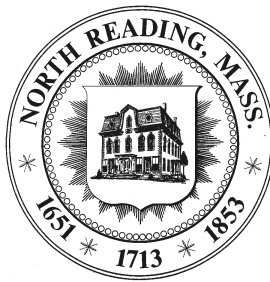


**TOWN OF NORTH READING  
MASSACHUSETTS**

**SPRING ANNUAL  
TOWN MEETING WARRANT**



**SATURDAY, JUNE 5, 2021**

**9:00 A.M.**

**189 Park Street**

**(Anticipated to be held on Arthur Kenney Turf Field)**

*Learn more and ask questions about the business  
to be conducted at Town Meeting at the Select Board's*

**VIRTUAL WARRANT ARTICLE INFORMATIONAL HEARING  
ON MAY 24, 2021 AT 8:00 P.M.**

***TURN PAGE FOR FURTHER DETAILS***

Please bring this book with you to the Town Meeting.



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## IMPORTANT INFORMATION REGARDING SPRING ANNUAL TOWN MEETING

It is the intention of the Town Moderator and Select Board to convene and conduct the Spring Annual Town Meeting at **Arthur Kenney Turf Field** located at 189 Park Street on Saturday, June 5, 2021 at 9:00 AM.

Under state law, only residents who were registered as voters in North Reading as of May 17, 2021 may participate at this Spring Annual Town Meeting. Residents who were not registered as of that date may attend the Town Meeting but may not vote.

The Select Board wishes to call your attention to a **Virtual Warrant Article Informational Hearing** which will be held on **Monday, May 24, 2021 at 8:00 PM** via "Zoom" virtual meeting technology. The purpose of this Informational Hearing is to give residents a chance to learn more about each warrant article, to ask questions, and to be able to discuss the warrant articles before Town Meeting as much as possible. Residents may access this hearing as follows:

**Via the internet:** <https://us02web.zoom.us/j/83485951445>

**Via phone:**                   **One tap mobile: +19292056099 or +13126266799       -or-**  
**Dial by telephone: (929) 205-6099 or (312) 626-6799**  
**Enter Meeting ID: 834 8595 1445 #, then press # again**

This information is also available on the Town website at [www.northreadingma.gov](http://www.northreadingma.gov). Residents are also encouraged to submit questions via email to [townadministrator@northreadingma.gov](mailto:townadministrator@northreadingma.gov). Questions received by 12:00 PM on May 24<sup>th</sup> will be responded to at the Virtual Warrant Article Informational Hearing that evening.

Public health, public safety, and other municipal and School officials are working together to ensure the necessary precautions of cleaning and social distancing are incorporated into all aspects of Town Meeting. Residents are also asked to observe social distancing while awaiting check-in and entry to the field, and to anticipate being assigned a specific seat upon entry. Members of the same household may be seated together to the extent possible. Attendees will be required to comply with applicable order(s) regarding facial coverings, which pursuant to Massachusetts COVID-19 Order No. 67 (Further Revised Order Regarding Face Coverings) dated April 29, 2021 require facial coverings to be worn at outdoor events and gatherings in public locations. If you are unable to wear a facial covering because of a medical or disabling condition, you will be seated in a designated area. Residents are asked to bring this warrant with them to Town Meeting.

As has been the case for the past several months, the situation regarding COVID-19 continues to evolve. Please note that social distancing, facial covering, and other requirements are subject to change depending on public health and public safety guidelines in effect at the time of Town Meeting. In the event the Town Moderator determines that conditions require that the date/time or venue for the Spring Annual Town Meeting must be further changed due to weather, public health, or public safety reasons, notice will be distributed as promptly and extensively as possible. Under state law, this authority rests with the Town Moderator once a Town Meeting has been called.

## PROCEDURE FOR TOWN MEETING

1. Moderator presides, using Roberts Rules of Order, except as provided by the General Laws, the Charter and By-Laws.
2. Articles in the warrant are considered in the order in which they appear, but voters may move to consider them out of order. (This takes a 4/5 vote of the Town Meeting.)
3. In order for an article to be considered by Town Meeting, it must be moved and seconded. The article is then open for debate by all in attendance.
4. To speak at Town Meeting, stand and say Mr. Moderator. After being recognized by the Moderator, state name and address before making any remarks.
5. Debate may be ended by a voter's "Move the question."
6. Amendments to original motion must be presented in writing to the Moderator. Upon being seconded and discussed, the Moderator calls for a vote. If passed, the original motion, as amended, is then voted.
7. Reconsideration of a vote is permitted only once and only at that session of Town Meeting.

The above information was prepared by the North Reading League of Women Voters.

## A CITIZEN'S CHECKLIST FOR TOWN MEETING

To be considered on each vote:

1. **IS IT NECESSARY?** Or is it something that is not really needed or perhaps already being provided by a private or public group?
2. **CAN WE AFFORD IT?** Remember, there is no limit to what we would like, but there is a limit to what we can afford.
3. **WHAT WILL IT ULTIMATELY COST?** Many proposals are like icebergs - only a small fraction of the total cost is apparent on the surface.
4. **HOW WILL IT AFFECT BASIC LIBERTIES?** If it imposes unreasonable or illegal restraints on your life or that of others it should be vigorously opposed.
5. **IS IT IN THE BALANCED BEST INTEREST OF ALL?** If it is designed to benefit a small group of special interests, while taking unfair advantage of others, work for its defeat.
6. **IS IT A "FOOT IN THE DOOR" PROPOSITION?** Compromising a little now may bring an oppressive burden later, either in more regulations or more taxes or a combination of both.
7. **DOES IT PLACE TOO MUCH POWER IN THE HANDS OF ONE INDIVIDUAL OR GROUP?** Once the decisive power is granted to a non-elected public official or a commission as a municipal authority, the private citizen lose effective control.
8. **IS ITS APPEAL BASED ON EMOTIONAL PROPAGANDA OR FACTS?** The further a proposition gets away from facts, the more critical one should be.

## TABLE OF CONTENTS

*Each article is accompanied by a "Description..." of what each article does.  
Italicized information is explanatory in nature.*

<b>Glossary of Financial Terms</b>	<b><u>Page</u> 3</b>
<b>Report of the Finance Committee</b>	<b>7</b>
<b>Motions Customary to North Reading Town Meetings</b>	<b>11</b>
Article 1     FY2021 Budget Amendment	12
Article 2     Fund FY2021 Snow and Ice Deficit	12
Article 3     FY2021 Appropriate Funds to Capital Improvement Stabilization Fund	13
Article 4     FY2021 Transfer Funds to Water Stabilization Fund	13
Article 5     FY2021 Appropriate Money to Stabilization Fund	14
Article 6     FY2021 Transfer Funds to Other Post Employment Benefits Liability Trust Fund	14
Article 7     FY2021 Transfer Funds to Solid Waste Stabilization Fund	14
Article 8     FY2021 Appropriate Funds to Participating Funding Arrangement Fund	15
Article 9     Select Town Officers	15
Article 10    Hear and Act on Reports of Town Officers and Committees	15
Article 11    Authorize Director of Public Works to Accept Easements	16
Article 12    Authorize Treasurer to Enter into Compensating Balance Agreements	16
Article 13    Authorize Chapter 90 Highway Construction Funds	16
Article 14    Prior Year Bills	17
Article 15    Home Rule Petition - Establish Cell Tower Receipts Reserve Fund	18
Article 16    FY2022 Operating Budget	19
Article 17    Fund Retirement Obligations	35
Article 18    Appropriate Funds to Other Post Employment Benefits Liability Trust Fund	35
Article 19    Transfer Funds to School District Reserve Fund for Unanticipated/Unbudgeted Costs For Special Education, Out-of-District Tuition, or Transportation	35
Article 20    Rescind Authorization to Borrow	36
Article 21    FY2022 Capital Expenditures	36
Article 22    Appropriate Money to Participating Funding Arrangement Fund	37
Article 23    Fund Town Building Repairs	38
Article 24    Appropriate Money for Special Counsel Legal Expenses	38
Article 25    Appropriate Money for Legal Expenses – 20 Elm Street Litigation	38
Article 26    Amend Code of North Reading: Chapter 66-Finance – Add School Rental Revolving Fund	39

	<b><u>Page</u></b>
Article 27    Establish Dollar Amount for School Rental Revolving Fund	39
Article 28    Amend Dollar Amounts for Various Revolving Funds	40
Article 29    Amend Code – Zoning By-Laws - Add Section Small Cell Wireless Facilities	40
Article 30    Amend Code: Addition of Senior Housing Overlay Zoning District	41
Article 31    Citizens' Petition: Amend Zoning Bylaws: Map 18, Parcels 13, 14 and 15	46
Article 32    Amend Code – Zoning By-Laws – Section 200-30 Zoning Map 4, 12 and 14 Concord St.	47

## ***Glossary of Terms Commonly Used in Municipal Finance***

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended. Any amount that is appropriated may be encumbered. A warrant article appropriation is carried forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

**Assessed Valuation:** The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value", certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds and overlay surplus.

**Audit:** Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA or public accountant, or elected auditor meets this test.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate.

**Bond Authorization:** The action of town meeting authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the selectmen.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the town meeting) or final (the plan approved by that body).

**Capital Budget:** A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget.

**Cherry Sheet:** An annual statement received from the Massachusetts Department of Revenue detailing estimated receipts for the next fiscal year for the various state aid accounts and estimated state and county government charges payable by the Town in setting the tax rate. The actual receipts and charges may vary from the estimates.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. Regarding wages, hours and working conditions.

**Debt Exclusion:** A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt only.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Enterprise Fund:** A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges, and may be supplemented by general revenues.

**Excess Levy Capacity:** The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year.

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** The spending of money by the town and schools for the programs or projects within the approved budget.

**FTE:** A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

**Fiscal Year ("FY"):** A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The designation of the fiscal year is that of the calendar year in which it ends; for example, FY17 or FY 2017 is the fiscal year which begins July 1, 2016 and ends June 30, 2017.

**Free Cash:** Certified as of each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash per se, rather it is approximately the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes.

**Fund:** An accounting entity with a self-balancing set of accounts that is segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

**General Fund:** The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

**Joint Labor Management Negotiation Process:** A negotiation process available to Police and Fire Unions, which utilizes Commonwealth of Massachusetts' mediators and arbitrators. If an arbitration decision is issued, it is binding upon the Executive Branch (The Select Board and Management Staff). Further, the Executive Branch must fully support such an arbitration decision before Town Meeting, even if they believe such a decision is not in the best interest of the Town.

**Level-Service Budget:** A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings previously approved programs forward at existing levels of service.

**Levy Ceiling:** A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½ percent of the



total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, debt exclusion, or a special exclusion. (See Levy Limit)

**Levy Limit:** A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling)

**Local Aid:** Revenue allocated by the Commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

**M.G.L.:** Massachusetts General Laws.

**New Growth:** The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

**Other Post-Employment Benefits (OPEB):** The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. Typically included is health insurance coverage for retirees, their spouses and in some cases their beneficiaries.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlay:** (Overlay Reserve or Allowance for Abatements and Exemptions) An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve need not be funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

**Overlay Surplus:** Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within 10 days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue, i.e., it becomes a part of free cash.

**Override:** A vote to increase the amount of property tax revenue that may be raised over the levy limit.

**Personnel Services:** The cost of salaries, wages and related employment benefits.

**Purchased Services:** The cost of services that are provided by a vendor.

**Raise:** A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

**Reserve Fund:** A fund appropriated each year that may be used only by vote of the Finance Committee for "extraordinary or unforeseen expenditures." **Revolving Fund:** Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund, and expenditures can be made without appropriation with the approval of the Town Administrator.

**Revolving funds:** are established by state law or town bylaw. Some revolving funds must be annually reauthorized by Town Meeting.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Stabilization funds may be established for different purposes, and interest generated by such funds is added to and becomes part of the stabilization fund. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or out of the stabilization fund.

**Tax Levy:** Total amount of dollars assessed in property taxes imposed by the Town each fiscal year. Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title (or Tax Taking):** A collection procedure that secures a city or town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the city or town. After properly recording the instrument of taking, the collector transfers responsibility for collecting the overdue amounts to the treasurer. After six months, the treasurer may initiate foreclosure proceedings.

**Tax Title Foreclosure:** The procedure initiated by a city or town treasurer in Land Court or through land of low value to obtain legal title to real property already in tax title and on which property taxes are overdue. The treasurer must wait at least six months from the date of a tax taking to initiate Land Court foreclosure proceedings (MGL Ch. 60 §65).

**Triennial Certification:** The Commissioner of Revenue, through the Bureau of Local Assessment, is required to review local assessed values every three years and to certify that they represent full and fair cash value (FFCV). Refer to MGL Ch. 40 §56 and Ch. 59 §2A(c).

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Turn Back:** Unexpended funds of a prior fiscal year operating budget are returned to the Town, which ultimately revert to Free Cash.

**Unreserved Fund Balance or Surplus Revenue Account:** The amount by which cash, accounts receivable and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Warrant:** An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted on by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors' warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.

## **Report of the North Reading Finance Committee June Town Meeting - 2021**

The year 2021 will go down as one of the greatest challenges for all in so many differing ways. Our daily lives, our children's schooling and day care, our jobs, our relationships with friends and family, our health and that of our loved ones as well as the tremendous stress of constantly "staying safe" has impacted each and every one of us. We are getting Zoom fatigue! But there is some level of hope as we enter summer. Many of us have been vaccinated and can finally see friends and family in safe ways. Schools are returning to in-person learning. Careful budgeting has brought the town to a successful end of FY2021.

As we plan for the upcoming fiscal year we do so with greater confidence that we can continue to offer the full range of services residents expect while we must continue to be careful and plan conservatively. It is difficult to fully determine the various revenue losses. Fortunately North Reading anticipates receiving federal funds which will help offset some of these losses as well as some of the increased Covid-19 costs. At this time we wait to learn the restrictions, rules and regulations regarding federal aid but it is clear that there will be help. It is important that in managing federal aid we remember that these funds should be considered for one time expenses and not used for re-occurring items.

