FINANCE COMMITTEE
2014 FALL TOWN MEETING
WARRANT REPORT

OCTOBER 27, 2014
WAREHAM HIGH SCHOOL
7:00 P.M.

Dear Citizens of Wareham:

Fall Town Meeting has traditionally been a time to review and correct any deficiencies that may be found in the fiscal year budget approved at Spring Town Meeting, and also when capital expenditures are presented. This Fall Town Meeting Warrant reflects that tradition, but it is very limited by our Town's current financial status.

At Spring Town Meeting, a revenue increasing budget was presented as a plan to begin rebuilding some of our Town's failing infrastructure, a result from a lack of capital spending in recent years. That budget plan, while passed at Town Meeting, failed at the special election. The voters made their feelings on this idea very clear. While we on the Finance Committee may have differing opinions as to why this idea failed, we all agree, that now the voters have spoken, we must work diligently and creatively in funding the needs of our Town with limited revenue sources.

Contained in this Warrant is a transfer of Free Cash to our Stabilization Fund. While at the writing of this message the amount of money in Free Cash had not yet been certified, the transfer of fifty percent (50%) is a policy already put in place by the Board of Selectmen. It is imperative that we follow through on this policy each year. While some would disagree that we can't save for tomorrow when we need it today, having a strong Stabilization Fund is necessary if the Town needs to borrow in the future. Additionally, you will find three (3) Capital expense articles and a State Mandated Measure (10 yr. measure & list of all real estate) that cannot be funded by any other method than with Free Cash. This means prioritizing what absolutely needs to be addressed first with what monies are available.

With the success of our Parking Kiosk Program, while a new source of revenue, it must be maintained and managed with care that it remains self-sustaining for the future. The very pier in which the base of the program stands on is in much need of repair, and while we continue to seek grant funding, it's imperative that we save what will most likely be required matching funds for that project. Also a new source of revenue will be coming to us in the near future with the completion of a large hotel in Town. Something that we anticipate will also draw more business and tourism to our area, both a plus for us. The Community Events Committee has submitted an article to tap into both those sources of revenue. While there are mixed feelings on the benefit of the Community Events Committee, one fact is there would have been no Fourth of July Fireworks without their funding in recent years. A limit on their fiscal year aggregate is a smart measure.

You will also be presented with articles from the Community Preservation Committee, several of which involve Town properties and /or interest. The paying off of old debt to reduce future interest payments is a fiscally responsible move. This leaves the availability of the CPC to assume new debt for needed projects. While we are aware that not everyone agrees that having the Community Preservation Act is a good thing, we must remind you that it does have direct benefits to the Town. In these financially strapped times, funding legally accepted capital projects through the use of CPA monies is at times the only way those repairs can be made.

This Warrant will also show you that our sewer infrastructure needs attention. The Water Pollution Control Facility has two (2) articles seeking capital spending. While one (1) is within their already allocated capital plan, the other could be up to a twenty million dollar ($20M) project to be funded by the WPCF Enterprise Fund. We have recently learned that over fifty percent (50%) of the Town is now contributing to that fund. The importance of maintaining the integrity of our sewer system cannot be ignored, but we must pay particular attention in spending monies from the Retained Earnings of the WCPF Enterprise Fund. While Retained Earnings are meant to be used for capital repairs, a safe balance should be kept for unforeseen emergencies.

In conclusion, we remind you that by Charter, the duty of the Finance Committee is to "advise" Town Meeting on these articles. In some cases, that meant prioritizing the necessary and/or mandatory items against the available funds. While we may all agree that an article has merit, it may be withdrawn due to lack of Free Cash. The Finance Committee will continue its mission to work with the Town Administrator, Board of Selectmen, and School Committee on the future financial stability of our Town and meeting the needs of its citizens. Due to the limits of the Fiscal 2015 budget, change in Town operations has already occurred with limited hours and staff reorganization. However, the capital needs and especially repairs that jeopardize public safety cannot continue to be ignored and need a funded plan of action for our future.

Respectfully,
Bonnie Jean Cottuli, Chairperson
Wareham Finance Committee

TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGE
1	Annual Operating Budget	1
2	Approve & Fund FY 2015 Capital Plan	1
3	Fund Ratified Union Contracts	2
4	Transfer Funds to Fund Parking Kiosk Program	3
5	FY 2013 Unpaid Bills	4
6	Free Cash to Stabilization Fund	4
7	Sewer System at Swifts Beach	5
8	Amend Article 5 of the 4/23/07 Special Town Meeting	5 -
9	Swifts Beach Rededication for Open Space & Recreation	6 -
10	Amend Wareham Wetland Protective Bylaw Section XVII	7 -
11	Amend Sewer Commissioner Law & Town Charter	8
12	Reorganize Town Departments	9
13	Title V Septic Program Interest	9
14	Title V Septic Program	10
15	Robotic Closed Caption TV System for WPCF	11
16	WPCF Enterprise Fund	12
17	Repair of Municipal Street Lights & Period Lights	12
18	Harbor Services Permits Receipts Reserved for Appropriations Account	13 -
19	Housing Inspection Program Revolving Fund	14
20	State Mandated Measure	15
21	Community Events Fund	15
22	Community Preservation: FY 2014 Reserve Increase	16
23	Community Preservation: FY 2015 Reserve Increase	17
24	Community Preservation: Old Methodist Meeting House Restoration	18 -
25	Community Preservation: Agawam Village Rehab. of Unit 51 (Building 5)	19 -
26	Community Preservation: American Legion Hall Restoration	19 -
27	Community Preservation: Parker Mills Dam Restoration	20
28	Community Preservation: Tweedy & Barnes Preserve, Central Corridor Addition	21 -
29	Community Preservation: Playground Rehabilitation Fund	22 -
30	Community Preservation: Tremont Nail Company/ Bryant Farm Debt	23 -
31	Replace Inclined Wheelchair Lift at Minot Forest School	24
32	Return Ethel E. Hammond School to Town Control	24
33	Return West School to Town Control	25
34	Petition Article: Street Layout – Bachant Way & Lynne Road	26 -
35	Petition Article: CEDA to Convey Land (Bay Pointe)	26
36	Petition Article: Amend town of Wareham Zoning Bylaws	27-28

Appendix A – SEWER COMMISSIONER LAW AMENDMENT DOCUMENT
Appendix B – TOWN ASSESSOR STRATEGY AND PLAN DOCUMENTS
Appendix C – GLOSSARY OF TERMS

FALL TOWN MEETING WARRANT
TOWN OF WAREHAM
OCTOBER 27, 2014

ARTICLE 1 – ANNUAL OPERATING BUDGET

To see if the Town will to vote to amend the annual operating budget for the Town for the Fiscal Year 2015, as voted pursuant to Article 6 of the Annual Town Meeting held on April 28, 2014 and April 29, 2014, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Town Administrator

Explanation:
This article does not change the bottom line of the budget. It is merely a formality to meet the Department of Revenue preferences of recording the votes.

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 5-0-1

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The request is being made by the MA Department of Revenue to clarify some ambiguous language in the original article. This action does not change the final budget as voted by Town Meeting.

ARTICLE 2 - APPROVE AND FUND FY15 CAPITAL PLAN

To see if the Town will vote to approve the FY15 Capital plan and further see if the Town will vote to raise and appropriate, transfer a sum of monies to fund the FY15 Capital plan, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Town Administrator

Explanation:

	ITEM(S)	COST
A.	Police Service Weapons and Equipment	$20,000
B.	Police Portable Radios	$45,000
C.	Repair and Upgrade Street Lights	$50,000
D.	Minot Forest Chair Lift – ADA Accessibility	$65,000
	Total	$180,000

A. This line is to replace police service weapons and equipment that are ending their useful life for police service. They do have a trade-in value which reduces the purchase price.
B. This line is to replace police portable radios. The current portable radios have reached an age where they are no longer functioning properly. They are the primary form of communication for police officers when out of their vehicles and a key component for the safety of the officers and the public.
C. This line is to repair and upgrade streetlights within the Town. Instead of just repairing streetlights, the Town is seeking to upgrade them to LED lights. This will create operating and maintenance savings as LED lights are more energy efficient and have a much longer useful life.
D. This line seeks to purchase and install a new chair lift for the Minot Forest School. The old one is no longer functional or repairable and this is necessary to adhere to ADA guidelines.

The Board of Selectmen Voted: No Action 4-0-0
The Finance Committee Voted: No Action 8-0-0

<u>Finance Committee Recommendation:</u>
All articles are required to have a funding source. Since the only funding source available for this expense would come from Free Cash, the Finance Committee voted No Action on this article until the amount of Free Cash can be certified. This article may be passed over if it is determined that there is no Free Cash funding available.

ARTICLE 3 – FUND RATIFIED UNION CONTRACTS

To see if the Town will vote to raise and appropriate or transfer from available funds sums of money to fund ratified union contracts:

a) Clerical Union
b) Dispatchers
c) EMT Association
d) Forepersons
e) Library Employees
f) Municipal Maintenance and Custodians
g) Police
h) Steelworkers – Lower Management
i) Steelworkers – Upper Management
j) Superior Officers
k) Wastewater Treatment Plant, or to take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the Town Administrator

Explanation:
An explanation of any ratified Union contracts will be presented at Town Meeting.

