

2016-2017  
Annual Town Report  
Part II

Warrant for the Annual Town Meeting  
With Reports and Recommendations of  
the Finance and Advisory Committee



Hearing on the Warrant  
Monday, March 28, 2016  
Buker School at 7:00 pm

Annual Town Meeting  
Saturday, April 2, 2016  
Buker School at 1:00 pm

Election Day  
Thursday April 7, 2016  
Wenham Town Hall at 7:00 am to 8:00 pm

Please bring this Part II with you to the Hearing and Town Meeting.  
Matters to be voted on do not appear in Part I of the Town Report.



**Wenham Finance and Advisory Committee  
Fiscal Year 2017 Annual Report**

**TO THE CITIZENS OF WENHAM,**

The Wenham Finance and Advisory Committee herein presents for your review, consideration and action at the April 2, 2016 Town Meeting, our recommended budget for Fiscal 2017, which begins July 1, 2016.

The proposed FY 2017 operating budget reflects significant fiscal challenges facing the Town next year which project to continue over the next few years.

The proposed FY 2017 budget increases expenditures by \$ 1,068,992, or 6.59% from FY 2016. The major increase in expenditures is the result of higher obligations to the Hamilton Wenham Regional School District (HWRSD). While the net operating budget of the HWRSD for FY 2017 rose by a relatively modest 2.9%, the absence of any revenue offsets available in past years coupled with the ongoing enrollment shift (Wenham student census is increasing while Hamilton's is decreasing) reflected in the apportionment formula unfortunately means that Wenham faces a net increase of \$ 762,713, or 9.5 % more than FY 2016, in our share of the cost of HWRSD operations. The increase in these HWRSD costs represents 71% of the total increase in all Wenham's FY 2017 expenses versus last year.

As a result of the \$ 1,068,992 in increased costs for next year, we will be applying \$ 750,000 of Free Cash to address this year's budget; \$654,423 of this is one-time funding being used to balance the budget. The \$95,577 remainder is being applied to mitigate the tax rate, leaving the town with very little margin in terms of our Levy Limit.

Major changes to the FY 2017 budget by category are as follows:

**Salaries -- \$3,955,778: Increase of \$66,595 over current budget (1.71%),**

**Including:**

- 1% COLA increase for all employees as well as step increases for unions and limited one-time adjustments for non-union personnel based on results of compensation and classification study

**Expenses -- \$3,444,475: Increase of \$68,914 over current budget (2.04%),**

**Including:**

- Increase in Essex Regional Retirement annual assessment
- Increase in group health insurance estimated premium

**Capital -- \$159,000: Increase of \$70,405 over current budget (79.47%),**

**Including:**

- The FY 2016 budget included the use of one-time funds in the form of surplus bond proceeds to offset \$100,000 of the capital budget. In FY 2017, these one-time funds are not available, thus resulting in \$70,405 being added back into the operating budget. Accordingly, this number reflects a net decrease of \$29,595 in capital expenditures from last year to this year

**Debt Service -- \$778,718: Increase of \$95,893 over current budget (14.04%),**

**Including:**

- Additional debt service payment for FY 16 voted capital, with approximately \$185,000 in net savings by opting for short-term 5 year borrowing

**Education -- \$8,622,784: Increase of \$739,680 over current budget (9.38%),  
Including:**

- HWRSD and Essex Technical School assessments

**Education Debt Service -- \$340,410: Increase of \$27,505 over current budget (8.79%),  
Including:**

- Permanent bonding obtained for HWRSD capital projects

**Article 1 Total for FY 2017: \$ 17,301,165**

**Net Effect:** The net effect of projected revenues and recommended expenditure requests is an increase of \$1.14, or 6.7%, on the tax rate. Based on current valuations, the tax rate is projected to rise to \$18.12 per \$1000/valuation for FY 2017, resulting in an average tax bill increase of \$582 (from \$8,653 to \$9,235) on a home worth the FY 2016 median value of \$509,650.

Your Finance and Advisory Committee presents the FY 2017 budget for approval, mindful of the increased tax burden which results. Nevertheless, we believe that this proposed budget serves the needs of our residents by maintaining appropriate -- and expected -- standards of service in meeting Wenham's educational and municipal responsibilities.

**Wenham's Fiscal Challenges -- looking ahead:** There is no question that Wenham is facing several years of intense fiscal challenge as educational and municipal costs increase, our tax base is limited, and development options to expand that tax base are difficult and take years to come online. With no relief in sight for the foreseeable future, we will likely be obligated to consider an operating override in the next couple of years to account for these increasing budgetary pressures.

Going forward, here are a few features that deserve special attention:

**1. Cost of Schools:** We all support having great schools serving our communities. Simply put however, the pressures created by ever increasing educational costs are the main drivers to tax rate increases in Wenham and have also caused municipal expenses to be trimmed substantially in recent years. From FY 2015 to FY 2017, Education costs have increased 15% and now account for 51.5% of the Town's budget. In the meantime all other Town expenses have had either offsetting decreases or have been kept at minimal increments. Given the way that our school apportionment formula is calculated, and with no projected change to the continuing enrollment shift, this trend is likely to continue to create substantial budgetary pressure. Looking out on the horizon, the projections for FY 2018 -2021 are very concerning. This level of fiscal pressure is frankly not sustainable. We all (School Committee, Hamilton and Wenham) need to work collectively to try to find both short- and long-term solutions that realistically balance the needs of the HWRSD with the financial capacities of the towns.

**2. Long Term Planning & Tax Efficient Development:** Recent events in connection with development and planning have included the loss of the Town's largest taxpayer (Mullen Property) to non-profit status, with a corresponding loss in town-wide property valuation, and the decision by the Town to allow the Lakeview property to be developed, producing an estimated \$ 350,000/year in new growth tax revenues over the next several years. It is most important that we initiate a concerted effort to look at balancing both targeted economic development as well as appropriate open space and recreational areas, so that we can be strategic in our approach to these land use opportunities going forward.

**3. Cost-saving collaborations on a regional basis:** There are a number of potential cost-saving collaborations available to the Town in public safety, public works, employee insurance and benefits, and other municipal undertakings. While we have traditionally looked to our neighbors in Hamilton to partner in this way, we may need to take an even broader look at prospective economies and efficiencies on a regional level. The huge cost in manpower and equipment involved in many aspects of Town services demands that we thoroughly examine any and all cost-saving measures on a continuous basis.

**Onward, with confidence:** While the fiscal challenges ahead are serious, residents of Wenham can have confidence that we are a well-managed, fiscally responsible community, with a AAA bond rating, excellent borrowing capacity, and clean audit reports. We will meet our fiscal obligations as we always have. We will focus on delivering on our municipal and educational service goals at the quality levels our community expects -- all the while mindful of examining any and all opportunities to achieve cost-saving economies and efficiencies in Town and School operations, so that we can secure savings for the taxpaying residents of Wenham.

Please come to the Warrant Hearing on Monday, March 28, 2016, at 7:00 PM at the Bessie Buker School Multi-Purpose Room. This is the designated time for us to explain our recommendations on the FY 2017 budget and for you to ask us questions, express your opinion, and give us feedback.

#### **WENHAM FINANCE AND ADVISORY COMMITTEE**

**Michael Lucy, Chair**  
**Ned Flynn**  
**Alex Begin**  
**Richard Quinn**  
**Michael Therrien**

**WARRANT FOR THE ANNUAL TOWN MEETING  
WENHAM, MASSACHUSETTS**

**Saturday  
April 2, 2016**

Essex, ss

To either of the Constables of Wenham, in said County,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of said Town qualified to vote in the Town Affairs and elections. The Town Meeting will take place in the Perkins Auditorium in the Bessie Buker School located at 1 School Street in said Town on Saturday, the second of April, 2016 at 1:00 PM. The Election of Town officers to be by official ballot from 7:00 AM until 8:00 PM will take place at the Wenham Town Hall, 138 Main Street, on Thursday, April 7, 2016.

**ARTICLE 1:            **Budget Appropriations****

To see if the Town will determine what sum of money may be necessary to defray the Town's expenses of the twelve month period (Fiscal Year 2017) beginning July 1, 2016 and ending June 30, 2017 and to make appropriations for the same and to determine the source thereof.

Or take any other action relative thereto.

***Commentary:** The FY 2017 budget, as recommended by the Board of Selectmen and Finance & Advisory Committee, totals \$17,281,165, \$159,000 of which is new municipal capital expenditures. The FY 2017 budget uses \$750,000 in FY 2015 free cash (See Article 2) to both balance the budget (\$654,423) and mitigate the tax rate (\$95,577). See financial exhibits contained within the warrant for further details. If the FY 2017 budget is accepted as recommended, overall local property taxation rises by \$900,648. Assuming no changes in the Town's overall property valuation, the tax rate rises to \$18.12, an increase of \$1.14 or 6.7%. This translates into an increase of \$580 to the median single family home, valued at \$509,650.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

## Notes to Recap Sheet for FY 2017

### REVENUE

<u>Local Receipts:</u>	Includes the following:	\$1,050,256
	Motor Vehicle Excise, Penalties and Interest, Payments in Lieu of Taxes, Charges for Services, Fees, Rentals, Departmental Revenue, Licenses and Permits, Fines and Forfeits, and Investment Income.	
 <u>Water Revenue:</u>		 \$417,438
	Raised from water use charges. Water receipts equal Water Budget:	
 <u>Assessment to Hamilton: - FY '16 apportionment:</u>		 \$719,810
	Joint Library                      64.54% Hamilton    35.46% Wenham	
 <u>Cherry Sheet Revenue:</u>		 \$443,170
	FY '16 Estimate	
 <u>Other Available Funds:</u>		
	FY 2015 Certified Free Cash Used to Reduce Tax Rate (\$1,061,225 certified)	\$750,000

### EXPENSES

<u>Cherry Sheet Charges:</u>	Assessed by the Commonwealth	\$238,223
 <u>Other Expenditures:</u>		
	Other charges that may be assessed to the town without appropriation; This includes Cherry Sheet Offsets and any other deficits that may need to be raised	
	Public Libraries Offset Receipts	\$9,433
 <u>Overlay:</u>	Allowance for Abatements and Exemptions from Assessors	
	FY '17 Estimated	\$135,000
 <u>Special Articles:</u>		
	The total dollar amount of the Finance and Advisory Committee's recommended expenditures under all of the warrant articles that affect the tax rate.	
	Article No. 4      Cemetery funds transfer	\$5,000
	Article No. 5      OPEB Stabilization Fund	\$20,000
	 <u>Community Preservation Act Funds Debt Service</u>	 \$143,938
 <u>Other:</u>		
	<u>Fiscal Year Levy Limit:</u> From Department of Revenue RECAP Sheet	\$13,192,579
	<u>Prop 2.5 levy increase</u>	\$329,814
	<u>New Growth:</u> Value increases from new construction	\$63,095
	<u>Tax Title:</u> Legal costs	\$10,000
	 <u>Proposition 2 ½ Debt Exclusion:</u>	
	Includes Joint Library Project, Town Hall/Police Station Project Iron Rail Boiler and School Debt	\$807,410
	<u>Community Preservation Act Funds Debt Service</u>	\$143,938

FY 2017 ARTICLE 1  
 SPRING ANNUAL TOWN MEETING - BUDGET SUMMARY ANALYSIS  
 COMPARISON OF FISCAL YEAR 2016 TO 2017

	ACTUAL - DOR FY2014 Recap	ACTUAL - DOR FY2015 Recap	ACTUAL - DOR FY2016 Recap	Projected FY2017 Receipts	INCREASE (DECREASE)
<b>REVENUES</b>					
LOCAL RECEIPTS					
WATER - Special revenue fund	888,371	888,371	967,371	1,050,256	82,885
ASSESSMENT from Hamilton - COA Van/Director	446,120	431,150	423,365	417,438	-5,927
ASSESSMENT from Hamilton - Joint Library & Pleasant Pond	19,815	0	0		
	573,265	661,657	703,625	725,635	22,010
Local Receipt Subtotal	1,927,571	1,981,178	2,094,361	2,193,329	98,968
COMMUNITY PRESERVATION ACT					
CHERRY SHEET REVENUE	633,992	0	1,007,178	353,130	-654,048
OTHER (Available Funds)	393,504	409,930	415,625	443,170	27,545
Chapter 90					
Cemetery Funds to offset DPW expenses	152,698	152,178	227,368	5,000	-227,368
Water Funds for Generator & BAN	10,000	0	5,000	0	0
Current Budget Activity	29,029	0	0	0	
FREE CASH USED FOR:					
Article 1: FY 2017 Budget	395,000	600,000	425,000	750,000	325,000
To be established at STM 04/05/14					
To Level the Tax Rate	0	250,000	328,037	0	-328,037
OVERLAY SURPLUS:					
To Level the Tax Rate	0	0	0		
<b>TOTAL REVENUES</b>	<b>3,541,794</b>	<b>3,393,286</b>	<b>4,502,569</b>	<b>3,744,629</b>	<b>-757,940</b>
<b>EXPENDITURES</b>					
ARTICLE 1 - SALARIES & WAGES	3,363,574	3,659,302	3,889,183	3,955,779	66,596
ARTICLE 1 - TOWN EXPENSES	3,141,846	3,222,885	3,355,561	3,424,475	68,914
ARTICLE 1 - TOWN DEBT SERVICE	798,159	749,789	682,824	778,718	95,894
ARTICLE 1 - H W REG SCHOOL EXPENSES	7,168,026	7,338,512	7,734,075	8,433,233	699,158
ARTICLE 1 - H W REG SCHOOL OVER ASSESSED	0	0	0		
ARTICLE 1 - SCHOOL DEBT	232,995	272,452	276,855	340,410	63,555
ARTICLE 1 - REG VOCATIONAL SCHOOL EXPENSES	124,668	144,688	149,029	189,550	40,521
ARTICLE 1 - REG VOCATIONAL SCHOOL DEBT	13,881	35,000	36,050		-36,050
ARTICLE 1 - CAPITAL	221,650	306,613	88,595	159,000	70,405
TOTAL ARTICLE 1	15,064,799	15,729,241	16,212,173	17,281,165	1,068,992

FY 2017 ARTICLE 1  
 SPRING ANNUAL TOWN MEETING - BUDGET SUMMARY ANALYSIS  
 COMPARISON OF FISCAL YEAR 2016 TO 2017

	ACTUAL - DOR FY2014 Recap	ACTUAL - DOR FY2015 Recap	ACTUAL - DOR FY2016 Recap	Projected FY2017 Receipts	INCREASE (DECREASE)
CHERRY SHEET CHARGES	224,787	216,756	219,987	238,223	18,236
CHERRY SHEET OFFSETS (Library Offset)	7,310	9,079	9,070	9,433	363
OTHER DEFICITS TO BE RAISED	0	0	0		
OVERLAY (Allowance for Abateaments)	131,212	133,712	198,467	135,000	-63,467
TAX TITLE	5,000	5,000	10,000	10,000	0
COMMUNITY PRESERVATION ACT EXPENSES	465,577	0	856,456	209,192	-647,264
DEBT	168,415	0	150,722	143,938	-6,785
SPECIAL ARTICLES					
Article 4: Chapter 90	152,698	152,178	227,368	20,000	-227,368
OPEB Stabilization Fund	0	20,000	20,000	20,000	0
Misc Appropriations FY 2013 cemetery	29,029	0	5,000	5,000	0
<b>TOTAL EXPENDITURES</b>	<b>16,248,827</b>	<b>16,265,966</b>	<b>17,909,243</b>	<b>18,051,951</b>	<b>142,708</b>
<b>NET AMOUNT TO BE RAISED</b> (Total expenditures less total revenues. This amount is subject to the levy limit)	<b>12,707,033</b>	<b>12,872,680</b>	<b>13,406,674</b>	<b>14,307,322</b>	<b>900,648</b>