Last year funding of capital items was substantially decreased; many items were put on hold owing to financial concerns. You will find that this year the capital budget is at a more normal level; a number of items that we had been unable to consider have now been funded such as needed equipment and major repairs. This is a good sign. If items such as building repairs are not done as needed it becomes more expensive to resolve the issues. We enter this upcoming fiscal year satisfied that while we have not been able to fund every request, we have made good progress. The Capital Improvement Planning Committee report will list funded items.

The list of potential areas of decreased revenue are difficult to forecast and some will continue to affect the budget for several years to come. Although there is an increase in Real Estate taxes from year to year it does not come close to neutralizing revenue shortfalls. Through thoughtful and conservative planning the town continues to move forward. Budgets have been examined and then re-examined. Both the municipal and school budgets have received extreme scrutiny. Much thought and numerous Zoom discussions have taken place. And we find ourselves with a balanced budget which has allowed for a return to necessary capital expenditures and the hiring of a few key necessary personnel.

The challenge continues to be how to maintain as much as possible of a level services budget in this economy. Wages, services and other costs increase at a greater rate than the 2 1/2% tax cap creating difficulty. And because it is anticipated that FY23 may be difficult we need to carefully guard some resources for the future.

Tax payers have also experienced the negative impact of the economy on their retirement plans, college tuition savings, salary decreases or job loss and the increased cost of "doing business" during a pandemic. Large tax increases would not work. Likewise, the residents of North Reading do not want to see the gains achieved in quality education programs move

backwards or public safety and infrastructure maintenance be diminished. Through the hard work of both school and municipal leaders in conjunction with the Town Administrator, School Superintendent, School Assistant Superintendent of Finance & Operations, Finance Committee, Financial Planning Team and the Town Finance Director we have arrived at a balanced budget. It is one that it is felt can be lived with and one which understands that FY23 may be a greater challenge.

Respectfully submitted,

Abby Hurlbut, Chair	Dan Pulver
Ben Gamer, Vice Chair	Dan Mills
Richard Johnson, Clerk	Paul Bailey
Ted Haggerty	Don Kelliher
Vinnie Ruschioni	

**TOWN of NORTH READING**  
**REVENUE FORECAST**  
**June 5, 2021**

	FY 2021 Budget	FY 2022 Projection
<b>TAXES:</b>		
PRIOR YEAR ADJUSTED LEVY LIMIT	46,656,776	48,765,572
ADD 2.5%	1,166,419	1,219,139
NEW GROWTH	942,377	652,800
ADJUSTED LEVY LIMIT	48,765,572	50,637,511
DEBT EXCLUSION - PERMANENT	1,465,794	1,360,694
DEBT EXCLUSION - HIGH SCHOOL/MIDDLE	4,802,662	4,778,899
EXCESS LEVY CAPACITY		
<b>TOTAL TAXES</b>	55,034,027	56,777,104
<b>STATE AID: CHERRY SHEET - EXPANDED</b>		
CHAPTER 70	7,153,937	7,221,227
UNRESTRICTED GENERAL GOVERNMENT AID	1,885,447	1,951,438
ANNUAL FORMULA LOCAL AID		
VETERANS' BENEFITS	162,294	133,323
POLICE CAREER INCENTIVE		
EXEMPTIONS: BLIND, ELDERLY, SURV SP	39,858	50,023
CHAPTER TUITION REIMBURSEMENT	7,061	3,674
SCHOOL LUNCH - OFFSET RECEIPT		
PUBLIC LIBRARIES - OFFSET RECEIPT	21,165	21,165
STATE OWNED LAND	49,166	50,499
	9,318,928	9,431,349
<b>STATE AID: OTHER</b>		
SBAB REIMBURSEMENT	243,393	243,393
<b>TOTAL STATE AID</b>	9,562,321	9,674,742
<b>LOCAL RECEIPTS:</b>		
MOTOR VEHICLE EXCISE	2,200,000	2,550,000
PENALTIES & INTEREST	150,000	220,000
PAYMENT IN LIEU OF TAXES	200,000	325,000
TRASH FEE	1,185,000	1,308,970
FEES	100,000	150,000
CEMETERY	20,000	25,000
DEPARTMENTAL REVENUE	20,000	40,000
LICENSES & PERMITS	250,000	450,000
FINES & FORFEITS	6,000	10,000
INVESTMENT INCOME	100,000	50,000
MUNICIPAL MEDICAID	20,000	35,000
MISC. RECURRING- MEALS TAX	100,000	230,000
MISC. NON-RECURRING	-	
<b>TOTAL LOCAL RECEIPTS</b>	4,351,000	5,393,970
REVENUE SUB-TOTAL	68,947,348	71,845,816
<b>OTHER FINANCING SOURCES:</b>		
TRNSFR FR RESERVE SEPTIC LOANS	1,127	-
DEBT SERVICE STABILIZATION FUND	1,349,025	1,341,723
CIPC-DEBT SERVICE STABILIZATION FUND		-
DEBT EXCLUSION/BATCH PREMIUM	43,916	43,916
TRANSFER FROM CELL TOWER ACCT.	550,000	300,000
TRANSFER FROM CONCOM ACCT.		
TRANSFER FROM CEMETERY ACCT.	10,000	10,000
TRANSFER FROM PERPETUAL CARE	20,000	20,000
TRNSFR FROM AMBULANCE RESERVE	650,000	650,000
TRANSFER FROM WATER (INDIRECT)	486,833	499,005
TRANSFER FROM RECREATION (INDIRECT)	3,200	1,283
TRANSFER FROM SOLID WASTE STAB		36,593
TRANSFER FROM 104 LOWELL RD. REVOLVING	23,000	26,000
TRANSFER FROM PREMIUM FOR SALE OF BONDS	-	
FREE CASH	-	348,931
OTHER POST EMPLOYMENT TRUST FUND		
HEALTH INSURANCE TRUST FUND		
REVENUE SURPLUS	3,137,101	3,277,451
<b>TOTAL GENERAL FUND REVENUE</b>	72,084,449	75,123,267
<b>Expenditures</b>	71,944,104	75,123,267
<b>Variance</b>	140,346	0

**TOWN of NORTH READING  
FY22 APPROPRIATION PROJECTION  
June 5, 2021**

**APPROPRIATIONS:**

DEPARTMENT	FY21 Revised Budget	FY22 Select Board Recommendations
SELECT BOARD	26,574	33,204
MODERATOR	50	50
TOWN ADMIN.	292,703	369,567
HUMAN RESOURCES	191,663	214,677
SALARY POOL	461,662	581,470
FINANCE COMMITTEE	2,050	2,050
RESERVE FUND	110,000	110,000
FINANCE DIRECTOR	216,994	221,018
ACCOUNTING	198,467	200,488
ASSESSING	251,764	243,334
TREASURY	68,197	68,497
COLLECTION	268,689	312,735
LEGAL COUNSEL	130,500	130,500
INFO SYSTEMS	497,423	586,207
Info Systems Capital	40,000	40,000
TOWN CLERK and Elections	306,955	269,974
CONSERVATION COMM.	47,945	49,458
COMMUNITY PLANNING	174,154	199,018
CPC Misc. Capital	0	5,000
BOARD OF APPEALS	13,538	14,138
PUBLIC SAFETY DIRECTOR	30,000	30,000
POLICE DEPARTMENT	4,067,056	4,113,633
Police Misc. Capital	0	118,774
FIRE DEPARTMENT	3,624,659	3,619,989
Fire Misc. Capital	90,902	90,500
CODE ENFORCEMENT	324,254	340,942
EMERGENCY MANAGEMENT	3,478	3,478
DEPT. of PUBLIC WORKS	2,453,950	2,632,815
DPW Misc. Capital	50,000	144,600
FUEL	136,500	153,337
SANITATION	1,272,589	1,345,563
HEALTH	262,116	292,423
ELDER SERVICES	183,503	196,240
VETERANS' SERVICES	314,630	337,623
LIBRARY	616,968	634,376
RECREATION	248,340	309,032
YOUTH SERVICES	61,526	62,693
<b>GENERAL GOVT. SUB TOTAL</b>	<b>17,039,800</b>	<b>18,077,401</b>
SCHOOL OPERATIONS	32,593,216	34,276,665.00
<b>GEN. GOVT. &amp; SCHOOL SUB TOTAL</b>	<b>49,633,016</b>	<b>52,354,066.45</b>
<b>UNAPPROPRIATED and OTHER SHARED COSTS:</b>		
CAPITAL IMPROVEMENT PLAN	731,470	742,543.00
REGIONAL SCHOOL ASSESSMENT	1,067,025	1,464,097.00
DEBT SERVICE NON-EXEMPT	6,555,764	6,157,753.00
DEBT SERVICE EXEMPT	74,025	71,775.00
DEBT SERVICE LITTLE SCHOOL ROOF	207,975	75,000.00
DEBT SERVICE - SHORT TERM INTEREST	12,396,597	12,818,701.00
EMPLOYEE BENEFITS	300,000	
OTHER POST EMPLOYMENT BENEFITS		
TO CAPITAL IMPROVEMENT STABILIZATION & STABILIZATION		
STATE & COUNTY CHARGES	202,392	187,242.00
CHERRY SHEET OFFSETS	21,165	21,165.00
EXCESS CAPACITY NOT APPROPRIATED	0	(48,931.45)
RESERVE for ABATE & EXEMPT.	387,745	250,000.00
SNOW & ICE DEFICIT		239,972.00
RETIREMENTS		
GENERAL LIABILITY INSURANCE	366,930	440,953.00
RAISE & APPROPRIATE FOR OTHER ARTICLES		
USE OF FREE CASH		348,931.00
APPROPRIATED at OCTOBER TOWN MEETING		
<b>OTHER COSTS SUB TOTAL</b>	<b>22,311,088</b>	<b>22,769,200.55</b>
<b>GRAND BUDGET TOTAL</b>	<b>71,944,104</b>	<b>75,123,267.00</b>
<b>REVENUE PROJECTION</b>	<b>72,084,449</b>	<b>75,123,267.00</b>
<b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>140,345</b>	<b>0.00</b>

**MOTIONS CUSTOMARY TO NORTH READING TOWN MEETINGS****MOTION TO ADMIT**

*A motion to admit non-voters to any session of a Town Meeting, which requires a majority vote of the Meeting in accordance with Town By-laws.*

**MOTION TO DISPENSE WITH THE READING OF THE WARRANT AND THE RETURN OF SERVICE BY THE CONSTABLE**

*This waives the requirement to read each article in its entirety as it is printed in the Warrant, which allows the Town Meeting to go directly to the reading of a motion under each article. It also waives the requirement to read the "Return of Service" which is the Constable's attestation that the Warrant was properly posted in accordance with the Town's By-laws.*

**MAIN MOTION**

*The initial motion made under each article to bring it before the Town Meeting for discussion and action. There must be a main motion before any action may be taken on each article.*

**MOTION TO AMEND**

*A motion that proposes to modify or change the action presented under another motion, usually the main motion. The Town Meeting must act on the amendment first; depending on how the amendment is voted will determine whether the main motion will change to reflect the amendment. If the amendment fails, there will be no change to the main motion; however, another motion to amend can be made.*

**MOTION TO CONSIDER OUT OF ORDER**

*A motion allowing an article to be taken out of its sequential order as printed in the Warrant, which requires a 4/5 vote of the meeting in accordance with the Town's By-laws.*

**MOTION TO POSTPONE**

*A motion to defer action on an article to a definite time. In some instances, action on one article may be dependent or impacted by another later-occurring article. In such an instance, a motion could be made to postpone action on the current article until the later-occurring article has been voted.*

**MOTION TO PASS OVER**

*A motion to defer action on an article indefinitely. No action would be taken under the article other than the vote to pass over. If the vote to pass over fails, then the article must be acted upon in some manner.*

**MOTION TO RECESS REGULAR TOWN MEETING**

*A motion to temporarily suspend discussion and action during the Meeting for a brief period of time, usually pre-stated.*

**MOTION TO ADJOURN TO A TIME CERTAIN**

*A motion made to continue the Town Meeting to another specified date, time and place, if necessary.*

**MOTION TO ADJOURN -- SINE DIE**

*A motion to officially close the Town Meeting. This motion can only be made after all articles have been acted upon, and essentially adjourns the Town Meeting without providing for a further date.*

**COMMONWEALTH OF MASSACHUSETTS**

**TOWN OF NORTH READING**

**SPRING ANNUAL TOWN MEETING**

**JUNE 5, 2021**

**9:00 A.M.**

Middlesex, SS.

To either of the Constables of the Town of North Reading in the County of Middlesex, GREETINGS.

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in Town affairs, to meet at 189 Park Street in said North Reading, on **SATURDAY**, the **FIFTH DAY OF JUNE, 2021**, at **nine o'clock** in the forenoon, then and there to act on the following articles:--

**Article 1      FY2021 Budget Amendment**

To see if the Town will vote to amend the FY2021 Operating Budget voted under Article 14 of the June 29, 2020 Annual Town Meeting, including the funding of the first year of certain collective bargaining agreements, and appropriate by transfer from unexpended funds remaining in Warrant Articles of previous years, or appropriate by transfer from any available source of funds, or borrow a sum of money for such purposes; or what it will do in relation thereto.

**Sponsor:**    Select Board

**Description...**

*This is a routine article to provide supplemental funding for department budgets for the fiscal year ending June 30, 2021, including potentially funding the first year of certain collective bargaining agreements. A request for funds will be available for Town Meeting, if necessary.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

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**Article 2      Fund FY2021 Snow and Ice Deficit**

To see if the Town will vote to transfer from any available source of funds, or appropriate and transfer from unexpended warrant articles of previous years a sum of money to fund a deficit in the FY2021 Snow and Ice Budget; or what it will do in relation thereto.

**Sponsor:**    Select Board

**Description...**

*This article provides funds necessary for a deficit, if any, in the Snow and Ice Budget for the fiscal year ending June 30, 2021.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.



**Article 3      FY2021 Appropriate Funds to Capital Improvement Stabilization Fund**

To see if the Town will vote to transfer a sum of money from the FY2021 Operating Budget voted under Article 14 of the June 29, 2020 Annual Town Meeting, or appropriate by transfer from any available source of funds a sum of money to be added to the Capital Improvement Stabilization Fund established under Article 5 of the October 2007 Town Meeting; or what it will do in relation thereto.