The Board of Selectmen Voted: No Action 3-0-0
The Finance Committee Voted: No Action 8-0-0

Finance Committee Recommendation:
The Finance Committee voted No Action on this article due to no Union Contracts being ratified at the time of our review. Should any contracts become ratified prior to Town Meeting, the Finance Committee will review and reconsider its vote.

ARTICLE 4 – TRANSFER OF FUNDS TO FUND PARKING KIOSK PROGRAM

To see if the Town will vote to transfer a sum of money from Receipts Reserved for Appropriation Parking at Onset Pier to fund the Parking Kiosk Program to be used for related expenses of running the parking kiosk program, with such funds to be distributed by approval of the Town Administrator, or to take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the Town Administrator

Explanation:
This article seeks to fund the enforcement and operations of the Parking Kiosk Program, which includes:

- **Purchasing new kiosks,**
- **Salary for staff associated with the program, such as parking enforcement officials,**
- **Equipment maintenance and monitoring costs,**
- **Area maintenance, such as parking lots, sidewalks, crosswalks, and tourism,**
- **Signage**

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article to ensure that the Parking Kiosk Program maintains itself as a stable business endeavor for the Town.

ARTICLE 5 – FY 2013 UNPAID BILLS

To see if the Town will vote to raise and appropriate or transfer from available funds or by any combination of the foregoing, a sum of money to pay unpaid bills of prior fiscal years, or to take any other action relative thereto.

WB Mason (Disability Commission)	$252.51

Inserted by the Board of Selectmen at the request of the Town Administrator

Explanation:
This article seeks to pay unpaid bills from previous fiscal years.

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 6-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article to clear away this prior year bill.

ARTICLE 6 – FREE CASH TO STABILIZATION FUND

To see if the Town will vote to transfer a sum of money from Certified Free Cash to the Stabilization Fund in accordance with the Selectmen Policy, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Town Administrator

Explanation:
Per the Board of Selectmen policy, this article seeks to transfer half of certified Free Cash to the Stabilization Fund. The current balance in the Stabilization Fund is $851,658. Having a healthy Stabilization Fund is a strong indicator of a financially stable community and can increase the Town's bond rating which in turn helps decrease borrowing costs.

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 6-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. Towns are required to have an adequate Stabilization Fund to depend on to cover emergencies and the unexpected. Wareham has not maintained its required fund levels and it became an audit issue which the Town must correct. The

use of certified Free Cash per the plan Town Management and the Selectmen have developed, will be a start to meet the requirements.

ARTICLE 7 – SEWER SYSTEM AT SWIFTS BEACH

To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to rehabilitate the sewer system in the Swifts Beach Area, or take any other action relative thereto.

Inserted by the Board of Selectmen

Explanation:
A "yes" vote on this article would authorize the Town to raise and appropriate, transfer or borrow a sum of money to rehabilitate the sewer system in the Swifts Beach area.

The Board of Selectmen Voted: Favorable Action 4-0-0
The Finance Committee Voted: Favorable Action 7-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The current system is 15 ft. down and ground water level is at 6 ft. Therefore, ground water is infiltrating into the system. The pipes are cracked and breaking. The new system would be located 4 ft. in the ground and would therefore eliminate the problem of ground water. This project needs to be engineered before the system can be replaced. The anticipated cost for the engineering is in the range of $750,000. All funding for this project would be through the WPCF Enterprise Fund only.

ARTICLE 8 - RESCIND ARTICLE 5 OF APRIL 23, 2007 SPECIAL TOWN MEETING

To see if the Town will vote to amend the action taken under Article 5 of the April 23, 2007 Special Town Meeting by rescinding the authority to borrow funds for so much of the sewer expansion project described in such article as has not yet been constructed, or take any other action relative thereto.

Inserted by the Board of Selectmen

Explanation:
Article 5 of the April 23, 2007 Special Town Meeting as approved, authorized funding for the construction of new sanitary sewer systems in certain areas of the Town. Some of the areas were subsequently sewered pursuant to that

authorization; however, the sewering of other listed areas was not performed.

The Sewer Commissioners and the Water Pollution Control Facility Director have been involved in discussions with the Massachusetts Department of Environmental Protection to modify the Town's Comprehensive Wastewater Management Plan to include other areas deemed more appropriate than those currently listed. Accordingly, this article seeks to end the funding authority to sewer the remaining areas approved by the April 23, 2007 Special Town Meeting, so that future sewering funding is aligned with a revised Comprehensive Wastewater Management Plan.

A "yes" vote on this article would rescind the authority to borrow funds to complete the portion of the sewer expansion project known as "Contract 3", so called.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 7-1-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. Until such time that this sewer project may or may not go forward, the Town is encumbered in its ability to borrow while Article 5 of the April 23, 2007 Special Town Meeting is carried on its books.

ARTICLE 9 - SWIFTS BEACH REDEDICATION FOR OPEN SPACE AND RECREATION

To see if the Town will vote to rededicate for beach and recreational use in perpetuity the real property located off of Swifts Beach Road and Wankinco Avenue in Wareham, Massachusetts, shown as Lots B-1, B-2, B-3 as shown on the Town of Wareham Assessors Plat 50B and as on file in the Assessor's Office or take any other action relative thereto.

Inserted by the Board of Selectmen

Explanation:
The Town originally acquired this property by eminent domain for beach purposes, however, the original Deed of Taking states that the land was taken for "general municipal purposes." The article seeks to rededicate the land for beach and recreational use in perpetuity so as to meet the intent of the original acquisition.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. Since the Board of Selectmen have been unable to acquire a deed restriction with a State approved agency for this property (paid for through Community Preservation funds), this action would ensure that the land be used for the purpose it was taken for.

ARTICLE 10 - AMEND WAREHAM WETLAND PROTECTIVE BY-LAW SECTION XVII

To see if the Town will vote to amend the Wareham Wetland Protective By-Law Section Xvii, Exception 3. as follows:

"The Conservation Commission may waive or reduce the No Activity Zone requirements listed above if in its judgment such a reduction is necessary to accommodate a project that will have an overall benefit to the public and/or to the environment (such as a sewer expansion project, or a wildlife enhancement project); **and shall waive or reduce the No Activity Zone requirements to the extent necessary to provide any reasonable accommodation as required by the Americans With Disabilities Act.**" (new language bolded)

Inserted by the Board of Selectmen

Explanation:
Adoption of this amendment to the Wareham Wetland Protective Bylaw provides the opportunity for handicapped property owners and their immediate family members as defined by State law (spouses, parents, children, brothers, and sisters) to obtain waivers to the No Activity Zone requirements so as to be able to access the shoreline.
A "yes" vote on this article will amend the Wareham Wetland Protective Bylaw so that it conforms with the Americans With Disabilities Act.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article where it seeks only to conform to the Americans with Disabilities Act. The Finance Committee does not take an opinion with any specific accommodations or project.

ARTICLE 11 - AMEND SEWER COMMISSIONER LAW AND TOWN CHARTER

To see if the Town will vote to request the General Court of the Commonwealth to amend Chapter 114 of the Acts of 2014, the "Sewer Commission Act", so-called, a home rule petition bill, and related Wareham Town Charter provisions, to amend and clarify personnel and labor relations ambiguities, or take any other action relative thereto.

Inserted by the Board of Selectmen

Explanation:
If approved by Town Meeting and subsequently the State legislature, this article would resolve conflicts between the existing Sewer Commissioner legislation and the Wareham Town Charter, including union contract negotiations and personnel matters, lawsuit management and resolution, and the budgeting process. The article would not alter the authority provided by the existing Sewer Commissioner legislation to develop and implement sewer plans and policies, to set sewer rates, and to oversee the Sewer Enterprise Fund.

****SEE APPENDIX A****

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 5-2-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. This article has no impact on the Town tax rate or budget. It does, however, clarify that the Town Administrator is responsible for labor relations issues as defined in the Town Charter. This article also requires that the Sewer Commissioners provide a detailed and balanced budget to the Town Administrator by January 5th, the same day as the School Department budget is due.

Finance Committee Minority Opinion:
A minority of the Finance Committee voted in the negative on this article. It is the opinion of these members that if the amendments are passed in this article, they will drastically alter the intent and purpose of the April 2013 Town Meeting where voters passed Article 31 creating a separate elected Board of Sewer Commissioners. We are also of the opinion that this article will put total control of the Water Pollution Control Facility back into the hands of the Town Administrator and the Board of Selectmen. The language

in Article 31, as originally written, is governed by the Wareham Town Charter. Each and every amendment proposed by the Board of Selectmen is in our opinion an attempt to confuse the voters and wrestle control of the Water Pollution Control Facility and the monies it holds. We also felt that if this article is sent back to the Massachusetts legislature for a third time, it will stall and die in committee or not be acted upon because the State may feel that the Town doesn't know what it wants, which may result in not being ratified in time for the April elections.

