

# **ANNUAL TOWN MEETING HANDOUT PACKET**

**Prepared by Town  
Administrator's  
Office**



**APRIL 24, 2017**

# CONSENT AGENDA

Warrant Articles on a Consent Agenda (permitted by Robert's Rules) are exceptions to the general process of Town Meeting. The Selectmen, Moderator and Finance Committee identify, for Town Meeting consideration, those articles they believe should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate. A 4/5 vote of Town Meeting Members is required by Lynnfield Town Charter (Section 2-3-9) to permit a Consent Agenda to be used since Articles will, as a result of the process, be taken out of order.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say "Hold" in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

**THE CONSENT AGENDA WILL BE TAKEN UP AS THE FIRST ORDER OF BUSINESS AT THE COMMENCEMENT OF THE ANNUAL TOWN MEETING ON MONDAY, APRIL 24, 2017.**

## CONSENT AGENDA MOTION

***MOTION: I move that the Town vote to take Articles 1, 2, 3, 11, 12 and 13 out of order and that they be "Passed by Consent" in accordance with the Motions shown on the Consent Agenda distributed this evening.***

**4/5 VOTE REQUIRED; SINGLE EXCEPTION WILL REMOVE ARTICLE FROM CONSENT AGENDA**

Please review the list of articles and motions proposed for each Consent Item which follows.

**ARTICLE 1.** To act on reports of town officers and special committees as published.

**Submitted by BOARD OF SELECTMEN**

**MOTION:** *I move to accept the Reports of Town officers and special committees, as published.*

**ARTICLE 2.** To choose all Town officers not required to be chosen by ballot: viz.; three field drivers, one pound keeper and three wood measurers.

**Submitted by BOARD OF SELECTMEN**

**MOTION:** *I move that the Town vote to choose all Town officers not required to be chosen by ballot as follows: Robert MacKendrick, Jon Procurot and Betty Adelson as Field Drivers; John Santos as Pound Keeper; and Kenneth Burnham and Robert MacKendrick as Wood Measurers.*

**ARTICLE 3.** To see if the Town will vote to FIX THE COMPENSATION of each of the Elective Officers of the Town as required by General Laws, Chapter 41, Section 108, as amended.

**Submitted by BOARD OF SELECTMEN**

**MOTION:** *I move that the Town vote to FIX THE COMPENSATION of each of the Elective Officers of the Town as required by General Laws, Chapter 41, Section 108, as amended as follows: Board of Selectmen – Chairman \$850 and Member \$700; Board of Assessors – Chairman \$4,100 and Member \$3,550.*

**ARTICLE 11.** To see if the Town will vote to re-establish the following Revolving Funds as provided for in Massachusetts General Laws, Chapter 44, Section 53E1/2; or to take any other action in connection therewith.

**Submitted by BOARD OF SELECTMEN**

<u>Revolving Fund</u>	<u>Purpose</u>	<u>Revenue Source</u>	<u>Authorized to Expend Funds</u>	<u>Maximum Expenditure</u>
Council on Aging	To provide programs for Seniors	Fees Collected for Sr. Center Activities and Field trips	Council on Aging	50,000.00
Board of Health	To provide services to operate Flu Clinic	Flu Clinic Fees	Board of Health	15,000.00
Library	To address replacement of lost library books.	Lost Book Fees	Library Trustees	10,000.00
Recreation	To provide recreation activities, field trips and field maintenance.	Fees Collected from programs	Recreation Commission	250,000.00
Public Works	To provide maintenance and upkeep of athletic fields	Athletic Field Maintenance Fees	Director of DPW	60,000.00
Public Works	To provide maintenance and upkeep of Merritt Center	Rental Fees from Merritt Cultural Center	Director of DPW	10,000.00

**MOTION:** I move that the Town vote to re-establish the Revolving Funds listed in the warrant under Article 11 as provided for in Massachusetts General Laws, Chapter 44, Section 53E1/2.

