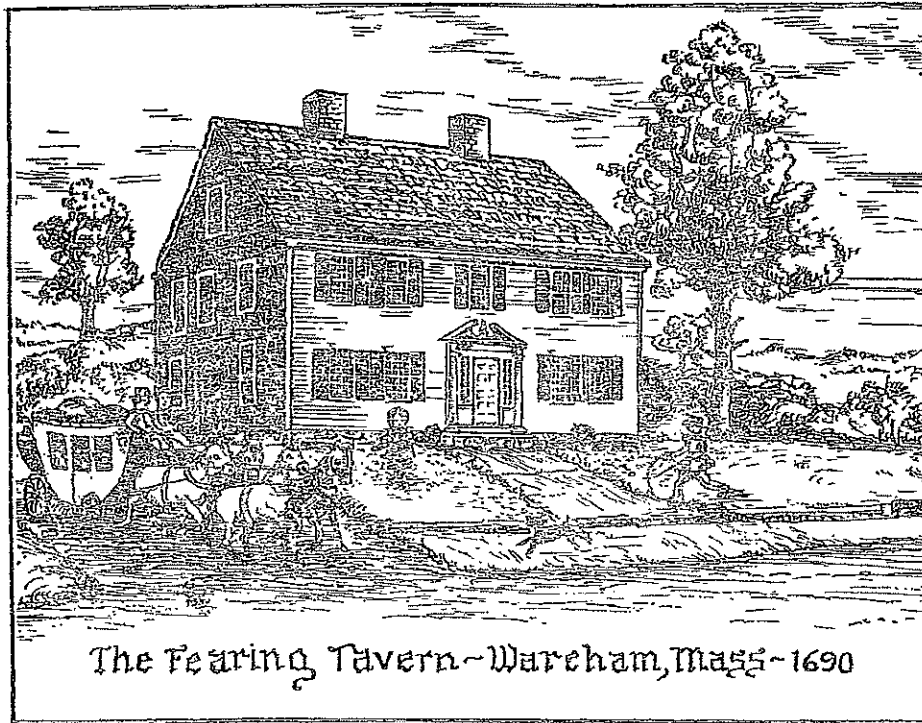


TOWN OF WAREHAM 2016

Annual Town Meeting Warrant

Report of the Finance Committee



APRIL 25, 2016

WAREHAM HIGH SCHOOL

7:00 P.M.

On Our Cover, The Fearing Tavern Museum

The Fearing Tavern Museum, restored in 1958, is owned and maintained by the Wareham Historical Society. It served as a private residence, a tavern, a post office and a meeting place for town activities. A Fearing was one of the original purchasers of the Agawam Plantation, which eventually became the town of Wareham. It is located where the Wampanoag Indian Agawam Trail from Plymouth crossed the Wankinco (Wareham) River. The building contains portions built in 1690, 1765, and 1820. The major portion of the Georgian Colonial house with its white clapboarded facade was built by tavern keeper Benjamin Fearing in 1765 and remained in the Fearing family for over 200 years. Benjamin's father, Israel Fearing, purchased the home in 1747 from Isaac and Elizabeth Bump (Bumpas). Isaac Bump operated a grist mill and lived here following King Phillip's War. The original 1690 home contained four rooms, and the original proprietors of the Agawam Plantation met here to conduct business and planning which resulted in the incorporation of the town of Wareham in 1739. In the 1820s Benjamin's son, Benjamin Haskell Fearing, added a new kitchen and the bedroom wing to the house.

But it's not just an historical old building, it houses the stories and yes tales, that make our Wareham, Wareham, such as the following;

On June 13, 1814, Ebenezer Bourne upon seeing that British ships had arrived off Bird Island and were off loading Marines onto landing barges that were now headed for the Wareham River, rushed to Wareham to spread the alarm. This information was conveyed to the Wareham selectmen William Fearing and Jonathan Reed. Who were probably in the vicinity of the Fearing Tavern, that area being the center of town at that time. The Fearing Tavern, since we had no "Town Hall", was the common meeting place where all town business was done and where many people gathered. It is said that many of the militia were there on that morning. The decisions made that morning were (1.) That Major Barrows, head of the militia, was to call out the town's militia, which he did. (2.) A rider was dispatched on a "smart horse" to Capt. Israel Fearing's tavern in East Wareham to have him call out the Agawam militia, which he did. (3.) All the bells in town were to be rung to spread the alarm. A practice that was very common at that time. (4.) The women and children were sent to West Wareham for safety, away from any action that might occur. (5.) We have also got to assume that riders were dispatched to Carver, Rochester, Dartmouth, Taunton and probably other towns as the threat of these militias marching to Wareham may have been a big factor in having the British decide to leave Wareham in a hurry. In the days following the attack, the town's people, probably through meeting at the Fearing Tavern, decided to fortify the town and dug a number of ambush trenches along the roads that the British might travel if they decided to return as they had promised.