ARTICLE 12 - RE-ORGANIZE TOWN DEPARTMENTS

To see if the Town will vote pursuant to Section 6-3 of the Charter to approve or disapprove the Town Administrator's reorganization plan or take any other action relative thereto.

Inserted by the Board of Selectmen

Explanation:
This article is not needed and will be passed over.

The Board of Selectmen Voted: No Action 3-0-0
The Finance Committee Voted: No Action 8-0-0

Finance Committee Recommendation:
The Finance Committee voted No Action on this article. Since it was determined that by Town Charter this article was unnecessary, this article will be passed over.

ARTICLE 13 –TITLE V SEPTIC PROGRAM INTEREST

To see if the Town will vote to: expend interest earned from loan repayments made between the Town of Wareham and Wareham residential property owners as authorized under Chapter 111, Section 127B1/2 and/or Chapter 29C of the General Laws for use for the administration of the Septic Loan Program and for additional so-called betterment loan projects, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of CEDA.

Explanation:
This is a "housekeeping" article to ensure that the Town conforms to the Massachusetts Department of Environmental Protection's regulations under the Massachusetts Water Pollution Abatement Trust's Title V Septic Loan Program. This article authorizes that interest earned on loans made to

individual homeowners be used for the program's administration and to make additional loans.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this annual article authorizing CEDA's use of any interest earned for the administration of the loan program.

ARTICLE 14 –TITLE V SEPTIC PROGRAM

To see if the Town will vote to appropriate $200,000.00 for the purpose of financing the repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Chapter 29C, Section 1 of the General Laws; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow $200,000.00 and issue bonds or notes therefore under Chapter 111, Section 127B1/2 and/or Chapter 29C of the General laws; that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds or notes shall be general obligations of the Town, that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the projects or for the financing thereof, and that the Board of Selectmen or Board of Health is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of CEDA.

Explanation:
This article authorizes the Town to apply for $200,000.00 in "Round 8" funding assistance from the Massachusetts Department of Environmental Protection (DEP) through the Massachusetts Water Pollution Abatement Trust (MWAT) program, also known as the Title V Septic Loan Program. These funds are used to provide low interest loans (currently at 5.0% interest) to qualifying homeowners to finance the repair of failed septic systems or to tie into the municipal sewer system and for administration of the program. Prior Town Meeting votes have authorized participation in this

program through seven (7) previous funding rounds of $200,000 each. Loan repayments from homeowners are used to retire the debt from the Town's borrowing from MA DEP.
The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this annual article authorizing the Title V Septic Program.

ARTICLE 15 - ROBOTIC CLOSED CAPTION TV SYSTEM FOR WPCF

To see if the Town will vote to authorize the repurposing a sum of money from available funds in the Water Pollution Control Facility Capital Expense Project FY 2015 previously approved at the Spring Town Meeting for the purpose of purchase and installation of a Robotic Closed Caption TV System for the Water Pollution Control Facility, or to take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the WPCF

Explanation:
This purchase is a vital part of the operation, maintenance, and repair of the approximately 57+ miles of aging gravity sewer pipes for Infiltration and Inflow and cracks, factures, and separation of pipes. The capture of all Infiltration and Inflow will thereby increase the capacity to the treatment plant and decrease the cost of treating groundwater. With the purchase of this vital equipment, it will be a cost savings to the Town. This equipment is currently being rented on an "as needed" basis at the rate of $195.00 per hour. Our expectation will be to use this CCTV at a minimum of three (3) days per week.

The Board of Selectmen Voted: Favorable Action 4-0-0
The Finance Committee Voted: Favorable Action 6-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The Finance Committee felt that purchasing this equipment is a good investment. Over time, the WPCF has had a problem with renting this equipment which is very expensive. The Town is now 54% sewered. Some areas have been sewered since the early 1970's. The WPCF are regularly experiencing problems. The technology will help the WPCF locate problems and look at the existing condition of the pipes.

ARTICLE 16 – WPCF ENTERPRISE FUND

To see if the Town will vote to amend its vote pursuant to Article 9 of the Annual Town Meeting held on April 28, 2014 and April 29, 2014, to appropriate a sum of money from the Water Pollution Control Enterprise Fund: Salary and Wages; Expenditures (includes debt), in accordance with Chapter 44, Section 53F-1/2 of the Massachusetts General Laws to defray the operating and capital expenses of the Water Pollution Control Enterprise Fund for the fiscal year beginning July 1, 2014 and ending June 30, 2015 or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the WPCF

Explanation:
This article does not change the bottom line of the budget. It is merely a formality to meet the Department of Revenue preferences of recording the votes.

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 6-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. This request was made by the MA Department of Revenue to clarify some ambiguous language in the original article. This action does not change the final budget as voted by Town Meeting.

ARTICLE 17 - REPAIR OF MUNICIPAL STREET LIGHTS AND PERIOD LIGHTS

To see if the Town will vote to raise and appropriate or transfer from available funds or borrow a sum of money to repair the municipal street lights and period lights, or to take any action relative thereto.

Inserted by the Board of Selectmen at the request of Municipal Maintenance Department

Explanation:
This article will be added to Article 2 – Approve and Fund FY2015 Capital Plan.

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: No Action 8-0-0

Finance Committee Recommendation:
All articles are required to have a funding source. Since the only funding source available for this expense would come from Free Cash, the Finance Committee voted No Action on this article until the amount of Free Cash can be certified. This article may be passed over if it is determined that there is no Free Cash funding available.

ARTICLE 18 – HARBOR SERVICES PERMITS RECEIPTS RESERVED FOR APPROPRIATIONS ACCOUNT

To see if the Town will vote to transfer the sum of $44,500.00 from the Harbor Services Permits Receipts Reserved for Appropriations Account, to be transferred to the Harbormaster's Maintenance and Improvements account or take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the Harbormaster

Explanation:
This request will allow the Harbormaster's Department to fund the following projects and needs:

- **Repairs and maintenance to markers, moorings, docks, pier, and public access**
  This covers the costs of general upkeep and maintenance to 125 navigational aids, Town-owned moorings, docks, and piers.
  $10,000.00
- **Patrol boat dockage, equipment maintenance and repairs, safety equipment**
  Covers yearly dockage costs for patrol boats, upkeep and maintenance to Harbormaster equipment, patrol boats, vehicles, and safety equipment.
  $13,000.00
- **Budget replacement**
  The Wareham Police and Harbormaster Department provided law enforcement coverage for unfunded waterways events which have affected budgeted payroll. These events were part of the Cape Cod Canal Celebration.
  $5,500.00
- **Engineering and professional services**
  Engineering and professional services for public access areas and mooring fields.

Updates to the Harbor Management Plan and Waterways Bylaws. Update to mooring management software and mooring grid.
$15,000.00

- **Printing, mailing, and supplies**
  Covers expenses of mailing Harbor Service Permits, stationary, and office supplies.
  $1,000.00

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 6-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The transfer is for appropriate harbor and waterways expenses and as the funds have already been collected from those using harbor services, this article has no impact on the Town tax rate or budget.

ARTICLE 19 – HOUSING INSPECTION PROGRAM REVOLVING FUND

To see if the town will vote to increase the spending limit of the Board of Health rental inspection revolving fund from the $50,000 spending limit as voted in the April 2014 Town Meeting to $75,000, or to take any action relative thereto.

Inserted by the Board of Selectmen at the request of the Board of Health

Explanation:
The program requires more inspectors than originally anticipated. In order to operate and expedite the program more efficiently, additional funds would be required.

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. This program is self-sufficient financially. However, when the Board of Health instituted the program they underestimated the number of rental units in the Town. This is basically a house-keeping article to transfer funds from one account to the next.

ARTICLE 20 – STATE MANDATED MEASURE

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money necessary to complete a state mandated measure and list of all real estate parcels in the Town, or take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the Board of Assessors

Explanation:
The Commonwealth of Massachusetts requires a full interior and exterior inspection of all parcels every nine (9) years. This project will be active for three (3) years in order to accommodate the inspection of roughly 14,820 parcels.

****SEE APPENDIX B****

The Board of Selectmen Voted: No Action 4-0-0
The Finance Committee Voted: No Action 8-0-0

Finance Committee Recommendation:
All articles are required to have a funding source. Since the only funding source available for this expense would come from Free Cash, the Finance Committee voted No Action on this article until the amount of Free Cash can be certified. This article may be passed over if it is determined that there is no Free Cash funding available.