**PRIOR FISCAL YEAR LEVY LIMIT**  
 2 1/2% Increase  
 Current New Growth (Value increases from new building)

**LEVY LIMIT** - before adding current year debt exclusion

**PROP 2 1/2 DEBT EXCLUSION**  
 School Debt, Town Hall/Police Station, Joint Library

**LEVY LIMIT** - Maximum Allowable Levy  
 (Net Amount To Be Raised cannot be higher than this)

GAP: Levy Limit minus the Net Amount To Be Raised.  
 (If this amount is negative it is beyond the Levy Limit and is  
 not allowable without an override)

**PROPERTY VALUATION**

**TAX RATE** - (Net Amount to be Raised  
 divided by property valuation \* \$1,000)

Exclusion Amounts	
Joint Libr Proj.	63,800
Joint Libr Purch.	16,050
School Debt	340,410
Town Hall/Police	289,075
Fire Truck (Quint)	45,956
Culverts/Drainage	52,119
DPW Trackless	0
<b>Total</b>	<b>807,410</b>

	11,948,355	12,377,702	12,809,252	13,192,579	383,326
	298,709	309,443	320,231	329,814	9,583
	130,638	122,108	63,095	63,095	0
	12,377,702	12,809,252	13,192,579	13,585,488	392,909
	824,274	836,461	807,410	807,410	0
	13,201,976	13,645,713	13,999,989	14,392,898	392,909
	494,943	773,034	593,315	85,577	-507,738
	673,014,292	792,164,911	789,556,796	789,556,796	
	18.88	16.25	16.98	18.12	1.14
				INCREASE/DECREASE	6.72%

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget				Admin Budget	Finance Committee Budget
		7/1/2013	7/1/2014	7/1/2015	7/1/2016		
	<b>GENERAL GOVERNMENT</b>						
114	<b>MODERATOR</b>						
114-5200	EXPENSES	50	50	50	50	50	
122	<b>SELECTMEN</b>						
122-5100	SALARIES	10,812	10,812	10,812	10,920	10,920	
	<i>(Chairman @ \$4,308 / year, 2 Members @ \$3,306 / year)</i>						
122-5200	EXPENSES	2,000	2,000	2,000	2,000	2,000	
	TOTAL - SELECTMEN	12,812	12,812	12,812	12,920	12,920	
123	<b>TOWN ADMINISTRATOR</b>						
123-5100	SALARY	100,385	102,393	104,441	106,050	106,050	
	<i>(Town Administrator @ 106,050 / year)</i>						
123-5200	EXPENSES	2,500	2,500	2,500	2,500	2,500	
	TOTAL - TOWN ADMINISTRATOR	102,885	104,893	106,941	108,550	108,550	
131	<b>FINANCE &amp; ADVISORY COMMITTEE</b>						
131-5200	EXPENSES	250	250	250	250	250	
132	<b>RESERVE FUND MGL C.40, S.6</b>						
132-5700	RESERVE FUND	200,000	150,000	175,000	175,000	190,000	
135	<b>TOWN ACCOUNTANT (MOVED TO FINANCE)</b>						
135-5100	SALARY & WAGES	54,035	0	0	0	0	
135-5200	EXPENSES	2,700	56,650	0	0	0	
	TOTAL - TOWN ACCOUNTANT	56,735	56,650	0	0	0	
149	<b>FINANCE DEPARTMENT</b>						
149-5100	SALARY & WAGES	0	0	172,226	170,853	170,853	
	<i>(Finance Director / Accountant @ \$79,084 / year for 37.5 hrs./wk.)</i>						
	<i>(Treasurer/Collector @ \$60,136 / year for 35 hrs./wk.)</i>						
	<i>(Finance Assistant @ \$31,633 / year for 30 hrs./wk.)</i>						
149-5200	EXPENSES	10,574	10,574	25,400	26,400	26,400	
	TOTAL - FINANCE DEPARTMENT	91,860	10,574	197,626	197,253	197,253	
139	<b>MUNICIPAL AUDIT</b>						
139-5300	CONTRACT SERVICES - Municipal Audit	22,000	24,000	22,000	22,000	22,000	
	CONTRACT SERVICES - Actuarial Valuation			5,000	0	0	
	TOTAL	22,000	24,000	27,000	22,000	22,000	
141	<b>ASSESSORS</b>						
141-5100	SALARY & WAGES	81,286	58,423	60,453	59,679	59,679	
	<i>(P/T Chief Assessor @ \$35,587 / year for 20 hrs./wk.)</i>						
	<i>(Asst Assessor @ \$24,092 / year for 18 hrs./wk.)</i>						
141-5200	EXPENSES	10,574	10,574	12,150	12,150	12,150	

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget		Adopted Budget		Admin Budget		Finance Committee Budget	
		7/1/2013	6/30/2014	7/1/2014	6/30/2015	7/1/2016	6/30/2017	7/1/2016	6/30/2017
141-5800	CAPITAL - Measure L List				10,000		0		0
	TOTAL - ASSESSORS	91,860	68,997	82,603	71,829		71,829		71,829
<b>145</b>	<b>TREASURER / COLLECTOR (MOVED TO FINANCE)</b>								
145-5100	SALARY & WAGES	50,151	63,357	0	0	0	0	0	0
145-5200	EXPENSES	25,875	77,010	0	0	0	0	0	0
145-5300	CONTRACT SERVICES	55,000	0	0	0	0	0	0	0
	TOTAL - FINANCE DIR. TREASURER/COLLECTOR	131,026	140,367	0	0	0	0	0	0
<b>151</b>	<b>TOWN COUNSEL / LEGAL</b>								
151-5210	CONTRACT SERVICES - RETAINER	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
151-5220	CONTRACT SERVICES - OUTSIDE COUNSEL	15,000	15,000	40,000	48,000	48,000	48,000	48,000	48,000
	TOTAL - TOWN COUNSEL / LEGAL	22,000	22,000	47,000	55,000	55,000	55,000	55,000	55,000
<b>155</b>	<b>INFORMATION TECHNOLOGY</b>								
155-5200	EXPENSES	22,050	56,124	61,036	50,387	50,387	50,387	50,387	50,387
155-5300	CONTRACT SERVICES	40,496	0	0	0	0	0	0	0
155-5700	OTHER (GIS Programs; Web Page Host)	5,150	0	0	0	0	0	0	0
155-5800	CAPITAL	8,000	35,000	10,000	10,000	10,000	10,000	10,000	10,000
	<i>Computer lease agreement and printer replacement</i>								
	TOTAL - INFORMATION TECHNOLOGY	75,696	91,124	71,036	60,387	60,387	60,387	60,387	60,387
<b>160</b>	<b>TOWN HALL</b>								
160-5100	Now including #195 and #699 - Band SALARY & WAGES	41,052	61,169	75,909	74,568	74,568	74,568	74,568	74,568
	<i>(Administrative Assistant @ \$52,920 / yr. for 36.5/hrs. wk.)</i>								
	<i>(Special Projects Asst. @ \$21,648 / yr. for 18.25/hrs.wk.)</i>								
160-5200	EXPENSES	47,000	51,870	51,870	47,720	47,720	47,720	47,720	47,720
160-5310	Minutes Taker	4,600	4,692	8,401	8,401	8,401	8,401	8,401	8,401
	TOTAL - TOWN HALL	92,652	117,731	136,180	130,689	130,689	130,689	130,689	130,689
<b>161</b>	<b>TOWN CLERK</b>								
161-5100	Now including #162 - Elections SALARY	46,583	87,349	64,991	65,818	65,818	65,818	65,818	65,818
	<i>(Town Clerk @ \$51,516 / year for 32.5 hrs.wk.)</i>								
	<i>(Registrar Stipend totaling \$162)</i>								
	<i>(Election coverage totaling \$3,030)</i>								
	<i>(Office coverage totaling \$3,030)</i>								
	<i>(Administrative Assistant @ \$8,080 / year 10/hrs. wk.)</i>								
161-5200	EXPENSES	3,060	11,034	10,765	16,930	16,930	16,930	16,930	16,930
	TOTAL - TOWN CLERK	49,643	98,383	75,756	82,748	82,748	82,748	82,748	82,748
<b>162</b>	<b>ELECTIONS &amp; REGISTRATION</b>								
162-5100	WAGES	156	0	0	0	0	0	0	0
162-5200	EXPENSES	8,425	0	0	0	0	0	0	0
	TOTAL - ELECTIONS AND REGISTRATION	8,581	0	0	0	0	0	0	0

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget 7/1/2013	Adopted Budget 6/30/2014	Adopted Budget 7/1/2014	Adopted Budget 6/30/2015	Adopted Budget 7/1/2015	Adopted Budget 6/30/2016	Admin Budget 7/1/2016	Admin Budget 6/30/2017	Finance Committee Budget 7/1/2016	Finance Committee Budget 6/30/2017
<b>170</b>	<b>PLANNING &amp; LAND USE</b>										
170-5100	SALARY & WAGES <i>(Planning Coordinator @ \$47,797 / yr. for 32.5 hrs./wk.)</i>	66,240		77,029	77,029	67,783	67,783	47,797	47,797	47,797	47,797
171-5200	EXPENSES - Conservation/Planning/Zoning	2,645		2,990	2,990	6,450	6,450	6,250	6,250	6,250	6,250
175-5200	EXPENSES - Planning	500		500	500	500	500	0	0	0	0
176-5200	EXPENSES - Board of Appeals	500		500	500	500	500	0	0	0	0
	<b>TOTAL - PERMITTING &amp; LAND USE</b>	<b>69,885</b>		<b>81,019</b>	<b>81,019</b>	<b>75,233</b>	<b>75,233</b>	<b>54,047</b>	<b>54,047</b>	<b>54,047</b>	<b>54,047</b>
<b>192</b>	<b>BUILDING &amp; GROUNDS MAINTENANCE</b>										
192-5100	SALARIES & WAGES <i>(Facilities Director @ \$61,809 / yr. for 40 hrs./wk.) (Summer help - 2 workers @ \$8,080) (\$20.20 /hr. @ 40 hrs./wk. for 10 wks.) (Energy Manager - \$10,100)</i>	97,324		101,874	101,874	82,177	82,177	88,069	88,069	88,069	88,069
192-5200	EXPENSES	30,087		70,347	70,347	73,347	73,347	73,347	73,347	73,347	73,347
192-5300	CONTRACT SERVICE	33,000		0	0	0	0	0	0	0	0
192-5800	CAPITAL	0		4,750	4,750	0	0	0	0	0	0
	<b>TOTAL - BUILDING &amp; GROUNDS MAINTENANCE</b>	<b>160,411</b>		<b>176,971</b>	<b>176,971</b>	<b>155,524</b>	<b>155,524</b>	<b>161,416</b>	<b>161,416</b>	<b>161,416</b>	<b>161,416</b>
<b>195</b>	<b>TOWN REPORT</b>										
195-5200	EXPENSES	4,000		0	0	5,000	5,000	5,000	5,000	5,000	5,000
<b>198</b>	<b>SENIOR CENTER</b>										
198-5200	EXPENSES <i>Moved to #541 Council on Aging</i>	3,500		0	0	0	0	0	0	0	0
198-5310	CAPITAL	10,000		0	0	0	0	0	0	0	0
	<b>TOTAL - SENIOR CENTER</b>	<b>13,500</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>199</b>	<b>IRON RAIL PROPERTY</b>										
199-5100	SALARY & WAGES <i>Janitorial staff @ \$7,032 / yr. for 7hrs/wk. Management Stipends @ \$7,243</i>	6,826		13,857	13,857	14,134	14,134	14,275	14,275	14,275	14,275
199-5200	EXPENSES	28,800		34,970	34,970	36,470	36,470	36,470	36,470	36,470	36,470
199-5300	CONTRACT SERVICE	10,700		0	0	0	0	0	0	0	0
199-5800	CAPITAL	21,000		3,000	3,000	6,000	6,000	0	0	0	0
	<b>TOTAL - IRON RAIL PROPERTY</b>	<b>67,326</b>		<b>51,827</b>	<b>51,827</b>	<b>56,604</b>	<b>56,604</b>	<b>50,745</b>	<b>50,745</b>	<b>50,745</b>	<b>50,745</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,181,312</b>		<b>1,197,074</b>	<b>1,197,074</b>	<b>1,224,615</b>	<b>1,224,615</b>	<b>1,187,884</b>	<b>1,187,884</b>	<b>1,202,884</b>	<b>1,202,884</b>
	<b>PROTECTION OF PERSONS AND PROPERTY</b>										
<b>210</b>	<b>POLICE</b>										
210-5100	Now including #215 - Police Station & #292 - Animal Control <i>(Chief @ \$121,296 / year) (9 officers totaling \$704,876) (Part Time Officers totaling \$195,524) (Administrative Assistant @ \$45,554/yr.)</i>	985,335		1,099,873	1,099,873	1,188,792	1,188,792	1,251,067	1,251,067	1,251,067	1,251,067

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget 7/1/2013 6/30/2014	Adopted Budget 7/1/2014 6/30/2015	Adopted Budget 7/1/2015 6/30/2016	Admin Budget 7/1/2016 6/30/2017	Finance Committee Budget 7/1/2016 6/30/2017
210-5200	(Administrative Assistant Transition @\$10,000/yr.) (Sick Leave Buyback \$34,470)	67,064	109,109	109,680	122,930	122,930
210-5800	(Overtime totalling \$104,697) (Animal Control Officer @ \$19,650/yr.) (Life Guards & Gatekeepers @ \$15,000/yr.)	65,600	87,600	38,000	38,000	38,000
	EXPENSES					
	CAPITAL					
	Purchase of new front line cruiser @ 38,000					
	TOTAL - POLICE	1,117,999	1,296,582	1,336,472	1,411,997	1,411,997
<b>215</b>	<b>POLICE STATION</b>		0	0	0	0
	Moved to #210 - Police					
215-5200	EXPENSES	28,542	0	0	0	0
<b>220</b>	<b>FIRE</b>					
	Now including #225 - Fire Station, #291 - Emergency Management and #249 - Fire Alarm Services					
220-5100	SALARIES & STIPENDS (Chief @ \$98,087 per year) (Fire Prevention Officer @ \$89,055 per year) (FT Firefighter @ \$49,028 per year) (Administrative Assistant @ \$6,579 per year) (Training, OT & EMT, Deputy, Captain, Lieutenant Stipends, \$141,539)	312,183	579,297	623,636	384,288	384,288
220-5110	ON-CALL WAGES	208,452	0	0	206,091	206,091
220-5200	EXPENSES	61,100	84,048	94,270	116,820	116,820
220-5800	CAPITAL Chief's Car & Truck Lease (Year 4) - \$15,000	37,950	77,978	15,000	15,000	15,000
	TOTAL - FIRE	619,685	741,323	732,906	722,199	722,199
<b>225</b>	<b>FIRE STATION</b>					
	Moved to #220 - Fire					
225-5200	EXPENSES	24,648	0	0	0	0
<b>240</b>	<b>PERMITTING - INSPECTIONAL SERVICES</b>					
240-5100	SALARIES & WAGES (Permitting Coordinator @ \$22,003 for 18.25 hrs/wk.) (Building Inspector @ \$19,882/year) (Plumbing Inspector @ \$4,708/year) (Electrical Inspector @ \$11,776/year)	36,264	35,300	36,006	58,369	58,369
240-5200	EXPENSES (Building, Plumbing & Electrical)	1,100	2,757	2,757	7,557	7,557
	TOTAL - PERMITTING - INSPECTIONAL SERVICES	37,364	38,057	38,763	65,926	65,926
<b>249</b>	<b>MUNICIPAL FIRE ALARM SYSTEMS</b>					
	Moved to #220 - Fire					
249-5200	EXPENSES	500	0	0	0	0
249-5300	CONTRACT SERVICE	1,500	0	0	0	0