We gratefully acknowledge the generosity of the Wareham Historical Society and their Chairperson, Angela Dunham, for allowing us to use the image of The Fearing Tavern and the narrative provided by the Historical Society and Capt. Mack Phinney of the "Wareham Minutemen and Militia Co."

Finance Committee Report to Town Meeting

Town Meeting is a uniquely New England institution that dates back to the Pilgrims and beyond. Actually it has its roots in the tribal councils of our forefathers. It is based on the belief that YOU the citizen has the right, no, the duty to make decisions that guide your community forward. So tonight you are being asked to vote on 24 articles at the Annual Town Meeting and a bunch more in the Special Town Meetings.

Every spring we come together to discuss the future of our Town. Most of the time we vote on mundane things like budgets that roll over from year to year. There are also articles for one-time expenditures, changes to the way the Town does business and of course articles where any citizen can petition Town Meeting to do something without having to ask the "Town officials" for permission.

None of the articles at Town Meeting tonight should be a surprise. In addition to posting the Warrant in the papers, the Library and in public areas around Town, there have been open meetings, which are shown on WCTV; reports in the newspapers, and of course blogs and tweets; as well as endless discussions over a beer or coffee. Before voting, the Finance Committee likes to have each proponent explain their article and welcomes community input to the discussion. Every Article on the Warrant has been carefully reviewed by the Board of Selectmen and the Finance Committee to determine whether, in their opinion, it represents the best interests of the Town.

Have you ever wanted to write a novel? The Town Warrant you have in your hands tonight is the outline for the next chapter in the story of Wareham and tonight is your chance to help craft that story. It may not be Downton Abby, but if you look at the Town Warrants over the course of a few years, a story line develops and it is the story of our Town.

For example, in 2014, the Town voted against an over-ride which would have increased our tax rate. It was soundly rejected, and consequently Town services contracted to meet the balanced budget. There were lay-offs and vital services, including the Library and Town maintenance, were reduced. We patched up equipment to keep it running and reorganized some departments. Schools lost some teachers and students were shuffled to new schools and some bus routes cancelled. Road and other maintenance was deferred and trash barrels in public areas were removed. Town Hall closed on Fridays to save utility costs. Everybody learned to do with less. This subplot continues to play out in the background of many of the decisions that are made daily in Town.

Every novel has a horror story and towns have sewer pipes. Plymouth, for example, is faced with a \$40 million bill to replace a single sewer line that failed a few months ago. Sewer pipes are often old and are frequently installed in places that makes maintenance impossibly expensive. Here in Wareham, a 2014 Fall Town Meeting (Article 15) purchased a robotic CCTV camera so that WPCF employees, rather than specialty contractors, could inspect the inside of our buried piping. The same meeting (Article 7) authorized \$750K to "engineer the rehabilitation of the sewer system in the Swifts Beach area". Well, using the new CCTV camera, Guy Campina and his crew inspected and "engineered" the worst parts of the Swifts Beach system spending less than \$100K of that authorization. The WPCF now wants to use the balance of those Article 7 funds (some \$660K) to investigate other problem areas in Town (Article 3 of the Special Town Meeting Warrant). Tonight, Article 4 in the Special Town Meeting Warrant requests \$240K to fix the most troublesome pipes in those areas by relining the pipes in place. A repair that has proven much more cost effective than digging up the old pipes to replace

them. All these articles use WPCF funds. Swifts Beach is not completely fixed, but there are other problem areas crying out for help. Mr. Campina is on the case to inspect those areas and prioritize the worst areas to avoid the horror that Plymouth experienced. Next year, there will be another chapter in this story.

Nothing seems to be easy or goes fast in government. Take for example, the ongoing series of articles to make up for deferred maintenance in our schools. The process seems to go on forever if we want to get help from the State, which we do. First, the School Department discusses the project with the Mass School Board Authority (MSBA). If they decide it is a viable project, the School Department then presents an article at Town Meeting requesting funds for a study; a STUDY, for work we all agree needs to be done!! The study typically takes a year and results in a scope of needed work, bid specs and an engineering estimate to do the work. Then, another Town Meeting must authorize the Town's share of funds for the project. Only then does the work go out for bid. Does this sound familiar? This is how the High School roof was repaired and the Minot Forest School got its new handicap lift. A year ago, at Spring Town Meeting (Article 19), you authorized funding for a "feasibility study" for the installation of a new roof system and boiler at the Decas Elementary School. That study is completed and tonight, a year later, you get to vote on Article 17 which will authorize money for Wareham's share of the funding to do that critical work.