ARTICLE 21 – COMMUNITY EVENTS FUND

To see if the Town will vote to petition the Legislature for special legislation amending Section 2 of Chapter 82 of the Acts of 2008 to allow for the annual deposit of (Twenty-Five Percent) 25% of the proceeds of the Wareham parking meter fund into the Community Events Fund, and (Twenty Percent) 20% of the excise collected under Section 3A of General laws Chapter 64G, also known as the "hotel and motel tax", as of the effective date of this act, and for the subsequent fiscal years, but in no event earlier than January 1, 2015, and further, in no event shall the amount in the aggregate in the Community Events Fund for any fiscal year exceed $60,000, or take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the Community Events Committee

Explanation:
The Community Events Committee, established through the State Legislature in 2007, is a small group of volunteers that serve as the conduit for distributing the earmarked funds to the Town's non-profit organizations and

for ensuring that they follow the regulations and guidelines set forth in conducting their advertising and promotional venues. In its simplest form, the State regulations require that monies be spent for advertising and promoting events to attract tourism or for enhancements that would attract more out of area visitors. The benefits are that tourists would visit the Town of Wareham, generate more revenue for local businesses, which in turn would enhance tax revenues for supporting Town services and expenses.

The original 2007 Town Meeting Warrant article and subsequent State legislation provided Community Events funding from the Parking Meter Fund and the Hotel/Motel tax receipts for only one fiscal year.

This article, if passed by Town Meeting and enacted into law by the State legislature, would provide the Community Events fund with annual funding from these sources.

The Board of Selectmen Voted: Favorable Action 2-3-0
The Finance Committee Voted: Favorable Action 7-1-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The percentages from the revenue collected as well as the annual aggregate maximum cap are financially reasonable.

ARTICLE 22 – CPC - FY14 RESERVE INCREASE

To see if the Town will vote to increase the FY14 Reserves to reflect the additional Community Preservation funds received from the state match as follows:

1.) Historic Preservation, $26,000
2.) Open Space, $26,000
3.) Affordable Housing $26,000

for a total of **$78,000** from the **Unallocated Fund Balance and further to reserve $1,598,079 from the Unallocated Fund balance** and to do or act in any matter relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The FY2014 estimated Community Preservation Account revenue at the spring 2014 Town Meeting was $754,000. The actual FY2014 Community Preservation Account revenue is $1,014,412.

Chapter 139, Sections 69-83 of the Acts of 2012, *An Act to Sustain Community Preservation:* added an additional $25 million for the Statewide CPA Trust Fund in FY2013; expanded flexibility for recreational projects, added an optional $100,000 exemption for commercial and industrial property; and made numerous other technical and clarifying amendments.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. In consideration of the State's increased revenue to the Community Preservation funds, allocating to these specific fund balances is feasible.

ARTICLE 23 – CPC - FY15 RESERVE INCREASE:

To see if the Town will vote to increase the FY15 Reserve to reflect the additional Community Preservation funds expected to be received from the state match for the following categories:

1.) Historic Preservation - $17,400
2.) Open Space - $17,400
3.) Affordable Housing - $17,400
4.) Administration - $8,700

for a total of $60,900 from FY15 estimated revenue, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
With the State approving an additional $25 million in funding for Community Preservation funds, it is expected that Wareham's share will be 70% of the Town's CPA contribution. This request is to increase the 10% Reserve and 5% Administrative Fund, reflecting the additional $174,000 expected this year, as required by law. The total 10% Reserve for each category will be $98,600 and Administrative will be $49,300.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. In consideration of the State's increased revenue to the Community Preservation funds, allocating to these specific fund balances is feasible.

ARTICLE 24 – CPC - OLD METHODIST MEETING HOUSE RESTORATION

To see if the Town will vote to transfer from the Community Preservation Historic Preservation Reserve Fund, or any other monies available in the Community Preservation Fund, up to the sum of $98,000, to award a grant to the Wareham Historical Society to restore the Old Methodist Meeting House, located at 495 Main Street, Wareham, MA, and to receive a preservation restriction, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The Architectural and Structural Survey done in 2013 by Durland Van Voorhis Architects was used as the basis for this grant request.

The Old Methodist Meeting House is part of Wareham's history. The Methodist Episcopal Society erected this building in 1831-1832 on Tihonet Road. It was moved to the current site in 1835 and enlarged. It was used as a general store and a laundromat, before being donated in 1974 to the Wareham Historical Society by Joseph and Georgia Chamberlain. It is currently a meeting house used by the community for various events and programs.

The Board of Selectmen Voted: Favorable Action 3-1-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. Through our review we noted that the building is owned by the Wareham Historical Society and is used for various Town functions, as well as being available for rent by Town residents for their own private functions. It is within the Town's historical zone. Expenditures such as these meet the criteria as acceptable by the Massachusetts Community Preservation statute for the use of funds collected by towns electing to participate in Community Preservation.

Article 25 – CPC - AGAWAM VILLAGE REHABILITATION OF UNIT 51 (BUILDING 5)

To see if the Town will vote to transfer from the Community Preservation Affordable Housing Reserve, or any other available monies in the Community Preservation Fund under Affordable Housing, the sum of $70,000 for a grant to the Wareham Housing Authority to create one additional housing unit, Unit 51 (Building 5) at Agawam Village, located at 57 Sandwich Road, Wareham, MA to accommodate an eligible Wareham resident for affordable public housing or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The Wareham Housing Authority has a significant wait list of residents in need of housing. Each new unit contributes to reducing that need. By rehabilitating Unit 51, this would also bring in additional revenue. The office which currently occupies Unit 51 will move to the Community Building at no additional expense. It is hoped that construction can be completed in the spring of 2015.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. Re-establishing another much needed rental unit at this location for a resident in need of immediate housing is just the right thing to do, and an acceptable use of CPA Funding under the criteria of Affordable Housing.

ARTICLE 26 – CPC - AMERICAN LEGION HALL RESTORATION

To see if the Town will vote to transfer from the Community Preservation Historical Preservation Reserve, or any other available monies in the Community Preservation Fund, up to the sum of $114,543.00 for a grant to the American Legion Hall Post 220, for the restoration of the American Legion Hall Post 220, located at 777 Main Street, Wareham, MA, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The American Legion Hall was built in 1912 and was once used as two-room school house. If possible, other sources of funding will be sought from

various State and Federal grants. There are 80 members who deserve a safe, clean environment to meet.

The Board of Selectmen Voted: Favorable Action 4-1-0
The Finance Committee Voted: Favorable Action 5-3-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. Through our review, we noted that the building is a historical building that was once a Town schoolhouse. The Town transferred the building to the American Legion to use as its post meeting hall with the stipulation that it be returned to the Town rather than be sold to a private party. While the American Legion is a private organization that is not open to the general public, the organization is made up of individuals who have served their country and who continue to contribute to the Town through the Legion's many civic activities. Any similar organization that used a historical site as its headquarters would be just as eligible to apply for a CPA Grant.

Finance Committee Minority Opinion:
A minority of the Finance Committee felt that the American Legion had a roof done with Community Preservation Funds a few years ago. The Legion has not done anything else to benefit the property on their own. This is a small private group w/ private membership. We also felt using more Community Preservation money for this group would not benefit the general public & feel the money could be better spent.

ARTICLE 27 – CPC - PARKER MILLS DAM RESTORATION

To see if the Town will vote to appropriate a sum of money for dam repairs at Parker Mills Pond, and all other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The Parker Mills Pond Dam is classified as a High Hazard Potential (Class I) dam by the Office of Dam Safety at the Department of Conservation and Recreation. This classification means that its failure will likely impact one or more of the following: loss of life, serious damage to homes, industrial or commercial facilities, important public utilities, main highways, or railroads. The State has awarded a $165,000 for this project.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 6-1-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. During our review we received reports from five Finance Committee members who made an onsite visit to the Elm Street closure. The Parker Mills Dam underlies the road with its failing bridge culverts and other weakening issues. The bridge is not safe and the Town must repair the bridge, road, and the dam. The vote was taken after an extensive discussion concerning a very difficult and complex situation and represents the Finance Committee's belief that this is the best option available to the Town at this moment. The $165,000 grant and $835,000 2% interest loan from the State to the Community Preservation Committee to fund the repairs has a time limit for acceptance and if not accepted at this Fall Town Meeting, it will be withdrawn. The Town's Stabilization Fund has not been adequately funded at this time to cover this situation. At the time the repairs are made, two other culverts that move water into the Tremont Nail building will be removed. The water flow, per the 2008 consultant site assessment, is a major drawback to any future use of the site for any purpose.

ARTICLE 28 – CPC - TWEEDY AND BARNES PRESERVE, CENTRAL CORRIDOR ADDITION

To see if the Town will vote to transfer from the Community Preservation Open Space Reserve Fund or any other available monies in the Community Preservation Fund, to grant the Wareham Land Trust the sum of $158,000 to purchase the properties shown on a plan and deeds on file in the Office of the Town Clerk, Book-Volume 36795, Page 304 (4.53 acres) Assessor's Map 68, Lot 1A and Book-Volume 5938, Page 328 (3.16 acres) Assessor's Map 68. Lot 1B, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The owner of the property will be the Wareham Land Trust and the holder of the Conservation Restriction (CR) will be the Conservation Commission. It is located at 230 Blackmore Pond Road. There are three goals for this project: 1. Adding important contiguous biomap and water protective acreage to our Tweedy and Barnes conservation property. 2. Adding to our property, an old railroad bed which currently divides and prevents full access to the two largest parcels of the reservation and which will provide easy walking access

to scenic views of the Sippican River. 3. Provide space for parking and trailhead signage for the project.

