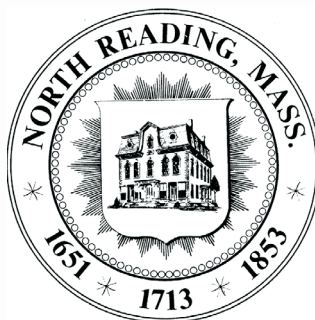


**TOWN OF NORTH READING
MASSACHUSETTS**

**JUNE ANNUAL
TOWN MEETING WARRANT
AND
REPORT OF THE FINANCE COMMITTEE**



MONDAY, JUNE 29, 2020

(Delayed from June 8, 2020)

7:00 P.M.

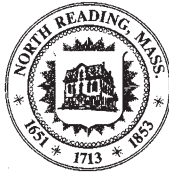
Gymnasium, North Reading High School, Park Street

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

**VIRTUAL WARRANT ARTICLE INFORMATIONAL HEARING
ON JUNE 15, 2020 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 THE JUNE ANNUAL TOWN MEETING

The June Annual Town Meeting is scheduled to be held on Monday, June 29, 2020 at 7:00 PM in the Gymnasium at North Reading Middle/High School. Please note that the May 11, 2020 Special Town Meeting that was recessed to June 29th will be further recessed to a date not yet determined as of this writing, and the Town's option to purchase Seven Acres Poultry Farm at 14 Concord Street will not be considered on June 29th.

As of the signing of this warrant, state law does not permit a virtual, electronic, or telephonic open Town Meeting. Municipal and school officials have worked collaboratively to submit only necessary business for consideration at this Town Meeting. In the interest of abbreviating Town Meeting, the Select Board has limited warrant articles to only essential and time-sensitive matters. The Select Board also wishes to call your attention to a **Virtual Warrant Article Informational Hearing** which will be held on **Monday, June 15, 2020 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 so that the Town Meeting on June 29th can be conducted in the most safe and efficient manner. Residents may access these hearings as follows:

Via the internet: <https://us02web.zoom.us/j/86078295167>

Via phone: **One tap mobile: +19292056099 or +13126266799 -or-**

Dial by telephone: (929) 205-6099 or (312) 626-6799

Enter Meeting ID: 860 7829 5167 #, then press # again

This information is also available on the Town website at www.northreadingma.gov. Residents are also encouraged to submit questions via email to townadministrator@northreadingma.gov. Questions received by 3:00 PM on June 15th 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 will be asked, but are not required, to wear a mask while on the grounds and inside the building at the Middle/High School. If you are unable or choose not to wear a mask, you will be seated in a designated section. Residents are also asked to observe social distancing while awaiting check-in and entry to the Gymnasium, and to anticipate being assigned a specific seat upon entry. Members of the same household may be seated together to the extent possible.

As background information, at a hearing on January 27, 2020, the Select Board voted to set the June Annual Town Meeting date as June 8, 2020. After issuing a Local Declaration of Emergency on March 23, 2020 due to the ongoing COVID-19 pandemic, the Select Board voted on April 15, 2020 to delay the June Annual Town Meeting to Monday, June 29, 2020 at 7:00 PM. In consultation with public health and public safety officials, the Select Board further voted on June 1st to hold the Town Meeting in the Gymnasium of the Middle/High School in order to exercise proper safety protocols to the greatest extent possible for the protection of all Town Meeting attendees.

As has been the case for the past few months, the situation regarding COVID-19 continues to evolve. In the event the Town Moderator determines that conditions require that the date/time or venue for Town Meeting must be changed for public health or safety reasons, notice will be distributed as promptly as possible. Under State Law, this authority rests with the Moderator once a Town Meeting has been called.

Thank you for your attention. Enclosed please find a glossary of financial terms, the report of the Finance Committee, Motions Customary to North Reading Town Meetings, and the Town Meeting warrant.

Sincerely,
Michael P. Gilleberto, Town Administrator

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.*

Glossary of Financial Terms	<u>Page</u> 2
Report of the Finance Committee	6
Motions Customary to North Reading Town Meetings	9
Article 1 FY2020 Budget Amendment	10
Article 2 Fund FY2020 Snow and Ice Deficit	10
Article 3 FY2020 Appropriate Funds to Capital Improvement Stabilization Fund	11
Article 4 FY2020 Transfer Funds to Water Stabilization Fund	11
Article 5 FY2020 Appropriate Money to Stabilization Fund	12
Article 6 FY2020 Transfer Funds to Other Post Employment Benefits Liability Trust Fund	12
Article 7 FY2020 Transfer Funds to Solid Waste Stabilization Fund	12
Article 8 Select Town Officers	13
Article 9 Hear and Act on Reports of Town Officers and Committees	13
Article 10 Authorize Director of Public Works to Accept Easements	13
Article 11 Authorize Treasurer to Enter into Compensating Balance Agreements	14
Article 12 Authorize Chapter 90 Highway Construction Funds	14
Article 13 Prior Year Bills	14
Article 14 FY2021 Operating Budget	15
Article 15 FY2021 Capital Expenditures	32
Article 16 Fund Retirement Obligations	33
Article 17 Transfer Funds to Other Post Employment Benefits Liability Trust Fund	33
Article 18 Appropriate Money for Legal Expenses 20 Elm Street Litigation	33
Article 19 Authorize Lease of Land/Rooftop Space for Solar Photovoltaic Facilities	34
Article 20 Authorize Electricity Supply/On-Bill Credit Purchase Agreements	34
Article 21 Authorize Agreements for Payments in Lieu of Taxes	35
Article 22 Establish School Rental Revolving Account	35
Article 23 Authorize Lease for LED Lighting Project	36
Article 24 Funding for FY2021 Revaluation	36

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 - 2020**

The year 2020 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 everyone of us. We are getting Zoom fatigue!

It has greatly effected the FY 21 town budgets. No one could have anticipated the economic meltdown that we are experiencing. State Aid and local receipts are projected to be lower than this past year. After serious discussions with state and local leaders the town has decided to lower these numbers by 10% from last year. We will not have final numbers from the state in time to pass the FY2021 budget. It is difficult to fully determine the various revenue losses; for example, car dealerships are closed, hence fewer new cars and decreased excise tax. But how much? When will it hit? The list of potential areas of decreased revenue are numerous and forecasting effects is difficult. Although there is an increase in Real Estate taxes from year to year it does not come close to neutralizing revenue shortfalls.

The challenge is how to maintain as much as possible of a level services budget in this economy. And because it is anticipated that FY22 will be even more difficult we need to carefully guard some resources for the future. Capital Improvement projects have been severely limited to those items which cannot wait. Many small capital items in departmental budgets have been put on hold. New hires have been put on hold with the exception of a few key and necessary positions hiring of which has been postponed until the fall. Budgets have been examined and then re-examined chiseling them down as much as possible. Both the municipal and school budgets have received extreme scrutiny. Much thought and numerous Zoom discussions have taken place.

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, 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 FY22 may be a greater challenge.