But the Wareham story has many other positive subplots going on:

Our citizen volunteers: The "Don't Trash Wareham" movement represents a positive change in Town. These residents have stepped up to the plate and joined the Garden Club, the Fireworks Committee and other citizen groups that work tirelessly to make Wareham a better place to live.

Our commercial development: In addition to the beautiful new buildings at Rosebrook, we have a new Wal-Mart in West Wareham, but even more encouraging are the new tenants that recently moved into Cranberry Plaza and Wareham Crossing. Downtown, Zecco Marine just installed new floating docks in the Wareham River and we have new owners at the Onset Marina. All this activity confirms that a lot of folks believe in the future of Wareham. Speaking of believing in Wareham, remember to support our local entrepreneurs, the ones with small shops and businesses on Main Street, in our industrial parks and other places around Town.

Our financial controls: Each year we hire Powers & Sullivan, a big-time accounting firm, to audit our books and we dread their "Management Letter", which for years has told us "get your act together". This year we closed the last of those accounting problems that have plagued us for years and for once, we have no "material weaknesses" in our Management Letter. We are still not perfect, but the hard work that has been going on in Town Hall and with all our department heads is finally showing positive results, that not even the Auditors can ignore. Accounting controls and funding our reserves are essential steps to leading this Town forward.

Our future: Tonight you will make decisions that will resonate in Wareham for years. The School Department wants to take the first step to upgrading the elementary schools. The Minot and Decas Schools have served the community and our children for half a century, but it is time to think about buying a new school for our children. Just as most of us fondly remember our first car, we are relieved to have traded it in for a newer model. The school study process will be transparent and will involve the teachers, parents, students as well as the community at large to ensure whatever we do, meets the needs of our children now and in the future. This story will resound at future Town Meetings.

Our future Part 2: An organization change (Article 21) will collect the land use agencies under a Director of Planning to help coordinate planning and development in the Town. While Inspections, Planning, ZBA, and health and environmental all have unique focuses, we require a strategic plan to ensure everyone aims for the same goal; a bright future for Wareham.

Not all stories have happy endings, but ours is brighter tonight than it has been for years. The various leaders in Town are working well together and are maintaining a cordial discourse as they work to shape the future of our community and find the best ways to use our limited funds.

Thank you for being here tonight, vote carefully and remember, with your help and the continued efforts of our Town fathers and Town employees, we can make the story of Wareham something we are all proud of.

Finance Committee:

David Heard - Chair

Bernard Pigeon- Vice Chair

Ellis Bailey- Clerk

Tom Worthen - Member

Joan Fontes - Member

Patricia Rumney - Member

Stuart Novick - Member

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W A R R A N T
ANNUAL SPRING TOWN MEETING
TOWN OF WAREHAM
APRIL 25, 2016

ARTICLE 1 – ELECTION OF OFFICERS

To choose the following officers: two (2) Selectmen for the term of three (3) years, one (1) Assessor for the term of three (3) years, one (1) School Committee member for the term of three (3) years, one (1) Moderator for a term of (3) three years, one (1) Town Clerk for the term of three (3) years, and one (1) Sewer Commissioner for the term of three (3) years, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen

Explanation:

This is a routine, but important article for the Town's Annual Town Meeting. It has no immediate financial impact on the proposed budget, but in the long term, the Town's elected and appointed officials can have a great influence on the Town's financial condition.

**The Board of Selectmen did not vote on this article.
The Finance Committee did not vote on this article.**

Finance Committee Recommendation:

Although the Finance Committee did not vote on this article, it congratulates all our candidates and urges Town Meeting to officially welcome our newly elected Town officials.

ARTICLE 2 – RECURRING BUSINESS

- A. To see if the town will vote to authorize the Board of Selectmen and/or the Town Administrator to apply for, accept and enter into contracts from time to time for the expenditure of any funds allotted or otherwise available to Wareham by the Commonwealth of Massachusetts or the U.S. Government under any State or Federal Grant program or activity, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen

Explanation:

This is a housekeeping article, which authorizes the Board of Selectmen and/or the Town Administrator to accomplish the legal and administrative details necessary to enter into agreements and contracts involving State and Federal Funds.

**The Board of Selectmen recommends approval of this article: 5-0-0
The Finance Committee recommends approval of this article: 6-0-0**

Finance Committee Recommendation:

Without this authorizing article, the Board of Selectmen and/or the Town Administrator would not be able to conduct the business of the Town in a timely and approved manner. The Finance Committee recommends approval of this annual article.

ARTICLE 3 – COMPENSATION OF CERTAIN APPOINTED OFFICIALS

To see if the Town will vote pursuant to G.L. c. 41, s. 108 to set the compensation of elected officials, and further, to set the compensation of certain appointed officials, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen

Explanation:

This article authorizes the establishment of salary levels for the Town Clerk, Registrar, and Moderator provided by Section 108, Chapter 41 of Massachusetts General Law. The elected officials' salaries are as follows:

Town Clerk:	\$71,412.00
Registrar:	\$ 700.00
Town Moderator:	\$ 120.00 per diem

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee recommends approval of this annual article that sets the compensation of the Town Moderator, Town Clerk, and the Registrar that can only be authorized by voters at Town Meeting.