An application has been made to the Massachusetts Executive Office of Energy and Environmental Affairs for a Conservation Partnership Grant of $72,500. The amount to be transferred from the Wareham Community Preservation Fund in accordance with this article will be reduced by any successful award from this grant request.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The transfer from the Community Preservation Fund to the Wareham Land Trust is appropriate and within the Community Preservation Charter.

The Wareham Land Trust's "Tweedy and Barnes Preserve" is presently cut in half by parcel 1B of this article. The second parcel, 1A, includes space for a parking lot off Blackmore Pond Road, so purchasing these two parcels will essentially complete the Tweedy and Barnes Preserve.

The requested funding will purchase the two properties (about eight (8) acres of land) and also cover the costs for a consultant and filing fees as well as cutting new trails and building a new parking lot. This article has no impact on the Town budget.

ARTICLE 29 – CPC - PLAYGROUND REHABILITATION FUND

To see if the town will vote to transfer from the Community Preservation Open Space Reserve or any other available monies in the Community Preservation Fund under Recreation, a grant to the Open Space Committee, the sum of $75,000 to fund playground rehabilitation for existing playgrounds that have been identified as being the most critical by the Recreation Assessment Report or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The deadline for submitting a CPA grant for the Fall Town Meeting is the first Tuesday in June. The Recreation Assessment will not be completed until the end of August. The deadline for articles submitted by a Town committee is August 15th, so spring Town Meeting would be the first period a grant could

be acted upon for any specific playground. Passing this article will allow the rehabilitation process to begin when the report is completed.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The Recreation Assessment Report funded by the spring 2013 Town Meeting included a significant listing of hazards in the Town's playgrounds along with recommendations for upgrades. This expenditure will serve to remedy the hazards and make the playgrounds more inviting and shorten the time required to complete any upgrades. Recommendations for upgrades funded by Community Preservation resources will be presented at the spring 2015 Town Meeting.

ARTICLE 30 – CPC - TREMONT NAIL COMPANY/BRYANT FARM DEBT PAYMENT

To see if the Town will vote to appropriate a sum of money to pay for the redemption of certain bonds of the Town; to determine whether this appropriation shall be raised by transfer from unallocated CPA funds or otherwise; or to take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the Community Preservation Committee

Explanation:
The Tremont Nail bond was authorized on April 27, 2004, Town Meeting Article #26 for $1,265,930. The Bryant Farm bond was authorized on April 27, 2004, Town Meeting Article #27 for $95,622 (93% Tremont Nail, 7% Bryant Farm).

It is to the Town's financial advantage to pay down this bond debt and save in interest payments. The amount is made up of the following: Tremont Nail principal balance and interest to call is $576,463.75. Bryant Farm principal balance and interest to call is $40,811.25, as well as $10,500 for administrative costs associated with calling the 2005 CPA bond.

The Board of Selectmen Voted: Favorable Action 5-0-0
The Finance Committee Voted: Favorable Action 8-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The Community Preservation Committee has available funds and this is the only opportunity available from the bonding company to pay off this debt in full. Paying it off now will save up to $90,000.00 in interest payments over the next ten (10) years.

ARTICLE 31 - REPLACE INCLINED WHEELCHAIR LIFT AT MINOT FOREST SCHOOL

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of Wareham School Committee for the installation of a new inclined wheelchair lift for Minot Forest School. This project will include the removal of the existing lift and installation of a new lift.

Inserted by the Board of Selectmen at the request of the School Department

Explanation:
The wheelchair lift at Minot Forest School is beyond repair. Due to the age of the lift, parts are no longer made or available; hence, repair of the lift is not possible. A working lift is necessary and mandated for ADA compliance.

This article will be added to Article 2 – Approve and Fund FY2015 Capital Plan.

The Board of Selectmen Voted: No Action 4-0-0
The Finance Committee Voted: No Action 7-1-0

Finance Committee Recommendation:
All articles are required to have a funding source. Since the only funding source available for this expense would come from Free Cash, the Finance Committee voted No Action on this article until the amount of Free Cash can be certified. This article may be passed over if it is determined that there is no Free Cash funding available.

ARTICLE 32 - RETURN ETHEL E. HAMMOND SCHOOL TO TOWN CONTROL

To see if the Town will vote to transfer care, custody and control of the Ethel E. Hammond School, so called, and as further described in a filing on file of the Office of the Town Clerk, from the School Committee held for school purposed to the Board of Selectmen for general municipal purposes, including sale or other disposition, or take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the School Department

Explanation:
Following a reorganization of schools, the Ethel E. Hammond School is no longer needed by the Wareham Public Schools for the education of students.

The Board of Selectmen Voted: Favorable Action 4-0-0
The Finance Committee Voted: Favorable Action 7-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article to transfer care, custody, and control of the Ethel E. Hammond School from the School Committee to the Board of Selectmen as the school is no longer using this building. This article is a formality as a vote of Town Meeting is required in order for the town to take any action relative to the building.

ARTICLE 33 - RETURN WEST SCHOOL TO TOWN CONTROL

To see if the Town will vote to transfer care, custody and control of the West School, so called, and as further described in a filing on file of the Office of the Town Clerk, from the School Committee held for school purposed to the Board of Selectmen for general municipal purposes, including sale or other disposition, or take any other action relative thereto.

Inserted by the Board of Selectmen at the request of the School Department

Explanation:
Following a reorganization of schools, the West Wareham Academy, formerly West Wareham School, is no longer needed by the Wareham Public Schools for the education of students.

The Board of Selectmen Voted: Favorable Action 4-0-0
The Finance Committee Voted: Favorable Action 7-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article to transfer care, custody, and control of the West Wareham School (West Wareham Academy) from the School Committee to the Board of Selectmen as the school is no longer using this building. This article is a formality as a vote of Town Meeting is required in order for the Town to take any action relative to the building.

PETITIONED ARTICLES

ARTICLE 34 – STREET LAYOUT

To see if the Town will vote to accept the layout on file with the Town Clerk of the following roads as public ways: Bachant Way and Lynne Road, and further that the Town authorize the Board of Selectmen to take by eminent domain or accept as donations portions of the privately owned property that include the layout of said roadways; or to do or act in any manner relative thereto.

Inserted by Dianne Murphy, et. al

NOTE: this article is reproduced exactly as presented, in accordance with the law.

Explanation:
The intent of this article is for the Town to accept the layout of Bachant Way and Lynne Road as public ways and further to authorize the Board of Selectmen to take by eminent domain or accept as donations portions of the privately owned property that include the layout of said roadways.

The Board of Selectmen Voted: No Action 4-0-0
The Finance Committee Voted: No Action 7-1-0

Finance Committee Recommendation:
At the time of our review on this article, the Finance Committee recommended No Action due to not having any formal report from the Planning Board public hearing scheduled after our review. The Finance Committee may reconsider its vote prior to Town Meeting.

ARTICLE 35 – CEDA TO CONVEY LAND (BAY POINTE)

To see if the Town will vote to authorize CEDA, with the approval of the Board of Selectmen, to solicit proposals and convey the so-called "Bay Pointe" land, as described in a filing at the office of the Town Clerk, and take any other actions relative thereto.

Inserted by Stephen M. Holmes, et. al.

NOTE: this article is reproduced exactly as presented, in accordance with the law.

Explanation:
In accordance with the procurement process for Town-owned land, an article must be presented at Town Meeting to authorize the Board of Selectmen to transfer or sell property. Given this process, if to be completed, the potential sale of the property needs to take place before April Town Meeting. Town

Meeting voters are being asked to authorize the Board of Selectmen and the CEDA Board to proceed should these two bodies decide to sell or transfer the land at Bay Pointe.

The Board of Selectmen Voted: Favorable Action 4-1-0
The Finance Committee Voted: Favorable Action 7-0-0

Finance Committee Recommendation:
The Finance Committee recommends Favorable Action on this article. The property in question is owned by CEDA. CEDA is looking to see if there is a better use for this property and having someone buy it rather than develop this property.

ARTICLE 36 – AMEND TOWN OF WAREHAM ZONING BY-LAWS

To see if the Town will vote to amend Article 3 of the Town of Wareham Zoning By-laws ("Use Regulations") to permit "filling stations for gasoline, diesel fuel, and liquid propane" by Special Permit from the Zoning Board of Appeals in the General Commercial (CG) Zoning District under certain conditions; or take any action thereto.

Inserted by Christopher P. Gabriel, et. al.

NOTE: this article is reproduced exactly as presented, in accordance with the law.

Explanation:
A "yes" vote on this article would allow the Zoning Board of Appeals to permit gasoline, diesel, and propane filling stations (gas stations) by Special Permit in the General Commercial (CG) zoning district. In order to receive a Special Permit, stations need to be located on Cranberry Highway within 2,000 ft. of an interstate highway and must be located on at least one acre parcel of land.