**Sponsor:**    Select Board

**Description...**

*The Select Board proposes to transfer surplus funds, if any, to the Town's Capital Improvement Stabilization Fund. The use of this fund includes funding capital purchases in order to reduce the need for borrowing for certain projects, and to pay debt service. The current balance in the account is \$ 820,771.00. An estimated amount is to be added to the Fund from various sources under this article.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

---

**Article 4      FY2021 Transfer Funds to Water Stabilization Fund**

To see if the Town will vote to transfer a sum of money from the FY2021 Operating Budget voted under Article 14 of the June 29, 2020 Annual Town Meeting, FY2021 Water Department retained earnings, or appropriate by transfer from any available source of funds a sum of money to be added to the Water Stabilization Fund; or what it will do in relation thereto.

**Sponsor:**    Finance Committee

**Description...**

*The Water Stabilization Fund is used to fund water enterprise capital projects and other water enterprise related purposes. The present balance in the Fund is \$ 2,787,197.00. It is proposed an amount be transferred from Water Retained Earnings into the Fund.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

**Article 5 FY2021 Appropriate Money to Stabilization Fund**

To see if the Town will vote to transfer a sum of money from the FY2021 Operating Budget voted under Article 14 of the June 29, 2020 Annual Town Meeting, or appropriate by transfer from any available source of funds a sum of money to be added to the Stabilization Fund; or what it will do in relation thereto.

**Sponsor:** Finance Committee

**Description...**

*The Select Board proposes to transfer surplus funds, if any, to the Town's Stabilization Fund. The Stabilization Fund may be used for any lawful purpose, however, it represents the Town's rainy day fund for unexpected emergencies. The current balance in the account is \$3,629,817.00.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

---

**Article 6 FY2021 Transfer Funds to Other Post Employment Benefits Liability Trust Fund**

To see if the Town will vote to raise by taxation and appropriate or appropriate by transfer from any available source of funds, a sum of money to the Other Post Employment Benefits Liability Trust Fund established under Article 19 of the June 3, 2013 Town Meeting; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article will transfer surplus funds, if any, to supplement a reserve account to pay for future health care costs for retirees. The current balance in this account is \$ 2,605,708.00.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

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**Article 7 FY2021 Transfer Funds to Solid Waste Stabilization Fund**

To see if the Town will vote to transfer a sum of money from the FY2021 Operating Budget voted under Article 14 of the June 29, 2020 Annual Town Meeting, or appropriate by transfer from any available source of funds a sum of money to be added to the Solid Waste Stabilization Fund established under Article 23 of the April 3, 2006 Town Meeting; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article seeks to transfer surplus funds, if any, from funding sources including Trash Receipts to be used to offset future Solid Waste costs. The current balance in this account is \$ 202,197.00.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

**Article 8 FY2021 Appropriate Funds to Participating Funding Arrangement Fund**

To see if the Town will vote to transfer a sum of money from the FY2021 Operating Budget voted under Article 14 of the June 29, 2020 Annual Town Meeting, or appropriate by transfer from any available source of funds a sum of money to be added to the Participating Funding Arrangement Fund established under Article 24 of the June 4, 2018 Town Meeting and re-named under Article 6 of the October 15, 2018 Town Meeting; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*The Select Board proposes to transfer the Town's share of surplus funds from the FY 2021 employee health insurance program, if any, to the Town's Participating Funding Arrangement Fund. The Fund is a reserve account to pay for the Town's portion of future employee health insurance costs. The present balance in the account is \$ 1,106,716.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

---

**Article 9 Select Town Officers**

To choose all necessary Town officers not elected by ballot, and determine what instructions shall be given to them.

**Sponsor:** Select Board

**Description...**

*This is a customary article required by law which provides for the selection of officers not otherwise specified within the Annual Town Election Ballot, the General By-laws or the Charter.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** No action required.

---

**Article 10 Hear and Act on Reports of Town Officers and Committees**

To hear and act upon the reports of Town Officers and Committees.

**Sponsor:** Select Board

**Description...**

*This is a customary article which provides for Officers and Committees so instructed to report to Town Meeting their progress or recommendations.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** No action required.

**Article 11 Authorize Director of Public Works to Accept Easements**

To see if the Town will vote to authorize the Director of Public Works to accept, on behalf of the Town, easements in perpetuity from owners of record in cases where such easements are deemed necessary or desirable for the installation and maintenance of drainage and water mains, or for other construction, which easements are in the interests of public health, welfare, safety, or convenience to the motoring public; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article is presented annually to allow the Director of Public Works to accept easements for the construction and maintenance of water mains, drainage and other purposes.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

---

**Article 12 Authorize Treasurer to Enter into Compensating Balance Agreements**

To see if the Town will vote to authorize its Treasurer/Collector to enter into a compensating balance agreement or agreements for FY2022 pursuant to MGL Chapter 44, Section 53F; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This is a customary article which allows the Treasurer to enter into compensating balance agreements with banks through which a portion of the interest earnings of deposits are retained by the bank in exchange for services.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

---

**Article 13 Authorize Chapter 90 Highway Construction**

To see if the Town will accept and expend such sum or sums of money that may be available under the provisions of Massachusetts General Laws, Chapter 90, Section 34, Clause 2(a) or other state roadway reimbursement programs and to authorize the Select Board to enter into a contract with the Massachusetts Department of Transportation Highway Division for the construction, reconstruction or maintenance of roadways in Town; or what it will do in relation thereto.

**Sponsor:** Department of Public Works

**Description...**

*This article authorizes the use of Chapter 90 State Highway Aid for road and highway improvements. As of February 22, 2021, the Town anticipated receiving \$516,699 in Fiscal Year 2022 Chapter 90 funding for local road projects.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

## Article 14    **Prior Year Bills**

To see if the Town will vote to raise by taxation and appropriate, or appropriate by transfer from any available source of funds, a sum of money to pay prior year bills; or what it will do in relation thereto.

**Sponsor:**    Select Board

**Description...**

*This article provides for payment of prior fiscal year bills which were not submitted prior to the end of Fiscal Year 2021. The requested amount for prior year bills, if any, will be available at Town Meeting. A 4/5 vote is required for approval of this article.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

**Article 15 Home-Rule Petition – Establish Cell Tower Receipts Reserve Fund**

To see if the Town will vote to authorize the Select Board to petition the General Court for a special act providing for a special account for receipts received regarding leases of space on Town water towers held by cell tower companies; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and, provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

AN ACT CREATING A CELL TOWER RECEIPTS FUND FOR THE TOWN OF NORTH READING.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

Notwithstanding any general or special law to the contrary, the select board in the town of North Reading may establish a special account into which the revenue generated by the town from leases of space on town water towers held by cell tower companies may be placed. The special account shall be maintained by the treasurer of the town of North Reading in a banking institution doing business in the commonwealth and expenditures from the special account shall be made subject to appropriation by a majority vote of the town meeting. The treasurer of the town of North Reading may invest monies in the special account and the income and interest accruing shall inure to the benefit of the special account. In the event that the town is holding unappropriated funds received as lease payments subject to this act that were received before the effective date of this act, the treasurer may deposit and manage said funds into the special account consistent with the terms of this act.

This act shall take effect upon passage.

or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*At the recommendation of the Massachusetts Department of Revenue, this article would memorialize a recurring budget practice by authorizing the Select Board to seek approval from the General Court for the Town to deposit, into a dedicated fund, revenue received from the lease of space on Town land to cellular communication service providers. Revenue received is customarily used to supplement the annual operating budget, but may be used for other purposes.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

**Article 16    FY 2022 Operating Budget**

To see if the Town will vote to fix the compensation of all elected officers, provide for a reserve fund, and allocate sums of money to defray charges and expenses of the Town, including or relating to, but not limited to:

- Town Boards,
- Town Departments,
- Town Committees,
- Debt and the interest thereon
- Wages and Salaries; and
- Employee Benefits

for the fiscal year ending June 30, 2022 to appropriate the funds required for the aforementioned purposes and/or to fund the first year of certain collective bargaining agreements; and to raise these funds by taxation as authorized by MGL Ch. 59, by transferring unexpended funds remaining in accounts established by Warrant Articles of previous Town Meetings or any other available source of funds; or what it will do in relation thereto.

**Sponsor:**    Select Board

**Description...**

*This article is the annual operating budget of General Government, including potentially funding the first year of certain collective bargaining agreements, and the School Department. It sets forth appropriations of funds to pay for all the normal costs of providing governmental services to the community for the period of July 1, 2021 to June 30, 2022. The budget is voted in two (2) motions; one for appropriations requiring a majority vote and a second for appropriations requiring a 2/3<sup>rd</sup> vote.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

FY2022						
	FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY						
ALL COSTS	75,741,924	72,907,191	76,995,125	80,199,933	80,055,602	80,055,602
GENERAL GOVERNMENT:						
ADMINISTRATION	1,519,030	1,145,554	1,582,132	1,882,471	1,882,471	1,882,471
FINANCE	13,239,991	12,308,199	13,938,131	14,490,979	14,490,979	14,490,980
PUBLIC SAFETY	8,414,803	7,910,726	8,402,465	8,729,069	8,609,738	8,609,738
PUBLIC WORKS	4,109,080	3,927,998	3,904,500	4,276,315	4,276,315	4,276,315
GENERAL SERVICES	1,475,133	1,354,634	1,483,582	1,525,905	1,500,905	1,500,905
LAND USE	253,766	223,228	235,637	267,614	267,614	267,614
EDUCATION	32,488,977	32,429,733	33,324,686	35,019,208	35,019,208	35,019,208
DEBT SERVICE	8,006,267	7,657,275	7,904,789	7,768,625	7,768,625	7,768,625
ENTERPRISES	6,234,877	5,949,844	6,219,203	6,239,746	6,239,746	6,239,746

Above is a summary, by function, of the FY2022 Operating Budgets of all Town Departments. The detail for these budgets is on the following pages.

THIS SPACE for NOTES



FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
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FUNCTION SUMMARY

ADMINISTRATION

Moderator	50	-	50	50	50
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- 1 SALARIES
- 2 EXPENSES

50

-

50

-

50

50

-

The Moderator is an elected position. The responsibilities of the Moderator are the conduct of Town Meetings and the appointment of Finance Committee Members. The moderator may also appoint members to other committees as directed by Town Meeting.

2,050

653

2,050

2,050

2,050

2,050

2,050

- 3 SALARIES
- 4 EXPENSES

1,500

443

1,500

550

1,500

550

550

The Finance Committee consists of 9 members appointed by the Moderator. The Committee has the responsibility to make recommendations to Town Meeting on all fiscal matters and such other matters as it deems appropriate. The Committee is responsible for administering the Reserve Fund. The Salaries line item is to fund the services of a part-time secretary.

110,000

78,000

110,000

110,000

110,000

110,000

110,000

- 5 EXPENSES

110,000

78,000

110,000

110,000

110,000

110,000

110,000

This fund is appropriated to provide for extraordinary and unforeseen expenditures.

FY20 was budgeted at \$110,000 of which \$78,000 was transferred to various departments.

In those instances, the additional budgets and expenditures are included under the appropriate departments.

GENERAL INSURANCE

356,243

319,159

366,930

440,953

440,953

440,953

440,953

- 6 EXPENSES

356,243

319,159

366,930

440,953

440,953

440,953

440,953

\* Line 6 Fund \$11,344 from WATER REVENUE

This Appropriation is to pay the premiums for the General Insurance of the Town. It covers such things as general liability, buildings and vehicles.

TOWN COUNSEL

175,500

169,817

130,500

130,500

130,500

130,500

130,500

- 7 EXPENSES

175,500

169,817

130,500

130,500

130,500

130,500

130,500

\* Line 7 Fund \$8,200 from WATER REVENUE

This appropriation is to pay for the legal services. Town Counsel provides legal advice to Town Officials and Boards as well as represents the Town during court proceedings. Also included are funds for the services of Labor Counsel.

FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
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**FUNCTION SUMMARY**

SELECT BOARD	27,572	24,248	26,574	33,204	33,204
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8 SALARIES  
9 EXPENSES

28,204  
5,000

This appropriation provides for a part-time clerical support for the Select Board, the services of a recording secretary, and expenses.

TOWN ADMINISTRATOR  
  
10 SALARIES  
11 EXPENSES  
12 CAPITAL

369,567  
  
326,917 \*  
42,650  
-

\* Line 10 Fund \$21,399 from WATER REVENUE

This budget provides for the compensation of the Town Administrator, Administrative Assistant, Project Manager/Grants Writer and occasional additional clerical support. Expenses include the administrative costs of General Government, Town Meeting etc.

HUMAN RESOURCES  
  
13 SALARIES  
14 EXPENSES  
15 CAPITAL

214,677  
  
183,694  
30,983  
-

This budget provides for the compensation of the Human Resources Director and Part-Time Benefits Coordinator

**SALARY POOL SUPPLEMENT**

581,470

Overtime and Longevity  
Retirement Incentives/Buy-backs  
Compensation Change  
16 SALARY POOL SUPPLEMENT

15,000  
246,151  
261,151  
566,470 \*  
581,470

\* Line 16 Fund \$119,331 from FREE CASH

This line item provides for overtime which may be necessary from time to time within the various General Government Departments and Included in this line item is the cost of living increase to fund union employee and labor contracts. The original budgeted amount for FY20 was \$380,194 of which \$119,044 was distributed to various departments where the budget and expenditure are included.

THIS SPACE for NOTES

FY20 Budget	FY20 Expended	FY21 Budget	DEPT: REQUEST	SELECT BOARD REC	FINCOM REC
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FUNCTION SUMMARY

FINANCE

FINANCE DIRECTOR	229,217	229,217	216,994	221,018	221,018	221,018
17 SALARIES	229,217	229,217	216,994	221,018	221,018	221,018 *

\* Line 17 Fund \$1,705 from WATER REVENUE

The Finance Director is responsible for coordination of the activities between the Accounting, Collector, Treasury, Assessing and Information Technology Departments and for budget development. This line item represents the salary of the Finance Director/Town Accountant for the assumption of these duties as well as compensation as well as the salary for a part-time Assistant Finance Director.