Respectfully submitted,
Abby Hurlbut, Chair
Ben Gamer, Vice Chair
Richard Johnson, Clerk
Ted Haggerty
Vinnie Ruschioni

Dan Pulver
Dan Mills
Vincenzo Stuto
Don Kelliher

**TOWN of NORTH READING
REVENUE FORECAST
June 29, 2020**

	FY 2020 Budget	FY 2021 Projection
TAXES:		
PRIOR YEAR ADJUSTED LEVY LIMIT	44,467,836	46,656,776
ADD 2.5%	1,111,696	1,166,419
NEW GROWTH	1,077,244	817,650
ADJUSTED LEVY LIMIT	46,656,776	48,640,845
DEBT EXCLUSION - PERMANENT	1,526,616	1,465,794
DEBT EXCLUSION - HIGH SCHOOL/MIDDLE	5,030,412	4,802,662
EXCESS LEVY CAPACITY	(20,053)	
TOTAL TAXES	53,193,751	54,909,300
STATE AID: CHERRY SHEET - EXPANDED		
CHAPTER 70	7,153,937	6,438,543
UNRESTRICTED GENERAL GOVERNMENT AID	1,885,447	1,696,902
ANNUAL FORMULA LOCAL AID		
VETERANS' BENEFITS	187,414	162,294
POLICE CAREER INCENTIVE		
EXEMPTIONS: BLIND, ELDERLY, SURV SP	44,026	39,858
CHAPTER TUITION REIMBURSEMENT	1,744	1,744
SCHOOL LUNCH - OFFSET RECEIPT		
PUBLIC LIBRARIES - OFFSET RECEIPT	17,464	17,464
STATE OWNED LAND	47,918	47,664
	9,337,950	8,404,469
STATE AID: OTHER		
SBAB REIMBURSEMENT	243,393	243,393
TOTAL STATE AID	9,581,343	8,647,862
LOCAL RECEIPTS:		
MOTOR VEHICLE EXCISE	2,650,000	2,575,000
PENALTIES & INTEREST	180,000	220,000
PAYMENT IN LIEU OF TAXES	254,000	254,000
TRASH FEE	1,100,000	1,185,000
FEES	149,457	150,000
CEMETERY	20,000	25,000
DEPARTMENTAL REVENUE	30,000	40,000
LICENSES & PERMITS	400,000	375,000
FINES & FORFEITS	10,000	15,000
INVESTMENT INCOME	210,000	160,000
MUNICIPAL MEDICAID	30,000	30,000
MISC. RECURRING- MEALS TAX	225,000	175,000
MISC. NON-RECURRING	-	
TOTAL LOCAL RECEIPTS	5,258,457	5,204,000
REVENUE SUB-TOTAL	68,033,551	68,761,162
OTHER FINANCING SOURCES:		
TRNSFR FR RESERVE SEPTIC LOANS	15,872	1,127
DEBT SERVICE STABILIZATION FUND	1,200,000	1,349,025
CIPC-DEBT SERVICE STABILIZATION FUND		
DEBT EXCLUSION/BATCH PREMIUM	43,916	43,916
TRANSFER FROM CELL TOWER ACCT.	300,000	550,000
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)	472,654	486,833
TRANSFER FROM RECREATION (INDIRECT)	3,100	3,200
TRANSFER FROM SOLID WASTE STAB		
TRANSFER FROM 104 LOWELL RD. REVOLVING	22,800	23,000
TRANSFER FROM PREMIUM FOR SALE OF BONDS	-	
FREE CASH	-	50,000
OTHER POST EMPLOYMENT TRUST FUND		150,000
HEALTH INSURANCE TRUST FUND		86,447
REVENUE SURPLUS	(42,148)	(444,349)
	2,696,194	2,979,200
TOTAL GENERAL FUND REVENUE	70,729,745	71,740,362
Expenditures	70,729,745	71,740,362
Variance	0	0

**TOWN of NORTH READING
FY21 APPROPRIATION PROJECTION
June 29, 2020**

APPROPRIATIONS:

DEPARTMENT	FY20 Revised Budget	FY21 Select Board Recommendations
SELECT BOARD	27,572	26,574
MODERATOR	50	50
TOWN ADMIN.	359,375	292,703
HUMAN RESOURCES	180,544	191,663
SALARY POOL	380,194	461,662
FINANCE COMMITTEE	2,050	2,050
RESERVE FUND	110,000	110,000
FINANCE DIRECTOR	211,859	216,994
ACCOUNTING	204,843	198,467
ASSESSING	241,554	251,764
TREASURY	66,968	68,197
COLLECTION	298,596	268,689
LEGAL COUNSEL	130,500	130,500
INFO SYSTEMS	464,439	497,423
Info Systems Capital	35,000	40,000
TOWN CLERK and Elections	263,654	306,955
Town Clerk Misc. Capital	0	0
CONSERVATION COMM.	44,048	47,945
COMMUNITY PLANNING	191,240	174,154
CPC Misc. Capital	0	0
BOARD OF APPEALS	13,538	13,538
PUBLIC SAFETY DIRECTOR	30,000	30,000
POLICE DEPARTMENT	4,005,545	4,067,056
Police Misc. Capital	84,645	0
FIRE DEPARTMENT	3,556,758	3,624,659
Fire Misc. Capital	82,854	90,902
CODE ENFORCEMENT	367,661	324,254
EMERGENCY MANAGEMENT	3,478	3,478
DEPT. of PUBLIC WORKS	2,452,492	2,453,950
DPW Misc. Capital	32,100	50,000
FUEL	151,500	136,500
SANITATION	1,264,050	1,272,589
HEALTH	266,257	262,116
ELDER SERVICES	175,130	183,503
Elder Services Misc. Capital	0	0
VETERANS' SERVICES	362,242	314,630
LIBRARY	588,103	616,968
RECREATION	241,790	248,340
YOUTH SERVICES	59,616	61,526
GENERAL GOVT. SUB TOTAL	16,950,245	17,039,800
 SCHOOL OPERATIONS	 31,757,773	 32,526,778
GEN. GOVT. & SCHOOL SUB TOTAL	48,708,018	49,566,578
UNAPPROPRIATED and OTHER SHARED COSTS:		
CAPITAL IMPROVEMENT PLAN		
REGIONAL SCHOOL ASSESSMENT	731,204	731,470
DEBT SERVICE NON-EXEMPT	1,206,831	1,067,025
DEBT SERVICE EXEMPT	6,649,042	6,555,764
DEBT SERVICE LITTLE SCHOOL ROOF	81,400	74,025
DEBT SERVICE - SHORT TERM INTEREST	50,000	207,975
EMPLOYEE BENEFITS	11,663,178	12,396,597
OTHER POST EMPLOYMENT BENEFITS	300,000	300,000
TO CAPITAL IMPROVEMENT STABILIZATION & STABILIZATION		
STATE & COUNTY CHARGES	209,031	231,360
CHERRY SHEET OFFSETS	17,464	17,638
EXCESS CAPACITY NOT APPROPRIATED	-20,053	0
RESERVE for ABATE & EXEMPT.	345,000	225,000
SNOW & ICE DEFICIT	232,388	
RETIREMENTS	200,000	
GENERAL LIABILITY INSURANCE	356,243	366,930
RAISE & APPROPRIATE FOR OTHER ARTICLES		
USE OF FREE CASH		
APPROPRIATED at OCTOBER TOWN MEETING		
OTHER COSTS SUB TOTAL	22,021,727	22,173,784
 GRAND BUDGET TOTAL	 70,729,745	 71,740,362
 REVENUE PROJECTION	 70,729,745	 71,740,362
PROJECTED SURPLUS/(DEFICIT)	0	0

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****ANNUAL TOWN MEETING****JUNE 29, 2020****7:00 P.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 the Gymnasium, North Reading High School, Park Street in said North Reading, on **MONDAY, the TWENTY-NINTH DAY OF JUNE, 2020**, at **seven o'clock** in the evening, then and there to act on the following articles:--

Article 1 FY2020 Budget Amendment

To see if the Town will vote to amend the FY2020 Operating Budget voted under Article 15 of the June 10, 2019 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, 2019, 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.

Article 2 Fund FY2020 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 FY2020 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, 2020.

Recommendations ...**Select Board:** Recommended.**Finance Committee:** Recommendation to be made at Town Meeting.

