,000	$247,000	$72,500	$346,500
43	Public Works	Non-Chapter 90 Street Repairs	$210,000	$215,000	$220,000	$225,000	$230,000
44	Public Works	Replace Fisherman's Beach Floats	$0	$150,000	$0	$0	$0
45	Public Works	Purchase of Shade Trees	$40,000	$0	$0	$0	$0
46	Public Works	Purchase of garage lift	$27,000	$0	$0	$0	$0
47	School Dept	Re-design High School Library to accommodate 1:1 learning	$30,000	$0	$0	$0	$0
48	School Dept	Upgrade Wi-Fi Access Points throughout school district	$30,000	$0	$0	$0	$0
49	Sewer Enterprise	Purchase of Pony Pump	$60,000	$0	$0	$0	$0
50	Town Administrator	Harbor/Waterfront Development Plan	$100,000	$0	$0	$0	$0
51	Water Enterprise	Upgrade Water Meters	$0	$2,500,000	$0	$0	$0
	PROJECT TOTALS:		**$5,488,750**	**$5,606,126**	**$120,182,750**	**$1,584,750**	**$4,914,000**

	FUNDING		FY2022	FY2023	FY2024	FY2025	FY2026
	NON-EXCLUDED BORROWING:	GENERAL FUND BORROWING	$4,948,750	$2,726,126	$4,222,750	$1,269,750	$4,594,000
		WATER/SEWER BORROWING	$60,000	$2,500,000			
	DEBT EXCLUSIONS:				$51,300,000		
	GRANT FUNDING:	E-RATE	$15,000				
		GREEN COMMUNITIES	$300,000	$305,000	$310,000	$315,000	$320,000
	CHAPTER 90 FUNDS	(est. - expect to receive actual figure from Mass. DOT in June)	$125,000	$75,000			
	MSBA FUNDING:				$62,700,000		
	TRANSFERS FROM OTHER FUNDS:	GENERAL FUND FREE CASH	$40,000				
	CAPITAL LEASES:				$1,650,000		
	TOTAL FUNDING:		**$5,488,750**	**$5,606,126**	**$120,182,750**	**$1,584,750**	**$4,914,000**

APPENDIX B – ARTICLE 19 - ZONING BY-LAW AMENDMENT – NON-CONFORMING STRUCTURES

(Note: language being deleted is strike-through and language being added is underlined)

2.2.7.2. *Nonconforming Structures, Other Than Single and Two-Family Structures.* The Board of Appeals may award a special permit to reconstruct, extend, alter, or change a nonconforming structure in accordance with this section only if it determines that such reconstruction, extension, alteration, or change shall not be substantially more detrimental than the existing nonconforming structure to the neighborhood. Only the following types of changes to nonconforming structures may be considered by the Board of Appeals:

a. Reconstructed, extended or structurally changed; and

b. Altered to provide for a substantially different purpose or for the same purpose in a substantially different manner or to a substantially greater extent.

The reconstruction, extension or structural change of such nonconforming structures so as to ~~increase an existing nonconformity, or~~ create <u>or result in</u> a new nonconformity, ~~including, for example, the extension of an exterior wall at or along the same nonconforming distance within a required yard,~~ shall require the issuance of a dimensional special permit or variance, as applicable, from the Board of Appeals.

2.2.7.3. *Nonconforming Single and Two-Family Structures.*

(a) Nonconforming single and two-family residential structures may be extended, altered, reconstructed or structurally changed upon a determination by the Inspector of Buildings that such proposed extension, alteration, reconstruction or change does not increase the nonconforming natures of said structure, which determination shall only be made by <u>the Building Commissioner in accordance with the following</u>: ~~the Inspector of Building if one or both of the following two (2) circumstances exists:~~

~~1. In the case of a lot that does not comply with the existing minimum lot area and/or minimum lot frontage requirements: (i) there has been no alteration, extension, reconstruction or structural change to the exterior of the structure within the past five (5) years, and (ii) the existing structure complies with all current setback, open space, lot coverage, and building height requirements, and (iii) the proposed alteration, extension, reconstruction or structural change will also comply with all said current setback, open space, lot coverage and height requirements, and (iv) the cost to complete the proposed alteration, extension, reconstruction or structural change does not exceed one-third (1/3) of the assessed cost of the entire existing structure, and (v) such alteration, extension, reconstruction or structural change does not increase the gross floor area of the structure by more than fifteen (15%) percent, or increase the height of the building by more than fifteen (15%) percent, or increase the size of any lateral dimension by more than fifteen (15%) percent of the aggregate lateral dimension, or increase lot coverage by more than fifteen (15%) percent, or decrease the open space by more than fifteen (15%) percent; and/or~~