ACCOUNTING	209,150	196,817	198,467	200,488	200,488	200,488
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18 SALARIES	128,775	128,775	127,827	129,713	129,713	129,713 *
19 EXPENSES	80,375	68,042	70,640	70,775	70,775	70,775 *
20 CAPITAL	-	-	-	-	-	-

\* Line 18 Fund \$14,224 from WATER REVENUE

\* Line 19 Fund \$11,359 from WATER REVENUE

The Accounting Department is staffed with a full-time Administrative Assistant and an Accounting Analyst. This Department is responsible for maintaining the financial records of the Town and the approval of all invoices for payment.

ASSESSING	250,973	245,476	251,764	243,334	243,334	243,334
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21 SALARIES	197,990	197,990	195,281	201,401	201,401	201,401
22 EXPENSES	52,983	47,486	56,483	41,933	41,933	41,933
23 CAPITAL	-	-	-	-	-	-

The Assessing Department is staffed with a full-time Assessing Manager and 2 full-time clerical staff. In addition, there is a three member part-time Board of Assessors appointed by the Town Administrator. The Assessing Department is responsible for valuing all property within the Town and setting the Tax Rate. The Board also grants abatements and exemptions where warranted.

TREASURY	66,968	69,979	68,197	68,497	68,497	68,497
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24 SALARIES	66,968	69,979	68,197	68,497	68,497	68,497
25 EXPENSES	-	-	-	-	-	-
26 CAPITAL	-	-	-	-	-	-

The Treasurer is the full-time Collector and receives a stipend for the Treasurer's duties. Additional staff consists of 1 full-time clerical person. The responsibilities of this Department include payroll preparation, investment of Town funds, borrowing and administering Employee Benefits.

FUNCTION SUMMARY

COLLECTION		FY20 Budget	FY20 Expended	FY21 Budget	DEPT: REQUEST	SELECT BOARD REC	FINCOM REC
		312,045	311,803	288,689	312,735	312,735	312,735
27	SALARIES	228,399	228,399	184,293	228,239	228,239	228,239 *
28	EXPENSES	83,646	83,404	84,396	84,496	84,496	84,496 *
29	CAPITAL	-	-	-	-	-	-
* Line 27 Fund \$19,753 from WATER REVENUE							
* Line 28 Fund \$825 from WATER REVENUE							
The Collection Department consists of 1 full-time Collector, who also serves as Treasurer and 2 full-time clerical staff. The responsibilities of this Department include the collection of all taxes due the Town (real estate, personal property and motor vehicle excise). In addition, this department is responsible for the collection of water bills, ambulance bills and trash bills.							
INFORMATION SYSTEMS		508,460	500,980	537,423	626,206	626,206	626,207
30	SALARIES	159,489	159,488	153,842	159,495	159,495	159,495 *
31	EXPENSES	313,971	306,491	343,581	426,711	426,711	426,711 *
32	CAPITAL	35,000	35,000	40,000	40,000	40,000	40,000
* Line 30 Fund \$10,645 from WATER REVENUE							
* Line 31 Fund \$16,356 from WATER REVENUE							
The IT Department is responsible for the data processing effort for General Government. The department is staffed with a full-time Information Technology Director and one full-time computer technician.							
PENSIONS & BENEFITS		11,663,178	10,753,927	12,396,597	12,818,701	12,818,701	12,818,701
County Retirement							
Workers' Compensation		4,161,014	4,161,014	4,402,035	4,688,167	4,688,167	4,688,167
Employment Security		344,371	300,817	354,703	365,344	365,344	365,344
Health Insurance		20,000	24,360	20,000	20,000	20,000	20,000
Life Insurance		6,484,093	5,682,462	6,943,052	7,044,350	7,044,350	7,044,350
Medicare		21,000	21,934	21,000	21,000	21,000	21,000
Public Safety Disability		577,700	533,491	600,807	624,840	624,840	624,840
Retired Public Safety Medical		30,000	-	30,000	30,000	30,000	30,000
Uninsured Medical		-	-	-	-	-	-
33 PENSIONS & BENEFITS		25,000	29,849	25,000	25,000	25,000	25,000
		-	-	-	-	-	-
		11,663,178	10,753,927	12,396,597	12,818,701	12,818,701	12,818,701 *
* Line 33 Fund \$259,656 from WATER REVENUE							
* Line 33 Fund \$1,283 from PARKS and RECREATION REVENUE							
* Line 33 Fund \$300,000 from CELL TOWER REVENUE							

This Line Item funds the various pension and employee benefits paid on behalf of current and retired employees.

THIS SPACE for NOTES

FUNCTION SUMMARY						
PUBLIC SAFETY						
	FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
PUBLIC SAFETY ADMINISTRATION	30,231	30,231	30,000	30,000	30,000	30,000
34 SALARIES						
35 EXPENSES	30,231	30,231	30,000	30,000	30,000	30,000
Public Safety Administration consists of one Director of Public Safety, and has the administrative responsibility for the protection of persons and property, including the functions of police, fire, emergency management, public health, sealing of weights and measures, health and safety inspection, and such other public safety services as may be assigned by charter or by law						
POLICE DEPARTMENT	4,090,190	3,875,363	4,067,056	4,232,407	4,232,407	4,232,407
36 SALARIES	3,739,446	3,567,594	3,796,889	3,851,212	3,851,212	3,851,212
37 EXPENSES	266,099	223,320	270,167	262,421	262,421	262,421
38 CAPITAL	84,645	84,450	-	118,774	118,774	118,774
Operations						
..Salaries	3,718,123	3,546,014	3,775,566	3,829,087	3,829,087	3,829,087
..Expenses	261,199	223,070	265,267	259,621	259,621	259,621
..Capital	84,645	84,450	-	118,774	118,774	118,774
	4,063,967	3,853,533	4,040,833	4,207,482	4,207,482	4,207,482
The Police Department consists of thirty-two (32) full-time sworn personnel, one (1) non-sworn Administrative Assistant, one (1) non-sworn Mental Health/Substance Abuse Clinician and one (1) non-sworn Substance Abuse Grant Director. The Department is administered by the Chief of Police and three (3) Lieutenants. The Patrol force is staffed by six (6) Sergeants and Eighteen (18) Patrol Officers. The Investigative/Prosecution Division is staffed by two (2) fulltime Detectives and one (1) fulltime School Resource Officer. The Community Services Division is staffed by one sergeant. The Department performs several major functions including but not limited to: Law Enforcement, Community Policing, Crime Prevention, Crime Investigation, responding to calls for service, housing prisoners, and Administrative Functions. In addition, the Department is the enforcement branch for Town Government and works with various Town Agencies in investigating and prosecuting cases on their behalf.						
Animal Control						
..Salaries	21,323	21,580	21,323	22,125	22,125	22,125
..Expenses	4,900	250	4,900	2,800	2,800	2,800
..Capital	-	-	-	-	-	-
	26,223	21,830	26,223	24,925	24,925	24,925
The Animal Control is staffed with (1) part time officer who is responsible for the investigation and response to animal related calls for service.						

FUNCTION SUMMARY

FIRE DEPARTMENT		FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
		3,639,612	3,424,788	3,715,561	3,829,820	3,710,489	3,710,489
39	SALARIES	3,164,914	3,123,720	3,143,089	3,274,470	3,155,139	3,155,139 *
40	EXPENSES	391,844	261,735	481,570	464,850	464,850	464,850 *
41	CAPITAL	82,854	39,334	90,902	90,500	90,500	90,500
Operations							
...	Salaries	3,159,914	3,091,385	3,138,089	3,269,470	3,150,139	3,150,139
...	Expenses	194,364	191,586	254,700	246,800	246,800	246,800
...	Capital	70,147	39,334	70,595	71,000	71,000	71,000
		3,424,425	3,322,305	3,463,384	3,587,270	3,467,939	3,467,939
The Fire Department consists of 22 permanent men and 1 Administrative Assistant: Chief, Deputy Chief, 4 Captains, and 16 Firefighters. The Operations Division provides inspection services, fire prevention and fire suppression.							
Fire Alarm							
...	Salaries	-	-	-	-	-	-
...	Expenses	20,500	11,804	20,500	20,000	20,000	20,000
...	Capital	12,707	-	18,807	18,000	18,000	18,000
		33,207	11,804	39,307	38,000	38,000	38,000
The Fire Alarm Program is responsible for maintaining the Fire Alarm System throughout the Town as well as the communications system of the Fire Department.							
Emergency Medical Service							
...	Salaries	-	-	-	-	-	-
...	Expenses	175,780	57,351	174,570	166,250	166,250	166,250
...	Capital	-	-	-	-	-	-
		175,780	57,351	174,570	166,250	166,250	166,250
The EMS Program is responsible for providing the emergency medical & ambulance services to the residents of the Town. The Department currently has 8 Emergency Medical Technicians and 14 Paramedics.							
Call Force							
...	Salaries	5,000	32,334	5,000	5,000	5,000	5,000
...	Expenses	1,200	995	31,800	31,800	31,800	31,800
...	Capital	-	-	-	-	-	-
		6,200	33,329	36,800	36,800	36,800	36,800
The Call Department is budgeted to supplement the permanent full-time force on a part-time basis.							
Fire & Police Mechanic							
...	Salaries	-	-	-	-	-	-
...	Expenses	-	-	-	-	-	-
...	Capital	-	-	1,500	1,500	1,500	1,500
		-	-	1,500	1,500	1,500	1,500
Maintenance services for the vehicles in these two departments have been moved to each departments expenses.							
EMERGENCY MANAGEMENT		3,478	3,462	3,478	3,478	3,478	3,478
42	SALARIES	-	-	-	-	-	-
43	EXPENSES	3,478	3,462	3,478	3,478	3,478	3,478
44	CAPITAL	-	-	-	-	-	-

FUNCTION SUMMARY

		FY20 Budget	FY20 Expended	FY21 Budget	DEPT: REQUEST	SELECT BOARD REC	FINCOM REC
CODE ENFORCEMENT		367,661	295,739	324,254	340,942	340,942	340,942
45	SALARIES	336,209	278,923	296,977	313,665	313,665	313,665
46	EXPENSES	31,452	16,816	27,277	27,277	27,277	27,277
47	CAPITAL	-	-	-	-	-	-
Building Inspection							
...	Salaries	238,339	217,838	217,449	222,191	222,191	222,191
...	Expenses	20,112	11,070	17,652	17,652	17,652	17,652
...	Capital	-	-	-	-	-	-
The Code Enforcement Department is staffed with a full-time Department Head/Building Inspector, one fulltime Inspector, and one full-time clerical staff for all code enforcement activities. This Department is responsible for issuing all building permits and inspection of all new construction as well as enforcing the Architectural Access Board Regulations and several local bylaws including the Zoning Bylaw.		258,451	228,907	235,101	239,843	239,843	239,843
Plumbing & Gas Inspection							
...	Salaries	40,604	21,658	38,450	38,450	38,450	38,450
...	Expenses	5,250	2,606	3,825	3,825	3,825	3,825
This program is staffed with two part-time inspectors who are responsible for inspecting all new and repaired gas and plumbing installations.		45,854	24,264	42,275	42,275	42,275	42,275
Weights & Measures							
...	Salaries	7,300	7,000	7,300	7,300	7,300	7,300
...	Expenses	1,785	336	2,025	2,025	2,025	2,025
This program is staffed with a part-time Sealer of Weights and Measures. He is responsible for inspecting all scales and pumps used in connection with the sales of products.		9,085	7,336	9,325	9,325	9,325	9,325
Electrical Inspection							
...	Salaries	49,966	32,427	33,778	45,724	45,724	45,724
...	Expenses	4,305	2,805	3,775	3,775	3,775	3,775
...	Capital	-	-	-	-	-	-
This program is staffed with two part-time inspectors who is responsible for the inspections of all new and changed electrical services.		54,271	35,232	37,553	49,499	49,499	49,499
HEALTH		283,631	281,142	262,116	292,423	292,423	292,423
48	SALARIES	187,311	187,310	180,196	210,503	210,503	210,503
49	EXPENSES	96,320	93,831	81,920	81,920	81,920	81,920
50	CAPITAL	-	-	-	-	-	-
Administration							
...	Salaries	144,977	144,899	155,236	160,583	160,583	160,583
...	Expenses	6,020	6,489	6,020	6,020	6,020	6,020
...	Capital	-	-	-	-	-	-
The Board of Health is responsible for establishing the public health policies of the Town. The Board consists of 3 members appointed by the Town Administrator. The Department is staffed with a full-time Health Agent and Administrative Assistant.		150,997	151,388	161,256	166,603	166,603	166,603
Environmental Health							
...	Salaries	-	-	-	-	-	-
...	Expenses	90,300	87,342	75,900	75,900	75,900	75,900
This program provides for the enforcement of Environmental and Sanitary Codes, Local Regulations and Mosquito Control Programs.		90,300	87,342	75,900	75,900	75,900	75,900
Community Health							
...	Salaries	42,334	42,412	24,960	49,920	49,920	49,920
...	Expenses	-	-	-	-	-	-
...	Misc Capital	-	-	-	-	-	-
This program provides for Communicable Disease Surveillance and follow-up, Immunization Clinics and Non-Communicable Disease Screenings performed by a part-time Public Health Nurse.		42,334	42,412	24,960	49,920	49,920	49,920

	FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY						
P U B L I C   W O R K S						
OPERATIONS	2,704,592	2,575,317	2,503,950	2,777,415	2,777,415	2,777,415

51 SALARIES	1,206,186	1,214,001	1,103,369	1,260,657	1,260,657	1,260,657 *
52 EXPENSES	1,466,306	1,357,121	1,350,581	1,372,158	1,372,158	1,372,158 *
53 CAPITAL	32,100	4,195	50,000	144,600	144,600	144,600 *

\* Line 51 Fund \$96,785 from WATER REVENUE  
\* Line 52 Fund \$26,754 from WATER REVENUE  
\* Line 52 Fund \$10,000 from CEMETERY FUNDS  
\* Line 52 Fund \$20,000 from PERPETUAL CARE  
\* Line 53 Fund \$144,800 from FREE CASH

Administration	128,162	135,500	126,931	131,749	131,749	131,749
...Salaries	21,900	21,094	24,500	26,000	26,000	26,000
...Expenses	-	-	50,000	-	-	-
...Capital	150,062	156,594	201,431	157,749	157,749	157,749

The Administration element of the Public Works Department is staffed with a Director and 2 full-time administrative staff of which a portion of their salaries are budgeted in the Water Enterprise and Stormwater division. This division is responsible for overseeing and managing the entire Public Works Department.