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget		Adopted Budget		Admin Budget		Finance Committee Budget	
		7/1/2013	6/30/2014	7/1/2014	6/30/2015	7/1/2015	6/30/2016	7/1/2016	6/30/2017
	TOTAL - MUNICIPAL FIRE ALARM SYSTEMS		2,000	0	0	0	0	0	0
<b>291</b>	<b>EMERGENCY MANAGEMENT SERVICE</b>								
	Moved to #220 - Fire								
291-5200	EXPENSES	6,300	0	0	0	0	0	0	0
291-5810	Retrofit Elementary School	0	0	0	0	0	0	0	0
	TOTAL - EMERGENCY MANAGEMENT SERVICE	6,300	0	0	0	0	0	0	0
<b>292</b>	<b>ANIMAL CONTROL</b>								
	Moved to #210 - Police								
292-5100	SALARIES	13,440	0	0	0	0	0	0	0
292-5200	EXPENSES	750	0	0	0	0	0	0	0
	TOTAL - ANIMAL CONTROL	14,190	0	0	0	0	0	0	0
<b>294</b>	<b>TREE WARDEN</b>								
294-5100	SALARY (@ \$1,595/year)	1,518	1,549	1,579	1,579	1,595	1,595	1,595	1,595
294-5200	EXPENSES	1,800	20,300	30,300	30,300	25,800	25,800	25,800	25,800
294-5300	CONTRACT SERVICES	17,000	0	0	0	0	0	0	0
294-5700	OTHER - Tree Planting/Replacement - Spraying	1,500	0	0	0	0	0	0	0
	TOTAL - TREE WARDEN	21,818	21,849	31,879	31,879	27,395	27,395	27,395	27,395
	<b>TOTAL PROTECTION OF PERSONS &amp; PROPERTY</b>	1,872,546	2,097,811	2,140,020	2,140,020	2,227,517	2,227,517	2,227,517	2,227,517
	<b>SCHOOLS</b>								
<b>310</b>	<b>REGIONAL SCHOOL DISTRICT</b>								
310-5200	ASSESSMENT - Wenham Share	7,168,026	7,338,512	7,734,075	7,734,075	8,433,233	8,433,233	8,433,233	8,433,233
<b>315</b>	<b>REGIONAL SCHOOL DEBT</b>								
315-5910	PRINCIPAL & INTEREST (1997 New Middle School)	232,995	233,655	237,053	237,053	245,696	245,696	245,696	245,696
	PRINCIPAL & INTEREST (Cutler Roof)		38,797	39,802	39,802	42,610	42,610	42,610	42,610
	PRINCIPAL & INTEREST (Bulker & Winthrop Boiler)					52,104	52,104	52,104	52,104
	TOTAL - PRINCIPAL & INTEREST	232,995	272,452	276,855	276,855	340,410	340,410	340,410	340,410
	<b>TOTAL - HAMILTON/WENHAM REGIONAL SCHOOL DISTRICT</b>	7,401,021	7,610,964	8,010,930	8,010,930	8,773,643	8,773,643	8,773,643	8,773,643
<b>320</b>	<b>REGIONAL VOCATIONAL SCHOOL DISTRICT</b>								
	Budget is estimated at this time								
320-5200	ASSESSMENT - Wenham Share	124,668	144,688	149,029	149,029	189,550	189,550	189,550	189,550
320-5910	INTEREST - New Regional Technical School Building	13,881	35,000	36,050	36,050	0	0	0	0
	***included in assessment***								
	<b>TOTAL - REGIONAL VOCATIONAL SCHOOL DISTRICT</b>	138,549	179,688	185,079	185,079	189,550	189,550	189,550	189,550
	<b>TOTAL EDUCATION</b>	7,539,570	7,790,652	8,196,009	8,196,009	8,963,193	8,963,193	8,963,193	8,963,193
	<b>DEPARTMENT OF PUBLIC WORKS</b>								

v1.1 03/01/16

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget 7/1/2013	Adopted Budget 6/30/2014	Adopted Budget 7/1/2014	Adopted Budget 6/30/2015	Adopted Budget 7/1/2015	Adopted Budget 6/30/2016	Admin Budget 7/1/2016	Admin Budget 6/30/2017	Finance Committee Budget 7/1/2016	Finance Committee Budget 6/30/2017
<b>422</b>	<b>HIGHWAY DEPARTMENT</b>										
	Now including #439 - Vehicle Maintenance and #495 - Gasoline & Oil SALARIES & WAGES		512,094	514,258	520,498	523,131	523,131	523,131		523,131	
422-5100	(DPW Director @ \$91,925/year) (Foreman @ \$72,190/yr.) (6 ft. positions totaling \$310,791) (Admin Assistant \$25,133 yr. @ 23.5 hrs./wk.) (Summer Help/Leaf Pick up/ etc. - \$9,863) (OT \$13,229)										
422-5200	EXPENSES	98,044	242,344	257,344	234,344	234,344	234,344	234,344		223,344	
422-5800	CAPITAL	56,600	86,500	0	85,000	85,000	0	85,000		96,000	
	TREE STUDY				15,000	15,000		15,000		0	
	TOTAL - HIGHWAY DEPARTMENT	666,738	843,102	777,842	857,475	857,475		857,475		842,475	
<b>423</b>	<b>SNOW REMOVAL</b>										
423-5100	WAGES	36,050	36,050	36,050	36,050	36,050	36,050	36,050		36,050	
423-5200	EXPENSES	70,000	70,000	70,000	70,000	70,000	70,000	70,000		70,000	
	TOTAL - SNOW REMOVAL	106,050	106,050	106,050	106,050	106,050	106,050	106,050		106,050	
<b>424</b>	<b>STREET LIGHTING</b>										
424-5200	EXPENSES	42,000	47,947	52,000	40,000	40,000	40,000	40,000		40,000	
<b>429</b>	<b>VEHICLE MAINTENANCE</b>										
429-5200	Moved to #422 - Highway EXPENSES	61,800	0	0	0	0	0	0		0	
<b>433</b>	<b>REFUSE COLLECTION AND DISPOSAL</b>										
433-5300	EXPENSES	261,648	262,000	233,659	240,669	240,669	240,669	240,669		240,669	
<b>491</b>	<b>CEMETERY</b>										
491-5100	SALARIES & WAGES - Burial Agent	3,312	3,379	5,947	3,481	3,481	3,481	3,481		3,481	
491-5200	EXPENSES	3,500	4,200	4,900	4,900	4,900	4,900	4,900		4,900	
491-5700	OTHER - MEMORIAL DAY EXPENSE	500	0	0	0	0	0	0		0	
491-5710	OTHER - VETERAN'S GRAVES EXPENSE	200	0	0	0	0	0	0		0	
	TOTAL CEMETARY	7,512	7,579	10,847	8,381	8,381	8,381	8,381		8,381	
<b>495</b>	<b>GASOLINE &amp; OIL</b>										
495-5200	Moved to #422 - Highway EXPENSES	82,500	0	0	0	0	0	0		0	
	TOTAL DEPARTMENT OF PUBLIC WORKS	1,228,248	1,266,678	1,180,398	1,252,575	1,252,575	1,252,575	1,252,575		1,237,575	
<b>510</b>	<b>BOARD OF HEALTH</b>										
	<u>HEALTH AND HUMAN SERVICES</u>										

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget		Adopted Budget		Admin Budget		Finance Committee Budget	
		7/1/2013	6/30/2014	7/1/2014	6/30/2015	7/1/2016	6/30/2017	7/1/2016	6/30/2017
510-5100	<b>SALARIES</b> <i>(Inspector of Animals @ \$2,443/year)</i> <i>(Assistant Health Agent @ \$3,030/yr.)</i> <i>(Public Health Nurse @ \$6,430/yr.)</i> <i>(Board Members - \$120/yr.)</i>	7,025	8,012	18,820	18,820	19,370	12,023	19,370	12,023
510-5200	<b>EXPENSES</b>	3,750	18,820	18,820	18,820	19,370	0	19,370	0
510-5300	<b>CONTRACT SERVICE</b>	16,070	0	0	0	0	0	0	0
	<b>TOTAL - BOARD OF HEALTH</b>	<u>26,845</u>	<u>26,832</u>	<u>26,832</u>	<u>26,990</u>	<u>31,393</u>		<u>31,393</u>	
<b>541</b>	<b>COUNCIL ON AGING</b>								
541-5100	<i>COA Director @\$47,421/yr.</i>	9,761	72,247	72,247	75,535	84,021		84,021	
541-5200	<i>(5 P/T Staff, Drivers totalling \$36,900)</i>	7,900	24,920	24,920	28,874	20,274		20,274	
	<b>EXPENSES</b>	17,661	97,167	97,167	104,409	104,295		104,295	
	<b>TOTAL - COUNCIL ON AGING</b>								
<b>542</b>	<b>COUNCIL ON AGING VAN</b>								
542-5100	<b>Moved to #541 Council on Aging</b>								
542-5200	<b>SALARIES</b>	56,317	0	0	0	0		0	
	<b>EXPENSES</b>	9,800	0	0	0	0		0	
	<b>TOTAL COUNCIL ON AGING VAN</b>	<u>66,117</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	
<b>543</b>	<b>VETERAN'S BENEFITS</b>								
543-5200	<b>EXPENSES</b>	1,776	1,776	1,776	1,900	1,900		1,900	
543-5210	<b>REGIONAL DISTRICT ASSESSMENT</b>	20,000	20,000	20,000	19,500	20,085		20,085	
	<b>TOTAL VETERAN'S BENEFITS</b>	<u>21,776</u>	<u>21,776</u>	<u>21,776</u>	<u>21,400</u>	<u>21,985</u>		<u>21,985</u>	
	<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	<u>132,399</u>	<u>145,775</u>	<u>145,775</u>	<u>152,799</u>	<u>157,673</u>		<u>157,673</u>	
<b>CULTURE and RECREATION</b>									
<b>620</b>	<b>JOINT LIBRARY</b>								
620-5100	<b>SALARIES &amp; WAGES</b>	65,358	74,765	74,765	76,644	80,647		80,647	
5101	Director	40,600							
	Prof Library Generalist/Grants Administrator	105,958	74,765	74,765	76,644	80,647		80,647	
	Subtotal Administration								
5102	Head Reference	38,224	47,488	47,488	47,320	49,943		49,943	
5104	Young Adult Librarian	37,782	46,965	46,965	46,713	49,941		49,941	
5105	Children's	37,652	50,703	50,703	48,518	49,562		49,562	
5106	Head of Circulation	37,439	46,626	46,626	46,430	49,494		49,494	
5107	Administrative Librarian	37,439	46,262	46,262	46,001	49,185		49,185	
5108	Technical Services	48,395	57,268	57,268	57,364	57,928		57,928	
5109	Assistant Director	0	50,018	50,018	49,736	55,940		55,940	
5111	Generalist	37,479	46,693	46,693	46,380	48,744		48,744	
	Placeholder for Wage Matrix				13,719	0		0	
	Subtotal Professional	<u>274,410</u>	<u>392,023</u>	<u>392,023</u>	<u>402,181</u>	<u>410,737</u>		<u>410,737</u>	

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget		Adopted Budget		Admin Budget		Finance Committee Budget	
		7/1/2013	6/30/2014	7/1/2014	6/30/2015	7/1/2016	6/30/2017	7/1/2016	6/30/2017
5110	Support Staff - 7 Part-time Positions (@ various hrly wages) Shelvers - total 20 hrs./wk.	76,631	78,939	78,556	78,556	102,302	102,302	102,302	102,302
	Subtotal Support	13,565	17,810	17,810	17,810	0	0	0	0
	Total Salaries	90,196	96,749	96,366	96,366	102,302	102,302	102,302	102,302
620-5200	EXPENSES	470,564	563,537	575,191	575,191	593,686	593,686	593,686	593,686
5201	Library Books	101,956	122,814	122,814	122,814	125,814	125,814	125,814	125,814
5202	Subscriptions & Periodicals	8,950	10,000	10,000	10,000	10,000	10,000	10,000	10,000
5204	Technology	42,099	43,757	44,938	44,938	46,404	46,404	46,404	46,404
5205	General Supplies	12,265	12,265	12,265	12,265	12,265	12,265	12,265	12,265
5206	Memberships, Conference & Travel	816	816	916	916	916	916	916	916
5207	Programs	500	500	500	500	500	500	500	500
5208	Heat & Utilities	55,250	55,250	55,540	55,540	55,540	55,540	55,540	55,540
5209	Maintenance of Building & Grounds	40,100	40,101	41,101	41,101	39,635	39,635	39,635	39,635
	Total Expenses	261,936	285,503	288,074	288,074	291,074	291,074	291,074	291,074
620-5800	CAPITAL	7,500	0	9,595	9,595	0	0	0	0
	TOTAL LIBRARY	740,000	849,040	872,860	872,860	884,760	884,760	884,760	884,760
640	<b>JOINT RECREATION PROGRAM</b>								
640-5200	OTHER - JT. RECREATION PROGRAM EXPENSE (Includes IDC model administrative fee to Hamilton) EXPENSES	45,994	56,000	70,000	70,000	68,615	68,615	68,615	68,615
650	<b>PARKS DEPARTMENT (Moved to Police Dept.)</b>								
650-5100	WAGES (Summer Help)	3,877	3,877	0	0	0	0	0	0
650-5200	EXPENSES	3,050	6,052	0	0	0	0	0	0
	TOTAL - PARKS DEPARTMENT	6,927	9,929	0	0	0	0	0	0
691	<b>HISTORIC DISTRICT COMMISSION</b>								
691-5200	EXPENSES	200	200	200	200	200	200	200	200
693	<b>TOWN CLOCK</b>								
693-5200	Moved to #192 - Buildings & Grounds Expenses (Clock Repair)	1,181	0	0	0	0	0	0	0
	TOTAL - TOWN CLOCK	1,181	0	0	0	0	0	0	0
699	<b>BAND</b>								
699-5200	Moved to #160 - Town Hall EXPENSES	500	0	0	0	0	0	0	0
	TOTAL CULTURE AND RECREATION	794,802	915,169	943,060	943,060	953,575	953,575	953,575	953,575
840	<b>INTERGOVERNMENTAL</b>								
	<u>FIXED CHARGES</u>								