1. <u>In the case where a lot or structure does not meet the dimensional requirements found in this By-Law, the Building Commissioner may allow a reconstruction, extension, alteration, or structural change only when the proposed reconstruction, extension, alteration, or structural change will comply with all current setback, open space, lot coverage, and building height requirements, and</u>

(i) there has been no alteration, extension, reconstruction, or structural change to the exterior of the structure within the past five (5) years, and

(ii) such alteration, extension, reconstruction, or structural change does not increase the gross floor area of the structure by more than twenty-five (25%) percent or increase the size of any lateral dimension by not more than twenty-five (25%) percent of the lateral dimension.

~~2. In the case where the existing structure presently encroaches or otherwise does not comply with one or more setback, open space, lot coverage or building height requirements: (i) there has been no alteration, extension, reconstruction or structural change to the exterior of the structure within the past five (5) years, and (ii) the proposed alteration, extension, reconstruction or structural change will comply with all current setback, open space, lot coverage and building height requirements, and (iii) the cost to complete the proposed alteration, extension, reconstruction or structural change does not exceed one-third (1/3) of the assessed cost of the entire existing structure, and (iv) such alteration, extension, reconstruction or structural change does not increase the gross floor area of the structure by more than fifteen (15%) percent, or increase the height of the building by more than fifteen (15%) percent, or increase the size of any lateral dimension by more than fifteen (15%) percent of the aggregate lateral dimension, or increase in lot coverage by more than fifteen (15%) percent, or decrease the open space by more than fifteen (15%) percent.~~

(b) In the event the ~~Inspector of Buildings~~ Building Commissioner does not make the determination required in Section 2.2.7.3.(a) above, such extension, alteration, reconstruction, or change may ~~only~~ be permitted only by: (1) a determination by the Board of Appeals that such extension, alteration, reconstruction, or change does not increase the nonconforming nature of said structure or (2) if the Board of Appeals determines that such extension, alteration, reconstruction, or change does increase the nonconforming nature of said structure, by a special permit issued by the Board of Appeals (so-called "Section 6 Special Permit") upon a determination that such extension, alteration, reconstruction, or change is not substantially more detrimental than the existing nonconforming structure to the neighborhood. ~~A Section 6 Special Permit shall only permit conforming changes to nonconforming structures and/or conforming changes to non-conforming lots.~~ Extensions, alterations, reconstructions, or changes that ~~will not comply with the current setback, open space, lot coverage, or building height requirements~~ create or result in a new nonconformity shall ~~only~~ be permitted, if at all, only upon issuance by the Board of Appeals, as applicable, of a Dimensional Special Permit in accordance with Section 2.3.6.0. below or a Dimensional Variance in accordance with Section 5.2.2.2. below.

APPENDIX C – 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 D – TABLE OF MOTIONS

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TABLE OF BASIC POINTS OF MOTION

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

* Same rank as motion out of which they arise.
** Same rank and debatable to same extent as motion being reconsidered.
*** Unanimous if rule protects minorities; out of order if rule protects absentees.

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TOWN OF SWAMPSCOTT
MASSACHUSETTS
2021-2022

TOWN MODERATOR	TERM EXPIRES
Michael McClung	2022

SELECT BOARD	TERM EXPIRES
Peter Spellios, Chair	2024
Mary Polly Titcomb, Vice Chair	2022
Neal Duffy	2023
David Grishman	2023
Donald Hause	2022

FINANCE COMMITTEE	TERM EXPIRES
Timothy Dorsey, Chair – At Large	2023
Mary Ellen Fletcher, Vice Chair – Precinct 5	2022
Eric Hartmann – Precinct 1	2023
Matthew Kirschner – Precinct 2	2022
Joan Hilario – Precinct 3	2021
Cinder McNerney – Precinct 4	2023
Vacancy – Precinct 6	2021
Gail Rosenberg – At Large	2022
Jill Sullivan – At Large	2021

PROFESSIONAL STAFF

Sean Fitzgerald, Town Administrator
Gino Cresta, Assistant Town Administrator (Operations)
M. Ronald Mendes, Assistant Town Administrator (Administration & Finance)
Amy Sarro, Town Accountant
Patrick Luddy, Assistant Town Accountant
Allie Fiske, Director of Communications & Strategic Initiatives