Engineering	39,517	41,484	40,709	41,680	41,680	41,680
...Salaries	4,500	2,310	12,300	10,300	10,300	10,300
...Expenses	10,100	-	-	9,600	9,600	9,600
...Capital	54,117	43,794	53,009	61,580	61,580	61,580

Engineering is staffed with one full-time Engineer who provides technical support to the Public Works Department and other Town Departments and one full-time GIS technician. A portion of both salaries are budgeted in the Water Enterprise and Stormwater division.

Road & Street	403,380	393,640	336,710	430,696	430,696	430,696
...Salaries	161,240	151,691	181,217	181,217	181,217	181,217
...Expenses	-	-	-	-	-	-
...Capital	564,620	545,331	517,927	611,913	611,913	611,913

The Road and Street Division is staffed with 7 employees. They perform the construction and seasonal maintenance functions required of the 87.08 miles of Town paved and gravel roadways.

Snow & Ice	-	107,794	-	-	-	-
...Salaries	395,000	246,884	175,000	175,000	175,000	175,000
...Expenses	395,000	354,678	175,000	175,000	175,000	175,000

Snow and Ice reflects the costs of Winter Operations for materials and hired equipment.

Street Lighting	70,009	73,029	74,260	76,487	76,487	76,487
...Expenses	-	-	-	-	-	-

This budget item provides for the amount to be paid to RMLD to illuminate street lights.



## FUNCTION SUMMARY

Trees		-	-	-	-	-	-
...Salaries	36,000	41,400	41,000	45,000	45,000	45,000	45,000
...Expenses	36,000	41,400	41,000	45,000	45,000	45,000	45,000
Tree Expenses consist of the yearly contractual costs to maintain and remove trees.							
Machinery Maintenance							
...Salaries	156,646	109,609	136,086	145,961	145,961	145,961	145,961
...Expenses	154,800	177,939	150,960	159,110	159,110	159,110	159,110
...Capital	-	-	-	-	-	-	-
	311,446	287,548	287,046	305,071	305,071	305,071	305,071
The Machinery Maintenance program is staffed by 2 full-time mechanics. Their responsibility is to maintain the DPW fleet consisting of 60 vehicles as well as 56 pieces of equipment both motorized and non-motorized.							
Cemetery, Parks and Grounds							
...Salaries	141,476	130,873	139,286	153,077	153,077	153,077	153,077
...Expenses	21,300	20,077	21,300	25,500	25,500	25,500	25,500
...Capital	-	-	-	72,000	72,000	72,000	72,000
	162,776	150,950	160,586	250,577	250,577	250,577	250,577
This program employs 3 full-time employees and reflects maintenance in parks and grounds, and the Town's three cemeteries. The Town is currently expanding Riverside Cemetery.							
Town Buildings							
...Salaries	108,899	112,434	114,023	118,271	118,271	118,271	118,271
...Expenses	496,654	535,959	507,456	510,956	510,956	510,956	510,956
...Capital	22,000	4,195	-	63,000	63,000	63,000	63,000
	627,553	652,588	621,479	692,227	692,227	692,227	692,227
Town Buildings employs 1 full-time facilities maintenance manager/superintendent and 1 full-time laborer. This budget includes the costs for cleaning, maintaining, minor and major repairs and operating all public buildings except schools.							
Stormwater							
...Salaries	228,106	182,667	209,624	239,223	239,223	239,223	239,223
...Expenses	104,903	86,738	162,588	162,588	162,588	162,588	162,588
...Capital	-	-	-	-	-	-	-
	333,009	269,405	372,212	401,811	401,811	401,811	401,811
This program provides for administrative, engineering & professional services for management of the town stormwater & drainage system. A portion of the DPW Administrative & Town Engineer salaries are budgeted in the Stormwater budget.							
SOLID WASTE MANAGEMENT	1,252,988	1,213,175	1,264,050	1,345,563	1,345,563	1,345,563	1,345,563
54 SALARIES	21,032	17,098	21,663	21,663	21,663	21,663	21,663
55 EXPENSES	1,231,956	1,196,077	1,242,387	1,323,900	1,323,900	1,323,900 *	1,323,900 *
* Line 55 Fund \$36,593 from SOLID WASTE STABILIZATION FUND							
The Solid Waste Management program provides contractual trash & recycling services as well as salaries to check the trash trucks and cover Saturday trash drop off at DPW facility.							
FUEL / VEHICLE POOL	151,500	139,506	136,500	153,337	153,337	153,337	153,337
56 EXPENSES	151,500	139,506	136,500	153,337	153,337	153,337	153,337
The Fuel Budget provides funds to pay for fuel for all Town Vehicles except those belonging to the School Department.							

FUNCTION SUMMARY

GENERAL SERVICES

	FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
TOWN CLERK	274,369	273,052	306,955	269,974	269,974	269,974

57 SALARIES	231,318	231,312	247,936	229,116	229,116	229,116
58 EXPENSES	43,051	41,740	59,019	40,858	40,858	40,858
59 CAPITAL	-	-	-	-	-	-
Clerk						
...Salaries	209,376	217,109	205,066	213,308	213,308	213,308
...Expenses	19,545	18,991	21,775	19,115	19,115	19,115
...Capital	-	-	-	-	-	-
	228,921	236,100	226,841	232,423	232,423	232,423

The Town Clerk's office is staffed by a full-time Town Clerk and 2 full-time clerical staff. This Office is responsible for maintaining all vital statistics of the Town, including births, marriages, deaths, and records of all boards and committees. This office also maintains the minutes of Town Meetings and is responsible for conducting the annual census.

Elections						
...Salaries	21,942	14,203	42,870	15,808	15,808	15,808
...Expenses	23,506	22,749	37,244	21,743	21,743	21,743
...Capital	-	-	-	-	-	-
	45,448	36,952	80,114	37,551	37,551	37,551

The Elections program is responsible for conducting all elections and Town Meetings. This program is also responsible for maintaining lists of registered voters within the Town.

ELDER SERVICES	175,130	167,154	183,503	196,240	196,240	196,240
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60 SALARIES	155,755	152,956	162,700	175,437	175,437	175,437
61 EXPENSES	19,375	14,198	20,803	20,803	20,803	20,803
62 CAPITAL	-	-	-	-	-	-

Elder Services is staffed with a full-time Director, Clerk, Outreach Assistant and two (2) part-time van drivers. This department provides a variety of services to the elderly including a hot lunch program, "Meals on Wheels", home care, clinics and transportation.

VETERANS' SERVICES	362,242	260,095	314,630	337,623	337,623	337,623
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63 SALARIES	70,552	54,600	52,940	75,933	75,933	75,933
64 EXPENSES	291,690	205,495	261,690	261,690	261,690	261,690
65 CAPITAL	-	-	-	-	-	-

The Veterans' Department is staffed with a full-time Veterans' Agent and a part time Admin. Assistant. The services provided include state public assistance, VA benefits, referral services and fuel assistance.

LIBRARY	602,532	595,336	616,968	634,376	634,376	634,376
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66 SALARIES	474,881	474,881	489,667	504,658	504,658	504,658
67 EXPENSES	127,651	120,455	127,301	129,718	129,718	129,718
68 CAPITAL	-	-	-	-	-	-

The Library budget includes funding for a full-time Director and Assistant Director, 3 full-time professional staff, 8 part-time staff and 4 substitute technicians. The Library is currently open 51 hours per week.

YOUTH SERVICES	60,860	58,997	61,526	87,693	62,693	62,693
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69 SALARIES	57,860	57,860	58,326	84,493	59,493	59,493
70 EXPENSES	3,000	1,137	3,200	3,200	3,200	3,200

The Youth Services Department is staffed by a full-time Youth Services Director.

	FY20 Budget	FY20 Expended	FY21 Budget	DEPT: REQUEST	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY						
L A N D U S E						

CONSERVATION COMM	44,048	40,590	47,945	49,458	49,458	49,458
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71 SALARIES	24,934	22,635	26,620	28,133	28,133	28,133
72 EXPENSES	19,114	17,955	21,325	21,325	21,325	21,325
73 CAPITAL	-	-	-	-	-	-

The Conservation Commission (ConCom) consists of 5 appointed members and 2 alternates. The Commission has jurisdiction over all activities which take place in Wetlands. These activities are highly regulated by the State. The ConCom holds public hearings to determine whether an activity within the Commission's jurisdiction can be approved and sets conditions under which they can occur. The budget continues to provide part-time clerical support and a part-time Conservation Agent retained on a contractual basis.

PLANNING COMMISSION	195,630	171,308	174,154	204,018	204,018	204,018
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74 SALARIES	151,264	151,264	149,788	155,607	155,607	155,607
75 EXPENSES	44,366	20,045	24,366	43,411	43,411	43,411
76 CAPITAL	-	-	-	5,000	5,000	5,000

The Community Planning Commission (CPC) consists of 5 elected members. The CPC has jurisdiction of all planning activities within the Town. It approves all sub-divisions. The Commission is supported by a full-time Town Planner and a full-time secretary.

BOARD of APPEALS	14,088	11,329	13,538	14,138	14,138	14,138
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77 SALARIES	8,588	8,588	8,038	8,038	8,038	8,038
78 EXPENSES	5,500	2,741	5,500	6,100	6,100	6,100

The Board of Appeals (ZBA) consists of 3 appointed members and up to 3 alternates. The ZBA has the responsibility of granting variances and special permits from the Zoning By-Law and hearing appeals of the Building Inspector. The ZBA is staffed with Clerical Support.

	FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY						
E D U C A T I O N						
PUBLIC SCHOOLS	31,757,773	31,757,061	32,593,216	34,276,665	34,276,665	34,276,665
SALARIES	28,433,390	25,800,729	27,224,866	28,560,606	28,560,606	28,560,606
79 TEACHERS	20,028,680	19,783,742	20,690,434	21,834,923	21,834,923	21,834,923
80 ADMINISTRATION	2,993,411	2,939,073	3,041,462	3,173,192	3,173,192	3,173,192
81 PARAPROFESSIONALS/TUTORS	1,563,695	1,466,198	1,616,602	1,612,387	1,612,387	1,612,387
82 CUSTODIAL	1,104,083	1,043,666	1,182,570	1,193,051	1,193,051	1,193,051
83 ATHLETICS	362,320	275,859	373,160	374,531	374,531	374,531
84 HEALTH SERVICES	7,988	7,988	7,988	7,988	7,988	7,988
85 TRANSPORTATION SPED	143,557	119,547	143,435	172,499	172,499	172,499
86 TECHNOLOGY SUPPORT	229,656	164,656	169,215	192,035	192,035	192,035
87 SALARY POOL SUPPLEMENT				-	-	-
EXPENSES	5,324,383	5,956,332	5,368,350	5,716,059	5,716,059	5,716,059
88 DISTRICT LEADERSHIP & ADMINISTRATION	207,050	211,532	238,050	256,650	256,650	256,650
89 INSTRUCTION	1,061,625	1,013,098	1,170,575	1,421,725	1,421,725	1,421,725
90 STUDENT SERVICES	414,150	967,647	420,750	558,750	558,750	558,750
91 OPERATION & MAINTENANCE OF PLANT	1,634,775	1,406,812	1,697,275	1,732,825	1,732,825	1,732,825
92 FIXED CHARGES	65,500	49,724	55,500	65,500	65,500	65,500
93 COMMUNITY SERVICES	5,250	2,626	5,000	5,250	5,250	5,250
94 EQUIPMENT	5,000	2,700	5,000	5,000	5,000	5,000
95 SPECIAL ED TUITION	1,926,033	2,302,193	1,771,200	1,665,359	1,665,359	1,665,359
96 SMALL CAPITAL	5,000		5,000	5,000	5,000	5,000
97 UNASSIGNED REDUCTION						
* Line 89 Fund \$75,000 from FREE CASH						
* Line 94 Fund \$5,000 from FREE CASH						
* Line 96 Fund \$5,000 from FREE CASH						
98 REGIONAL VOTECH & ESSEX AGRICUL	731,204	672,672	731,470	742,543	742,543	742,543