In 2002, Article 34 of the Annual Town Meeting was approved which prohibited any development of new gas stations in the Strip Commercial district, which at that time encompassed a good portion of Cranberry Highway in West Wareham. Much of the Strip Commercial was rezoned to a General Commercial district in 2007. The Bylaw defines the CG district as providing "moderate scale retail, service, office, and related commercial uses" to be served "primarily by vehicular access." Cranberry Highway is a high volume road with approximately 18,000 vehicle trips per day.

Since the prohibition of gas stations in 2002, at least three filling stations have closed and others are being underutilized. A "yes" vote would allow the town to create high quality filling stations offering convenience items, while

providing users' easy access to the interstate highways (I-195 and I-495). We feels this is a sensible planning approach as it targets new filling stations to where they are needed most in Town while creating viable, attractive stations through the Special Permit process.

The Board of Selectmen Voted: Favorable Action 3-0-0
The Finance Committee Voted: Favorable Action 5-2-0

<u>Finance Committee Recommendation:</u>
The Finance Committee recommends Favorable Action on this article. This article has no immediate impact on the Town tax rate or budget, but it could stimulate future tax revenue. This article would provide the opportunity to site filling stations adjacent to the two major highways in Town. It should be noted that any project would still be required to go through the Zoning Board of Appeals Special Permit hearing process before a filling station could be approved or built.

APPENDIX A

SEWER COMMISSIONER LAW AMENDMENT DOCUMENT

AN ACT PROVIDING FOR SEWER COMMISSIONERS IN THE TOWN OF WAREHAM

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, the Charter of the town of Wareham, which is on file in the office of the archivist of the commonwealth as provided in section 12 of Chapter 43B is hereby amended as follow:

Section 3-7 Board of Sewer Commissioners:

(a) Composition, Term of Office – There shall be a board of sewer commissioners consisting of 5 uncompensated members with no group health or insurance benefits who shall be elected to 3 year terms, so arranged that the terms of as nearly an equal number of members as possible shall expire each year. Of the commissioners, at least 3 shall be sewer users and at least 1 shall be a non-sewer user.

(b) Powers and Duties – The board of sewer commissioners shall make careful studies of the resources, possibilities and needs of the town related to the availability of sanitary sewers and for the maintenance of a sanitary sewer system. The board shall develop a comprehensive or master plan for a town-wide system of sanitary sewers, setting forth, in graphic and textual form, policies to govern the future growth and development of the entire town. The board shall, in conjunction with other land use bodies, assist in developing a long-range strategic plan for guiding town growth and development. The powers and authority of the board shall include oversight of the sewer enterprise fund, setting rates and charges for the use of the sanitary sewer system, responsibility for the appointment of the sewer superintendent as set forth herein (see section 3-7 d) and providing advice to the board of selectmen relating to intergovernmental agreements concerning sanitary sewers. The day-to-day operation, care and maintenance of the sewer department shall be under the supervision of the sewer superintendent. ***"Except as expressly provided by the Wareham Charter, the board of sewer commissioners' authority and sewer superintendent's responsibilities are intended to pertain only to the technical operation of the sewer system and facilities. The Town Administrator shall continue to maintain and exercise administrative control over personnel as currently provided by the Wareham Charter, and the Board of Selectmen shall continue to be the town of Wareham's sole collective bargaining agent as provided for by G.L. c. 150E.***

(c) Appointments – Upon an opening on the board for which there is no candidate, that position shall be filled by appointment by the board of selectmen and the existing members of the board of sewer commissioners and the person so appointed shall serve in that position until the next election.

(d) Sewer Superintendent – The appointment of a sewer superintendent shall be made by the sewer commission and shall become effective of the fifteenth day following the day on which notice of the appointment has been filed with the board of selectmen

unless the board of selectmen: (i) shall, within that period and by a majority vote of all of its members, reject such an appointment, or (ii) have earlier voted to affirm it.

(i) ~~The Sewer Superintendent shall supervise, direct and be responsible for the efficient administration of all functions under his control, as may be authorized by the charter, by by-law, by other town meeting vote or by requested majority vote of the board of sewer commissioners~~. ***"The sewer superintendent shall be responsible for the efficient technical administration of the sewer system and facilities, and for implementing any such votes of the sewer commissioners as lie within that commission's jurisdiction. Except as expressly provided in the Wareham Charter, the sewer commissioners have no control over personnel matters."***

(ii) The ~~Sewer Superintendent~~ ***Town Administrator*** shall appoint and remove, subject to the civil service law where applicable, all sewer department subordinates and employees. Within fifteen days following the day on which notice of the appointment is filed with the board of sewer commissioners, such board shall have the opportunity, by a majority vote of the full board, to affirm any such appointment, in which case the appointment becomes effective immediately, or to reject it. Should the board of sewer commissioners choose neither to affirm or reject, on the fifteenth day, the appointment made by the ~~sewer superintendent~~ ***Town Administrator*** shall become effective.

(f) The sewer commissioners shall provide a detailed and balanced budget for the sewer system and enterprise fund to the Town Administrator by January 5.

(g) Section 7-9 of the Wareham Charter shall govern the removal of the sewer superintendent.

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

APPENDIX B

TOWN ASSESSOR STRATEGY AND PLAN DOCUMENTS

Town of Wareham Assessors Office

Measure & List of Real Property
Strategy and Plan

Prepared By:
Jacqui Nichols,MAA
Director of Assessing

TABLE OF CONTENTS

1 SUMMARY 3

1.1 Background 3

1.2 Objectives 3

2 FINANCIAL CONSIDERATIONS 3

2.1 Vendor – Entire Project 3

2.2 In-House – Partial or Whole Project 4

3 IN-HOUSE STAFF PLAN 4

3.1 Heirarchy 5

3.2 Residential Production 5

3.3 Residential Cost Estimate 6

3.4 Commercial/Industrial/Exempt Cost Estimate 6

3.5 Data Entry Cost Estimate 7

4 ANCILLIARY PROJECT COSTS 7

5 BUDGET SUMMARY 8

6 Addenda

1 - Vendor Quote 9

2 - Vendor Quote 10

1 SUMMARY

This document provides a strategic vision for the upcoming Measure and List Project. This includes the Planning, Execution and Cost Estimates of the State mandated project.

1.1 Background

The Department of Revenue requires that communities re-inspect all properties, including those considered tax exempt, at least once every nine years.

It is necessary to discover property changes and new growth, especially where building permits have not been issued for the property.

In order to effect a fair and equitable assessment of all real property in the Community, information on each and every building needs to be complete, accurate and up-to-date. During the Department of Revenue data Quality study this year, it was noted that many of the most recent visits to sampled properties were from 1996. That was the last time a complete measure and list was completed.

1.2 Objectives

The Assessors office intends to perform a full measure and list of all properties in Wareham. The project will commence in January 2015 and conclude in June 2017. This will include data entry and appropriate record keeping as well as new photos where necessary.

2 FINANCIAL CONSIDERATIONS

It is necessary to complete the project via any reasonable means. However, we will complete the project with the most cost savings to the Town as possible while maintaining a high quality of work.

2.1 Vendor – Entire Project

A reasonable vendor proposal, provided by the same vendor chosen for the current triennial revaluation, estimates the total cost of this project at $313,000. It should be noted that this quote does not include tax exempt properties. Addenda 1

Another vendor proposal prepared in 2013 estimated a price per parcel per visit of $24 for residential properties. This equates to $273,730. This quote was intended for permit visits and does not include any follow up or call back. Addenda 2

2.2 In-House - Partial or Whole Project

We have developed several scenarios which will utilize local workers and Assessing Staff as much as possible to complete the project. This will come at a much lower cost than estimated by the vendor. It is our hope that we may save at least $50,000 by doing much of the work in-house.

3 IN-HOUSE STAFF PLAN

Training will be provided by the Director of Assessing and Assistant Assessor.

A quality control program will be initiated and will consist of a sampling of properties for follow – up inspection and/or survey check by the Director and Assistant assessor.

1. **Residential Data Collection** - It is our intention to hire 2 or more part-time data collectors to work under the Supervision of the Assistant Assessor. These temporary positions would be a maximum of 19 hours per week through the course of the project.

2. **Commercial/Industrial Data Collection** – Will be handled by a specialist with Commercial/Industrial experience.

3. **Exempt Property Data Collection** – Will be handled either by Residential or Comm/Ind Data Collector based on the primary usage. Assignment will be determined by the Director of Assessing.

4. **Data Entry** – Data Entry will be performed by a combination of sources as available
   - Assessors Staff
   - Local college intern
   - Senior work-off participant
   - Data Collectors (winter or inclement weather)

3.1 Hierarchy

3.2 Residential Production

This production model is for Residential properties only - estimated at 10,440 in number.

M & L Production Planning

Option 1

Data Collector	*Estimated Hourly Production*	*Hours per week*	*Parcels per week*	*Parcels per Year*	*Years to Complete Project*
1	2	19	38		
2	2	19	38		
3	2	19	38		
			114	**5472**	**1.91**

Option 2

Data Collector	*Estimated Hourly Production*	*Hours per week*	*Parcels per week*	*Parcels per Year*	*Years to Complete Project*
1	2	19	38		
2	2	19	38		
			76	3648	2.86

This model includes time for parcel routing, filing, meetings and a minimum number of appointments with homeowners.