Article 3 FY2020 Appropriate Funds to Capital Improvement Stabilization Fund

To see if the Town will vote to transfer a sum of money from the FY2020 Operating Budget voted under Article 15 of the June 10, 2019 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 \$1,093,674.00. 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 FY2020 Transfer Funds to Water Stabilization Fund

To see if the Town will vote to transfer a sum of money from the FY2020 Operating Budget voted under Article 15 of the June 10, 2019 Annual Town Meeting, FY2020 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. It is proposed an amount be transferred from Water Retained Earnings into the Water Stabilization Fund. The present balance in the Fund is \$2,463,550.00.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommended.

Article 5 FY2020 Appropriate Money to Stabilization Fund

To see if the Town will vote to transfer a sum of money from the FY2020 Operating Budget voted under Article 15 of the June 10, 2019 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 \$3,030,102.00.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommendation to be made at Town Meeting.

Article 6 FY2020 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 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 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 \$1,659,696.00.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommended.

Article 7 FY2020 Transfer Funds to Solid Waste Stabilization Fund

To see if the Town will vote to transfer a sum of money from the FY2020 Operating Budget voted under Article 15 of the June 10, 2019 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 \$171,570.00.

Recommendations ...

Select Board: Recommendation to be made at Town Meeting.

Finance Committee: Recommendation to be made at Town Meeting.

Article 8 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 9 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 10 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 11 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 FY2021 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 12 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 28, 2020, the Town anticipated receiving \$518,167 in Fiscal Year 2021 Chapter 90 funding for local road projects.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommended.

Article 13 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 2019. 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 14 FY 2021 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, 2021 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, 2020 to June 30, 2021. The budget is voted in two (2) motions; one for appropriations requiring a majority vote and a second for appropriations requiring a 2/3rd vote.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommended.

June 29, 2020

FY2021									
	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/MD	SELECT BOARD REC	FINCOM REC		
ALL COSTS	71,605,276	71,119,150	75,327,997	77,724,974	76,937,227	76,937,227	76,937,227		
GENERAL GOVERNMENT:									
ADMINISTRATION		902,029	1,546,528	1,687,402	1,582,132	1,582,132	1,582,132		
FINANCE	1,086,190	11,746,571	13,186,437	14,071,641	13,938,131	13,938,131	13,938,131		
PUBLIC SAFETY	12,445,433	8,044,020	8,397,198	8,647,000	8,402,465	8,402,465	8,402,465		
PUBLIC WORKS	8,044,020	3,877,775	3,900,142	4,071,614	3,913,039	3,913,039	3,913,039		
GENERAL SERVICES	3,658,757	1,353,047	1,448,745	1,609,439	1,483,582	1,483,582	1,483,582		
LAND USE	1,434,577	256,361	248,826	255,638	235,638	235,638	235,638		
EDUCATION	256,361	235,567	32,488,977	33,258,248	33,258,248	33,258,248	33,258,248		
DEBT SERVICE	30,282,247	31,394,329	8,006,267	7,904,789	7,904,789	7,904,789	7,904,789		
ENTERPRISES	7,891,192	8,007,139	6,104,877	6,219,203	6,219,203	6,219,203	6,219,203		
	6,506,499	5,911,487							

Above is a summary, by function, of the FY2021 Operating Budgets of all Town Departments. The detail for these budgets is on the following pages.

THIS SPACE for NOTES

June 29, 2020							
FY2021							
	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC'D	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
ADMINISTRATION							
Moderator	50	-	50	50	50	50	50
1 SALARIES	50	-	50	50	50	50	50
2 EXPENSES	-	-	-	-	-	-	-
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.							
FINANCE COMMITTEE	2,050	690	2,050	2,050	2,050	2,050	2,050
3 SALARIES	1,500	480	1,500	1,500	1,500	1,500	1,500
4 EXPENSES	550	210	550	550	550	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.							
RESERVE FUND	45,496	-	110,000	110,000	110,000	110,000	110,000
5 EXPENSES	45,496		110,000	110,000	110,000	110,000	110,000
This fund is appropriated to provide for extraordinary and unforeseen expenditures. FY19 was budgeted at \$110,000 of which \$64,504 was transferred to various departments. In those instances, the additional budgets and expenditures are included under the appropriate departments.							
GENERAL INSURANCE	325,703	297,785	356,243	366,930	366,930	366,930	366,930
6 EXPENSES	325,703	297,785	356,243	366,930	366,930	366,930	366,930
* Line 6 Fund \$11,067 from WATER REVENUE							

June 29, 2020

FY2021							
	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/WD	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
TOWN COUNSEL	130,500	119,829	130,500	130,500	130,500	130,500	130,500
7 EXPENSES	130,500	119,829	130,500	130,500	130,500	130,500	130,500 *
* Line 7 Fund \$8,000 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.							
SELECT BOARD	26,341	20,639	27,572	28,718	26,574	26,574	26,574
8 SALARIES	22,816	20,639	22,822	23,718	21,574	21,574	21,574
9 EXPENSES	3,525	-	4,750	5,000	5,000	5,000	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	289,102	281,177	359,375	369,703	292,703	292,703	292,703
10 SALARIES	246,002	246,002	316,675	325,053	250,053	250,053	250,053 *
11 EXPENSES	43,100	35,175	42,700	44,650	42,650	42,650	42,650
12 CAPITAL	-	-	-	-	-	-	-
* Line 10 Fund \$20,877 from WATER REVENUE							
This budget provides for the compensation of the Town Administrator, Administrative Assistant, and occasional additional clerical support. Expenses include the administrative costs of General Government, Town Meeting etc.							
HUMAN RESOURCES	182,455	182,109	180,544	217,789	191,663	191,663	191,663
13 SALARIES	166,205	166,204	164,194	179,475	179,475	179,475	179,475
14 EXPENSES	16,250	15,905	16,350	38,314	12,188	12,188	12,188
15 CAPITAL	-	-	-	-	-	-	-
This budget provides for the compensation of the Human Resources Director and Part-Time Benefits Coordinator							
SALARY POOL SUPPLEMENT	84,493	-	380,194	461,662	461,662	461,662	461,662
Overtime and Longevity	15,000	-	15,000	15,000	15,000	15,000	15,000
Retirement Incentives/Buy-backs	-	-	-	-	-	-	-
Compensation Change	69,493	-	365,194	446,662	446,662	446,662	446,662
16 SALARY POOL SUPPLEMENT	84,493	-	380,194	461,662	461,662	461,662	461,662
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 FY19 was \$232,966 of which \$133,474 was distributed to various departments where the budget and expenditure are included.							

THIS SPACE for NOTES

June 29, 2020

FY2021

	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC'D	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
F I N A N C E							
FINANCE DIRECTOR	226,712	226,712	211,859	216,994	216,994	216,994	216,994
17 SALARIES	226,712	226,712	211,859	216,994	216,994	216,994	216,994 *
* Line 17 Fund \$1,663 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	196,461	188,412	204,843	228,467	198,467	198,467	198,467
18 SALARIES	116,186	109,883	124,468	127,827	127,827	127,827	127,827 *
19 EXPENSES	80,275	78,529	80,375	100,640	70,640	70,640	70,640 *
20 CAPITAL	-	-	-	-	-	-	-
* Line 18 Fund \$13,878 from WATER REVENUE							
* Line 19 Fund \$11,082 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	235,614	218,773	241,554	251,764	251,764	251,764	251,764
21 SALARIES	192,036	192,036	188,571	195,281	195,281	195,281	195,281
22 EXPENSES	43,578	26,737	52,983	56,483	56,483	56,483	56,483
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	68,119	68,119	66,968	68,197	68,197	68,197	68,197
24 SALARIES	68,119	68,119	66,968	68,197	68,197	68,197	68,197
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.							