ARTICLE 4 - ANNUAL REPORTS

To receive and hear reports of the Board of Selectmen and the School Committee as required by statute and any other reports from officers, boards, or committees who consider it expedient to do so, or to do or act in any other manner relative thereto.

Inserted by the Board of Selectmen

Explanation:

This is a routine, but important item because it complies with the State's law requirement that these public bodies report annually to their constituents and the Town.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee recommends approval of this article because it complies with the State's law requirement that these public bodies report annually to their constituents and the Town.

ARTICLE 5 – FY17 REVOLVING FUNDS

To see if the Town will vote to approve and all of the following G.L. c. 44, §53½ revolving funds, or to do or act in any manner relative thereto:

<u>Revolving Fund</u>	<u>Authorizing to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>	<u>FY (current) Spending Limit</u>	<u>Disposition of FY (prior) Fund Balance</u>	<u>Spending Restrictions or Comments</u>
COA/Transportation	COA/Transportation	User Fees/	Transportation	200,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
Library	Library	Fines/fees/ Fund Raising	Supplies, books	30,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
COA/Social Pro-grams/ Daycare	COA/Social Programs	User Fees/ Fund Raising	Programs, supplies, equipment, contracted instructors and any other related expenses	50,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
COA/Activities	COA/Activities	User Fees/ Fund Raising	Programs, Supplies, Equipment, Contracted instructors and any other related expenses	50,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
Social Recreation	Director of Social Services	User Fees/ Fund Raising	Programs, supplies, equipment, contracted instructors and any other related expenses	1.00	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
Recycling	Chair of Recycling Committee with approval of Town Administrator	User Fees/ Fund Raising	Programs, receipts from recycling programs and projects, proceeds from fundraising activities and donations	\$50,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
Shellfish Propagation	Shellfish Constable and Town Administrator	Shellfish permits fees + 20% of all fees derived from shellfish permits	Shellfish Propagation and enhancement of shellfish resources	30,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
Board of Health	Health Department	Fees from Rental Inspection program	Fund Rental Inspection Program	75,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
Tax Title Collection	Treasurer/Collector	Tax Title Redemption Recording and Legal Fees	Associated Tax Title Redemption and legal costs	150,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	
Code Enforcement	Building Commissioner	Fines and Fees	General and Zoning By-law Enforcement	100,000	Unencumbered balance from FY16 funds transferred to FY17 revolving fund	

Inserted by the Board of Selectmen

Explanation:

This is a housekeeping article that authorizes the continuance of several revolving funds.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee recommends approval of this article. The amounts listed by account represent the maximum amount that may be spent on the services named. Expenditures within these accounts are restricted to the user fees collected.

ARTICLE 6 – FY17 CAPITAL PLAN

To see if the Town of Wareham will vote to raise and appropriate and/or transfer a sum of money from available funds and authorize borrowing subject to M.G.L. Chapter 44, Sections 7 or 8 or any other enabling authority, for the purpose of capital improvement projects including replacement of vehicles and equipment and repairs to and improvements to town buildings, facilities and waterways, or to do or act in any manner relative thereto.

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

Explanation:

The FY2017 Capital Plan is based off of the balanced budget without the contingent appropriation. As such, there is limited opportunity for capital items.

The Board of Selectmen did not vote on this article.

The Finance Committee did not vote on this article.

Finance Committee Recommendation:

The Capital Planning Committee is expected to present the FY2017 Capital Plan at Town Meeting. At that time, the Finance Committee will report a recommendation directly to Town Meeting.

ARTICLE 7 – FY17 BUDGET

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow such sums of money as are necessary to fund the annual operating budget of the Town for Fiscal Year 2017, or take any other action relative thereto.

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

Explanation:

This article authorizes the approval of the Town budget for Fiscal Year 2017. Additional information about the FY2017 budget is available in the Appendix.

The Board of Selectmen recommends approval of this article: 4-0-0
The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee has reviewed the Fiscal Year 2017 budget and met with all the department heads responsible for its creation. The Finance Committee believes this budget is the best plan for supporting Wareham's operations within the constraints of our tax base. The Finance Committee recommends approval of this article.