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget		Adopted Budget		Admin Budget		Finance Committee Budget	
		7/1/2013	6/30/2014	7/1/2014	6/30/2015	7/1/2016	6/30/2017	7/1/2016	6/30/2017
911-5200	ECO - RETIREE ASSESSMENT	0	0	0	0	19,250	19,866	19,866	19,866
<b>911</b>	<b>RETIREMENT</b>								
911-5200	ESSEX REGIONAL RETIREMENT ASSESSMENT	464,470	510,403	574,214	597,599	597,599	597,599	597,599	597,599
911-5220	FORMER EMPLOYEE PENSION	5,800	5,800	6,206	6,640	6,640	6,640	6,640	6,640
	<b>TOTAL - RETIREMENT</b>	<b>470,270</b>	<b>516,203</b>	<b>580,420</b>	<b>604,239</b>	<b>604,239</b>	<b>604,239</b>	<b>604,239</b>	<b>604,239</b>
<b>914</b>	<b>EMPLOYEE BENEFITS</b>								
914-5200	GROUP INSURANCE (Health & Life - Town Share)	578,775	590,115	604,154	646,445	646,445	646,445	646,445	646,445
914-5220	UNEMPLOYMENT	5,000	5,000	20,000	17,000	17,000	17,000	17,000	17,000
		583,775	595,115	624,154	663,445	663,445	663,445	663,445	663,445
<b>916</b>	<b>FICA / MEDICARE EXPENSES</b>	<b>46,000</b>	<b>48,000</b>	<b>53,455</b>	<b>55,069</b>	<b>55,069</b>	<b>55,069</b>	<b>55,069</b>	<b>55,069</b>
<b>945</b>	<b>GENERAL INSURANCE EXPENSES</b>	<b>113,900</b>	<b>113,900</b>	<b>120,000</b>	<b>123,600</b>	<b>123,600</b>	<b>123,600</b>	<b>123,600</b>	<b>123,600</b>
		113,900	113,900	120,000	123,600	123,600	123,600	123,600	123,600
	<b>TOTAL FIXED CHARGES</b>	<b>1,213,945</b>	<b>1,273,218</b>	<b>1,397,279</b>	<b>1,466,219</b>	<b>1,466,219</b>	<b>1,466,219</b>	<b>1,466,219</b>	<b>1,466,219</b>
	<b>TOWN DEBT - PRINCIPAL &amp; INTEREST</b>								
<b>710</b>	<b>PRINCIPAL</b>								
710-5910-2	PRINCIPAL - FIRE ENGINE (Non-Debt Exclusion)	15,000	0	0	0	0	0	0	0
710-5910-3	PRINCIPAL - JOINT LIBRARY	75,000	70,000	74,600	60,000	60,000	60,000	60,000	60,000
710-5910-4	PRINCIPAL - LIBRARY LEASE/PURCHASE	20,000	15,000	13,600	15,000	15,000	15,000	15,000	15,000
710-5910-5	PRINCIPAL - TOWN HALL PROJ (\$244,000)	15,000	15,000	9,100	10,000	10,000	10,000	10,000	10,000
710-5910-6	PRINCIPAL - TOWN HALL / POLICE PROJECT	220,000	220,000	232,500	235,000	235,000	235,000	235,000	235,000
710-5910-8	PRINCIPAL - FIRE ENGINE (Quint - Debt Exclusion)	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
710-5910-11	PRINCIPAL - Culvert/Drainage Road Repair	39,000	39,000	39,000	39,000	39,000	39,000	39,000	39,000
710-5910-12	PRINCIPAL - ESCO	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
710-5910-13	PRINCIPAL - HIGHWAY TRACKLESS MACHINE (Loan)	30,000	30,000	25,000	0	0	0	0	0
710-5910-14	PRINCIPAL - STATE HOUSE NOTE '15 - FIRE TRUCK	483,000	458,000	462,800	555,000	555,000	555,000	555,000	555,000
	<b>Subtotal - Principal</b>	<b>1,213,945</b>	<b>1,273,218</b>	<b>1,397,279</b>	<b>1,466,219</b>	<b>1,466,219</b>	<b>1,466,219</b>	<b>1,466,219</b>	<b>1,466,219</b>
<b>751</b>	<b>INTEREST</b>								
751-5915-2	INTEREST - FIRE ENGINE (Non-Debt Exclusion)	698	0	0	0	0	0	0	0
751-5915-3	INTEREST - JOINT LIBRARY	21,613	18,125	4,966	3,800	3,800	3,800	3,800	3,800
751-5915-4	INTEREST - LIBRARY LEASE/PURCHASE	5,348	4,418	1,291	1,050	1,050	1,050	1,050	1,050
751-5915-5	INTEREST - TOWN HALL PROJ (\$244,000)	3,880	3,183	861	700	700	700	700	700
751-5915-6	INTEREST - TOWN HALL / POLICE PROJECT	110,823	101,473	62,178	54,075	54,075	54,075	54,075	54,075
751-5915-8	INTEREST - FIRE ENGINE (Quint - Debt Exclusion)	6,694	4,782	2,869	956	956	956	956	956
751-5915-9	INTEREST - Culvert/Drainage Road Repair	15,508	14,728	13,948	13,119	13,119	13,119	13,119	13,119
751-5915-11	INTEREST - ESCO	6,000	5,520	5,040	4,530	4,530	4,530	4,530	4,530
751-5915-12	INTEREST - HIGHWAY TRACKLESS MACHINE (Loan)	2,295	1,485	675	0	0	0	0	0
751-5915-14	INTEREST - STATE HOUSE NOTE '15 - FIRE TRUCK				21,862	21,862	21,862	21,862	21,862

**v1.1 03/01/16**

All FY 2017 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Adopted Budget		Adopted Budget		Admin Budget		Finance Committee Budget	
		7/1/2013	6/30/2014	7/1/2014	6/30/2015	7/1/2016	6/30/2017	7/1/2016	6/30/2017
	<b>Subtotal - Interest</b>	172,857	153,714	153,714	91,828	100,092	100,092		
	<b>TOTAL TOWN DEBT</b>	655,857	611,714	611,714	554,628	655,092	655,092		
	<b>TOTAL GENERAL FUND</b>	<b>14,618,679</b>	<b>15,298,091</b>	<b>15,298,091</b>	<b>15,788,808</b>	<b>16,863,728</b>	<b>16,863,728</b>		
<b>450</b>	<b>WATER FUND</b>								
450-5100	SALARIES & WAGES	152,532	160,968	160,968	164,853	163,948	163,948		
	Superintendent @ \$82,757 per year								
	Primary operator @ \$58,166 per year								
	Administrative Assistant @ \$13,708/yr. for 13 hrs./wk.)								
	Summer help/weekend coverage - \$7,798								
	Overtime - \$1,515								
	Commissioner's salaries: \$1 @ \$2, 2 @ \$1								
450-5200	EXPENSES	136,286	120,322	120,322	130,315	129,863	129,863		
450-5800	DEBT	142,302	138,075	138,075	128,197	123,626	123,626		
		278,588	258,397	258,397	258,512	253,489	253,489		
450-5800	CAPITAL	15,000	11,785	11,785	0	0	0		
	<b>TOTAL - WATER FUND</b>	<b>446,120</b>	<b>431,150</b>	<b>431,150</b>	<b>423,365</b>	<b>417,437</b>	<b>417,437</b>		
	<b>TOTAL GENERAL/WATER FUND</b>	15,064,799	15,729,241	15,729,241	16,212,173	17,281,165	17,281,165		
	<b>SUMMARY</b>								
	ARTICLE 1 - SALARIES & WAGES	3,363,574	3,659,302	3,659,302	3,889,183	3,955,779	3,955,779		
	ARTICLE 1 - TOWN EXPENSES	3,141,846	3,222,885	3,222,885	3,355,561	3,435,475	3,435,475		
	ARTICLE 1 - TOWN DEBT SERVICE	798,159	749,789	749,789	682,824	778,718	778,718		
	ARTICLE 1 - H W REG SCHOOL EXPENSES	7,168,026	7,338,512	7,338,512	7,734,075	8,433,233	8,433,233		
	ARTICLE 1 - H W REG SCHOOL OVER ASSESSED	0	0	0	0	0	0		
	ARTICLE 1 - SCHOOL DEBT	232,995	272,452	272,452	276,855	340,410	340,410		
	ARTICLE 1 - REG VOCATIONAL SCHOOL EXPENSES	124,668	144,688	144,688	149,029	189,550	189,550		
	ARTICLE 1 - REG VOCATIONAL SCHOOL DEBT	13,881	35,000	35,000	36,050	0	0		
	ARTICLE 1 - CAPITAL	221,650	306,613	306,613	88,595	148,000	159,000		
		15,064,799	15,729,241	15,729,241	16,212,173	17,281,165	17,281,165		

**ARTICLE 2:                    Use of Free Cash to Balance the Budget and Level the Tax Rate**

To see what sum of money, if any, the Town will vote from FY 2015 Free Cash to be used to balance the budget and level the tax rate for the period July 1, 2016 to June 30, 2017.

Or take any other action relative thereto.

*Commentary: This article seeks to transfer the sum of \$750,000 from the FY 2015 certified free cash amount of \$1,061,225 to lower the FY 2017 tax rate. The Department of Revenue certified the Town's free cash at \$586,863 for FY 2014 and 2015 Annual Town Meeting appropriated \$425,000 or 72.5 %, leaving a balance of \$161,863. This article seeks to use 70.6 % of the FY 2015 certified free cash amount, leaving a balance of \$311,225.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

**ARTICLE 3:                    Cemetery and Other Trust Funds**

To accept the Cemetery and other Trust Funds received in FY 2015, as printed in Part I of the Town Report and on file with the Town Clerk.

Or take any other action relative thereto.

*Commentary: This is a standard acceptance article required to enable expenditure of annually accruing funds from trust donations for general or restricted purposes as provided by the terms of gift or trust.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

**ARTICLE 4:                    Cemetery Maintenance Fund Transfer**

To see if the Town will vote to authorize the Treasurer to withdraw a sum of money, not to exceed \$5,000 from the Sale of Cemetery Lots - Receipts Reserved for Appropriation account, after July 1, 2016 and before June 30, 2017, and transfer and deposit said funds into the General Fund. The purpose of the transfer is to subsidize Highway Department expenditures for the care and operation of the three cemeteries in the Town of Wenham.

Or take any action relative thereto.

*Commentary: The Cemetery Sale of Lots Fund is restricted for expenditure for certain purposes, including costs to maintain the Cemetery. For many years, this service has been provided by the DPW staff, rather than a private grounds keeping service. This article seeks to transfer funds to support DPW general fund expenses for cemetery maintenance from the Sale of Lots Fund. Prior to the proposed transfer, the current balance in the cemetery sale of lots fund #23-349-3580-0491 is \$21,606.70.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

**ARTICLE 5: OPEB Fund Appropriation**

To see if the Town will vote to raise and appropriate a sum of money for deposit in the Other Post-Employment Benefits Liability Trust Fund to reduce the unfunded liability of health care and other post-employment benefits to which the Town of Wenham is obligated.  
Or take any other action relative thereto.

*Commentary: This article seeks to raise and appropriate the sum of \$20,000 for the OPEB Trust Fund fund that was established on April 12, 2012. The Town’s current OPEB liability is approximately \$4,000,000. While the town lacks resources to fully fund its current OPEB liability, rating agencies look favorably on continued local efforts in addressing this obligation.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**  
**Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)**  
*Vote needed: Simple Majority*

**ARTICLE 6: Road Work – Chapter 90 Funding**

To see if the Town will vote from available funds a sum of money for work on Town Roads, subject to conditions detailed by the Massachusetts Department of Transportation Highway Division, pursuant to Chapter 30, Section 39M; Chapter 149, Section 44J; and Chapter 149, Section 26-27F; said work to conform to the requirements of the Massachusetts Department of Transportation Highway Division.  
Or take any other action relative thereto.

*Commentary: This annual article allows the Town to expend funds in anticipation of reimbursement through the Chapter 90 program. The actual amount of funding available to the Town will not be confirmed until the state appropriates funding later in the calendar year.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**  
**Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)**  
*Vote needed: Simple Majority*

**ARTICLE 7: H-W Grounds Maintenance Revolving Fund**

To see if the Town will vote to re-authorize a revolving fund pursuant to MGL Chapter 44, Section 53E1/2 for the following department for the specific purposes outlined below for Fiscal Year beginning July 1, 2016 and ending June 30, 2017.  
Or take any other action relative thereto.

H-W Grounds Maintenance:  
Fees and reimbursements from the Town of Hamilton and the Hamilton Wenham Regional School District for the purpose of paying employees, purchasing supplies, services, equipment, and miscellaneous expenses related to grounds maintenance; to be expended by the Department of Public Works; not to exceed \$20,000 during FY2017.

*Commentary: The Wenham DPW performs certain grounds maintenance services for the HWRSD, for which the Town is reimbursed. State law permits the Town to pay for related expenses of these services in advance of receipt of reimbursements, provided the Town annually votes to set a maximum amount of such so called “revolving fund” expenses. This article allows continuation of this revolving fund for grounds maintenance in FY 2017.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**  
**Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)**  
*Vote needed: Simple Majority*

**ARTICLE 8:                    Payment of FY 2015 Legal Bill**

To see if the Town will vote to appropriate a sum of money, not to exceed \$5,000, to pay a bill to the law firm of Blatman, Bobrowski, Mead & Talerman, LLC for legal work in FY 2015 related to consideration of a petition to convert Penguin Hall into an addiction treatment facility.  
Or take any other action relative thereto.

*Commentary: Legal bills and consultant costs related to the review and consideration of significant development projects by town boards, committees, and commissions are generally paid by the applicant through the creation of a special account consistent with MGL Chapter 44 Section 53G. In this particular case, the application pending before the Zoning Board of Appeals was denied prior to the reconciliation of the then outstanding balance in this project account. The Town is obligated to pay the remaining amount based on legal services that were provided by this firm at the direction of town officials.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: To be given at Town Meeting***

*Vote needed: 4/5ths Majority*

**ARTICLE 9:                    Water Department – Capital Expenditure**

To see if the Town will vote to transfer a sum of money, not to exceed \$35,000, from the Water Surplus Account (29-300-3560) to the Water Capital Account (29-450-5800) for costs associated with the purchase and equipping of a light duty truck or take any other action relative thereto. Current balance in Water Surplus Account is \$160,443.29.  
Or take any other action relative thereto.

*Commentary: Water Department finances are managed largely through a separate enterprise fund, with the cost of operation funded by water bills paid by property owners. Under state statute and Town accounting requirements, transfers from the Water Surplus Account require Town Meeting approval, even though tax funds are not involved. This article will approve transfer of a sum from the Water Surplus Account to the Department Capital Account for the purchase of a new light duty truck for Department use.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

## **ARTICLE 10: CPA Appropriations**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation budget; to appropriate from the Community Preservation Fund a sum of money to meet the necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2017 and to approve the appropriation to expend or set aside the following amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation and preservation of open space; a sum of money for acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use; a sum of money for the acquisition, preservation, rehabilitation, and restoration of historic resources and a sum of money for the acquisition, creation, preservation and support of community housing.  
Or take any other action relative thereto.

- 1) To see if the Town will vote to approve the following transfers of Community Preservation Act funds:
  - a) The sum of \$138,000, for the purpose of reserving a minimum of 10% of the total FY 2017 estimated CPA revenue to be transferred as follows:
    - i) \$46,000 to the "FUND BALANCE RESERVED FOR HISTORIC RESOURCES"
    - ii) \$46,000 to the "FUND BALANCE RESERVED FOR OPEN SPACE & RECREATION"
    - iii) \$46,000 to the "FUND BALANCE RESERVED FOR COMMUNITY HOUSING"

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- b) The sum of \$314,500 from FY 2017 estimated CPA revenue to FY 2017 BUDGETED RESERVES

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- 2) The following sums to be appropriated from the indicated CPA source for the following purposes:
  - a) The sum of \$64,100 from CPA FUND BALANCE to the First Church of Wenham for renovation work on the bell and clock tower including \$14,100 for the specific purpose of repairing the clock face and hands owned by the Town.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- b) The sum of \$131,937.50 from CPA FUND BALANCE and \$12,000 from HISTORIC RESOURCES for the purpose of paying the debt service in FY 2017 on the \$2,151,421 supplemental borrowing under Massachusetts General Laws, Chapter 44 and 44B for the rehabilitation of the 162 year-old Wenham Town Hall Building located at 138 Main Street in accordance with the plans developed and administered by the Wenham Town Hall and Police Station Building Committee.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- c) The sum of \$20,000 from CPA FUND BALANCE to the Friends of Winthrop School for renovation to the Winthrop Playground.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- d) The sum of \$50,000 from CPA FUND BALANCE to the Town of Wenham to help fund the design and construction of a structure to house ENON-1 – the Town’s historic 19<sup>th</sup> century fire pumper.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- e) The sum of \$35,000 from HISTORIC RESOURCES to the Wenham Cemetery Commission for the final phase of restoration of 161 historic gravestones in the Main Street Cemetery.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- f) The sum of \$22,592.64 from CPA FUND BALANCE to the Hamilton / Wenham Recreation Committee for Wenham’s share of the design and engineering of a conceptual plan for sports fields which is included in the HWRHS Recreation Master Plan. This is contingent upon Hamilton funding their portion of the total costs not to exceed \$67,240.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- g) The sum of \$10,000 from CPA FUND BALANCE to the Veterans’ War Memorial Committee for landscaping the Veterans’ Memorial.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

- h) The sum of \$7,500 from FY 2017 estimated CPA revenue to the CPA Administrative account.

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

***Commentary:*** In 2005, the Town adopted the Community Preservation Act, and began accumulating funds drawn from a 3% surcharge on our Wenham real estate taxes, plus a state match. Money from this CPA fund can be used to pay for projects that qualify. CPA mandates that each year, the town must set aside from its CPA income at least 10% each for open space, community housing, and historic preservation funds. Operation of and initial selection of grants from the CPA funds so collected are made by an appointed Community Preservation Committee. The Committee reviews eligible needs in the town and grant applications, and its recommendation is required for Town Meeting to appropriate CPA funds for specific projects. This article sets forth the CPC recommended grants for FY 2017.