June 29, 2020

FY2021

FUNCTION SUMMARY

	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/WD	SELECT BOARD REC	FINCOM REC
COLLECTION	299,931	295,799	298,596	309,199	268,689	268,689	268,689
27 SALARIES	217,685	217,685	214,950	224,803	184,293	184,293	184,293 *
28 EXPENSES	82,246	78,114	83,646	84,396	84,396	84,396	84,396 *
29 CAPITAL	-	-	-	-	-	-	-
<p>* Line 27 Fund \$19,271 from WATER REVENUE</p> <p>* Line 28 Fund \$805 from WATER REVENUE</p>							
INFORMATION SYSTEMS	466,462	440,819	499,439	600,423	537,423	537,423	537,423
30 SALARIES	148,992	148,880	150,468	211,842	153,842	153,842	153,842 *
31 EXPENSES	282,470	259,554	313,971	343,581	343,581	343,581	343,581 *
32 CAPITAL	35,000	32,385	35,000	45,000	40,000	40,000	40,000
<p>* Line 30 Fund \$13,385 from WATER REVENUE</p> <p>* Line 31 Fund \$15,957 from WATER REVENUE</p>							

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.

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	10,952,134	10,307,938	11,663,178	12,396,597	12,396,597	12,396,597	12,396,597
County Retirement	3,861,918	3,864,918	4,161,014	4,402,035	4,402,035	4,402,035	4,402,035
Workers' Compensation	334,341	310,065	344,371	354,703	354,703	354,703	354,703
Employment Security	20,000	2,210	20,000	20,000	20,000	20,000	20,000
Health Insurance	6,104,395	5,549,500	6,484,093	6,943,052	6,943,052	6,943,052	6,943,052
Life Insurance	21,000	21,788	21,000	21,000	21,000	21,000	21,000
Medicare	555,480	519,795	577,700	600,807	600,807	600,807	600,807
Public Safety Disability	30,000	-	30,000	30,000	30,000	30,000	30,000
Retired Public Safety Medical	-	-	-	25,000	25,000	25,000	25,000
Uninsured Medical	25,000	39,662	25,000	-	-	-	-
33 PENSIONS & BENEFITS	10,952,134	10,307,938	11,663,178	12,396,597	12,396,597	12,396,597	12,396,597 *

- * Line 33 Fund \$253,323 from WATER REVENUE
- * Line 33 Fund \$3,200 from PARKS and RECREATION REVENUE
- * Line 33 Fund \$550,000 from CELL TOWER REVENUE
- * Line 33 Fund \$86,447 from HEALTH INSURANCE TRUST FUND
- * Line 33 Fund \$150,000 from OPEB TRUST FUND

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

THIS SPACE for NOTES

June 29, 2020

FY2021

	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/WD	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
PUBLIC SAFETY							
PUBLIC SAFETY ADMINISTRATION	30,000		30,000	30,000	30,000	30,000	30,000
34 SALARIES	30,000		30,000	30,000	30,000	30,000	30,000
35 EXPENSES							
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 through bylaw							
POLICE DEPARTMENT	4,051,268	3,818,664	4,090,190	4,120,090	4,067,056	4,067,056	4,067,056
36 SALARIES	3,725,785	3,490,129	3,739,446	3,796,889	3,796,889	3,796,889	3,796,889
37 EXPENSES	255,359	284,165	266,099	270,167	270,167	270,167	270,167
38 CAPITAL	70,124	64,370	84,645	53,034			
Operations							
...Salaries	3,654,684	3,468,580	3,718,123	3,775,566	3,775,566	3,775,566	3,775,566
...Expenses	247,709	263,319	261,199	265,267	265,267	265,267	265,267
...Capital	70,124	64,370	84,645	53,034			
	3,972,517	3,796,269	4,063,967	4,093,867	4,040,833	4,040,833	4,040,833

The Police Department presently 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	18,965	21,549	21,323	21,323	21,323	21,323	21,323
...Salaries	5,150	846	4,900	4,900	4,900	4,900	4,900
...Expenses							
...Capital							
	24,115	22,395	26,223	26,223	26,223	26,223	26,223

The Animal Control is staffed with (1) part time officer who is responsible for the investigation and response to animal related calls for service.

Dispatch	52,136	-	-	-	-	-	-
...Salaries	2,500	-	-	-	-	-	-
...Expenses							
	54,636	-	-	-	-	-	-

The FY 2019 budget proposes to establish a dedicated civilian dispatch function consisting of 3 full-time employees and two part-time employees

FIRE DEPARTMENT	3,455,460	3,341,383	3,639,612	3,862,884	3,715,561	3,715,561	3,715,561
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39 SALARIES	3,023,889	2,983,582	3,164,914	3,290,412	3,143,089	3,143,089	3,143,089
40 EXPENSES	352,303	309,963	391,844	481,570	481,570	481,570	481,570
41 CAPITAL	79,268	47,838	82,854	90,902	90,902	90,902	90,902

* Line 39 Fund \$475,430 from AMBULANCE RESERVE

* Line 40 Fund \$174,570 from AMBULANCE RESERVE

Operations	3,018,889	2,955,650	3,159,914	3,285,412	3,138,089	3,138,089	3,138,089
...Salaries	161,308	153,837	194,364	254,700	254,700	254,700	254,700
...Expenses	46,845	15,561	70,147	70,595	70,595	70,595	70,595
...Capital	3,227,042	3,125,048	3,424,425	3,610,707	3,463,384	3,463,384	3,463,384

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.

June 29, 2020

FY2021

FUNCTION SUMMARY

	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/MD	SELECT BOARD REC	FINCOM REC
Fire Alarm							
...Salaries	-	-	-	-	-	-	-
...Expenses	10,500	12,716	20,500	20,500	20,500	20,500	20,500
...Capital	32,423	31,687	12,707	18,807	18,807	18,807	18,807
	42,923	44,403	33,207	39,307	39,307	39,307	39,307
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	178,295	142,610	175,780	174,570	174,570	174,570	174,570
...Capital	-	590	-	-	-	-	-
	178,295	143,200	175,780	174,570	174,570	174,570	174,570
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	27,932	5,000	5,000	5,000	5,000	5,000
...Expenses	2,200	800	1,200	31,800	31,800	31,800	31,800
...Capital	-	-	-	-	-	-	-
	7,200	28,732	6,200	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
Maintenance services for the vehicles in these two departments have been moved to each departments expenses.							
	3,478	3,537	3,478	3,478	3,478	3,478	3,478
EMERGENCY MANAGEMENT							
42 SALARIES	-	-	-	-	-	-	-
43 EXPENSES	3,478	3,537	3,478	3,478	3,478	3,478	3,478
44 CAPITAL	-	-	-	-	-	-	-
CODE ENFORCEMENT							
	270,957	266,358	367,661	368,432	324,254	324,254	324,254
45 SALARIES	246,952	246,950	336,209	341,155	296,977	296,977	296,977
46 EXPENSES	24,005	19,408	31,452	27,277	27,277	27,277	27,277
47 CAPITAL	-	-	-	-	-	-	-
* Line 45 Fund \$23,000 from 104 LOWELL ROAD REVOLVING FUND							
Building Inspection							
...Salaries	187,076	187,971	238,339	241,627	217,449	217,449	217,449
...Expenses	14,050	12,559	20,112	17,652	17,652	17,652	17,652
...Capital	-	-	-	-	-	-	-
	201,126	200,530	258,451	259,279	235,101	235,101	235,101
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.							