SEE APPENDIX 1 - FY2017 BUDGET DOCUMENTS

ARTICLE 8 - Upper Cape Cod Regional Vocational-Technical School District Budget

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money as its share of the operating and capital costs of the Upper Cape Cod Regional Vocational-Technical High School District for the Fiscal Year July 1, 2016 through June 30, 2017, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen at the request of the Upper Cape Cod Regional Vocational-Technical School District

Explanation:

Wareham's FY2017 proportional assessment from the Upper Cape Cod Regional Vocational-Technical High School District is based on the number of students from Wareham attending the school. The school's budget is formulated by its administration and Regional School Committee and submitted to its member towns: Bourne, Falmouth, Marion, Sandwich, and Wareham for their approval. The budget must be approved by four of the member towns.

The Board of Selectmen recommends approval of this article: 5-0-0
The Finance Committee recommends approval of this article: 7-0-0

Finance Committee Recommendation:

The Finance Committee reviewed the Upper Cape Cod Vocational Technical School budget and interviewed the Superintendent of the school. Upper Cape Cod Vocational Technical School is a regional educational option for our high school students. This option provides 253 of our students with marketable skills right out of high school, along with a general education strong enough to qualify many of them for two or four year college programs. The Finance Committee believes that the presented budget is reasonable and recommends approval of this article.

ARTICLE 9 - EMERGENCY MEDICAL SERVICES BUDGET

To see if the Town will vote to appropriate a sum of money to the Emergency Medical Services salaries and wages account, the Emergency Medical Services general expense account, and further, to authorize a sum of money in estimated receipts of the Emergency Medical Services to be used to offset said appropriation in accordance with M.G.L. Chapter 44, Section 53E, or to do or act in any manner relative thereto.

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

Explanation:

This article authorizes the Town to pay a sum of money from the general account for salary and other expenditures necessary for the operation of the Emergency Medical Services. This article further authorizes that anticipated revenues received from Emergency Medical Services be used to offset salary and other expenses.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 7-0-0

Finance Committee Recommendation:

The Finance Committee interviewed the Emergency Medical Services department head and has reviewed this budget. The EMS Department provides Wareham with a valuable service. After billing various government and insurance entities, the EMS Department covers its costs and returns unexpended funds to the Town. The Finance Committee believes that the presented budget is reasonable and recommends approval of this article.

SEE APPENDIX – FY2017 EMS BUDGET

ARTICLE 10 - 2017 COMMUNITY PRESERVATION FUND RESERVES

To see if the Town will vote to reserve for future appropriation from Community Preservation Funds FY 2017 estimated annual revenues the following amounts (1)\$39,000.00 for administrative expenses ; (2) \$78,000.00 to Open Space Reserves; (3)\$78,000.00 to Historical Preservation Reserves; and (4) \$78,000.00 to Affordable Housing Reserves or to do or act in any thereto manner relative thereto.

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

Explanation:

The Community Preservation Committee is required by law to reserve 10% of the fiscal year's estimated revenue for historical preservation, affordable housing and open space/recreation grants and to allocate 5% of this estimated revenue for its administration expenses. The FY2017 estimated revenue is \$780,000.00.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

The Community Preservation Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee recommends approval of this annual article that allocates the Community Preservation Committee's estimated revenues to specific reserve accounts. This article will keep the Community Preservation funds compliant with State law. The Finance Committee reviewed the amounts in this article and believes that the article is appropriate.

ARTICLE 11 - WESTFIELD - FENCING AND FIELD IMPROVEMENTS

To see if the Town will vote to appropriate from the Community Preservation Unallocated Fund monies available in the Community Preservation Fund under the category of Open Space/Recreation, up to the sum of \$24,000.00, to fund the purchase and installation of fencing around three softball fields that exist at the Westfield recreation complex or to take any action relative thereto.

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

Explanation:

The Wareham Girls Softball (WGS) organization has a license from the Town of Wareham to use the softball fields at Westfield. WGS is responsible for maintaining the three ball fields on which 150 girls, grades K-8, participate in softball games, practices and training. The fencing will be installed around the three fields to better define the boundaries of the fields and improve the safety of those playing on the fields.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

The Community Preservation Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee interviewed the Community Preservation Committee members who recommend this article. The Finance Committee believes the purpose for, and the amount of the expenditure, are appropriate. Given the constraints of the Wareham budget, the Finance Committee believes that Community Preservation funds should be used for capital projects of this sort which support outdoor recreation for our daughters. The softball season will help teach our children the value of teamwork, exercise, competition, and may provide positive role models. The Finance Committee recommends the upgrade to the Westfield recreation complex.

ARTICLE 12 - FIRST CONGREGATIONAL CHURCH HISTORIC WINDOW PRESERVATION

To see if the Town will vote to appropriate from the Community Preservation Historical Preservation Reserve Fund monies available in the Community Preservation Fund under the category of Historical Preservation, up to the sum of \$60,000.00, to fund the restoration and preservation of nineteen (19) antique stained glass windows on the First Congregational Church located at 11 Gibbs Avenue or to take any action relative thereto.