3.3 Residential Cost Estimate

Residential M&L	Compensation Planning					
Option 1						
Data Collector	*Estimated Hourly Compensation*	*Hours per week*	*Pay per week*	*Pay per Year*	*Years to Complete Project*	*Total Project Compensation Cost*
1	16	19	304	15,200	2	30,400
2	16	19	304	15,200	2	30,400
3	16	19	304	15,200	2	30,400
Totals			912	45,600		91,200

Option 2						
Data Collector	*Estimated Hourly Compensation*	*Hours per week*	*Pay per week*	*Pay per Year*	*Years to Complete Project*	*Total Project Compensation Cost*
1	16	19	304	15,200	3	45,600
2	16	19	304	15,200	3	45,600
Totals			608	29,184		91,200

3.4 Commercial/Industrial/Exempt Cost Estimate

Given the complexities and varied nature of the Commercial and Industrial properties, the data collection for these properties will be done on a per parcel basis.

A reasonable cost estimate is approximately $35 per parcel.

Parcel Use	Number	Estimated Cost
Commercial	559	19,565
Industrial	108	3,780
Apartments	51	1,785
Mixed Use	106	3,710
Exempt	782	27,370
TOTALS	1,606	56,210

3.5 Data Entry Cost Estimate

Accurate data entry of collected information into the Towns CAMA system is as important as the site visit. Data Entry will be performed by a combination of the following persons:

- Assessors Staff
- Local college intern
- Senior work-off participant
- Data Collectors (winter or inclement weather)
- Part-Time Data Entry Clerk (Temporary position)

If the Part-Time data entry clerk is the only reliable means of data entry services, the following is estimated:

Data Entry	**Compensation Planning**					
Data Entry Clerk	*Estimated Hourly Compensation*	*Hours per week*	*Pay per week*	*Pay per Year*	*Years to Complete Project*	*Total Project Compensation Cost*
1	14	16	224	11,200	2	22,400

The above estimate is based on a production amount of 96 parcels completed per week.

4 ANCILLIARY PROJECT COSTS

Office Supplies	4,500
Card Print	
Measuring Devices	
Maps	
Manuals	
Clipboards, etc	
Cameras	

5 BUDGET SUMMARY

Office Supplies		4,500
	Card Print	
	Measuring Devices	
	Maps	
	Manuals	
	Clipboards, etc	
	Cameras	
Salaries		169,800
	Residential	91,200
	Comm/Ind/Exempt	56,200
	Data Entry	22,400
	Project estimated Total	**174,300**

6 APPENDICES

VISION
GOVERNMENT SOLUTIONS

July 25, 2014

Jacqui Nichols
Assessor's Office
Wareham Town Hall
54 Marion Road
Wareham, MA 02571

Dear Ms. Nichols:

Vision Government Solutions is pleased to propose a price estimate to the Town of Wareham for a 2015 Cyclical Data Collection program of Taxable Real Property. We will provide all services in conformance with all Department of Revenue requirements, including:

- Measure and List services for 10,440 Residential properties.
- Measure and List services for 662 Commercial/Industrial properties.
- Mailing of Callback letters for properties not interior inspected.
- Scheduling of Callback appointments.
- Physical Callback.
- Data Entry services.

The estimated cost to provide Data Collection services described here for the Town of Wareham is **Three Hundred Thirteen Thousand Dollars ($313,000).**

Optional imaging services can also be provided at a cost of **$2.00 per image.** Exempt property data collection services can be provided at a cost of **$45 per parcel.**

If there are any further questions or more information is necessary please don't hesitate to call me at any time at 800-628-1013 ext. 3644.

Sincerely,

Patrick J. Donovan
Regional Sales Manager

44 Bearfoot Road, Northboro, MA 01532 800-628-1013 www.vgsi.com

KRT Appraisal

191 Merrimack St, Suite 301
Haverhill, MA 01830
Tel (877)337-5574
Fax (978)914-7201

April 17, 2013

Elsa Miller
54 Marion Road
Wareham, MA 02571

Dear Elsa:

KRT Appraisal is pleased to propose a price estimate for data collection of residential and commercial/industrial/exempt building permits in the Town of Wareham, Massachusetts for Fiscal Year 2014. The town will provide the field cards for all properties to be inspected as part of this agreement. The services to be provided are as follows:

1) Measure and/or inspect the property as needed to update property record card and reflect work completed as of specified valuation date.
2) Take a new photo of the exterior if altered by permit.
3) Enter new data into main database file using a terminal supplied by the Town or remotely by logmein. (Company will pay all setup cost for logmein)
4) Track the new growth in the Vision system.

Building Permit Data Collection is quoted at: $24.00 per residential parcel and $35.00 per commercial/industrial parcel.

Please do not hesitate to call me if there are any further questions or if more information is necessary.

Sincerely,

Ken Rodgers, CMA
President

Accepted By The City/Town:

Authorized Signature

Date

Property Inspection Programs

The collection and maintenance of current and accurate property inventory data is a critical element in the development of uniform, fair market values. Accordingly, the Bureau of Local Assessment (BLA) requires that communities re-inspect all town property, including tax-exempt parcels, at least once every nine years. (See BLA *Guidelines for Development of a Minimum Reassessment Program*)

During the normal course of work, the assessing office performs routine inspections. These inspections are initiated due to the issuance of a building permit, the transfer or sale of a property, and an abatement of taxes request. During an inspection, the assessor gains entry to a property and reviews the current condition, taking measurements and noting any changes on the property record card. These inspections are necessary to estimate new growth and to determine whether interim year or triennial property value adjustments are warranted based on changing market conditions. They also enable the assessors to maintain an up-to-date property database and can contribute to the community's cyclical re-inspection program.

A cyclical re-inspection program involves completing an interior and exterior inspection of all property over a multi-year period, not exceeding nine years. Based on community parcel count and the number of routine inspections conducted annually, the assessors schedule additional inspections each year to meet the BLA timeframe. Recollection priorities are determined from a database query of the last recorded date of entry for all parcels.

Cyclical inspections may be done by in-house staff and/or with the assistance of a part-time data collector, fee appraiser or appraisal firm. From these inspections, any changes in the properties are entered on the property record card and keyed into the assessor's computerized database. For communities that fall behind in their cyclical program, there is the option of contracting with an appraiser, or appraisal firm, to perform a full measure and list. The purpose is to complete visits to all remaining uninspected properties over a brief period of time, which typically can be very expensive.

Whether prompted by a building permit, a transfer of title or abatement request, or whether part of a cyclical re-inspection program or measure and list effort, a program of regular inspections enables a community to maintain the most current property database and helps ensure that all taxpayers are assessed fairly, and pay their fair share of the property tax burden.

APPENDIX C

GLOSSARY OF TERMS

Town of Wareham

Finance Committee

For your reference and convenience, the following list is Glossary of Terms commonly used at Town Meeting

Article - An item listed in the Town Meeting Warrant which must contain a sufficient description of what is proposed to be voted upon. Every action taken at the town meeting must be pursuant to some Article printed in the Warrant, and must be within the scope of such Article. The Warrant is issued by the Board of Selectmen, and must also state the time and place of the upcoming Town Meeting.

Assessed Valuation - A valuation set upon real property and personal property by the Board of Assessors as a basis for levying taxes.

Available Funds - Balances in the various fund types that represent non-recurring revenue sources. Our town's fiscal policy suggests that Available Funds be appropriated (used) to meet unforeseen expenses, for capital expenditures, or other one-time costs. Examples of Available Funds include Free Cash, Stabilization Funds, and Overlay Surplus.

Capital Improvement Plan – A blueprint for planning the town's capital expenditures that includes an annual capital budget and a five year capital program, which our Town Charter requires the Capital Planning Committee to update each year. Examples of items which are typically included in the Capital Improvement Plan are purchases or lease payments for town vehicles, municipal building renovations or construction, and investment in equipment which is intended to last for at least five years.

Chapter 70 School Aid – Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993, by which the state aid portion of public education funding is distributed to cities and towns.

Chapter 90 Highway Funds – State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The amount granted to each town is paid in the form of reimbursements by the state after the town completes local work and submits certified expenditure reports to Mass Highway.

Cherry Sheet – A cherry-colored form issued by the State each year which lists all state and county charges required to be paid by the town, as well as all reimbursements and Local Aid to be paid to the town. Some reimbursements paid to the town are based on formulas which review how much the town spent on certain items during the previous fiscal year.

Community Preservation Act ("CPA") – Enacted in 2000, MGL Ch. 44B permits towns accepting its provisions to establish a restricted fund from which monies can only be appropriated for the acquisition, creation and preservation of open space, historic resources, land for recreational use, community housing, and the rehabilitation and restoration of those town assets previously acquired or created using monies from the fund. Acceptance requires Town Meeting majority vote. Community Preservation is funded annually by a combination of 3% surcharge on the local real property tax levied on valuations of $100,000 and above and a variable percentage state match using funds realized from deed registration fees.