June 29, 2020

FY2021

FUNCTION SUMMARY									
	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/MD	SELECT BOARD REC	FINCOM REC		
Plumbing & Gas Inspection									
...Salaries	22,067	19,375	40,604	38,450	38,450	38,450	38,450		
...Expenses	4,250	3,203	5,250	3,825	3,825	3,825	3,825		
	26,317	22,578	45,854	42,275	42,275	42,275	42,275		
This program is staffed with two part-time inspectors who are responsible for inspecting all new and repaired gas and plumbing installations.									
Weights & Measures									
...Salaries	6,420	6,120	7,300	7,300	7,300	7,300	7,300		
...Expenses	1,275	814	1,785	2,025	2,025	2,025	2,025		
	7,695	6,934	9,085	9,325	9,325	9,325	9,325		
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.									
Electrical Inspection									
...Salaries	31,389	33,484	49,966	53,778	33,778	33,778	33,778		
...Expenses	4,430	2,832	4,305	3,775	3,775	3,775	3,775		
...Capital									
	35,819	36,316	54,271	57,553	37,553	37,553	37,553		
This program is staffed with one part-time inspector who is responsible for the inspections of all new and changed electrical services.									
	232,857	231,265	266,257	262,116	262,116	262,116	262,116		
HEALTH									
48 SALARIES	146,625	146,625	169,937	180,196	180,196	180,196	180,196		
49 EXPENSES	86,232	84,640	96,320	81,920	81,920	81,920	81,920		
50 CAPITAL	-	-	-	-	-	-	-		
Administration									
...Salaries	146,625	146,625	144,977	155,236	155,236	155,236	155,236		
...Expenses	5,720	6,051	6,020	6,020	6,020	6,020	6,020		
...Capital									
	152,345	152,676	150,997	161,256	161,256	161,256	161,256		
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 a full-time Administrative Assistant.									
Environmental Health									
...Salaries									
...Expenses	68,962	68,504	90,300	75,900	75,900	75,900	75,900		
	68,962	68,504	90,300	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.									
Community Health									
...Salaries			24,960	24,960	24,960	24,960	24,960		
...Expenses	11,550	10,085	-	-	-	-	-		
...Misc Capital									
	11,550	10,085	24,960	24,960	24,960	24,960	24,960		
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.									

June 29, 2020		FY2021					
	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC'D	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
PUBLIC WORKS							
OPERATIONS	2,405,769	2,544,229	2,484,592	2,647,525	2,503,950	2,503,950	2,503,950
51 SALARIES	1,152,802	1,227,081	1,206,186	1,296,944	1,103,369	1,103,369	1,103,369
52 EXPENSES	1,233,967	1,300,498	1,246,306	1,350,581	1,350,581	1,350,581	1,350,581
53 CAPITAL	19,000	16,671	32,100	-	50,000	50,000	50,000
* Line 51 Fund \$94,424 from WATER REVENUE * Line 52 Fund \$26,101 from WATER REVENUE * Line 52 Fund \$10,000 from CEMETERY FUNDS * Line 52 Fund \$20,000 from PERPETUAL CARE * Line 53 Fund \$50,000 from FREE CASH							
Administration	124,176	122,166	128,162	126,931	126,931	126,931	126,931
...Salaries	20,950	14,699	21,900	24,500	24,500	24,500	24,500
...Expenses					50,000	50,000	50,000
...Capital	145,126	138,865	150,062	151,431	201,431	201,431	201,431
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	39,125	38,071	39,517	49,709	40,709	40,709	40,709
...Salaries	43,000	25,342	4,500	12,300	12,300	12,300	12,300
...Expenses			10,100	-	-	-	-
...Capital	82,125	63,413	54,117	62,009	53,009	53,009	53,009
Engineering is staffed with 1 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	381,522	399,263	403,380	411,061	336,710	336,710	336,710
...Salaries	139,490	149,541	161,240	181,217	181,217	181,217	181,217
...Expenses	4,500	8,632	-	-	-	-	-
...Capital	525,512	557,436	564,620	592,278	517,927	517,927	517,927
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		142,999	-	-	-	-	-
...Salaries	175,000	268,486	175,000	175,000	175,000	175,000	175,000
...Expenses	175,000	411,487	175,000	175,000	175,000	175,000	175,000
Snow and Ice reflects the costs of Winter Operations for materials and hired equipment.							
Street Lighting	72,100	76,019	70,009	74,260	74,260	74,260	74,260
...Expenses							
This budget item provides for the amount to be paid to RMLD to illuminate street lights.							
Trees							
...Salaries	36,000	22,050	36,000	41,000	41,000	41,000	41,000
...Expenses	36,000	22,050	36,000	41,000	41,000	41,000	41,000
Tree Expenses consist of the yearly contractual costs to maintain and remove trees.							

June 29, 2020

FY2021

FUNCTION SUMMARY

	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/MD	SELECT BOARD REC	FINCOM REC
Machinery Maintenance							
...Salaries	149,419	133,373	156,646	194,889	136,086	136,086	136,086
...Expenses	114,200	137,678	154,800	150,960	150,960	150,960	150,960
...Capital	-	-	-	-	-	-	-
	<u>263,619</u>	<u>271,051</u>	<u>311,446</u>	<u>345,849</u>	<u>287,046</u>	<u>287,046</u>	<u>287,046</u>

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	132,596	121,161	141,476	144,146	139,286	139,286	139,286
...Expenses	21,300	13,463	21,300	21,300	21,300	21,300	21,300
...Capital	6,500	6,499	-	-	-	-	-
	<u>160,396</u>	<u>141,123</u>	<u>162,776</u>	<u>165,446</u>	<u>160,586</u>	<u>160,586</u>	<u>160,586</u>

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	106,284	104,317	108,899	114,023	114,023	114,023	114,023
...Expenses	507,024	488,496	496,654	507,456	507,456	507,456	507,456
...Capital	8,000	1,540	22,000	-	-	-	-
	<u>621,308</u>	<u>594,352</u>	<u>627,553</u>	<u>621,479</u>	<u>621,479</u>	<u>621,479</u>	<u>621,479</u>

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	219,680	185,711	228,106	256,185	209,624	209,624	209,624
...Expenses	104,903	104,722	104,903	162,588	162,588	162,588	162,588
...Capital	-	-	-	-	-	-	-
	<u>324,583</u>	<u>270,433</u>	<u>333,009</u>	<u>418,773</u>	<u>372,212</u>	<u>372,212</u>	<u>372,212</u>

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	1,272,589	1,272,589	1,272,589	1,272,589
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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	1,250,926	1,250,926	1,250,926	1,250,926

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	-	120,371	151,500	151,500	136,500	136,500	136,500
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56 EXPENSES	-	120,371	151,500	151,500	136,500	136,500	136,500
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The Fuel Budget provides funds to pay for fuel for all Town Vehicles except the those belonging to the School Department.

June 29, 2020

FY2021

	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/M/D	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
GENERAL SERVICES							
TOWN CLERK	281,729	282,090	283,654	306,955	306,955	306,955	306,955
57 SALARIES	229,482	230,830	220,603	247,936	247,936	247,936	247,936
58 EXPENSES	52,247	51,260	43,051	59,019	59,019	59,019	59,019
59 CAPITAL	-	-	-	-	-	-	-
Clerk							
..Salaries	191,628	202,751	198,661	205,066	205,066	205,066	205,066
..Expenses	20,440	18,150	19,545	21,775	21,775	21,775	21,775
..Capital	-	-	-	-	-	-	-
	212,068	220,901	218,206	226,841	226,841	226,841	226,841
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	37,854	28,079	21,942	42,870	42,870	42,870	42,870
..Expenses	31,807	33,110	23,506	37,244	37,244	37,244	37,244
..Capital	-	-	-	-	-	-	-
	69,661	61,189	45,448	80,114	80,114	80,114	80,114
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	162,947	158,633	175,130	202,360	183,503	183,503	183,503
60 SALARIES	143,972	141,289	155,755	181,557	162,700	162,700	162,700
61 EXPENSES	18,975	17,344	19,375	20,803	20,803	20,803	20,803
62 CAPITAL	-	-	-	-	-	-	-
Elder Services is staffed with a full-time Director, two (2) part-time van drivers, a full-time clerk and one (1) part-time Outreach Assistant. 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	351,429	274,213	362,242	344,630	314,630	314,630	314,630
63 SALARIES	53,739	53,739	70,552	52,940	52,940	52,940	52,940
64 EXPENSES	297,690	220,474	291,690	291,690	261,690	261,690	261,690
65 CAPITAL	-	-	-	-	-	-	-
The Veterans' Department is staffed with a full-time Veterans' Agent. The services provided include state public assistance, VA benefits, referral services and fuel assistance.							