**ARTICLE 11:           Acceptance of MGL Chapter 40, Section 57:  
Collection of Delinquent Local Taxes, Fees,  
Assessments, and Betterments Due to the Town**

To see if the Town will vote to accept the provisions of MGL Chapter 40, Section 57, and to amend the Town Bylaws to add a new Chapter XXVI that enables the Town to deny permits to landowners who are delinquent in local taxes, fees, and assessments, in the form set forth in Appendix A.  
Or take any other action relative thereto.

*Commentary: This article seeks to enable the Town to take advantage of a statutory provision intended to assist the Town in collecting delinquent local taxes, fees, and assessments. Under MGL Chapter 40, Section 57, a town may enact a bylaw that allows the town to refuse to issue or renew, or to revoke, certain licenses and permits if applicable local taxes, fees, and/or assessments are not currently paid by the owner. The cost to the Town, in time and expense, to collect unpaid accounts can be considerable; the right to withhold benefits to owners who are 12 or more months delinquent may provide the town with effective leverage to obtain payment. The article calls for the Town to vote to accept Section 57, and to adopt a bylaw effectuating the statutory rights. Appendix A sets forth the full text of the proposed bylaw, and it explains the detailed operation of the program.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**  
*Vote needed: Simple Majority*

*See Appendix A*

**ARTICLE 12:           Bylaw Amendment: Zoning Board of Appeals**

To see if the Town will vote to amend the Town Bylaws, Chapter X - Board of Appeals, by deleting Sections 1 and 2 in their entirety, and substituting the following: “Chapter X - Zoning Board of Appeals. Section 1. A Zoning Board of Appeals, established pursuant to Chapter 41 of the General Laws, is as set forth in Section 13.2 of the Protective Zoning Bylaw of the Town”.  
Or take any other action relative thereto.

*Commentary: As a result of the recent Legal Base Study update, a conflict was discovered between the general bylaws and the zoning bylaws, with respect to the number of associate members that may be appointed to the Zoning Board of Appeals (ZBA). The zoning bylaw allows up to 3 associate members, in accordance with the Massachusetts zoning statutes, whereas the older general bylaw limited associate member appointments to one. Because the newer statutes also call for the ZBA to be part of the zoning bylaw, this Article proposes to cure this conflict by deleting the ZBA section of the general bylaws, Chapter X, and substituting a cross reference to section 13.2 of the zoning bylaw where the authority of the ZBA resides.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**  
*Vote needed: Simple Majority*

**ARTICLE 13: Bylaw Amendment: Community Preservation Committee Terms**

To see if the Town will vote to amend Chapter XXII: Community Preservation Act / Community Preservation Committee of the Town Bylaws by amending Chapter 1 as set forth below to establish three-year terms for all members and a maximum service period of two consecutive three-year terms, and further to stagger the terms for at-large members designated by the Board of Selectmen, with the understanding that the change in term length shall occur through attrition by expiration or resignation, and that the term of no current member of the Committee shall be prematurely terminated as a result of the proposed bylaw amendment.

Or take any other action relative thereto.

Amend Chapter 1, Section 2 of Chapter XXII by deleting the first and second sentence and inserting in place thereof the following sentences, and making no other changes to said Section 2:

Beginning with appointments made on or after 2016, upon the expiration of any representative member's term, that member's successor shall be appointed by the applicable commission, authority, or board for a three-year term or such shorter term for which they serve on the commission, authority, or board, which will begin on July 1 of each respective year and, in the case of at-large members appointed by the Selectmen, in order to establish a three year staggered change in at-large members, two members shall be appointed for two-year terms expiring in 2018, and two members shall be appointed for three-year terms expiring in 2019. Thereafter, all appointments shall be for three-year terms. Any member appointed for two full three-year terms shall be ineligible for reappointment until after the next succeeding annual town meeting.

*Commentary: The 2005 bylaw establishing the Community Preservation Committee under Massachusetts's Community Preservation Act calls for simultaneous two-year terms expiring on May 31 for all nine committee members. The committee is comprised of five members who are appointed by separate boards of the Town and four at-large members who are appointed by the Selectmen. For the four at-large members, this article creates staggered terms so that no more than two of those terms expire in the same year, where all four currently expire on the same date. This article shifts the appointment cycle to the same fiscal year model that all other town boards, commissions, and committees follow. This article also supports the view that changing to three-year terms will provide better continuity on the committee given the significant learning curve required for deliberation on CPA project applications. To counterbalance longer terms, limiting members to a maximum of two consecutive terms will enable evolving perspectives to be introduced into the committee's proceedings.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**  
*Vote needed: Simple Majority*

**ARTICLE 14:           Acceptance of MGL Chapter 39, Section 23D:  
Member Attendance at Adjudicatory Hearings**

To see if the Town will vote to accept the provisions of MGL Chapter 39, Section 23D for the Planning Board, Zoning Board of Appeals, Conservation Commission, and Board of Selectmen, which statute provides that when a public body holds an adjudicatory hearing any member thereof shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received, provided that before any such vote, the member shall certify in writing that the member has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof.

Or take any other action relative thereto.

*Commentary: Under a provision of Massachusetts law known as the Mullin Rule, all members of town boards, committees or commissions must have attended all hearing sessions to be eligible to vote on a final ruling on an adjudicatory hearing. Since, on occasion, several hearings on separate dates may precede a final vote, travel or other obligations of volunteer members may prevent all members from being available to attend all hearings on a particular matter. In these circumstances, the board, committee, or commission may be precluded from issuing a final ruling if a quorum of eligible voting members cannot be assembled. While this is not a regular occurrence, we have been faced with this issue in the past, especially in cases of long and legally complex matters. Currently, we are required to repeat the process in order to attain the proper voting quorum, to the great waste of time and effort by members, town officials, and parties to the matter. The local acceptance provision of Massachusetts law referred to in this article permits a member who has had to miss one hearing to nonetheless vote on the final decision provided that the missing evidence has been reviewed so that all voting members have the same basis for ruling.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**

*Vote needed: Simple Majority*

**ARTICLE 15:           Bylaw Adoption: Residency Requirement for  
Members of Appointed Multiple Member Bodies**

To see if the Town will vote to amend the Town Bylaws to add a new Chapter XXVII, Residency Requirement for Members of Appointed Multiple Member Bodies that establishes a requirement that any appointee to a member of any multiple member board, committee or commission be a resident of the Town of Wenham, with limited exceptions, in the form set forth in Appendix B.

Or take any other action relative thereto.

*Commentary: MGL Chapter 41, Section 109 provides that a person need not be a resident of a town to accept appointment to an appointed public office. This provision does not apply to elected offices, nor, as a practical matter, to single incumbent offices, such as Treasurer Collector, where professional criteria may require skills not available from town residents. While non-resident service on Wenham boards, committees and commissions has not been a specific issue in the past, to avoid any doubt on this issue, the Selectmen have set forth this article to adopt a general bylaw requiring that multi-member appointees must be Wenham residents. The article also allows some flexibility if that member is actively involved in a particularly complex matter pending before their board, committee, or commission such that the chair can petition the Selectmen to have that member's term extended through the completion of the relevant proceeding.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**

*Vote needed: Simple Majority*

**See Appendix B**

**ARTICLE 16: Amend Senior Citizen Property Tax Work-Off Program**

To see if the Town will vote to amend the Senior Citizen Property Tax Work-Off Program adopted under Article 7 of the 2003 Annual Town Meeting, by increasing the abatement to \$1,000, the maximum currently allowed by law, and by reducing the minimum age from 65 to 60, the minimum allowable by law, for seniors who participate in the program under MGL Chapter 59, Section 5K.  
Or take any other action relative thereto.

*Commentary: Since 2003, the Town has operated a program permitted under Massachusetts law that allows seniors to “earn” an exemption credit applicable to their real estate tax bill by performing volunteer work for the Town. A number of Wenham seniors have taken advantage of this program, and provide valuable assistance to the Town. From time to time, the maximum allowable amount of this exemption has been adjusted upward by the state to account for increases in cost of living expenses, most recently from \$750 to \$1,000 per year. This article reduces the minimum age to 60 and raises the Wenham annual maximum to the new \$1,000 limit.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

**ARTICLE 17: Acceptance of MGL Chapter 59, Section 5N: Tax Relief to Veterans**

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5N to establish a program to allow veterans, as defined in MGL Chapter 4, Section 7, clause 43, or a spouse of a veteran in the case where the veteran is deceased or has a service-connected disability, to volunteer to provide services to that city or town. In exchange for such volunteer services, the Town shall reduce the real property tax obligations of that veteran on the veteran's tax bills and that reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; provided, however, that person shall not receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for the services provided pursuant to that reduction; and provided further, that the reduction of the real property tax bill shall not exceed \$1,000 in a given tax year.  
Or take any other action relative thereto.

*Commentary: As with the tax relief for seniors addressed in Article 15, Massachusetts law provides that towns may have a similar program for veterans or their spouses (if the veteran is deceased or disabled). This article would accept the statutory authority to establish a tax work-off program for veterans that would offer up to a \$1,000 annual exemption.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*

**ARTICLE 18:            Zoning Bylaw Amendment: Site Plan Review**

To see if the Town will vote to amend the Zoning Bylaw Section 13.5, Site Plan Review, by deleting said section in its entirety, and inserting in place thereof a new Section 13.5 as set forth in Appendix C.  
Or take any other action relative thereto.

*Commentary: Under a provision of Massachusetts zoning law commonly referred to as the Dover Amendment, qualifying religious and educational uses are exempt from local zoning restrictions, apart from a narrow permitted site plan review. As a practical matter, this permits such a use to be established in a residential neighborhood, possibly without any required approval by the Town or any legal notice to abutters. In a recent such situation in Town, the presence or absence of notice became a matter of litigation due to this legal vacuum. Moreover, it became clear that Wenham citizens strongly believe that abutters and the public should be entitled to notice before such uses become fait accompli. At the 2015 Annual Town Meeting, the Town voted to adopt an amendment to the protective zoning bylaw that, among other things, called for a public hearing for the permitted site review of new Dover exempt uses. The form of that amendment has been adopted in a number of other towns, and approved by the Attorney General as required for all bylaw amendments voted by Town Meeting. However, our version was partially disallowed by the Attorney General after legal counsel for a Dover entity operating in Wenham opposed it as discriminatory under the premise that the public hearing was not required for all zoning site reviews, but only Dover uses.*

*This article and the following one provide the opportunity to remedy this problem by replacing the 2015 amendment with two new amendments that require the public hearing for all site reviews performed for any new uses, whether by the Planning Board (this Article) or the Zoning Board of Appeals (Article 18).*

***Recommendation of the Planning Board: Favorable Action (5-0-0)***

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

*Vote needed: 2/3 Majority*

***See Appendix C***

**ARTICLE 19:            Zoning Bylaw Amendment: Site Plan Review for  
   Certain Institutional and Exempt Uses**

To see if the Town will vote to amend the Zoning Bylaw to add a new Section 13.7, Site Plan Review for Certain Institutional and Exempt Uses, as set forth in Appendix D.  
Or take any other action relative thereto.

*Commentary: This article establishes the same public hearing requirement for new Dover use site reviews to be performed by the Zoning Board of Appeals as was established for the all other site plan reviews to be performed by Planning Board in Article 17.*

***Recommendation of the Planning Board: Favorable Action (5-0-0)***

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

*Vote needed: 2/3 Majority*

***See Appendix D***

**ARTICLE 20: Bylaw Adoption: Demolition Delay for Historic Buildings**

To see if the Town will vote to amend the Town Bylaws to add a new Chapter XXVIII, Demolition Delay for Historic Buildings, as set forth in Appendix E.  
Or take any other action relative thereto.

*Commentary: First settled in 1636 and then incorporated in 1643, the Town of Wenham is one of the oldest towns in the Commonwealth of Massachusetts. Today, the Town has 69 houses and other structures built before 1860. By establishing the Wenham Historic District in 1972 and the Wenham Historical Commission in 2014, the voters of Wenham have consistently demonstrated a desire to preserve this rich heritage. Twenty two of the homes built before 1860 are in the Wenham Historic District. The Historic District Commission has the authority to prevent the demolition of any of these historic homes. However, at present, the Wenham Historical Commission does not have the authority to prevent the demolition of any of the 47 homes built before 1860 that are not located in the Historic District.*

*State Statute allows the Town to adopt a Demolition Delay Bylaw by a vote at Town Meeting. This proposed Demolition Delay Bylaw gives the Historic Commission the authority to impose a delay of up to one year on the demolition of any house or structure outside of the Historic District that was built prior to 1860. The purpose of the delay is to initiate a conversation between the Historical Commission and the property owner to try to find a mutually acceptable way to preserve the property. If no way is found to preserve the property by the end of the one-year delay period, the owner is then free to demolish it.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***  
*Vote needed: Simple Majority*

***See Appendix E***

**ARTICLE 21: Special Legislation: Grassy Roots Liquor License**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court in the form set forth below, authorizing the Board to issue an off-premises alcoholic beverages license to Grassy Roots, LLC; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general objectives of the petition:

AN ACT AUTHORIZING THE TOWN OF WENHAM TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

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

Section 1. Notwithstanding section 17 of chapter 138 of the General Laws relative to the number of licenses that may be granted in the town of Wenham, the licensing authority of the town of Wenham may grant 1 license for the sale at retail of wine and malt alcoholic beverages not to be drunk on the premises under section 15 of said chapter 138 to Grassy Roots, LLC, d/b/a Grassy Roots, located at 152 Main Street in said town; provided, however, that the business shall have no more than 200 square feet of retail space.

The licensee shall comply with such requirements and conditions as the licensing authority shall deem appropriate. The license shall be subject to all of said chapter 138, except said section 17 relative to the number of licenses that may be granted. The license shall be nontransferable to any other location, but it may be reissued to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid. The license shall be subject to all other provisions of said chapter 138.

If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority which may then grant the license to a new applicant at the same location under the same terms and conditions as specified in this section.

Section 2. This act shall take effect upon its passage.

Or take any other action relative thereto.

***Commentary:** The Town currently holds two liquor licenses; one for retail sale and one for on-site consumption (pouring). Grassy Roots, located at 152 Main Street, is seeking a retail liquor license to sell beer and wine. In order to create a new third liquor license, the Town is required to submit special legislation to the state. If and when approval is granted by the state legislature, the Board of Selectmen, as the licensing authority, then has to go through a public hearing process. This application and renewal process takes place on an annual, calendar-year basis for each license and is regulated by the state Alcoholic Beverages Control Commission. As written, this legislation is intended to be location and business specific, but it would allow the license to be reissued, at the discretion of the Selectmen, to a new applicant located at the same address on an as-needed basis. Passage of this article does not guarantee that the license will be issued to Grassy Roots; rather, it grants the Selectmen the authority to do so after reviewing their application for a license.*

**Recommendation of the Board of Selectmen: Favorable Action (3-0-0)**

*Vote needed: Simple Majority*

## **ARTICLE 22: Election of Town Officers**

To choose the following officers and answer the following questions:

Board of Assessors, one position, three year term; Board of Health, one position, three year term; Board of Selectman, one position, three year term; Cemetery Commissioner, one position, three year term; one position for two years-to fill an unexpired term; Hamilton Wenham Regional Library Trustee, one Wenham position, three year term; Hamilton Wenham School Committee, three positions, three year term, and one position for one year – to fill an unexpired term; Moderator, one year term; Planning Board, one position, five year term; Tree Warden, one position, one year term; Water Commissioner, one position, three year term; Wenham Housing Authority, one position, five year term.

1. Shall the Town vote to have its elected Tree Warden become an appointed Tree Warden of the town?

Yes \_\_\_ No \_\_\_

2. Shall the Town vote to have its Selectmen appoint the Board of Cemetery Commissioners consisting of three members appointed for three years terms?