Debt Exclusion - A town can vote to assess taxes in excess of its Levy Limit in order to borrow money and make annual loan payments. A Debt Exclusion for a town is similar to a mortgage for a home, with the exception that annual payments for Debt Exclusions usually decrease each year until the debt is completely paid. The additional amount approved for the payment of the annual loan payments ("Debt Service") is added to the Levy Limit for the life of the debt only. Unlike Overrides, Debt Exclusions do not become part of the base upon which the Levy Limit is calculated for future years. A Debt Exclusion is typically used to pay for capital equipment purchases and municipal building construction/renovation projects. A Debt Exclusion must be approved by a 2/3 vote of the Selectmen to place the Debt Exclusion on a ballot, and then must be confirmed by a subsequent vote of registered voters at a ballot box election (majority vote required).

Debt Service – The repayment cost to be budgeted each year to make principal and interest payments due on the bonds owed by the town. It is similar to a homeowner's budget for mortgage payments.

Direct costs - are those costs that can be identified specifically with a particular activity or department with a high degree of accuracy.

Enterprise Funds - Funds that are set up pursuant to MGL Chapter 44 §53F½ to collect fees paid by users to pay for certain self-sufficient programs. These funds account for all revenues and expenditures for services and allow surpluses to be used to reduce future fees for the services or to pay for future capital improvements for that service. Each fund has an independent budget. Losses are made up from the town's general fund.

Estimated Receipts – Funds expected to be received by the town in the coming fiscal year, but not including real estate taxes. Building permit fees, marriage license fees, and automobile and boat excise taxes are examples of items included in Estimated Receipts. See Local Revenues.

Finance Committee ("FinCom") – A committee of 9 volunteer residents who are appointed by the Appointing Authority (Town Moderator, Chairman of the Selectmen, Chairman of the Finance Committee) to review and make recommendations for each budget line item and each Article that has financial impact in the Town Meeting Warrant. The FinCom also manages and controls the Reserve Fund.

Fiscal Year ("FY") – The budget cycle period from July 1 of one year through June 30 of the next year. The Fiscal Year refers to the year in which it ends (FY15 is July 1, 2014 to June 30, 2015).

Fixed Costs – Costs that are legally or contractually mandated; such as retirement, FICA/Social Security, the town's liability insurance, or Debt Service.

Free Cash - Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items.
Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts.

(Additional from MA Department of Revenue)

DOR recommends that communities understand the role free cash plays in sustaining a strong credit rating and encourages the adoption of policies on its use. Under sound financial policies, a community would strive to generate free cash in an amount equal to 3-to-5 percent of its annual budget. Free cash would not be depleted in any year, so that the following year's calculation would begin with a positive balance. Conservative revenue projections and departmental appropriations would be orchestrated to produce excess income and departmental turn backs. As a non-recurring revenue source, a prudent use of free cash would be to fund one-time expenditures, a capital purpose or to replenish other reserves. If projected as a revenue source to support the ensuing year's operations, the amount used would be restricted to a percentage of total free cash. However, DOR also recommends that free cash not be available to supplement current year departmental operations. By eliminating the expectation of additional resources later in the fiscal year to back-fill budgets, department heads will produce more accurate and realistic annual appropriation requests.
http://www.mass.gov/dor/docs/dls/mdmstuf/technical-assistance/best-practices/freecash.pdf

General Fund – The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

Indirect Costs - Indirect costs are those for activities or services that benefit more than one department or area. A cost or expense that is not directly traceable to a department, service, or activity. As a result indirect costs and expenses are often allocated by formula or other method.

Level Funded Budget – A budget for a certain department(s) or town service(s) which provides the same total dollar amount as last year's budget. Since costs usually rise each year (fuel, salaries, supplies), a Level Funded Budget typically results in reduced services to residents because the same budget amount must pay for the rising costs, which will require reductions in work hours, staffing or other department services in order to balance the budget.

Level Service Budget – A budget for a certain department(s) or town service(s) which provides increased funding which is sufficient only to provide for the same level of services as last year's level of services. No new employees or expanded services are funded for the coming Fiscal Year.

Levy Limit – The maximum amount that any town can collect (or levy) in a given fiscal year through the real estate tax and personal property tax. The Levy Limit can grow by 2½% of the prior year's Levy Limit, plus New Growth and any voter-approved Overrides or Debt Exclusions.

Local Aid – Revenue allocated and paid by the State to our town. Some Local Aid is unrestricted (the town votes how to spend it), and other types of Local Aid are restricted to education uses, highway/street maintenance, and the like.

Local Revenues – Locally generated revenues which do not include real estate taxes or personal property taxes. Examples include motor vehicle excise taxes, investment income, permit fees paid to the town, etc.

New Growth – Additional tax revenue expected to be collected by the town in the coming fiscal year due to taxes being assessed to new construction projects (commercial and residential) and other increases in the property tax base (home renovations, building upgrades or additions, etc.). New growth is calculated by multiplying the value associated with the new construction by the tax rate of the previous year.

Non-Recurring Funds – Money that the town expects to collect this year, but not next year. As an example, if the town plans to sell a piece of real estate this year, the money received from the sale would be Non-Recurring Funds. The fiscal policy of our town states that Non-Recurring Funds should not be relied upon to pay for expected recurring expenses. In other words, the policy suggests that the town should not hire an employee with funds from the sale of a parcel real estate this year because we wouldn't be able to sell the same parcel again next year and receive additional sale proceeds to continue paying for the employee. Please also see and compare the definition of Recurring Funds.

Overlay: The Overlay is the amount used by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and avoiding fractions.

Override – The ability of residents to increase the town's Levy Limit by more than 2½% by voting to approve a higher Levy Limit. A majority vote by the Board of Selectmen is required to place an Override question on a ballot, and a majority vote by registered voters at a subsequent ballot box election is required to approve an Override. A Town Meeting vote to approve a town budget over the Levy Limit usually precedes the Selectmen's vote, but such action by Town Meeting it is not required. An Override vote must specify the exact dollar amount requested and the specific purpose of the increased tax, and if approved, the amount will become a permanent increase in the Levy Limit.

Raise and Appropriate – A phrase used to mean that an item will be paid for by real estate taxes and other revenue sources (excise taxes, permit fees, local aid, etc.) to be collected by the town in the coming fiscal year.

Recap Sheet – Also called the Tax Rate Recapitulation Sheet, it is a document submitted by the town to the DOR in order to set each year's property tax rate. The Recap Sheet shows all estimated revenues and actual appropriations that affect the property tax rate, and must be

submitted before December 1st of each year in order for the town to issue "actual tax bills" in the 3rd and 4th quarter of the fiscal year.

Recurring Funds – Money that the town expects to collect each and every year for the foreseeable future, although the exact amounts may vary. Real estate taxes, fees collected for local permits and licenses, and local aid money from the state are all examples of Recurring Funds. In accordance with our town's fiscal policy, Recurring Funds are relied upon to pay for our annual Recurring Expenses, such as employee salaries, health insurance premiums, and electricity and heat for town buildings, etc. Please also see and compare the definition of Non-Recurring Funds.

Reserve Fund - A small fund established each year by the Annual Town Meeting. The money is controlled by the Finance Committee, which may authorize transfers at the end of each fiscal year to cover any extraordinary or unforeseen expenditures of the town. The fund may be composed of not more than 5% of the tax levy for the preceding year.

Revolving Fund – A fund established each year for certain town departments to allow those departments to collect fees for a specific service and use those fees/revenues to support the service without using tax dollars. Per MGL Ch. 44 §53E½, each Revolving Fund must be re-authorized each year at the Annual Town Meeting, as well as the limit on the total amount that may be spent from each fund.

Stabilization Fund - A special account created to provide a reserve for municipal purposes. It is typically considered as a town's savings account or a "rainy day fund", to be used to balance budget shortfalls in years when local revenues or state aid is low, or when unique or unexpected expenses arise, or for any other purpose that Town Meeting authorizes. To deposit or withdraw money from the Stabilization Fund, Town Meeting must approve the amount by a 2/3 vote.

State Aid – See **Cherry Sheet** definition.

Structural Deficit – describes an entity where the revenue generated is less than operating cost over an extended period..a structure that needs to be continually subsidized instead of supporting itself.

Surplus Revenue - The total amount of cash, accounts receivable, and other current assets that exceed liabilities and reserves. As a simple example, if we collected taxes, fees and local aid of $100, but only spent $90 on actual costs and expenses, our Surplus Revenue would be $10.

Town Meeting Warrant – The document which lists the Town Meeting's date, location and list of Articles. The Warrant is available on the town's website, and is posted at the Town Offices and post offices prior to each Town Meeting to provide voters with written notice about the matters to be voted upon at Town Meeting.

Unfunded Mandate – A requirement imposed and required by the state or federal government, but with no accompanying funds to cover any costs to be incurred by the town to comply.