**FUNCTION SUMMARY****DEBT SERVICE**

	FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
School Debt						
Athletic Field Bathroom Facilities	22,667	22,858	22,450	21,700	21,700	21,700
Batch Entrance 6/17	5,625	5,625	5,375	5,125	5,125	5,125
Batchelder Plans	11,000	11,000	10,600	10,200	10,200	10,200
Batchelder Renovations	716,500	716,500	702,100	633,400	633,400	633,400
Device Initiative 06/15	16,875	16,875	11,250	10,750	10,750	10,750
High/Middle Construction	4,854,111	4,608,908	4,802,662	4,778,899	4,778,899	4,778,899
Hood School Renovation	291,062	291,062	275,940	265,740	265,740	265,740
Little School Roof 10/15	81,400	81,400	74,025	71,775	71,775	71,775
Modular Classrooms 10/06	71,100	71,100	63,600	61,200	61,200	61,200
School Asbestos Abatement 06/13	5,700	5,700	5,550	5,400	5,400	5,400
School Boiler 06/11	28,750	28,750	27,500	26,250	26,250	26,250
School technology 06/11	16,500	16,500	15,750	-	-	-
Ambulance 10/10	31,500	31,500	-	-	-	-
Building on the Common Improve. 10/09	22,500	22,500	22,038	21,500	21,500	21,500
Connection Design	50,231	-	39,200	37,800	37,800	37,800
Culvert Installation 4/10	28,750	28,750	26,250	26,250	26,250	26,250
DPW Building Roof 6/18	26,865	26,655	23,000	22,250	22,250	22,250
DPW Dump Truck 1 06/19	-	-	-	14,350	14,350	14,350
DPW Dump Truck 10/11	27,500	27,500	26,250	-	-	-
DPW Dump Truck 2 06/19	-	-	-	34,667	34,667	34,667
DPW Fabric Storage Replace 06/19	-	-	-	13,384	13,384	13,384
DPW Facilities Asbestos Abate 06/19	-	-	-	22,970	22,970	22,970
DPW Garage Phase I 06/19	-	-	-	10,635	10,635	10,635
DPW Loader 06/18	22,092	22,284	21,850	21,100	21,100	21,100
Drain System Repairs 6/14	11,200	11,200	10,900	10,600	10,600	10,600
Drain System Repairs 6/15	6,125	6,125	5,875	5,625	5,625	5,625
Dump Truck 04/06	10,600	10,600	10,200	-	-	-
Eisenhaure Park	172,325	172,325	167,481	157,581	157,581	157,581
Fire Department Communications 6/17	90,508	85,991	79,200	76,200	76,200	76,200
Fire Pumper - E3	57,042	55,939	50,100	48,600	48,600	48,600
Fire Pumper 10/05	27,113	27,113	21,213	10,613	10,613	10,613
Fire Station AC 6/14	5,575	5,575	5,425	5,275	5,275	5,275
Fire Station Improvements 06/15	6,775	6,775	6,525	6,275	6,275	6,275
Fire Station Improvements 06/16	16,788	16,788	16,288	15,788	15,788	15,788
Flint Library Repairs 04/09	5,475	5,475	5,359	5,225	5,225	5,225
GIS Base Map 6/15	16,125	16,125	15,375	-	-	-
Library Clipboard Repairs 06/19	-	-	-	17,785	17,785	17,785
Library Exterior 10/20	-	-	-	14,785	14,785	14,785
Light Fixtures-Municipal Bldgs 10/09	5,175	5,175	5,059	-	-	-
Loader 10/05	5,300	5,300	5,100	-	-	-
Middle Boiler/Little Soffit	12,200	12,200	11,800	11,400	11,400	11,400
Park St. Bridge	6,750	6,750	6,556	6,357	6,357	6,357
Police Facility Improvements 06/13	5,075	5,075	-	-	-	-
Police Station Renovations	522,363	522,363	505,563	488,763	488,763	488,763
Police Technology/Remodel 04/07	32,738	32,738	31,738	30,738	30,738	30,738
Public Safety Exterior Repairs 6/14	5,375	5,375	5,225	5,075	5,075	5,075
Replace Culverts	6,100	6,100	5,900	5,700	5,700	5,700
Replace Dump Truck 40&41 6/15	21,525	21,525	20,775	20,025	20,025	20,025
Replace Wood Chipper 6/14	5,075	5,075	-	-	-	-
Roadway Restoration 06/19	-	-	-	88,420	88,420	88,420
Senior Van 6/14	5,075	5,075	-	-	-	-
Sewer FEIR 06/15	53,750	53,750	51,250	-	-	-
Skug River Culvert 6/14	17,475	17,025	16,575	16,575	16,575	16,575
Smith Property	212,900	212,900	205,900	198,900	198,900	198,900
Stormwater	22,206	22,296	21,500	25,622	25,622	25,622
Town Hall Boiler 06/20	-	-	-	25,954	25,954	25,954
Town Hall Doors 6/14	2,475	2,475	-	-	-	-
Town Hall Renovations 6/15	7,675	7,675	7,425	7,175	7,175	7,175
Town Hall Roof	46,606	46,606	45,250	43,850	43,850	43,850
Town INET 6/18	40,542	41,739	40,750	39,250	39,250	39,250
Town Road 06/13	5,825	5,825	5,675	5,525	5,525	5,525
Town Road 06/15	13,750	13,750	13,250	12,750	12,750	12,750
Town Road 6/17	40,500	40,500	39,000	37,500	37,500	37,500
Town Road 6/18	41,500	42,650	41,700	40,200	40,200	40,200
Town Road Program 6/14	15,000	15,000	16,575	16,575	16,575	16,575
Town Wifi 06/16	17,375	17,375	17,750	11,250	11,250	11,250
Upper Elm Street Drainage 06/20	-	-	-	49,044	49,044	49,044
Upper Elm Street Paving 06/19	-	-	-	6,532	6,532	6,532
Short Term Interest & Admin. Fee	68,311	17,761	207,975	75,000	75,000	75,000
DEBT SERVICE	8,006,267	7,657,275	7,904,789	7,768,625	7,768,625	7,768,625

\* Line 99 Fund \$43,916 from RESERVE for DEBT EXCLUSION

\* Line 99 Fund \$1,341,723 from CAPITAL IMPROVEMENT STABILIZATION FUND

	FY20 Budget	FY20 Expended	FY21 Budget	DEPT. REQUEST	SELECT BOARD REC	FINCOM REC
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FUNCTION SUMMARY

ENTERPRISE FUNDS

WATER DEPARTMENT	4,101,196	3,913,101	3,981,344	3,985,759	3,985,759	3,985,759
100 SALARIES	830,405	671,917	804,854	714,770	714,770	714,770 *
101 EXPENSES	2,467,517	2,517,806	2,440,653	2,649,564	2,649,564	2,649,564 *
102 CAPITAL	-	-	27,000	-	-	- *
103 DEBT	803,274	723,378	708,837	621,425	621,425	621,425 *

\* Line 100 Fund \$714,770 from WATER REVENUE  
\* Line 101 Fund \$2,649,564 from WATER REVENUE  
\* Line 103 Fund \$621,425 from WATER REVENUE  
The Water Department employs 1 superintendent, 1 foreman and 3 water plant operators, 1 meter reader and 2 equipment operators.  
Administrative support is provided by the DPW Administrative Division.

HILLVIEW COUNTRY CLUB	1,478,861	1,463,244	1,531,345	1,618,288	1,618,288	1,618,288
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104 SALARIES	26,711	26,980	26,980	27,788	27,788	27,788 *
105 EXPENSES	1,026,600	1,035,714	1,084,200	1,269,800	1,269,800	1,269,800 *
106 IN LIEU of TAX PAYMENT	-	-	-	-	-	-
107 L.U.C. EXPENSES	-	-	-	-	-	- *
108 CAPITAL	25,000	-	50,000	-	-	- *
109 DEBT	400,550	400,550	370,165	320,700	320,700	320,700 *

\*Line 104 Fund \$27,788 from HILLVIEW REVENUE  
\*Line 105 Fund \$1,269,800 from HILLVIEW REVENUE  
\*Line 109 Fund \$320,700 from HILLVIEW REVENUE

PARKS AND RECREATION ENTERPRISE	654,820	573,499	706,514	635,699	635,699	635,699
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110 SALARIES	496,110	470,817	539,069	499,709	499,709	499,709 *
111 EXPENSES	158,710	102,681	149,445	121,490	121,490	121,490 *
112 CAPITAL	-	-	18,000	14,500	14,500	14,500 *

\*Line 110 Fund \$309,032 from RAISE and APPROPRIATE  
\*Line 110 Fund \$190,677 from PARKS & RECREATION REVENUE  
\*Line 111 Fund \$121,490 from PARKS & RECREATION REVENUE  
\*Line 112 Fund \$14,500 from PARKS & RECREATION RETAINED EARNINGS  
The Recreation Department is staffed by a full-time Operations Director/Department Head, a full-time Recreation Director, a full-time Parks Director, a full-time Secretary, a full-time DPW/Parks employee and seasonal employees.

The General Fund will subsidize the enterprise and pay for the salaries of the Parks and Recreation Operations Director/Department Head, Parks Director and Recreation Director.  
The enterprise account is responsible for the salary of the Program Coordinator, Secretary and the costs of all seasonal employees and all other types of expenses. Enterprise funds are derived from user fees, recreation programs, functions, and corporate rentals. Seasonal employees are hired to assist in grounds maintenance, as recreation program counselors, and as food service employees.

SUMMARY

GENERAL GOVERNMENT	29,011,803	26,870,338	29,546,447	31,172,354	31,028,023	31,028,023
EDUCATION	32,488,977	32,429,733	33,324,686	35,019,208	35,019,208	35,019,208
DEBT SERVICE	8,006,267	7,657,275	7,904,789	7,768,625	7,768,625	7,768,625
ENTERPRISES	6,234,877	5,949,844	6,219,203	6,239,746	6,239,746	6,239,746
TOTAL BUDGET	75,741,924	72,907,191	76,995,125	80,199,933	80,055,602	80,055,602

**Article 17 Fund Retirement Obligations**

To see if the Town will vote to raise by taxation and appropriate or appropriate by transfer from available funds a sum of money for the purpose of funding FY 2022 retirement obligations; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article will provide funding for obligations owed to municipal and school employees who are retiring during FY2022. The Town has established a Retirement Trust Fund for this purpose, but due to past early retirements, the Fund is insufficient to meet the obligations. Therefore, additional funding is needed.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

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**Article 18 Appropriate Funds to Other Post Employment Benefits Liability Trust Fund**

To see if the Town will vote to raise by taxation and appropriate or appropriate by transfer from available funds, a sum of money to the Other Post Employment Benefits Liability Trust Fund established under Article 19 of the June 3, 2013 Town Meeting; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article supplements a reserve account to pay for future health care costs for retirees. The current balance in this account is \$ 2,605,708.00.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

---

**Article 19 Transfer Funds to School District Reserve Fund for Unanticipated/Unbudgeted Costs for Special Education, Out-of-District Tuition, or Transportation**

To see if the Town will vote to raise by taxation and appropriate or appropriate by transfer from available funds, a sum of money to the School District Reserve Fund established under Article 23 of the June 10, 2019 Town Meeting for unanticipated or unbudgeted costs associated with special education, out-of-district tuition or transportation; or what it will do in relation thereto.

**Sponsor:** School Committee

**Description...**

*This article supplements a reserve account to pay for certain unanticipated education costs. Approval to spend money from this fund would require a majority vote of the School Committee and Select Board. The current balance in this account is \$ 100,000.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

## Article 20 Rescind Authorization to Borrow

To see if the Town will vote to rescind the authorized, but unissued balances of various borrowing authorizations approved by the Town from time to time, which amounts are no longer needed to pay costs of completing the projects for which they were originally approved, or what it will do in relation thereto.

**Sponsor:** Select Board

### Description...

*This is a routine article seeking to rescind bond authorizations that are no longer needed because the respective projects are completed or have been abandoned.*

### Recommendations ...

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

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## Article 21 FY 2022 Capital Expenditures

To see if the Town will vote to raise by taxation and appropriate, appropriate and transfer from unexpended funds remaining in Warrant Articles of previous years, or appropriate by transfer from any available source of funds or borrow pursuant to any applicable enabling authority, a sum of money for the purchase of items of a capital nature including, but not limited to, the possible projects and funding sources set forth below, and further to authorize the Town Administrator to sell or trade-in items rendered surplus by such purchases; or what it will do in relation thereto.

<b>Project</b>	<b>Department</b>	<b>Cost</b>	<b>Source of Funds</b>
Wireless Fire Alarm Receiving Equip	Fire	\$ 70,000	Authorize to Borrow
Roadway Rehab and Reconstruction	DPW-Engineering	\$ 700,000	Free Cash/Authorize to Borrow
Computer/Equip Replace Plan	Info. Tech.	\$ 57,000	Free Cash
Computer/Device Replacements	School	\$ 120,000	Free Cash
Portable Radios	Fire	\$ 46,872	Free Cash
Police Dept. – Upgrade Security	DPW – Facilities	\$ 60,000	Authorize to Borrow
Police Dept. – FOB System	DPW – Facilities	\$ 57,000	Free Cash
Replace 2005 F-450 Pickup #32	DPW – Highway	\$ 95,000	Authorize to Borrow
Technology Instructional Equip	School	\$ 45,000	Free Cash
Town Center Sewer Design	DPW- Engineering	\$ 300,000	Authorize to Borrow
Police Dept. – Upgrade Ventilation	DPW – Facilities	\$ 60,000	Authorize to Borrow
Senior Center – Exterior	DPW – Facilities	\$ 150,000	Authorize to Borrow
Damon Tavern – Exterior	DPW – Facilities	\$ 150,000	Authorize to Borrow
Town Hall – Upgrade Security	DPW – Facilities	\$ 70,000	Authorize to Borrow
Little School Soffits and Fascia	School	\$ 65,000	Authorize to Borrow
DPW Salt Shed Repairs	DPW- Facilities	\$ 50,000	Authorize to Borrow
Replace 2006 Bobcat #67	DPW – Highway	\$ 90,000	Authorize to Borrow
Library – Upgrade Security	DPW – Facilities	\$ 60,000	Authorize to Borrow
Intersection Study & Analysis	DPW	\$ 115,000	Authorize to Borrow
Replace 2010 Command Vehicle	Fire	\$ 67,979	Free Cash
Toolcat 5600	DPW – Highway	\$ 65,000	Authorize to Borrow
Library – Install Fire Alarm/Supp	DPW – Facilities	\$ 50,000	Authorize to Borrow
Document Digitization	Info. Tech.	\$ 50,000	Free Cash
Little School Paving Project	School	\$ 100,000	Authorize to Borrow
Fire Station Second Floor Improv.	DPW – Facilities	\$ 75,000	Authorize to Borrow
Multi-Function Activity Vehicle	School	\$ 40,000	Free Cash
Sidewalk Repair/Tree Removal	DPW- Engineering	\$ 75,000	Free Cash



Water Main Rehab and Replace	Water Enterprise	\$1,194,379	Authorize to Borrow
Water Distribution Sys Upgrades	Water Enterprise	\$ 200,000	Authorize to Borrow
Water Storage Tank Mixers	Water Enterprise	\$ 100,000	Authorize to Borrow
Storage Tanks – Painting/Repairs	Water Enterprise	\$ 600,000	Authorize to Borrow
Replace 2005 Inter. Dump Truck #42	Water Enterprise	\$ 105,000	Water Infra. Stabil. Fund
Greens Speed Roller	Hillview Enterprise	\$ 24,000	Hillview Retained Earnings
Greens Aerator	Hillview Enterprise	\$ 32,000	Hillview Retained Earnings
Greens Walking Mowers	Hillview Enterprise	\$ 39,000	Hillview Retained Earnings
Greens TriPlex or Similar Mowers	Hillview Enterprise	\$ 45,000	Hillview Retained Earnings
Cart Path Paving / Related Costs	Hillview Enterprise	\$ 65,000	Hillview Retained Earnings
Bunker Restructuring	Hillview Enterprise	\$ 20,000	Hillview Retained Earnings
Utility Vehicle	Hillview Enterprise	\$ 25,000	Hillview Retained Earnings