Yes \_\_\_ No \_\_\_

## **APPENDIX A (Article 11)**

### **Chapter XXVI: Grant or Renewal of License/Permit for Non-Payment of Taxes/Fees**

The Town may, as authorized under the provisions of MGL Chapter 40, Section 57 and this By-Law, deny any application for, or revoke or suspend a building permit, or any local permit including renewals and transfers issued by any board, officer, department for any person, corporation or business enterprise, who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of MGL Chapter 40, Section 21D or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

- (a) The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission, or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.
- (b) The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector; provided, however, that written notice is given to the party and to the tax collector, as required by the applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, or other municipal charges, payable to the municipality as of the date of the issuance of said certificate.
- (c) Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license or permit shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or

revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

- (d) The Board of Selectmen may waive such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of their immediate family, as defined in MGL Chapter 268A, Section 1 in the business or activity conducted in or on said property

This By-Law shall not apply to the following licenses: open burning (c.48 s.13); bicycle permits (c.85 s.11A); sales or articles for charitable purposes (c.101 s.33); children's work permits (c.149 s.69); clubs, associations dispensing food or beverage licenses (c.140 s.21E); dog licenses (c.140s.137); fishing, hunting, or trapping (c.131 s.12); marriage licenses (c.207 s.28); and theatrical events, public exhibitions (c.140 s.181).

## **APPENDIX B (Article 15)**

### **Chapter XXVII: Residency Requirement for Members of Appointed Multiple-Member Bodies**

#### Section 1 – Residency Requirement

Only residents of the Town of Wenham shall be eligible for appointment as voting members of any multiple-member body of the Town of Wenham. In the event an appointee removes from the Town during said term of appointment, their appointing authority shall declare the office vacant, except as provided in Section 2, below.

#### Section 2 - Exceptions

The provisions of this By-Law shall not apply to:

- (a) An ex-officio or non-voting member of a multiple-member body, including any non-resident town officer or employee representing the Town of Wenham in such capacity;
- (b) A member of a multiple-member body who removes from the Town of Wenham while that body is conducting an adjudicatory hearing, provided that the appointing authority, at the request of the chair of such multiple-member body, authorizes the member to continue to serve until the hearing is concluded and a decision has been made.
- (c) Any non-resident incumbent member of a multiple-member body serving as of the effective date of this by-law for the remainder of their appointed term; provided that they shall thereafter be subject to the requirements of Section 1.

## **APPENDIX C (Article 18 - *changes in italics*)**

### **13.5 Site Plan Review**

#### **Applicability 13.5.1**

The following types of activities and uses require site plan review by the Planning Board:

- 1) Construction, exterior alteration or exterior expansion of, or change of use within, a municipal, institutional, commercial, industrial, or residential structure with two or more dwelling units; and
- 2) Construction or expansion of a parking lot for a municipal, institutional, commercial, industrial, or residential structure with two or more dwelling units.
- 3) *For the following Institutional and Exempt Uses set forth in the Table of Use Regulations: Educational, Religious, and Child Care Facility, see Section 13.7, Site Plan Review for Institutional and Exempt Uses (collectively, "Dover Amendment Uses"), subject to the limitations on the scope of review as set forth hereunder.*

#### **Approval Required 13.5.2**

An application for a building permit to perform work as set forth in Section 13.5.1 shall be accompanied by an approved Site Plan. Prior to the commencement of any such activity, the project proponent shall obtain written site plan approval from the Planning Board.

#### **Procedures 13.5.3**

- 1) Applicants for site plan approval shall submit ten (10) copies of the site plan to the Planning Board for review. The Board shall provide a copy of the application to the Fire Department, Building Inspector, Board of Selectmen, Department of Public Works, Conservation Commission, Board of Health, and Police Chief for their advisory review and comments. Failure of such board or official to respond within thirty-five days of submittal shall be deemed a lack of opposition thereto.
- 2) *The Planning Board shall hold a public hearing on each application for site plan approval. The public hearing procedures set forth in G.L. c. 40A, ss. 9 and 11 for special permits shall be followed by the Board. The Planning Board shall review and act upon each Site Plan application and impose appropriate conditions within ninety (90) days of the close of the public hearing, and provide written notice to the Town Clerk and applicant of its decision. The decision of the Board shall be by a majority of the Board and shall be in writing. No building permit shall be issued by the Building Inspector without the written approval of the site plan by the Planning Board, or unless 90 days lapse from the close of the public hearing without final action as set forth above.*

- 3) The applicant may request, and the Board may grant by majority vote, an extension of the time limits set forth herein.
- 4) No deviation from an approved site plan shall be permitted without such modification being subject to Planning Board approval.

#### **Preparation of Plans 13.5.4**

Applicants are invited to submit a pre-application sketch of the proposed project to the Board and to schedule a comment period at a regular meeting of the Board. Site Plans shall be submitted on 24-inch by 36-inch sheets. Plans shall be prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal. All plans shall have a minimum scale of 1"=20'.

#### **Contents of Plan 13.5.5**

Five (5) separate plans prepared at a scale of one (1) inch equals twenty (20) feet or such other scale as may be approved by the Board. The plans are as follows:

- 1) Site layout, which shall contain the boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, and areas for snow storage after plowing. The first sheet in this plan shall be a locus plan, at a scale of one (1) inch equals one hundred (100) feet, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the Board.
- 2) Topography and drainage plan, which shall contain the existing and proposed final topography at two-foot intervals and plans for handling storm water drainage.
- 3) Utility and landscaping plan, which shall include all facilities for refuse and sewerage disposal or storage of all wastes, the location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site, all proposed recreational facilities and open space areas, and all wetlands including floodplain areas.
- 4) Architectural plan, which shall include the ground floor plan and architectural elevations of all proposed buildings and a color rendering.
- 5) Landscaping plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including screening, planting areas with size and type of stock for each shrub or tree, and including proposed erosion control measures.
- 6) *Dover Amendment Uses shall be required to provide only information that is relevant to the limited*

*scope of site review of the use as provided for under G.L. c.40A, s. 3.*

The site plan shall be accompanied by:

- 1) A written statement indicating the estimated time required to complete the proposed project and any and all phases thereof. There shall be submitted a written estimate, showing in detail the costs of all site improvements planned.
- 2) A written summary of the contemplated projects indicating, where appropriate, the number of dwelling units to be built and the acreage in residential use, the evidence of compliance with parking and off-street loading requirements, the forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof, identification of all land that will become common or public land, and any other evidence necessary to indicate compliance with this By-Law.
- 3) Drainage calculations by a registered professional engineer. Storm drainage design must conform to the Town's Subdivision Regulations.
- 4) If the Board requires, narrative assessments of the on-site and off-site impacts of the proposed use and structures.
- 5) Certification that the proposal is fully compliant with the provisions, if applicable, of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.
- 6) *Dover Amendment Uses shall be required to provide only information that is relevant to the limited scope of site review of the use as provided for under G.L. c.40A, s. 3.*

### **Waiver of Technical Compliance 13.5.6**

The Board may, upon written request of the applicant, waive any of the technical requirements of this Section where the project involves relatively simple development plans or constitutes a minor site plan.

### **Approval 13.5.7**

Site Plan approval shall be granted upon determination by the Board that the plan meets the following objectives. The Board may impose reasonable conditions at the expense of the applicant, including performance guarantees, to promote these objectives. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and storm water drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed in the Site Plan, after considering the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development, so as to:

- 1) Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of storm water flow increase from the site, soil erosion, and threat of air and water pollution;
- 2) Maximize pedestrian and vehicular safety both on the site and egressing from it;
- 3) Minimize obstruction of scenic views from publicly accessible locations;
- 4) Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned;
- 5) Minimize glare from headlights and lighting intrusion;
- 6) Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places;
- 7) Minimize contamination of groundwater from on-site waste-water disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances; and
- 8) Ensure compliance with the provisions of this Zoning By-Law, including parking and landscaping.
- 9) *Dover Amendment Uses shall be designed to address the requirements set forth under G.L. c.40A, s. 3.*

#### **Lapse 13.5.8**

Site plan approval shall lapse after one year from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the Board upon the written request of the applicant.

#### **Regulations 13.5.9**

The Board may adopt additional reasonable regulations for the administration of site plan review.

#### **Fees 13.5.10**

The Board may adopt reasonable administrative fees and technical review fees for site plan review.

#### **Appeal 13.5.11**

Any decision of the Board pursuant to this Section may be appealed in accordance with G.L. c. 40A, s. 17 to a court of competent jurisdiction.

## **APPENDIX D (Article 19)**

### **13.7 Site Plan Review for Certain Institutional and Exempt Uses**

#### **13.7.1 Purpose**

The purpose of this Section is to provide for site plan review of certain Institutional and Exempt Uses in the Table of Use Regulations, specifically: Educational, Religious, and Child Care Facilities otherwise governed by G.L. c. 40A, s. 3 (collectively, the “Dover Amendment Uses”).

**13.7.2 Site Plan Review Required.** Prior to the issuance of any building permit or certificate of occupancy, the establishment, alteration, change, extension, or reconstruction of any Dover Amendment Use shall require site plan approval from the Zoning Board of Appeals pursuant to this Section.

**13.7.3 Scope of Site Plan Review.** Under this Section, Site Plan Review shall be limited to two inquiries:

1. Whether it has been determined that the proposed Dover Amendment Use qualifies for protection under G.L. c. 40A, s. 3; and, if so,
2. Whether the proposed Dover Amendment Use satisfies the applicable dimensional requirements for the subject property as set forth in the underlying zoning district where the subject property is located, as to the bulk and height of structures, yard sizes, lot area, setbacks, open space, parking and building coverage requirements to the extent it has been determined that those requirements may be reasonably applied to the proposed Dover Amendment Use.

#### **13.7.4 Procedures.**

- 1) Applicants for site plan approval shall submit ten (10) copies of the site plan and required materials to the Zoning Board of Appeals (ZBA) for review. The ZBA shall provide a copy of the application to the Fire Department, Building Inspector, Planning Board, Board of Selectmen, Department of Public Works, Conservation Commission, Board of Health, and Police Chief for their advisory review and comments. Failure of such board or official to respond within thirty-five days of submittal shall be deemed a lack of opposition thereto.
- 2) The ZBA shall hold a public hearing on each application for site plan approval. The public hearing procedures set forth in G.L. c. 40A, ss. 9 and 11 for special permits shall be followed by the ZBA. The ZBA shall review and act upon the Site Plan and impose appropriate conditions within ninety (90) days of the close of the public hearing, and provide written notice to the Town Clerk and applicant of its decision. The decision of the ZBA shall be by a majority of the Board and shall be in writing. No building permit shall be issued by the Building Inspector without the written approval of the site plan by the ZBA, or unless 90 days lapse from the close of the public hearing without final action as set forth above.
- 3) The applicant may request, and the ZBA may grant by majority vote, an extension of the time limits set forth herein.

4) No deviation from an approved site plan shall be permitted without such modification being subject to ZBA approval.

**13.7.5 Required Information.** All applications for Site Plan Review shall be in writing and provide, at a minimum, the following information:

1. Name and address of applicant person or entity;
2. Name and address of property owner;
3. Description of the proposed use and/or structure and determination that the proposed use is eligible for protection under G.L. c. 40A, s. 3;
4. A Zoning Chart depicting “Required” vs. “Provided” for all applicable zoning Standards concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements that are set forth in the zoning district for the subject property and the determination that such standards are reasonably applicable to the proposed Dover Amendment Use;
5. As reasonably necessary to reach a decision on the application, the Zoning Board of Appeals may request further information from the applicant consistent with G.L. c. 40A, s. 3, specifying in detail the information required; provided, however, that it is the intent of this Section to conduct site plan approval for Dover Amendment Uses only to comply with the provisions of G.L. c. 40A, s. 3.

**13.7.6 Decision.** The ZBA may approve, approve with reasonable conditions, or deny an application for site plan approval. In making its decision, the ZBA shall be guided exclusively by G.L. c. 40A, s. 3 and shall not impose any requirement other than the requirements allowed to be applied under G.L. c.40A, s. 3. The ZBA shall file its written decision with the Town Clerk within 90 days of the close of the public hearing. Failure to take such final action shall constitute approval of the site plan.

**13.7.7 Appeal.** An appeal of the ZBA’s decision may be made pursuant to G.L. c. 40A, s. 17, to a court of competent jurisdiction.

## **APPENDIX E (Article 20)**

### **Chapter XXVIII: Demolition Delay for Historic Buildings**

#### **Section 1. Intent and Purpose**

This By-law is adopted for the purpose of protecting the historic and aesthetic qualities of the Town of Wenham by preserving, rehabilitating or restoring, whenever possible, buildings or structures which constitute or reflect distinctive features of the architectural and historic resources of the Town, thereby promoting the public welfare and preserving the cultural heritage of the Town. The intent of the By-law is to provide an opportunity to develop preservation solutions for significant, Preferably Preserved Buildings or Structures as defined herein threatened with demolition. The By-law is intended to encourage owners and townspeople to seek out persons or parties who are willing to preserve, rehabilitate, or restore such buildings following purchase rather than demolish them, or to find other solutions that might limit or eliminate the detrimental effect of demolition on the historical and architectural resources and character of the Town. It is also intended to provide time to document historical resources before they are lost from Wenham's cultural landscape. This By-law applies only to the exteriors of buildings and structures.

#### **Section 2. Definitions**

For the purposes of this By-law, the following words and phrases have the following meanings:

**2.1 Building:** any combination of materials forming a shelter for persons, animals or property.

**2.2 Day:** calendar day.

**2.3 Demolition:** any act of pulling down, destroying, removing, burning by arson, dismantling, or razing a building or structure, or any substantial portion thereof, or commencing the work of total destruction or destruction of a substantial portion of a building or structure with the intent of completion of the same. Substantial portion is defined as twenty-five percent (25%) of the volume of the building or structure, or twenty-five percent (25%) of the roof structure. For avoidance of doubt, this section shall apply solely to any act affecting, changing, or altering the exterior of any such building or structure.

**2.4 Demolition Permit:** a written approval for demolition of a building or structure, issued by the Wenham Building Inspector in response to an application for such a permit.

**2.5 Historic District:** an historic district established by the Town pursuant to Chapter 40C of the Massachusetts General Laws (MGL) or special law.

**2.6 WBI:** The Wenham Building Inspector, or other person authorized by state law or local By-law to issue demolition permits in the Town.

**2.7 WHC:** The Wenham Historical Commission.

**2.8 Preferably Preserved Significant Building or Structure:** any historically or architecturally significant building or structure which is established, after a public hearing by the WHC, to be worthy of preservation in whole or in part, including Significant Buildings or Structures as defined herein.

**2.9 Premises:** the entire parcel of land upon which a Significant Building or Structure is or was located.

**2.10 Significant Building or Structure:** a building and/or structure, or portion thereof, as listed below, included by virtue of not being within the Wenham Historic District and meeting one or more of the following criteria.

- a) The building or structure or substantial portion thereof was built or partially built before 1860.
- b) The building or structure or substantial portion thereof is listed on the National or State Register of Historic Places, or is the subject of a pending application for listing on said National or State Register of Historic Places;
- c) The building or structure or substantial portion thereof is listed in the Inventory of the Historic Assets of the Commonwealth, or designated by the WHC for inclusion in said inventory; or
- d) The building or structure or substantial portion thereof is:
  - (1) determined by majority vote of the WHC to be importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic or social history of the Town of Wenham, the Commonwealth of Massachusetts, or the United States of America; or;
  - (2) determined by majority vote of the WHC to be historically or architecturally important by reason of period, style, method of construction, or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures.

The buildings or structures meeting the above criteria are listed in the following table.