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

Explanation:

The First Congregational Church was founded in 1739 and has been a major part of Wareham's history for over 275 years. The current structure was rebuilt in 1914 after a fire. The \$60,000 for the restoration and preservation of the stained glass windows is just part of a \$175,000 project for the restoration of the exterior of the church.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 3-2-1

The Community Preservation Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Community Preservation Act was signed on September 14, 2000 and raises money through a surtax on our property assessment along with some matching funds from the State. This money is set aside to preserve open space and historical sites, create affordable housing, and develop outdoor recreational facilities. This cash is unavailable to fund ordinary Town expenditures. Given the budget constraints created by our tax base, this is one of the few sources of funds available to us for "standard of living" projects. These funds should be expended carefully, but often, to create a stronger, more livable town.

This article wasn't fully presented to the Finance Committee, as representatives from the church did not attend the meeting where we were asked to give them \$60,000 in taxpayer money. According to the news service, this is the entire amount of the restoration. The church will not use its own fundraising to lower the cost to the taxpayers. Several members of the Finance committee believe that religious institutions should not receive taxpayer money unless there is a direct secular purpose. In this case, the church and windows are barely 100 years old, the windows are not prominently displayed for public viewing, unless one attends a service, and there is no documentation or estimates of the planned expenditures. Those voting against public funds for the restoration of the windows, believe that the windows have a greater religious function and less of a secular benefit to the community. These members recommend that these Community Preservation funds remain with the Town to benefit a project that will be used by a greater portion of the Town's citizens.

The stained glass windows at the First Congregational Church were created by Charles Jay Connick in the early 1900's. Mr. Connick was a renowned artist who created stained glass windows for St. Patrick's Cathedral in NYC, the Princeton University Chapel, and the 73 ft. stained glass windows in the Heinz Memorial Chapel which are among the tallest in the world. The First Congregational Church has a 270 year history and is considered to be the center of Wareham by many historians.

Community Preservation Act money was intended to, among other things, preserve historical sites. The members of the Finance Committee voting to fund this proposal, believe that the preservation of these windows is an appropriate and desirable use of Community Preservation money which is in the best interest of the taxpayers of Wareham.

ARTICLE 13 - ONSET BATH HOUSE HISTORIC REHABILITATION

To see if the Town will vote to appropriate from the Community Preservation Unallocated Fund monies available in the Community Preservation Fund under the category of Historic Preservation, up to the sum of \$215,000.00, to fund the exterior historic components of the Onset Bathhouse restoration or to take any action relative thereto.

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

Explanation:

The Buzzards Bay Coalition (BBC) is requesting \$215,000 for the exterior restoration and rehabilitation of the historic Onset Bathhouse. This is part of BBC's \$2,134,257 Onset Bay Discovery Center project in conjunction with the commitment of \$809,800 for the acquisition of land at Burgess Point and the purchase of Wickets Island, of which \$400,000 of Community Preservation funding was approved at the 2015 Fall Town Meeting. The total cost of the project is \$2,944,057. The Onset Bay Discovery Center meets three identified needs of our community:

1. Support of the Town's effort to promote tourism.
2. Restoration of the Onset Bathhouse.
3. Creation of an environmental program for the youth of Wareham.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

The Community Preservation Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee believes the Buzzards Bay Coalition will be a tremendous partner in the revitalization of Onset. The Coalition will raise a significant amount of money for this project. The requested funds are a small percentage of the money that will be invested into our community. The Finance Committee interviewed representatives from the Buzzards Bay Coalition and the Community Preservation Committee and determined that this is an appropriate use and reasonable amount of Community Preservation seed monies for this type of project. The Finance Committee recommends approval of this article.

ARTICLE 14 - ONSET BATH HOUSE LEASE

To see if the Town will vote to authorize the Board of Selectmen to lease the "Onset Bath House" as described in a filing on file in the office of the Town Clerk for a term of up to 99 years, to seek such legislative authorization as may be necessary to effectuate such lease, and to take any other necessary action relative thereto.

Inserted by Board of Selectmen

Explanation:

This article seeks to allow the Board of Selectmen to enter into a lease agreement for the Onset Bath House of up to 99 years. The Onset Bath House has sat in disrepair for many years. The Town is seeking to lease the property to return it to its former excellence by making it a viable part of the Town that can bring in revenue to the community, provide services for area children and remove the blight of a partially abandoned building.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

This is the next step in the bathhouse/Wickets Island project approved in 2015. The Finance Committee believes that the Buzzards Bay Coalition's project will bring new life and economic vitality to Onset. The Finance Committee believes that the lease issues are of some concern, but should be resolved before taxpayer money is expended. The benefits of this project will be enjoyed by Wareham residents and should be a draw for non-residents to come to Wareham and spend money in our restaurants, hotels, and parking meters. The Finance Committee believes that this expenditure is reasonable and recommends approval of this article.