**Sponsor:** Select Board

**Description...**

*This article, required by the Town Charter, annually funds the purchase and replacement of capital equipment for various Town Departments including the School Department as recommended by the Capital Improvement Planning Committee.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

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## Article 22    **Appropriate Money to Participating Funding Arrangement Fund**

To see if the Town will vote to raise by taxation and appropriate, or appropriate by transfer from unexpended funds remaining in Warrant Articles of previous years, or appropriate by transfer from any available source of funds a sum of money to be added to the Participating Funding Agreement Fund established under Article 24 of the June 4, 2018 Town Meeting and re-named under Article 6 of the October 15, 2018 Town Meeting; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*The Select Board proposes to transfer the Town's share of surplus funds from the FY 2021 employee health insurance program, if any, to the Town's Participating Funding Arrangement Fund. The Fund is a reserve account to pay for the Town's portion of future employee health insurance costs.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

## Article 23 Fund Town Building Repairs

To see if the Town will vote to raise by taxation and appropriate, or appropriate by transfer from unexpended funds remaining in Warrant Articles of previous years, or appropriate by transfer from any available source of funds, or borrow a sum of money for the repair of Town buildings, including any costs incidental or related thereto; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article would fund improvements and/or repairs to various municipal buildings. The amount to be requested will be provided at Town Meeting.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

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## Article 24 Appropriate Money for Special Counsel Legal Expenses

To see if the Town will vote to raise by taxation and appropriate, or appropriate by transfer from unexpended funds remaining in Warrant Articles of previous years, or appropriate by transfer from any available source of funds a sum of money for negotiation, mediation and/or litigation with PMA Consultants, LLC and Dore and Whittier Architects, Inc. concerning the Secondary School Building Project, including any costs incidental or related thereto; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article would provide additional funding for legal expenses related to the Secondary School Building Project.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

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## Article 25 Appropriate Money for Legal Expenses 20 Elm Street Litigation

To see if the Town will vote to raise by taxation and appropriate, or appropriate by transfer from unexpended funds remaining in Warrant Articles of previous years, or appropriate by transfer from any available source of funds a sum of money for legal, engineering, consulting, and/or other services associated with the 20 Elm Street Chapter 40B Comprehensive Permit Application, including any costs incidental or related thereto; or what it will do in relation thereto.

**Sponsor:** Select Board

**Description...**

*This article would provide funding for legal and other expenses related to the 20 Elm Street Chapter 40B Comprehensive Permit Application.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

## Article 26 Amend Code of North Reading: Chapter 66 – Finance Add School Rental Revolving Fund

To see if the Town will vote pursuant to the provisions of General Laws, Chapter 44, Section 53E½ as amended, to amend the Code of North Reading General By-Laws, Chapter 66 – Finance, Article 1, Revolving Funds, § 66-1, Establishment of Revolving Accounts, by adding to the end of the list of Revolving Funds a new Revolving Fund Account established under Article 22 of the June 29, 2020 delayed Annual Town Meeting entitled “School Rental Revolving Fund” as follows:

PROGRAM or PURPOSE	DEPARTMENT RECEIPTS	REPRESENTATIVE or BOARD AUTHORIZED TO SPEND
School Rental Revolving Fund	Received in connection with rental payments for the leasing of surplus space in or on a school; funds to be expended for the upkeep and maintenance of any facility under the control of the School Committee; and for any balance to remain in said account rather than to revert to the General Fund as voted in accordance with G.L. Ch. 40 §3.	School Committee

or what it will do in relation thereto.

**Sponsor:** Select Board

### Description...

*This article seeks to amend the General Bylaws by adding to the list of existing revolving accounts a new revolving fund which was previously voted under Article 22 of the June 29, 2020 delayed Annual Town Meeting. Recent changes to G.L.44 Sec.53E ½ required the establishment of a bylaw for revolving accounts; this bylaw must be updated as new revolving accounts are voted by Town Meeting.*

### Recommendations ...

**Select Board:** Recommended.

**Finance Committee:** Recommended.

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## Article 27 Establish Dollar Amount for School Rental Revolving Fund

To see if the Town will vote pursuant to the provisions of General Laws, Chapter 44, Section 53E½ as amended and Town of North Reading General By-Law Chapter 66, Section 1.B to set limitations for expenditures for the School Rental Revolving Fund; or what it will do in relation thereto .

**Sponsor:** Select Board

### Description...

*This article would establish a limit on the amount of money to be expended from this fund in a fiscal year.*

### Recommendations ...

**Select Board:** Recommended.

**Finance Committee:** Recommended.

## Article 28 Amend Dollar Amounts for Various Revolving Funds

To see if the Town will vote pursuant to the provisions of General Laws, Chapter 44, Section 53E½ as amended and Town of North Reading General By-Law Chapter 66, Section 1.B to modify limitations for expenditures for Revolving Funds contained in this section; or what it will do in relation thereto.

**Sponsor:** Select Board

### Description...

*This article would allow for the modification of the limit on the amount of money to be expended from existing revolving funds in a fiscal year. Adjustments, if any, will be presented at Town Meeting.*

### Recommendations ...

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

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## Article 29 Amend Code – Zoning By-Laws – Add Section Small Cell Wireless Facilities

To see if the Town will vote to amend the Zoning Bylaw of the Town of North Reading, Massachusetts by adding a new Section 200-46.1 Small Wireless Facilities as follows in italics, or what it will do in relation thereto.

*§ 200-46.1. Small wireless facilities.*

### A. Purpose and intent.

*The purpose and intent of this bylaw section is to permit regulation of the installation of small wireless facilities outside of rights-of-way so as to preserve the aesthetic character of the Town; to safeguard public safety, health and welfare; and to protect against intangible public harm resulting from unsightly or out-of-character deployments.*

### B. Definition. As used in this section, the following terms shall have the meanings indicated:

*“Small Wireless Facility” – A small wireless facility as defined in 47 CFR 1.6002. For purposes of this Zoning Bylaw, a small wireless facility is not considered a personal wireless service facility subject to regulation under §200-46.*

### C. Small wireless facilities located outside public rights-of-way.

- (1) Small wireless facilities may be located on any lot subject to the requirements of this § 200-46.1.*
- (2) No small wireless facility shall be placed, installed, constructed or modified without first obtaining site plan approval pursuant to this section from the Community Planning Commission. Article XVII of the Zoning Bylaw shall not apply to site plan applications for small wireless facilities.*
- (3) A site plan approval issued by the Community Planning Commission shall require an affirmative three-fifths vote.*

- (4) *The Community Planning Commission shall adopt and may from time to time amend policies, rules and regulations relative to site plan approval under this § 200-46.1. A copy of the policies, rules and regulations shall be kept on file with the Town Clerk and may apply to and set forth the following:*
- (a) The application process, including public hearing requirements, evaluation criteria and timing for action by the Community Planning Commission;*
  - (b) The form and contents of the application and application fee;*
  - (c) Applicable design, siting and aesthetic criteria; and*
  - (d) Requirements for modification, abandonment and annual recertification.*

**Sponsor:** Community Planning Commission

**Description...**

*The article would establish a modified Site Plan Review procedure for the Community Planning Commission to review Small Wireless Facility installations outside of public ways (including private property) for consistency with the a Small Wireless Facilities Siting and Aesthetics Policy anticipated to be approved by the Select Board.*

**Recommendations ...**

**Select Board:** Recommended.

**Finance Committee:** Recommended.

**Community Planning Commission:** Recommended.

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## **Article 30 Amend Code-Zoning Amendments Addition of Senior Housing Overlay Zoning District and Related Amendments**

To see if the Town will vote to amend the Zoning Bylaw of the Town of North Reading to insert a new Article XXVII, Senior Housing Overlay District and to make related changes to the Town's Zoning Map and to Sections 200-28 and 200-30 all as follows with language to be added in *italics* and language to be deleted in ~~strike-through~~, or what it will do in relation thereto.

### **ARTICLE XXVII Senior Housing Overlay District**

**§200-164. Purpose.**

*The purpose of the Senior Housing Overlay District is to encourage the development of housing opportunities within the Town, and to:*

- A. Provide housing for the benefit of senior citizens in order to meet the goal of preserving municipal character and diversity;*
- B. Allow aging residents to have housing opportunities within the Town;*
- C. Provide a full range of housing choices within the Town; and*
- D. Vitalize the historic town center.*

**§200-165. Senior housing development.**

*A senior housing development shall constitute independent housing units designed for persons of age 55 or over within the meaning of Massachusetts and federal law and in accordance with the same, with the requirement that each dwelling unit in a senior housing development shall be occupied by at least one person 55 years of age or older. In the event of the death of the qualifying occupant(s) of a unit, or foreclosure or other involuntary transfer of a unit in a senior housing*

development, a two-year exemption shall be allowed for the transfer the occupancy of the unit to another eligible household. A senior housing development does not include a nursing home or hospital.

**§200-166. Applicability.**

- A. This Senior Housing Overlay Article applies to property placed within the Senior Housing Overlay District and shall include the following parcels of land situated on the southerly side of Park Street, North Reading, MA, that are listed below and are shown on the Zoning Map as set forth on the map entitled "Compiled Plan of Land in North Reading, Mass.; Hayes Engineering, Inc.; Scale: 1"=40'; February 2, 2021; Showing Area to be Re-zoned to Senior Housing Overlay District North Reading Senior Housing Overlay District Map." Said map is on file with the Community Planning Department. The Senior Housing Overlay District is hereby established as an overlay district.

Area	Assessors' Map and Parcel and Parcel ID	Street Number	Street Name
0.47 acres +/-	Map 54, Parcel 123 213/054.0-0000-0123.0	146	Park Street
0.68 acres +/-	Map 54, Parcel 124 213/054.0-0000-0124.0	150	Park Street
3.46 acres +/-	Map 54. Parcel 125 213/054.0-0000-0125.0	148	Park Street

- B. The Community Planning Commission is the special permit granting authority for a senior housing development and may grant a special permit for a senior housing development that conforms to the provisions of this article and the applicable provisions of § 200-28.
- C. A senior housing development project requires site plan review [Article XVII], which can be conducted concurrently with the senior housing development special permit process.

**§200-167. Effect of Senior Housing Overlay District.**

As to a senior housing development, in case of conflict between the regulations of this Senior Housing Overlay Article and the underlying zoning district and other regulations in this bylaw, the regulations of this Senior Housing Overlay Article shall control, whether more or less restrictive.

**§200-168. Use regulations.**

- A. In addition to the uses allowed by right and by special permit in the underlying zoning district, a senior housing development is permitted in the Senior Housing Overlay District by special permit from the Community Planning Commission. The development may include one-family, two-family and multi-family dwellings. One occupant in each residential unit must be 55 years old or older.
- B. Mixed use including offices, retail or personal and consumer services may be allowed provided that the Community Planning Commission specifically finds them compatible with the senior housing development.

**§200-169. Dimensional, density and design regulations.**

The following dimensional and density regulations shall apply to a senior housing development:

- A. Size of site: The site on which the senior housing development is located must contain at least four acres of total land area. Separate lots may be merged to meet this requirement.
- B. Frontage: The site on which the senior housing development is located must have at least 250 feet of frontage. Separate lots may be merged to meet this requirement.

- C. Site coverage: Buildings shall not cover more than 40% of the site.
- D. Open space: Minimum open space (being the portion of the site not occupied by buildings, parking, garages and driveways) shall be at least 20% of the total site area.
- E. Multiple buildings: Multiple buildings are allowed on the site. The minimum distance between principal buildings shall be 20 feet, but covered walkways, pergolas and similar features are allowed between buildings. There is no maximum gross floor area.
- F. Building height: No building shall exceed 45 feet in height.
- G. Setbacks: Any new building used for senior housing units shall be set back 25 feet from the front lot line, 20 feet from each side lot line and 20 feet from the rear lot line.
- H. Proximity to public amenities: The site on which the senior housing development is to be located must be within 250 feet of a public park or public common or public library to which the residents would have walking access.
- I. Maximum number of units: A senior housing development shall not contain more than 50 dwelling units.
- J. Bedrooms per unit: No dwelling unit shall have more than two bedrooms.
- K. Access: Any new multi-floored residential structure must have an elevator access to all dwelling units and handicapped access from the parking garage to the units.
- L. On-site amenities: The senior housing development must include some common area features for senior residents, such as a common meeting-socializing room or a low-impact exercise course that the Community Development Commission deems suitable.

**§200-170. Parking.**

The parking requirements for a senior housing development are as follows:

- A. Residential parking spaces required: 1.75 parking spaces per dwelling unit.
- B. Commercial parking spaces required: one space per 300 square feet of gross floor area so used.
- C. Parking spaces sizes: Indoor parking garage spaces shall be a minimum of 9 feet by 18 feet. Outdoor parking spaces shall meet requirements in §200-4 definitions.
- D. No parking shall be allowed within any required setback.
- E. The Community Planning Commission may waive the requirements of §200-74G and H.