Address	Name	Year Built	National Register
162 Cherry Street	Newman Fiske –Dodge House	1648	Yes
127 Topsfield Road		1648	
9 Maple Street	Old Farm	1659	Yes
26 Maple Street	Solomon – Kimball House	1696	Yes
114 Cedar Street	James Friend House	1697	Yes
38 Larch Row	Larch Farm	1699	Yes
201 Larch Row		1730	
31 Cherry Street		1735	
96 Dodges Row		1736	
26 Pleasant Street		1750	
56 Cherry Street		1754	
128 Topsfield Road		1769	
137 Cherry Street		1780	
14 Larch Row		1780	

18 Cedar Street		1790	
44 Cherry Street		1790	
349 Grapevine Road		1800	
350 Grapevine Road		1800	
5 Parsons Hill Road		1800	
24 Perkins Street		1800	
77 Topsfield Road		1800	
84 Maple Street		1803	
28 Perkins Street		1810	
31 Topsfield Road		1810	
8 Larch Row		1820	
204 Larch Row		1820	
14 Grapevine Road		1825	
11 Dodges Row		1830	
13 Lake Avenue		1830	
13 Larch Row		1830	
19 Arbor Street		1840	
6 Cedar Street		1840	
14 Cherry Street		1840	
18 Cherry Street		1840	
107 Maple Street		1840	
20 Arbor Street		1850	
21 Arbor Street		1850	
24 Arbor Street		1850	
6 Dodges Row		1850	
14 Dodges Row		1850	
72 Dodges Row		1850	
88 Dodges Row		1850	
173 Larch Row		1850	
29 Pleasant Street		1850	
114 Topsfield Road		1850	
10 Dodges Row		1855	

**2.11 Structure:** the combination of materials or part thereof other than a building, including but not limited to a bridge, dam, tower, silo, monument, stone wall, fence, path or roadway.

**2.12 One-Year Delay:** the one-year period, dated from the date of the filing of the original demolition permit application.

### **Section 3. Procedure**

**3.1** No owner, tenant or occupant of any premises shall undertake any demolition of a building or structure, or a substantial portion of a building or structure identified in Section 2 of this By-law without first submitting an application for a demolition permit in accordance with this by-law. A permit for the demolition of a building or structure shall be issued only upon compliance with the provisions of this By-law.

**3.2** The WBI shall forward a copy of each demolition permit application for a building or structure identified in Section 2 of this By-law to the WHC within seven (7) days after the receipt of such application. Every application for a demolition permit, for a building and/or structure or a substantial portion subject to the provisions of this By-law, as provided in Section 2 of this by-law shall be made or be co-signed by the owner of record, and by the holder of a bona-fide purchase and sale agreement (the "Purchaser") or by the applicant (if different), at the time of the application and be filed with the WBI. Separate applications shall be filed for each building or structure on the property for which a demolition permit is being sought, and each application shall contain or be accompanied by the following information, without which the application shall not be considered complete, requiring a resubmission of the application(s):

- a) the address of the building or structure to be demolished, along with the map and lot number for the premises as listed with the Board of Assessors;
- b) the owner's name, current address and telephone number, as well as the applicant's name, current address and telephone number if different from the owner;
- c) a brief description of the type of building or structure and of the proposed demolition;
- d) the date of construction of the building and/or structure as established by the Board of Assessors, deed, or other documentation;
- e) photographs of all elevations of the building or structure, as well as photographs showing any other buildings on the premises; and
- f) a map showing the location of the building or structure to be demolished with reference to lot lines and to neighboring buildings and structures.

**3.3** Within thirty (30) days after its receipt of such application, the WHC shall determine whether or not it is a significant building or structure. The applicant shall be informed of the date of a meeting at least fourteen (14) days prior to the meeting, and the WHC shall require the applicant or the applicant's designated representative to make a presentation and/or respond to questions on the proposal at the meeting. Failure to do so shall require the resubmission of the application.

**3.4** If the WHC determines that the building or structure is not significant, it shall so notify the WBI and the applicant in writing and the WBI may issue a demolition permit, but the WHC may require that specified visual or other reasonable documentation be completed by the applicant or owner of the building or structure prior to the issuance of the demolition permit. If the WHC determines that the building or structure is significant, it shall notify the WBI and the applicant in writing that a demolition plan review must be made prior to the issuance of a demolition permit. A non-transferable decision by the WHC shall remain valid for a period of two (2) years from the date of the decision or until the sale of the property to a party other than the Purchaser or the applicant, whichever comes first. If the WHC fails to notify the WBI

and the applicant of its determination within forty-five (45) days after its receipt of the application, then the building or structure shall be deemed not significant and the WBI may issue a demolition permit subject to same conditions as a non-transferable decision.

**3.5** If the applicant decides to proceed, then within sixty (60) days after the applicant is notified that the WHC has determined that a building or structure is significant, the applicant for the permit shall submit to the WHC a copy or an electronic copy of a demolition plan, which shall include all the information provided to the WBI with the original application for the demolition permit.

**3.6** Within thirty (30) days of receipt of the materials required under Section 3.5, the WHC shall hold a public hearing with respect to the application for a demolition permit, and shall give public notice in a local newspaper of the time, place and purposes thereof at least fourteen (14) days before said hearing in such manner as it may determine, by electronic posting on the Town of Wenham website, and by mailing, postage prepaid, a copy of said notice to the applicant, to the owners of all adjoining property and other property deemed by the WHC to be materially affected thereby as they appear on the most recent real estate tax list of the Board of Assessors, or the Planning Board, or any person filing written request for notice of hearings, and to such other persons as the WHC shall deem appropriate to receive notice. Within thirty (30) days after the closing of the public hearing, the WHC shall file a written report with the WBI on the demolition plan which shall include the following:

- a) a description of the age, architectural style, historical association and importance of the building or structure proposed for demolition; and
- b) a determination as to whether or not the building or structure should be preferably preserved and the reasons therefore.

**3.7** If, following the demolition plan review, (1) the WHC does not determine that the building or structure should be preferably preserved, or (2) where less than a complete demolition is being proposed, the WHC determines that the work to be done will not materially diminish the historical or architectural significance of the building or structure, or (3) if the WHC fails to file a report with the WBI within the time limit set out in Section 3.6, then the WBI may issue a demolition permit subject to the conditions set forth in Section 3.4.

**3.8** If, following the demolition plan review, the WHC determines that the building or structure should be preferably preserved, then the WBI shall not issue a demolition permit for a period of one (1) year from the date of the filing of the original demolition permit application unless the WHC informs the WBI prior to the expiration of such one (1) year period that it is satisfied that the applicant for the demolition permit has made a continuing bona-fide, reasonable and unsuccessful effort to find a way to preserve, rehabilitate or restore the building or structure, or has agreed to accept a demolition permit on specified conditions approved by the WHC. During the one (1) year period, the WHC shall invite the applicant to participate in an investigation of alternatives to demolition. On or before the expiration of the one (1) year period, the applicant or a designated representative must appear before the WHC and document that the applicant has made a continuing, bona-fide and reasonable effort to locate a purchaser to preserve, rehabilitate and restore the building or structure, and that such efforts have been unsuccessful. If the WHC concurs that such an effort has been made and no means can be found, then the WHC shall so inform the WBI in writing within forty-five (45) days, and the WBI may issue a demolition permit for a period of one (1) year from that date, following which time a new application must be submitted. In all such cases, the

WHC may require that specified visual or other reasonable documentation be made of the building or structure prior to the issuance of the demolition permit.

#### **Section 4. Emergency Demolition**

If the condition of a building or structure poses a serious and imminent threat to public health or safety due to its deteriorated condition, the owner of such building or structure may request the issuance of an emergency demolition permit from the WBI. As soon as practicable after the receipt of such a request, the WBI shall arrange to have the property inspected by a board consisting of the WBI, the Chairs of the WHC and the Board of Health, and the Chief of the Fire Department, or their respective designees. After the inspection of the building or structure and consultation of this board, the WBI shall determine whether the condition of the building or structure represents a serious and imminent threat to public health or safety and whether there is any reasonable alternative to the immediate demolition of the building or structure which would protect the public health and safety. If the WBI finds that the condition of the building or structure poses a serious and imminent threat to public health or safety, and that there is no reasonable alternative to the immediate demolition thereof, he or she may issue an emergency demolition permit to the owner of the building or structure. Whenever the WBI issues an emergency demolition permit under the provisions of this Section 4, he or she shall prepare a written report describing the condition of the building or structure and the basis of the decision to issue an emergency demolition permit with the WHC. Nothing in this Section 4 shall be inconsistent with the procedures for the demolition and/or securing of buildings and structures established by MGL Chapter 143, §§ 6-10. In the event that a Board of Survey is convened under the provisions of said MGL, Chapter 143 § 8 with regard to any building or structure identified in Section 2 of this By-law, the WBI shall request the Chair of the WHC or his or her designee to accompany that Board of Survey during its inspection. A copy of the written report prepared as a result of such inspection shall be filed with the WHC.

#### **Section 5. Non-compliance**

Anyone who begins demolition of a building or structure identified in Section 2 of this By-law without first obtaining, and complying fully with the provisions of, a demolition permit, shall be subject to a fine of three hundred-dollars (\$300) for each day, in which such person was not in compliance with the provisions of a demolition permit, and shall be subject to a cease and desist order by the WBI. This fine shall be handled in the manner set forth under By-law Article XIX Non-Criminal Disposition of Violation. Upon a determination by the WHC that a building or structure is a preferably preserved significant building or structure, the owner shall be responsible for properly securing the building or structure, if vacant, to the satisfaction of the WBI. Should the owner fail to properly secure the building or structure, the loss of such building or structure through fire or other cause shall be considered demolition. In addition, unless a demolition permit was obtained for such demolition, and unless such permit was fully complied with, the WBI shall not for a period of three (3) years after the date of demolition issue a building permit for erection of a building and/or structure, paving of driveways or for parking pertaining to any premises on which a building or structure identified in Section 2 of this By-law has been demolished.

#### **Section 6. Building Permits**

No permit for the erection of a new structure on the site of an existing significant building or structure may be issued prior to the issuance of a demolition permit for such existing building or structure.

**Section 7. Intersection with Wenham By-law**

The granting of permission to demolish by the WHC under this By-law shall not be construed as approval by the Town of Wenham for the construction or reconstruction of any building or structure on the property. Once demolition has been approved by the WHC under this By-law, the recipient of that demolition approval must obtain all other approvals required under Wenham By-laws for any such construction or reconstruction before a building permit shall be issued.

**Section 8. Appeals to Court**

Any person aggrieved by a determination of the Historical Commission under this By-law may seek judicial review of such determination pursuant to the provision of MGL, Chapter 249, § 4.

**Section 9. Severability**

In case any Section, paragraph or part of this By-law is declared invalid or unconstitutional by any court of competent jurisdiction, every other Section, paragraph and part of this By-law shall continue in full force and effect.

**Section 10. Addition of other significant buildings and/or other structures to this By-law's list**

Further significant buildings and other structures may be added to the list covered by the By-law when the WHC determines that a building or structure is a significant building as defined in Section 2.10. Such additions will be pursuant to a Town Meeting vote modifying the significant listed buildings or other structures based on a report from the WHC, following the public hearings required for all warrant articles.



# *Appendices*

Appendix 1	Regional School District Budget Summary
Appendix 2	Recommended Capital Expenditures by Department
Appendix 3	Bond Repayment Schedule
Appendix 4	Median Home Assessed Value and Median Real Estate Tax
Appendix 5	Reserve Fund, Free Cash, & New Growth Summaries
Appendix 6	Proposed FY 2017 Budget Percentages by Segment
Appendix 7	Municipal Finance Terminology

**2016**  
**Warrant for the Annual**  
**Town Meeting**  
**Part II, Appendices**

## APPENDIX NO. 1

# REGIONAL SCHOOL DISTRICT BUDGET SUMMARY

**TOWN OF WENHAM  
FINANCE AND ADVISORY COMMITTEE  
BASIS FOR FY 2017 PAYMENTS TO REGIONAL SCHOOL DISTRICT**

**Hamilton Wenham Regional School District FY17 Budget  
Revenue/Assessment Summary**

	Total Expenses						Difference
	FY14 BUD	FY14 ACT	FY15 BUD	FY15 ACT	FY16 BUD	FY17 BUD	
General Operating Expense (Before Offsets)	\$ 78,793,786	\$ 77,311,370	\$ 28,420,061	\$ 28,481,864	\$ 29,343,112	\$ 30,166,532	\$ 823,420
Expense Offsets	\$ 1,171,200	\$ 1,264,538	\$ 987,200	\$ 1,061,192	\$ 1,013,510	\$ 1,016,500	\$ 2,990
General Operating Expenses (After Offsets)	\$ 27,122,586	\$ 26,046,832	\$ 27,432,861	\$ 27,420,672	\$ 28,329,602	\$ 29,150,032	\$ 820,430
Debt Service Expense	\$ 1,841,735	\$ 1,841,735	\$ 1,970,392	\$ 1,970,392	\$ 1,993,488	\$ 2,129,250	\$ 135,763
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,964,321</b>	<b>\$ 27,888,567</b>	<b>\$ 29,403,253</b>	<b>\$ 29,391,064</b>	<b>\$ 30,323,089</b>	<b>\$ 31,279,282</b>	<b>\$ 956,193</b>
							2.81%
							0.30%
							2.90%
							6.81%
							3.15%

	Total Funding Sources						Difference
	FY 14 BUD	FY 14 ACT	FY15 BUD	FY15 ACT	FY16 BUD	FY17 BUD	
<b>Revenues</b>							
Chapter 70-Base Aid	\$ 3,370,416	\$ 3,370,416	\$ 3,413,341	\$ 3,413,341	\$ 3,413,341	\$ 3,457,966	\$ 44,625
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -
State Transportation Reimbursement	\$ 251,000	\$ 318,440	\$ 290,000	\$ 290,000	\$ 290,000	\$ 331,304	\$ 41,304
Medicaid Reimbursement	\$ 85,000	\$ 118,945	\$ 85,000	\$ 82,767	\$ 85,000	\$ 85,000	\$ -
Interest Income	\$ 4,000	\$ 3,438	\$ 4,000	\$ 2,880	\$ 4,000	\$ 4,000	\$ -
Prior Year Unexpended Encumbrances	\$ -	\$ 25,395	\$ -	\$ 13,217	\$ -	\$ -	\$ -
Other Non-recurring Income	\$ -	\$ 73,928	\$ -	\$ 7,502	\$ -	\$ -	\$ -
Total Revenues	\$ 4,842,481	\$ 5,042,627	\$ 4,924,406	\$ 4,941,772	\$ 4,924,406	\$ 5,010,335	\$ 85,929
<b>Transfers In From Other Funds</b>							
Excess and Deficiency	\$ 2,115,920	\$ 2,115,920	\$ -	\$ -	\$ 395,781	\$ 555	\$ (395,226)
Total Transfers	\$ 2,115,920	\$ 2,115,920	\$ -	\$ -	\$ 395,781	\$ 555	\$ (395,226)
<b>Total Funding Sources</b>	<b>\$ 6,958,401</b>	<b>\$ 7,158,547</b>	<b>\$ 4,924,406</b>	<b>\$ 4,941,772</b>	<b>\$ 5,320,187</b>	<b>\$ 5,010,890</b>	<b>\$ (309,297)</b>
							-5.8%
Total Expenditures	\$ 28,964,321	\$ 27,888,567	\$ 29,403,253	\$ 29,391,064	\$ 30,323,089	\$ 31,279,282	\$ 956,193
Less Total Funding Sources	\$ 6,958,401	\$ 7,158,547	\$ 4,924,406	\$ 4,941,772	\$ 5,320,187	\$ 5,010,890	\$ (309,297)
<b>NET ASSESSMENT Including Debt Service</b>	<b>\$ 22,005,920</b>	<b>\$ 20,730,020</b>	<b>\$ 24,478,847</b>	<b>\$ 24,449,292</b>	<b>\$ 25,002,902</b>	<b>\$ 26,268,391</b>	<b>\$ 1,265,490</b>
							5.1%

	Total Town Assessments				Difference		
	FY 14 BUD	FY 14 ACT	FY15 BUD	FY15 ACT			
Hamilton	\$ 15,181,864	\$ 15,181,864	\$ 16,867,884	\$ 16,867,884	\$ 17,494,749	\$ 502,777	
Wenham	\$ 6,824,056	\$ 6,824,056	\$ 7,610,963	\$ 7,610,963	\$ 8,010,930	\$ 762,713	
<b>NET ASSESSMENT Including Debt Service</b>	<b>\$ 22,005,920</b>	<b>\$ 22,005,920</b>	<b>\$ 24,478,847</b>	<b>\$ 24,478,847</b>	<b>\$ 25,002,902</b>	<b>\$ 1,265,490</b>	
							5.1%