June 29, 2020

FY2021							
	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/MD	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
LIBRARY							
66 SALARIES	579,417	579,397	588,103	668,968	616,968	616,968	616,968
67 EXPENSES	452,927	452,927	460,452	541,667	489,667	489,667	489,667
68 CAPITAL	126,490	126,470	127,651	127,301	127,301	127,301	127,301
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							
69 SALARIES	59,055	58,714	59,616	86,526	61,526	61,526	61,526
70 EXPENSES	56,055	56,055	56,616	83,326	58,326	58,326	58,326
	3,000	2,659	3,000	3,200	3,200	3,200	3,200
The Youth Services Department is staffed by a full-time Youth Services Director.							
LAND USE							
CONSERVATION COMM							
71 SALARIES	41,788	38,897	44,048	47,945	47,945	47,945	47,945
72 EXPENSES	22,785	20,677	24,934	26,620	26,620	26,620	26,620
73 CAPITAL	19,003	18,220	19,114	21,325	21,325	21,325	21,325
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							
74 SALARIES	188,966	185,042	191,240	194,154	174,154	174,154	174,154
75 EXPENSES	146,618	146,618	146,874	149,788	149,788	149,788	149,788
76 CAPITAL	42,348	38,424	44,366	44,366	24,366	24,366	24,366
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							
77 SALARIES	25,607	11,628	13,538	13,538	13,538	13,538	13,538
78 EXPENSES	21,957	9,204	8,038	8,038	8,038	8,038	8,038
	3,650	2,424	5,500	5,500	5,500	5,500	5,500
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.							

June 29, 2020

FY2021								
		FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/MD	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY								
E D U C A T I O N								
PUBLIC SCHOOLS		29,633,545	30,745,627	31,757,773	32,526,778	32,526,778	32,526,778	32,526,778
SALARIES		24,752,649	25,029,070	26,433,390	27,158,428	27,158,428	27,158,428	27,158,428
79	TEACHERS	18,806,794	19,004,140	20,028,680	20,751,477	20,751,477	20,751,477	20,751,477
80	ADMINISTRATION	2,778,455	2,927,517	2,993,411	2,953,366	2,953,366	2,953,366	2,953,366
81	PARAPROFESSIONALS/TUTORS	1,465,553	1,430,398	1,563,695	1,460,219	1,460,219	1,460,219	1,460,219
82	CUSTODIAL	1,088,589	1,030,301	1,104,083	1,109,143	1,109,143	1,109,143	1,109,143
83	ATHLETICS	306,453	320,976	362,320	373,160	373,160	373,160	373,160
84	HEALTH SERVICES	7,988	7,830	7,988	7,988	7,988	7,988	7,988
85	TRANSPORTATION SPED	139,576	124,341	143,557	143,435	143,435	143,435	143,435
86	TECHNOLOGY SUPPORT	159,241	183,567	229,656	234,215	234,215	234,215	234,215
87	SALARY POOL SUPPLEMENT				125,425	125,425	125,425	125,425
EXPENSES		4,880,896	5,716,557	5,324,383	5,368,350	5,368,350	5,368,350	5,368,350
88	DISTRICT LEADERSHIP & ADMINISTRATION	189,727	225,326	207,050	238,050	238,050	238,050	238,050
89	INSTRUCTION	1,039,891	1,140,927	1,061,625	1,170,575	1,170,575	1,170,575	1,170,575
90	STUDENT SERVICES	417,875	544,459	414,150	420,750	420,750	420,750	420,750
91	OPERATION & MAINTENANCE OF PLANT	1,501,678	1,492,216	1,634,775	1,697,275	1,697,275	1,697,275	1,697,275
92	FIXED CHARGES	87,750	26,468	65,500	55,500	55,500	55,500	55,500
93	COMMUNITY SERVICES	4,750	4,504	5,250	5,000	5,000	5,000	5,000
94	EQUIPMENT		6,793	5,000	5,000	5,000	5,000	5,000
95	SPECIAL ED TUITION	1,639,427	2,275,864	1,926,033	1,771,200	1,771,200	1,771,200	1,771,200
96	SMALL CAPITAL			5,000	5,000	5,000	5,000	5,000
97	UNASSIGNED REDUCTION							
98	REGIONAL VOTECH & ESSEX AGRICUL	648,702	648,702	731,204	731,470	731,470	731,470	731,470