**§200-171. Affordable housing.**

- A. As used in this article, the words "affordable homeownership unit," "affordable housing," "affordable housing restriction," "DHCD," and "eligible household" shall have the same definitions as are contained in § 200-103B of the Zoning Bylaw. Affordable homeownership units must meet DHCD housing quality standards.
- B. As a condition of approval for a senior housing development special permit, 15% of the

*residential units created in the senior housing development shall be affordable homeownership units in perpetuity. If the affordable housing calculation results in a fraction of a unit, the fraction shall be rounded to the nearest whole number.*

*Each affordable homeownership unit shall be subject to an affordable housing restriction in accordance with § 200-108E, and the initial purchase price for that affordable homeownership unit shall meet the criteria of § 200-108C(1)(b) and shall comply with applicable DHCD regulations as to for-sale affordable units. Affordable units shall meet the requirements of the Department of Housing and Community Development (DHCD) Local Initiative Program (LIP) for inclusion on the Chapter 40B Subsidized Housing Inventory.*

*C. The Community Planning Commission shall administer this section and shall promulgate submission requirements and procedures, minimum requirements for a marketing plan, and documentation required by the Town to qualify the affordable housing units for listing on the Chapter 40B Subsidized Housing Inventory.*

*D. To the extent permissible by applicable law and provided such preference does not disqualify such affordable homeownership units from being included as affordable units on the DHCD Subsidized Housing Inventory for North Reading, nondiscriminatory local preference may be applied to the selection of purchasers of affordable homeownership units to qualified persons who are current or former residents of the Town, are employees of the Town, or are a parent, child or sibling of a resident of the Town. The local preference criteria shall be set by the Community Planning Commission with the approval of the Select Board.*

*E. The sale price for affordable homeownership units shall be determined in accordance with the Local Initiative Program regulations of the Massachusetts Department of Housing and Community Development (DHCD) at 760 CMR 45.00 or any successor regulations or program of DHCD establishing guidelines for moderate-income housing programs that qualify under MGL Chapter 40B.*

And to further amend the Zoning Bylaw of the Town of North Reading by inserting a new subparagraph (9) in paragraph B in section 200-28, as follows:

*(9) Special permits relating to the Senior Housing Overlay District.*

And to further amend the North Reading Zoning Map to include a Senior Housing Overlay District that includes the following parcels of land situated on the southerly side of Park Street, North Reading, MA, that are listed below and are shown on Zoning Map as set forth on the map entitled "Compiled Plan of Land in North Reading, Mass.; Hayes Engineering, Inc.; Scale: 1"=40'; February 2, 2021; Showing Area to be Re-zoned to Senior Housing Overlay District."

Area	Assessors' Map and Parcel and Parcel ID	Street Number	Street Name
0.47 acres +/-	Map 54, Parcel 123 213/054.0-0000-0123.0	146	Park Street
0.68 acres +/-	Map 54, Parcel 124 213/054.0-0000-0124.0	150	Park Street
3.46 acres +/-	Map 54. Parcel 125 213/054.0-0000-0125.0	148	Park Street

And to further amend the Zoning Bylaw of the Town of North Reading by making the following change to §200-30 Zoning Map: Replace the phrase "(The current revision date is June 1, 2015.)" with "(The current revision date is June 5, 2021.)".



**Sponsor:** Community Planning Commission

**Description...**

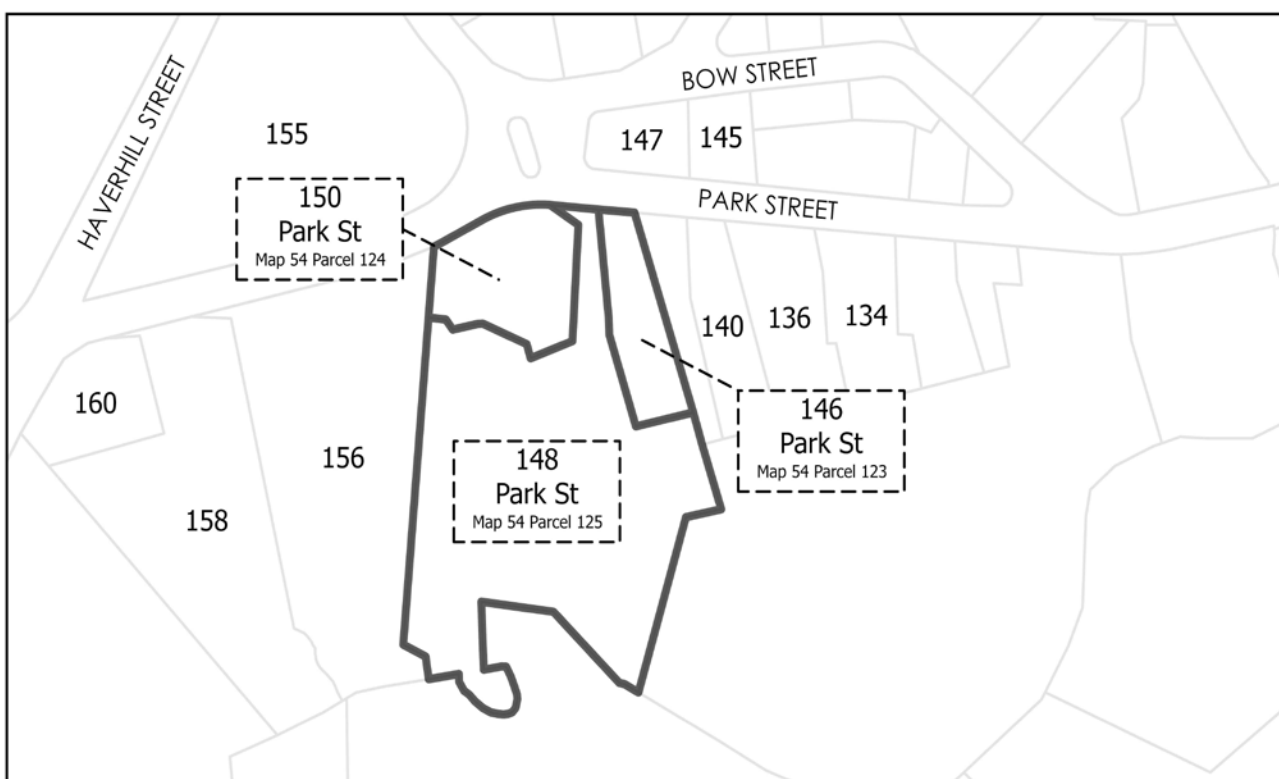
*The article would create a new Zoning Overlay District allowing for new senior housing projects of up to 50 units, including new affordable housing units. Senior housing within this Zoning Overlay District would be allowed by Special Permit, granted by the Community Planning Commission.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

**Community Planning Commission:** Recommended.



**Article 31 Citizens' Petition: Amend Zoning Bylaws: Map 18, Parcels 13, 14 and 15**

To see if the Town will vote to amend the North Reading Zoning Map by changing the zoning designation of three (3) parcels of land located on Concord Street currently containing residential homes and previously agricultural uses from Residence A (RA) to Industrial Office. The parcels are specifically identified as follows:

14 Concord Street (Map 18, Parcel 15)	14.10 Acres
12 Concord Street (Map 18, Parcel 14)	40,047 (.92 Acres) (2 family home)
4 Concord Street (Map 18, Parcel 13)	40,074 SF (.92 Acres) (single family home and previous farm stand)

**Sponsor:** 12-14 Concord Street LLC, 1 Cabot Place, 3<sup>rd</sup> Floor, Stoughton, MA 02072

**Description...**

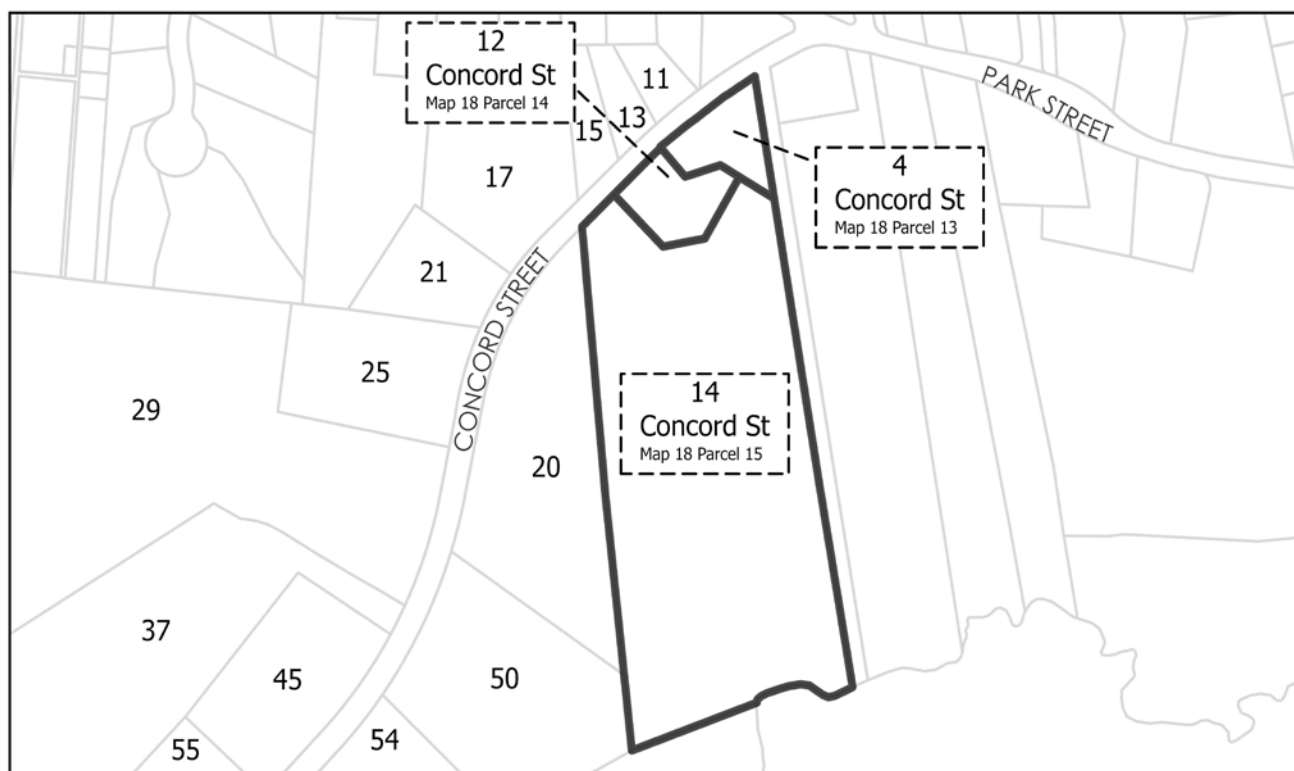
*This article would change the zoning classification for three parcels on Concord Street from Residence A to Industrial Office.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

**Community Planning Commission:** Recommendation to be made at Town Meeting.



**Article 32 Amend Code – Zoning By-Laws – Section 200-30 Zoning Map – 4, 12 and 14 Concord St.**

To see if the Town will vote to amend the Code of the Town of North Reading Zoning By-Laws as follows, pending passage by Town Meeting and approval by the Attorney General's Office of Article 31; or what it will do in relation thereto:

**§200-30 Zoning Map**

Replace the phrase "(The current revision date is June 1, 2015)" with "(The current revision date is June 5, 2021)".

**Sponsor:** Community Planning Commission

**Description...**

*This article would update the Town's Zoning Map to incorporate, if approved, the zoning classification change proposed in Article 31.*

**Recommendations ...**

**Select Board:** Recommendation to be made at Town Meeting.

**Finance Committee:** Recommendation to be made at Town Meeting.

**Community Planning Commission:** Recommendation to be made at Town Meeting.

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And you are directed to serve this Warrant by posting up attested copies, fourteen days at least before the time of holding said meeting, in accordance with the Code of the Town of North Reading.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as aforesaid.

As voted by the Select Board this **10<sup>th</sup>** day of **May** in the year of our Lord **two thousand and twenty-one** and

Given under our hands between following date(s): **May 11<sup>th</sup>, May 12<sup>th</sup>, May 13<sup>th</sup> and May 14<sup>th</sup>** in the year of our Lord **two thousand and twenty-one**.

Kathryn M. Manupelli, Chair  
Liane R. Gonzalez, Vice-Chair  
Vincenzo Stuto, Clerk  
Stephen J. O'Leary  
Richard F. Wallner

**SELECT BOARD OF NORTH READING**

**ATTEST:** Barbara Stats – Town Clerk

Dated: May 14, 2021



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**TOWN OF NORTH READING**  
**Citizens Activity Record**

**To the Town Administrator:**

**I hereby request to be considered for membership to the following board(s) and/or committee(s):** (If more than one, please indicate your preference: 1,2,3...)

- |  |  |
|--|--|
| <input type="checkbox"/> Board of Registrars<br><input type="checkbox"/> Cable Advisory Committee<br><input type="checkbox"/> Commission on Disabilities<br><input type="checkbox"/> Conservation Commission<br><input type="checkbox"/> Council on Aging<br><input type="checkbox"/> Cultural Council<br><input type="checkbox"/> Finance Committee<br><input type="checkbox"/> Fiscal Advisory Committee<br><input type="checkbox"/> Forest Committee<br><input type="checkbox"/> Hillview Commission<br><input type="checkbox"/> Historic District Commission<br><input type="checkbox"/> Historical Commission<br><input type="checkbox"/> Housing Partnership<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Information Technology Advisory Committee<br><input type="checkbox"/> Land Utilization Committee<br><input type="checkbox"/> Library Trustees<br><input type="checkbox"/> Martins Pond Reclamation Study Committee<br><input type="checkbox"/> Mobile Home Rent Control Board<br><input type="checkbox"/> Parks and Recreation Committee<br><input type="checkbox"/> Recycling Committee<br><input type="checkbox"/> Taxation Aid Committee<br><input type="checkbox"/> Trustees of the Trust Fund<br><input type="checkbox"/> Wastewater Planning Advisory Committee<br><input type="checkbox"/> Water Commission<br><input type="checkbox"/> Youth Services Committee<br><input type="checkbox"/> Zoning Board of Appeals |
|--|--|

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Contact Information**

Full Name (Print): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
Residence Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Membership in community organizations**

Organization	Dates	Activities
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Do you have any skills, experience, or education you would like to mention?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is your reason for wanting to serve on this board / committee / other?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return the completed form to: Town Administrator, Town Hall, 235 North Street, North Reading, MA 01864 or apply on-line at [www.northreadingma.gov](http://www.northreadingma.gov).**

\_\_\_\_\_ Thank you for volunteering to serve your community \_\_\_\_\_



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Town of North Reading  
Spring Annual Town Meeting  
June 5, 2021  
North Reading, MA 01864

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