ARTICLE 15 - USES ALLOWED ON ROAD LAYOUTS

To see if the Town will vote to amend the Town Bylaws, Division II, Article I, by adding the following sections in the Town Bylaws, Division II, Article I:

- Section 21. No person shall erect, place or maintain on a public way any item or material such as fencing, curbing, plantings, markers or any other material that may impede the use or maintenance of that way by the public.

Explanation:

This would keep property owners' from placing obstructions, including unregistered cars and donation boxes along the side of the roadway on Town property.

- Section 22. No person shall erect, place or maintain a fence, barrier or other obstruction, closer within 1 foot of a public way that may interfere with the use of or maintenance of that way or take any action relative there to.

Explanation:

This would keep property owners' from erecting a fence right out to the Town property line.

- Section 23. No person shall erect or maintain a fence or barrier that will obstruct a line of sight that will impede entry or exit onto a roadway or take any action relative there to.

Explanation:

A lot of calls come in concerning property owners blocking site lines with fences, signs and shrubs.

Inserted by Board of Selectmen at the request of David R. Moore, Interim Building Commissioner, Inspectional Services

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

This article sets a minimum distance for personal property from Town right-of-ways to help our Town employees efficiently maintain Town property. The Finance Committee does not believe this article has any significant cost to the taxpayers and they believe it will add clarity to the existing Bylaw. The Finance Committee recommends approval of this article.

ARTICLE 16 - MINOT FOREST SCHOOL BUILDING: MSBA FEASIBILITY STUDY

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 a feasibility study of the renovation or replacement through a new building of the Minot Forest Elementary School, 63 Minot Avenue, Wareham 02571, for which the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

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

Explanation:

This article is proposed to be used should the district be successful in its application to the MSBA Feasibility Study of the renovation or replacement through a new building of the Minot Forest Elementary School. A Town Meeting article would be necessary if such an application was successful as funds would be required for the study.

The Board of Selectmen recommends approval of this article: 4-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

This article will allow the School Superintendent to commission a study to renovate or replace the Minot Forest Elementary School. The study will be supported by the MSBA which will reimburse Wareham roughly 70% of the cost. Approximately \$300,000 will be required from Free Cash to support the study. The deliverable from the study will be architectural drawings, estimates, and bid forms. Three possible solutions are seen: a major renovation of the existing building, replacement of the existing building, or create an elementary school campus that would place both elementary schools on the same lot. The decision to renovate or replace will be left to a future Town Meeting. Either path may require a debt exclusion. The Finance Committee believes that the elementary schools are in poor condition and should be reviewed by professional State Planners. The Finance Committee recommends approval of this article.

Several Finance Committee members toured the Minot Forest School and found deficiencies that should be addressed. They are as follows:

- 1. No building-wide fire suppression. The lack of fire sprinklers is grandfathered, but does not meet current standards.**

2. Asbestos pipe lagging, floor tiles and ceiling tiles. Management takes steps to prevent airborne asbestos fibers, but the presence of this material makes even minor repairs and upgrades difficult. For example,
 - a. The school does not have a working bell system to signal class changes. Running wires in the ceiling would require significant remediation costing multiples more than repairing the bell system. Wires for a chair-lift system had to be run on an exterior wall.
 - b. Pipe lagging within the walls prevents access for repairs and upgrades.
3. Many rooms have a single electrical outlet. Upgrades to the classrooms by installing computers, I-Pad charging stations, overhead projectors or other equipment is difficult or unworkable. The wiring and electrical panels 50 years old and far from code. As an example, there was one electrical outlet under a sink in a classroom. It was disabled.
4. Wheelchair entrance and egress is far less than optimal as it is in the back of the building. This entrance is locked outside of the normal pickup and drop-off times, creating extra effort for staff and parents outside these times.
5. The boilers used to heat the school are 50 years old. They are inefficient and repair parts are difficult to find.
6. The visitor entrance to the school provides no secondary level of security once visitors are buzzed into the lobby. The office staff is in an open space and cannot have a private discussion with a parent or administrator.
7. Music classes are permanently set up in an old gymnasium.
8. By State law, preschoolers may not share an emergency egress route or bathrooms with older children. Fourth graders in the vicinity of the pre-school rooms are forced to take a longer emergency egress route and must walk to another wing to use bathroom facilities.
9. The elevator works, but is nearing its end of life.
10. There is a room housing three special education classes. The classes are separated by four foot bookshelves.
11. The windows are beyond their expected life.
12. There is a teacher preparation office in an old gym shower. The floor drain still connects to the sewer system and lets sewer gas into the office space when the trap water evaporates.
13. There are a hundred minor issues that need attention.