June 29, 2020

FY2021

FUNCTION SUMMARY		FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/MD	SELECT BOARD REC	FINCOM REC
DEBT SERVICE								
School Debt								
Athletic Field Bathroom Facilities		23,000	-	22,667	22,450	22,450	22,450	22,450
Batch Entrance 6/17		9,975	9,975	5,625	5,375	5,375	5,375	5,375
Batchelder Plans		11,400	11,400	11,000	10,600	10,600	10,600	10,600
Batchelder Renovations		766,200	766,200	716,500	702,100	702,100	702,100	702,100
Device Initiative 06/15		17,625	17,625	16,875	11,250	11,250	11,250	11,250
High/Middle Construction		4,633,350	4,687,350	4,854,111	4,802,662	4,802,662	4,802,662	4,802,662
Hood & High Modulars		20,400	20,400	-	-	-	-	-
Hood School Renovation		301,108	301,108	291,062	275,940	275,940	275,940	275,940
Little School Asbestos Abatement		5,050	5,050	5,700	-	-	-	-
Little School Roof 10/15		84,343	84,343	81,400	74,025	74,025	74,025	74,025
Middle Boiler/Little Soffit		17,700	17,700	12,200	11,800	11,800	11,800	11,800
Modular Classrooms 10/06		73,700	73,700	71,100	63,600	63,600	63,600	63,600
Modulars 3		51,000	51,000	-	-	-	-	-
School Asbestos Abatement 06/13		5,825	5,825	28,750	5,550	5,550	5,550	5,550
School Boiler 06/11		29,750	29,750	28,750	27,500	27,500	27,500	27,500
School Rack Truck 06/13		15,150	15,150	-	-	-	-	-
School Roof Repairs 10/09		11,463	11,463	11,250	11,019	11,019	11,019	11,019
School Security 10/07		5,088	5,088	-	-	-	-	-
School Technology 08/11		17,100	17,100	16,500	15,750	15,750	15,750	15,750
Ambulance 10/10		32,700	32,700	31,500	-	-	-	-
Building on the Common Improve. 10/09		22,925	22,925	22,500	22,038	22,038	22,038	22,038
Class A Fire Pumper 10/12		116,150	116,150	-	-	-	-	-
Connection Design 10/17		29,750	29,750	50,231	39,200	39,200	39,200	39,200
Culvert Installation 4/10		-	-	28,750	27,500	27,500	27,500	27,500
DPW Building Roof 6/18		-	-	28,665	23,000	23,000	23,000	23,000
DPW Dump Truck 10/11		28,500	28,500	27,500	26,250	26,250	26,250	26,250
DPW Loader 6/18		-	-	22,092	21,850	21,850	21,850	21,850
DPW Truck 06/13		10,100	10,100	-	-	-	-	-
Drain System Repairs 6/14		11,450	11,450	11,200	10,900	10,900	10,900	10,900
Drain System Repairs 6/15		6,375	6,375	6,125	5,875	5,875	5,875	5,875
Dump Truck 04/06		11,000	11,000	10,600	10,200	10,200	10,200	10,200
Eisenhaure Park		176,856	176,856	172,325	167,481	167,481	167,481	167,481
Fire Department Communications 6/17		76,400	-	90,508	79,200	79,200	79,200	79,200
Fire Pumper - E3		-	-	57,042	50,100	50,100	50,100	50,100
Fire Pumper 10/05		28,113	28,113	27,113	21,213	21,213	21,213	21,213
Fire Station AC 6/14		5,700	5,700	5,575	5,425	5,425	5,425	5,425
Fire Station Improvements 06/15		10,613	10,613	6,575	6,525	6,525	6,525	6,525
Fire Station Improvements 06/16		20,945	20,945	16,788	16,288	16,288	16,288	16,288
Flint Library Repairs 10/09		5,581	5,581	5,475	5,359	5,359	5,359	5,359
GIS Base Map 6/15		16,875	16,875	16,125	15,375	15,375	15,375	15,375
Light Fixtures-Municipal Bldgs 10/09		5,281	5,281	5,175	5,059	5,059	5,059	5,059
Loader 10/05		5,500	5,500	5,300	5,100	5,100	5,100	5,100
Munis Software 10/12		-	-	-	-	-	-	-
Park St. Bridge		6,931	6,931	6,750	6,556	6,556	6,556	6,556
Police Facility Improvements 06/13		5,200	5,200	5,075	-	-	-	-
Police Station Renovations		539,163	539,163	522,363	505,563	505,563	505,563	505,563
Police Technology/Remodel 04/07		33,738	33,738	32,738	31,738	31,738	31,738	31,738
Public Safety Exterior Repairs 6/14		5,500	5,500	5,375	5,225	5,225	5,225	5,225
Replace Culverts		6,300	6,300	6,100	5,900	5,900	5,900	5,900
Replace Dump Truck 40&41 6/15		23,300	23,300	21,525	20,775	20,775	20,775	20,775
Replace Wood Chipper 6/14		5,200	5,200	5,075	-	-	-	-
Senior Van 6/14		5,200	5,200	5,075	-	-	-	-
Sewer FEIR 06/15		56,250	56,250	53,750	51,250	51,250	51,250	51,250
Skug River Culvert 6/14		17,850	17,850	17,475	17,025	17,025	17,025	17,025
Smith Property		219,900	219,900	212,900	205,900	205,900	205,900	205,900

June 29, 2020

FY2021

FUNCTION SUMMARY									
	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC'D	SELECT BOARD REC	FINCOM REC		
Stormwater Technology 10/07	22,919	22,919	22,206	21,500	21,500	21,500	21,500		
Title V	10,868	10,988	-	-	-	-	-		
Town Hall Doors 6/14	5,050	5,050	2,475	-	-	-	-		
Town Hall Renovations 6/15	10,488	10,488	7,675	7,425	7,425	7,425	7,425		
Town Hall Roof	47,875	47,875	46,866	45,250	45,250	45,250	45,250		
Town INET 6/18	-	-	40,542	40,750	40,750	40,750	40,750		
Town Road 06/13	5,950	5,950	5,825	5,675	5,675	5,675	5,675		
Town Road 06/15	14,250	14,250	13,750	13,250	13,250	13,250	13,250		
Town Road 6/17	42,000	42,000	40,500	39,000	39,000	39,000	39,000		
Town Road 6/18	-	-	41,500	41,700	41,700	41,700	41,700		
Town Road Program 6/14	17,850	17,850	15,000	17,025	17,025	17,025	17,025		
Town Wifi 06/16	18,125	18,125	17,375	11,750	11,750	11,750	11,750		
Wastewater DEIR 06/13	5,050	5,050	-	-	-	-	-		
Short Term Interest & Admin. Fee	46,198	207,425	68,311	207,975	207,975	207,975	207,975		
99 DEBT SERVICE	7,891,192	8,007,139	8,006,267	7,904,789	7,904,789	7,904,789	7,904,789		

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

* Line 99 Fund \$1,127 from RESERVE for SEPTIC LOANS

* Line 99 Fund \$1,349,025 from CAPITAL IMPROVEMENT STABILIZATION FUND

June 29, 2020

FY2021

	FY19 Budget	FY19 Expended	FY20 Budget	DEPT. REQUEST	T/A REC/WD	SELECT BOARD REC	FINCOM REC
FUNCTION SUMMARY							
ENTERPRISE FUNDS							
WATER DEPARTMENT	4,235,770	3,799,955	3,971,196	3,981,344	3,981,344	3,981,344	3,981,344
100 SALARIES	815,431	674,934	830,405	804,854	804,854	804,854	804,854 *
101 EXPENSES	2,306,510	2,294,223	2,337,517	2,440,653	2,440,653	2,440,653	2,440,653 *
102 CAPITAL	206,025	101,754	-	27,000	27,000	27,000	27,000 *
103 DEBT	907,804	729,044	803,274	708,837	708,837	708,837	708,837 *
* Line 100 Fund \$804,854 from WATER REVENUE * Line 101 Fund \$2,440,653 from WATER REVENUE * Line 102 Fund \$27,000 from WATER REVENUE * Line 103 Fund \$708,837 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	1,584,438	1,545,412	1,478,861	1,531,345	1,531,345	1,531,345	1,531,345
104 SALARIES	26,494	25,923	26,711	26,980	26,980	26,980	26,980 *
105 EXPENSES	1,072,200	1,069,346	1,026,600	1,084,200	1,084,200	1,084,200	1,084,200 *
106 IN LIEU OF TAX PAYMENT	-	-	-	-	-	-	-
107 L.U.C. EXPENSES	-	-	-	-	-	-	-
108 CAPITAL	75,000	39,399	25,000	50,000	50,000	50,000	50,000 *
109 DEBT	410,744	410,744	400,550	370,165	370,165	370,165	370,165 *
*Line 104 Fund \$26,980 from HILLVIEW REVENUE *Line 105 Fund \$1,084,200 from HILLVIEW REVENUE *Line 108 Fund \$50,000 from HILLVIEW REVENUE *Line 109 Fund \$370,165 from HILLVIEW REVENUE							
PARKS AND RECREATION ENTERPRISE	686,291	566,119	654,820	706,514	706,514	706,514	706,514
110 SALARIES	482,191	449,288	496,110	539,069	539,069	539,069	539,069 *
111 EXPENSES	199,300	116,831	158,710	149,445	149,445	149,445	149,445 *
112 CAPITAL	4,800	-	-	18,000	18,000	18,000	18,000 *
*Line 110 Fund \$248,340 from RAISE and APPROPRIATE *Line 110 Fund \$290,729 from PARKS & RECREATION REVENUE *Line 111 Fund \$149,445 from PARKS & RECREATION REVENUE *Line 112 Fund \$18,000 from PARKS & RECREATION RETAINED EARNINGS The Recreation Department is staffed by a full-time Operations Director/Department Head, 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. The enterprise account 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	26,925,338	25,806,196	28,727,876	30,342,734	29,554,988	29,554,987	29,554,987
EDUCATION	30,282,247	31,394,329	32,486,977	33,256,248	33,256,248	33,256,248	33,256,248
DEBT SERVICE	7,891,192	8,007,139	8,006,267	7,904,789	7,904,789	7,904,789	7,904,789
ENTERPRISES	6,506,499	5,911,487	6,104,877	6,219,203	6,219,203	6,219,203	6,219,203
TOTAL BUDGET	71,605,276	71,119,150	75,327,997	77,724,974	76,937,227	76,937,227	76,937,227

Article 15 FY 2021 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 available 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.