**ARTICLE 12.** To see if the Town will vote to appropriate a sum of money from Emergency Medical Service Enterprise receipts to pay expenses and contractual services required to operate the emergency medical service in the Town of Lynnfield, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2018 from persons using said service; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**MOTION:** I move that the Town vote to appropriate during Fiscal Year 2018, the sum of \$750,000.00 from the Emergency Medical Service Enterprise receipts to defray the cost of providing emergency medical services in the Town of Lynnfield.

### **Ambulance Enterprise**

**Recommended  
BOS**

6100	511023	Call Salaries	228,178.00
6100	511030	Ems Coverage	137,043.00
6100	513000	Overtime	72,083.00
6100	515000	Fringe Benefits/Indirect Costs	15,200.00
6100	519026	Call Firefighter EMT Stipend	17,000.00
6100	519300	Full Time Coverage	160,046.00
6100	519500	Training Expenses	8,000.00
6100	524002	Vehicle Maintenance	5,000.00
6100	530000	Other Professional Services	15,000.00
6100	530024	CPR Expenses	5,000.00
6100	531300	Billing Services	32,000.00
6100	534000	Telephone	1,600.00
6100	542000	Ambulance Supplies	25,000.00
6100	542215	Pharmacy Supplies	3,150.00
6100	548002	Fuel Expense	6,000.00
6100	578000	Other Expenses	1,700.00
6100	585000	Ambulance Equipment	18,000.00
<b>Total</b>		<b>Ambulance Enterprise</b>	<b>750,000.00</b>

**ARTICLE 13.** To see if the Town will vote to appropriate a sum of money from Golf Enterprise receipts and/or Golf Enterprise Retained Earnings to pay expenses and contractual services required to operate the Reedy Meadow Golf Course and King Rail Golf Course, said Enterprise Fund to be credited with all fees and charges received during Fiscal Year 2018 from persons using the golf courses; or what action it will take thereon.

**Submitted by BOARD OF SELECTMEN**

**MOTION:** I move that the Town vote to appropriate during Fiscal Year 2018, the sum of \$950,000.00 from Golf Course Enterprise receipts to pay expenses and contractual services required to fund golf course operations; said fund to be credited with all fees and charges received during Fiscal Year 2018 from persons using the golf courses.

### **Golf Enterprise**

**Recommended  
BOS**

6350	511026	Golf Course Management	172,000.00
6350	511027	Golf Course Staff	399,564.00
6350	515000	Indirect Costs	100,000.00
6350	521008	Utilities	40,000.00
6350	530004	Advertising	15,000.00
6350	578000	Other Expenses	223,436.00
<b>Total</b>		<b>Golf Course Enterprise</b>	<b>\$950,000.00</b>

## **ARTICLE 4**

### ***AMENDING FISCAL YEAR 2017 OPERATING BUDGET***

<b>Article 4</b>		
<b>Transfer To:</b>		
0113151-511200	Finance Committee Clerical Salaries	500
0115153-578000	Town Counsel Expenses	500
0115251-511200	Personnel Board Salaries	500
0121052-511001	Dispatcher's Salaries	15,000
0121052-513001	Dispatcher's Overtime	23,000
0121053-513000	Officers' Overtime	150,000
0121054-513000	Officers' Training Overtime	30,000
01392531-533000	Contract Buses System Wide	13,000
01392531-524022	School Expense Field Maintenance	20,000
0142351-530019	Snow and Ice Contractors Expenses	25,000
0154353-515000	Veterans' Benefits	12,000
0161052-511000	Library Other Salaries	11,025
0191653-517010	Medicare Tax	10,000
0191955-517012	Other Employee Benefits	250
		<b>310,775.00</b>
<b>Transfer From:</b>		
0114652-511028	Sr. Tax Work Off Salaries	5,600
01320-563005	Essex Northshore Vocational Assessment	5,080
01392511-511008	School Bus drivers Salaries	13,000
0175153-591514	Long Term Interest Phase 2 (begins (2018)	47,420
0171052-591000	Principal Paydown	32,641
0191052-517002	Health Insurance	135,034
0191254-517006	Workers' Comp Insurance	10,000
0100-104000	Certified Free Cash - General Fund	62,000
		<b>310,775.00</b>

***PROPOSED WAKEFIELD-LYNNFIELD RAIL TRAIL  
ALONG ABANDONED MBTA RAIL LINE***