Certified By: Donald E. Galt  
Treasurer  
2/24/16  
Approved: B. D. D'Amico

APPENDIX NO. 2  
RECOMMENDED CAPITAL EXPENDITURES  
BY DEPARTMENT

FY 2017 CAPITAL PURCHASES	Total	Operating Budget
		<b>Article 1</b>
<b><u>IT</u></b>	\$ -	
Dell lease contract	\$ 7,000.00	\$ 7,000.00
Printers & monitors	\$ 3,000.00	\$ 3,000.00
	\$ -	
<b><u>Police</u></b>	\$ -	
Marked police cruiser	\$ 38,000.00	\$ 38,000.00
	\$ -	
<b><u>Fire</u></b>	\$ -	
Chief's car & truck lease	\$ 15,000.00	\$ 15,000.00
	\$ -	
<b><u>Highway</u></b>	\$ -	
Street & sidewalks maintenance	\$ 61,000.00	\$ 61,000.00
Medium duty truck - 5 year lease	\$ 35,000.00	\$ 35,000.00
	\$ -	
<b>FY '17 Capital / Operating Budget</b>	<b>\$ 159,000.00</b>	<b>\$ 159,000.00</b>

APPENDIX NO. 3  
BOND REPAYMENT SCHEDULE



APPENDIX NO. 4  
MEDIAN HOME ASSESSED VALUE  
AND MEDIAN REAL ESTATE TAX

# MEDIAN HOME ASSESSED VALUE AND REAL ESTATE TAX

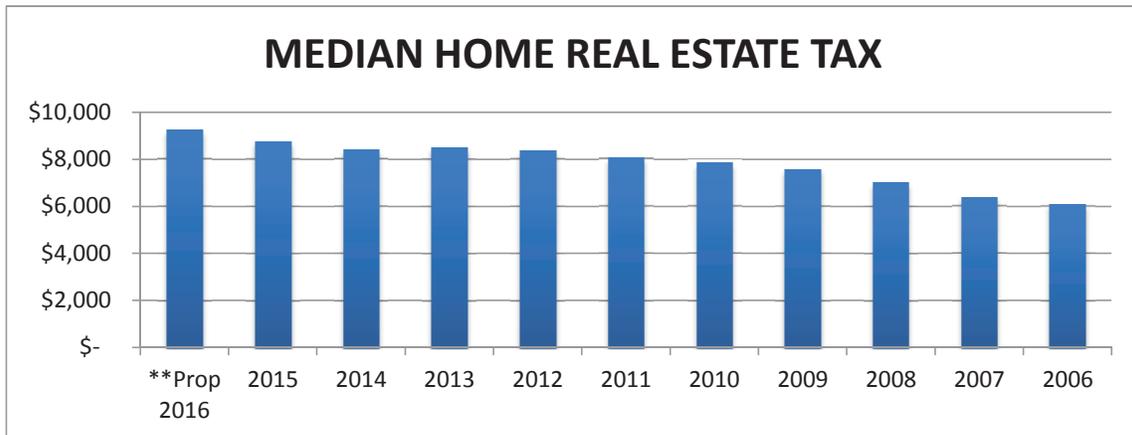
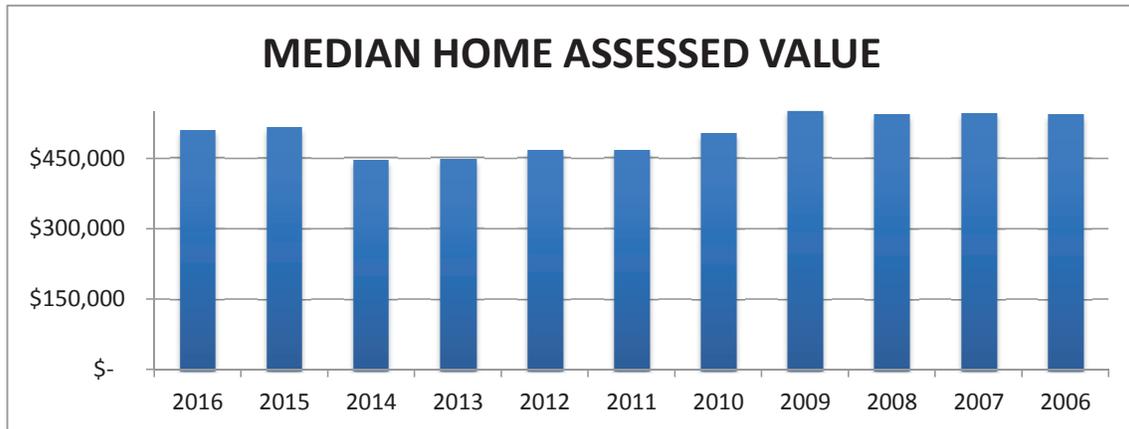
## MEDIAN HOME ASSESSED VALUE 2006-2016

2016	\$ 509,650
2015	\$ 515,600
2014	\$ 445,300
2013	\$ 447,700
2012	\$ 467,500
2011	\$ 467,550
2010	\$ 503,750
2009	\$ 551,900
2008	\$ 544,200
2007	\$ 546,700
2006	\$ 543,900

## MEDIAN HOME REAL ESTATE TAX 2006-2016

**Prop 2016	\$ 9,235
2015	\$ 8,755
2014	\$ 8,407
2013	\$ 8,521
2012	\$ 8,364
2011	\$ 8,036
2010	\$ 7,838
2009	\$ 7,567
2008	\$ 7,031
2007	\$ 6,380
2006	\$ 6,092

\*\* Assumes no assessment increase



APPENDIX NO. 5

RESERVE FUND, FREE CASH &  
NEW GROWTH SUMMARIES

**FREE CASH**

*Free cash is the amount of unrestricted funds available as a funding source for appropriation after certification by the Director of Accounts. Once certified, free cash can be appropriated up until the following June 30 by Town Meeting for any legal spending purpose. Free cash is generated when actual operations of the fiscal year revenue collections exceed the estimates used for budgeting and actual expenditures and encumbrances (committed funds not yet expended) are less than appropriations.*

As of Date	Fiscal Year		Free Cash
6/30/2002	2002	\$	687,915
6/30/2003	2003	\$	803,578
6/30/2004	2004	\$	631,437
6/30/2005	2005	\$	421,546
6/30/2006	2006	\$	661,685
6/30/2007	2007	\$	886,645
6/30/2008	2008	\$	497,002
6/30/2009	2009	\$	555,964
6/30/2010	2010	\$	629,098
6/30/2011	2011	\$	605,192
6/30/2012	2012	\$	584,345
6/30/2013	2013	\$	797,322
6/30/2014	2014	\$	586,863
6/30/2015	2015	\$	1,061,225

**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 S.5B). The total of all stabilization fund balances may not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to established, amend the purpose of, or appropriate money from the stabilization fund.*

As of Date	Fiscal Year		Ending Balance
6/30/2002	2002	\$	389,696.65
6/30/2003	2003	\$	396,717.12
6/30/2004	2004	\$	401,566.66
6/30/2005	2005	\$	410,847.31
6/30/2006	2006	\$	424,471.59
6/30/2007	2007	\$	443,183.63
6/30/2008	2008	\$	465,843.44
6/30/2009	2009	\$	476,488.62
6/30/2010	2010	\$	482,774.98
6/30/2011	2011	\$	489,156.52
6/30/2012	2012	\$	496,505.81
6/30/2013	2013	\$	504,872.09
6/30/2014	2014	\$	508,197.18
6/30/2015	2015	\$	512,314.95

**NEW GROWTH**

*New Growth represents new tax dollars resulting from the new articles of personal property or previously exempt property, real estate taxed separate parcels for the first time (subdivisions, condo conversions) and increases in assessed value over prior years*

As of Date	Fiscal Year		New Growth
7/1/2002	2003	\$	51,322.00
7/1/2003	2004	\$	79,274.00
7/1/2004	2005	\$	112,870.00
7/1/2005	2006	\$	88,558.00
7/1/2006	2007	\$	116,948.00
7/1/2007	2008	\$	171,769.00
7/1/2008	2009	\$	190,910.00
7/1/2009	2010	\$	46,828.00
7/1/2010	2011	\$	33,209.00
7/1/2011	2012	\$	60,532.00
7/1/2012	2013	\$	103,038.00
7/1/2013	2014	\$	130,638.00
7/1/2014	2015	\$	108,041.00
7/1/2015	2015	\$	63,095.00

**RESERVE FUND**

Under state statutes, towns are permitted to establish a reserve fund to provide for extraordinary or unforeseen expenditures. A reserve can be established and funded as a line-item in the annual budget, or it can be created by a separate budget article and a line-item in the annual budget, or it can be created by a separate budget article and funded through a transfer from a specified revenue source. Transfer-out of a reserve require a majority vote of a Town finance committee. Expenditures cannot be made directly from the reserve fund. Instead, funds must be transferred to another account even if newly created, against which the charge

**FY16 RESERVE FUND TRACKING**

**Reserve Fund Budget** **\$175,000.00**

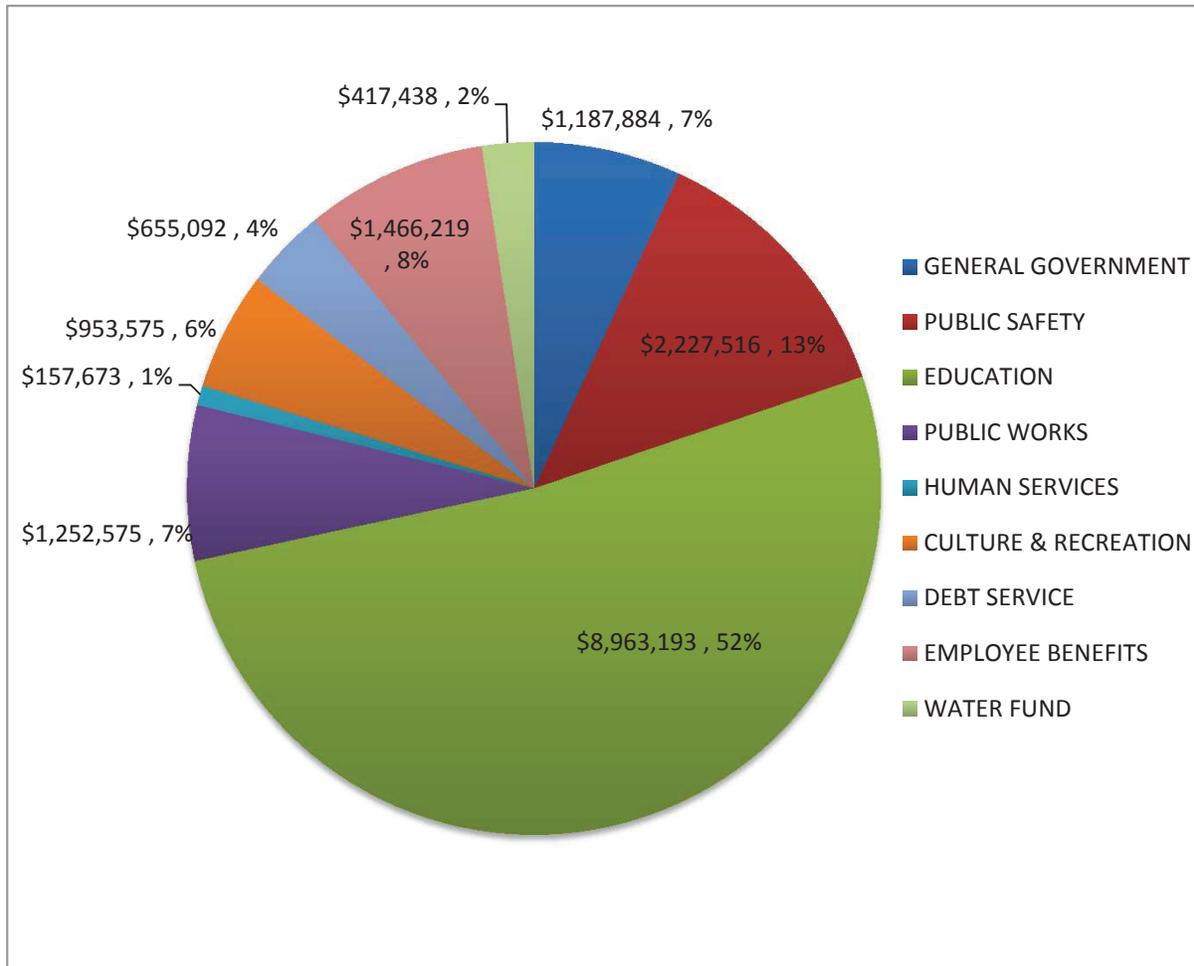
**Transfers COMPLETED**

DATE	REF #	ITEM		DESCRIPTION
09/16/15	FY2016-0001	Town Clerk Voting Machine	(\$3,600.00)	To replace 18 year old voting machine
09/16/15	FY2016-0002	Borrowing Costs	(\$4,090.26)	Borrowing costs for 5-year state house note
11/18/15	FY2016-0003	Legal Codification Service	(\$4,000.00)	To pay for services to systemize the town's by-laws
11/18/15	FY2016-0004	Land Appraisal - Chpt. 61	(\$7,500.00)	To obtain land valuation on Lakeview property
12/30/15	FY2016-0005	Boulder Lane Valuation	(\$5,500.00)	To obtain a proportional valuation survey for the Boulder Lane property.

**Present Available Balance** **\$150,309.74**

APPENDIX NO. 6  
PROPOSED FY 2017 BUDGET  
PERCENTAGES BY SEGMENT

# PROPOSED FY 17 BUDGET



GENERAL GOVERNMENT	\$	1,187,884
PUBLIC SAFETY	\$	2,227,516
EDUCATION	\$	8,963,193
PUBLIC WORKS	\$	1,252,575
HUMAN SERVICES	\$	157,673
CULTURE & RECREATION	\$	953,575
DEBT SERVICE	\$	655,092
EMPLOYEE BENEFITS	\$	1,466,219
WATER FUND	\$	417,438
TOTAL BUDGET	\$	<u>17,281,165</u>

## APPENDIX NO. 7

### MUNICIPAL FINANCE TERMINOLOGY

# MUNICIPAL FINANCE TERMINOLOGY

The following terms are frequently used in the Annual Town Report and at Town Meeting. In order to provide a better understanding of their meaning, the following definitions are provided:

**FREE CASH:** (FY 2015) **\$1,061,225**

Free cash is the community's unrestricted available funds that may be used as a funding source for appropriations. Free Cash is generated when actual revenue collections exceeds budgeted estimates and when actual expenditures are less than budgeted appropriations, or a combination of both

**OVERLAY:** Allowance for Abatements and Exemptions **\$135,000**

An account established annually to fund anticipated property tax abatements, exemptions, and other uncollected taxes in that year. This amount is provided by the Board of Assessors and is raised on the tax recapitulation sheet

**STABILIZATION FUND:** **\$512,315**

A fund designed to accumulate funds for capital of other future spending purposes. A community may appropriate in any year an amount not exceeding 10% of the tax levy of the preceding year for the purpose of funding the Stabilization Fund. Amounts from this fund may be appropriated by a two-thirds vote at a Town Meeting, for many lawful purpose.

**RESERVE FUND:** (current balance) **\$150,310**

An amount set aside annually within the budget of the Town, not to exceed 5% of the tax levy for the preceding year. Transfers from this fund are within the exclusive control of the Finance and Advisory Committee and are for extraordinary and unforeseen expenditures

**CHERRY SHEET:**

An official notification from the Commonwealth (originally printed on cherry-colored paper), which itemizes state aid due to communities, as well as state and county charges assessed to communities. The resulting net receipt of funds is used by the Town to offset the amount to be raised.

# NOTES

# NOTES

# NOTES