<u>Project</u>	<u>Department</u>	<u>Cost</u>	<u>Source of Funds</u>
Town Hall- Replace Boiler	DPW-Facilities	\$350,000	Bond
Replace F-350 Pickup Truck	DPW-Highway	\$ 50,000	Free Cash
Replace F-350 Pickup Truck	School	\$ 50,000	Free Cash
Stretcher Load System Retrofit	Fire Dept.	\$ 36,560	Ambulance Receipts Reserved Fund
Reel Grinder for Golf Course	Hillview	\$ 35,000	Hillview Enterprise Retained Earnings
Fairway Aerator for Golf Course	Hillview	\$ 35,000	Hillview Enterprise Retained Earnings
Greens Tri Plex Mower	Hillview	\$ 40,000	Hillview Enterprise Retained Earnings
Fairway Mower	Hillview	\$ 55,000	Hillview Enterprise Retained Earnings
Rough Mower	Hillview	\$ 55,000	Hillview Enterprise Retained Earnings
Water Distribution System Upgrades	Water	\$ 200,000	Water Enterprise- Bond
Replace Takeuchi Excavator	Water	\$ 110,000	Water Enterprise Bond
Replace F-350 Pickup Truck	Water	\$ 53,500	Water Enterprise Bond

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.

Article 16 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 2021 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 FY2021. 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.

Article 17 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 \$1,659,696.00.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommended.

Article 18 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 fees 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 19 Authorize Lease of Land/Rooftop Space for Solar Photovoltaic Facilities

To see if the Town will vote to transfer the care, custody, and control of parcels of land located at 189 Park Street, North Reading, shown on Assessor's Map 41 as Parcel 140 and known as the North Reading Middle School and High School, to the School Committee for school-related purposes and for the purpose of (i) leasing building rooftop space and any unused, open-land areas for the installation of solar photovoltaic facilities and (ii) granting easements on, over and under said parcels of land in connection with such solar photovoltaic facilities, with such leases and easements to be for such terms of years, and on such other terms and conditions, as the School Committee deems in the best interests of the Town; or to act in any manner in relation thereto.

Sponsor: School Committee

Description...

This article would authorize the School Committee to utilize the Middle/High School roof and/or a ground area in the vicinity of the rear parking lot for a solar array system. The School Committee proposes to lease these spaces to a solar development firm in exchange for monthly payments for up to 20 years. The revenue generated from the lease payments would be used to offset annual energy and utility costs, reducing the amount required from the School Department's operating budget for these costs.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommendation to be made at Town Meeting.

Article 20 Authorize Electricity Supply/On-Bill Credit Purchase Agreements

To see if the Town will vote to authorize the School Committee to (i) enter into one or more electricity supply, on-bill credit or similar agreements with the owner(s) of solar photovoltaic facilities to be installed at the North Reading Middle School and High School for such terms of years, and on such other terms and conditions, as the School Committee deems in the best interests of the Town; or to act in any manner in relation thereto.

Sponsor: School Committee

Description...

This article would authorize the School Committee to enter into a purchasing agreement with a solar development firm and/or Reading Municipal Light Department (RMLD) for the use of electricity generated from a solar array system that would be installed on the Middle/High School roof and/or a ground area in the vicinity of the rear parking lot, for the purpose of reducing the amount of electricity required to be purchased for the property.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommendation to be made at Town Meeting.

Article 21 Authorize Agreements for Payments in Lieu of Taxes

To see if the Town will vote to authorize the Select Board to enter into one or more agreements for payments in lieu of taxes pursuant to G.L. c. 59, § 38H(b) with the owner(s) of solar photovoltaic facilities to be installed at the North Reading Middle School and High School for such terms of years, and on such other terms and conditions, as the Select Board deems in the best interests of the Town; or to act in any manner in relation thereto.

Sponsor: School Committee

Description...

The article would authorize the Select Board to enter into one or more Payment in Lieu of Tax agreements for up to 20 years with a solar development firm for a solar array system that would be installed at the Middle School/High School as proposed in Article 19 and 20.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommendation to be made at Town Meeting.

Article 22 Establish School Rental Revolving Account

To see if the Town will vote to establish a revolving fund entitled School Rental Revolving Fund pursuant to Massachusetts General Laws Chapter 40, Section 3, to be expended by the School Department for the purpose of receiving rental payments for the leasing of surplus space in or on a school, and to accept the provision in Chapter 40 Section 3 that allows 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 revert to the General Fund..

Sponsor: School Committee

Description...

This article would establish a School Rental Revolving Account for the purpose of depositing lease payments from a solar development firm utilizing the Middle School/High School for a solar array system. The revenue generated from the lease payments would be used to offset annual energy and utility costs, reducing the amount required from the School Department's operating budget for these costs.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommendation to be made at Town Meeting.

Article 23 Authorize Lease for LED Lighting Project

To see if the Town will vote to authorize the School Committee, or a designee thereof, and the Town Administrator, or a designee thereof, to enter into a contract or contracts for the installation of LED Lighting fixtures for a lease term in excess of three years but not to exceed five years, including any extension or renewal thereof or option under an existing contract, upon such terms and conditions determined by the School Committee or designee, and the Town Administrator or designee, to be in the best interests of the Town; provided, however, that, prior to executing a contract for a term in excess of three years, the School Committee or designee shall certify in writing to the Town Administrator that such longer term will enable the Town to secure more favorable terms, considering price, expected useful life of the lighting fixtures and any other relevant factors, that would otherwise be available under a contract with a three-year term; or what it will do in relation thereto .

Sponsor: School Committee

Description...

The article would authorize the School Committee to enter into a contract term of up to five years with an LED lighting firm to install LED lighting fixtures at interior and exterior lights at the Middle/High School, L.D. Batchelder Elementary School, E. Ethel Little Elementary School, and J.T. Hood Elementary School. The contract would allow for installation costs to be financed over a period of up to five years, and funds available due to reduced energy costs would cover the annual installation cost payment. Once the contract ends, the School Committee anticipates seeing reduced electricity consumption generating a savings of between \$85,000 and \$100,000 annually.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommendation to be made at Town Meeting.

Article 24 Funding for FY2021 Revaluation

To see if the Town will vote to raise by taxation and appropriate, appropriate by transfer from available funds, or borrow pursuant to any applicable State statute, a sum of money to perform a complete revaluation of all property; or what it will do in relation thereto.

Sponsor: Board of Assessors

Description...

This article proposes that a complete and thorough documenting and valuing of personal property characteristics and conducting a revaluation of all real estate in the town as mandated by the Department of Revenue under Massachusetts General Laws, Chapter 40 Section 56. The revaluation will be conducted in Fiscal Year 2021 effective for Fiscal Year 2022. A dollar amount will be available at Town Meeting.

Recommendations ...

Select Board: Recommended.

Finance Committee: Recommended.

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 **First** day of **June** in the year of our Lord **two thousand and twenty**.

Given under our hands this **Third** day of **June** in the year of our Lord **two thousand and twenty**.

SELECT BOARD

Kathryn M. Manupelli, Chair
Stephen J. O'Leary, Vice Chair
Liane R. Gonzalez, Clerk
Andrew J. Schultz
Richard F. Wallner

A True Copy: Attest
Barbara Stats, Town Clerk

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

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.

_____ Thank you for volunteering to serve your community _____

Town of North Reading
Annual Town Meeting
June 29, 2020
North Reading, MA 01864

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