ARTICLE 17 – JOHN W. DECAS ELEMENTARY SCHOOL: MSBA ACCELERATED REPAIR PROJECT

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 a partial roof and boiler replacement project at John W. Decas Elementary School, 760 Main Street, Wareham 02571, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA for the Project shall not exceed the lesser of (1) (TBD) percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

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

Explanation:

A previous Town Meeting article was approved authorizing a Feasibility Study for a partial roof and boiler replacement project at the John W. Decas Elementary School. This study is now underway. The next phase of the project will be the construction phase. This article is seeking approval of the funding for the construction phase. This article is proposed as a 'placeholder' article as the project Feasibility Study has not yet been completed. Once this study is completed, an estimated total project cost will be available.

The Board of Selectmen recommends approval of this article: 4-1-0

The Finance Committee recommends approval of this article: 7-0-0

Finance Committee Recommendation:

Several members of the Finance Committee toured the John W. Decas Elementary School. Many areas in the wing, which needs a new roof, have collection buckets to receive water from the leaky roof. An "X" on the floor marks the proper location for each bucket. The roof has rotten wood, missing flashing, soft spots, and numerous patches. Once water is in the building, it goes in many directions and is difficult to tie to a specific area, making long-term patching impossible. There is a significant risk of mold which will require remediation at significant taxpayer expense.

The Decas Elementary School has one operating boiler. Repair parts must be custom made and the second boiler is considered beyond repair. If the operating boiler breaks in the winter, school will be closed until it is repaired or replaced and the school's pipes will be in danger of freezing. These old boilers are about the size of a pick-up truck and have poor operating efficiency.

The MSBA is expected to award Wareham up to \$1.6 million, representing 70% of the estimated cost of the project. This article will approve the funding by the Town for the remaining 30%.

The Finance Committee recommends approval of this article while State money is available for the project.

ARTICLE 18 – MOBILE HOME PARK BY-LAW

To see if the Town will vote to approve that the following Chapter be added as a general Bylaw to the Code of the Town of Wareham, subject to and effective upon authorization by the Massachusetts General Court, and subject to the addition of the actual Chapter and Date in Section of the Bylaw.

Inserted by the Petitioners as required by law.

Explanation:

Section 1: The purpose of this Bylaw is to provide, pursuant to the provisions of Chapter _____ of the Acts of _____ (the "Acts"), for the regulation of rents for the use or occupancy of Mobile Home Park Sites in the Town; for the regulation of the eviction of Mobile Home Park tenants; for the establishment of minimum standards for the use and occupancy of mobile home park accommodations; for the registration by owners of mobile home park accommodations; and for the establishment of a Rent Control Board with the powers and duties prescribed herein, in accordance with the Acts, this Bylaw and any Rules and Regulations established hereunder exists, to ensure equity in the cost of housing residents of Mobile Home Parks within the Town of Wareham.

**The Board of Selectmen does not recommend approval of this article: 3-2-0
The Finance Committee recommends approval of this article: 0-5-0**

Finance Committee Recommendation:

The Finance Committee makes no recommendation on this article.

Those voting for the creation of a Rent Control Bylaw believe the residents of the Town's manufactured home parks are vulnerable and can easily be taken advantage of by unscrupulous landlords.

Those voting against the creation of a Rent Control Bylaw believe the Town should not interfere with a third party contract which each resident of the park willingly signed to obtain the valuable services, such as water, sewer, plowing, and common space maintenance that the parks provide. The residents have not exhausted other remedies for their complaints. They do not seem to have considered a Sunshine Fund for residents who are down on their luck, forming an HOA and buying the park debt from the bank, or enforcing their contract rights using a market rate or pro-bono attorney. Further, the petitioners do not appear to be any more vulnerable than any other property owner in Wareham who must maintain their mortgage, tax, sewer and water payments or risk foreclosure.

SEE APPENDIX 3 - MOBILE HOME PARK ADDENDUM

ARTICLE 19 – SEWER COMMISSIONERS BY-LAW CHANGE

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, clarify and define the powers and duties of the elected sewer commissioners.

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 by Section 12 of Chapter 43B is hereby amended as follows:

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. 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 of Sewer Commissioners shall not be subject to the supervision of any department, commission, board, bureau, agency or administrator of the Town except to the extent and in the manner provided by the Wareham Town Charter. The Board of Sewer Commissioners, in the performance of their elected duties, shall from time to time hire, transfer or otherwise appoint or employ legal counsel, financial advisors and such other experts, engineers, agents, accountants, clerks and other consultants and employees as it deems necessary and determine their duties.”** The Board shall develop a comprehensive or master plan for a town-wide system of sanitary sewers, which shall include, in graphic and textual form, policies to govern the future growth and development of the entire town. The Board, in conjunction with other land use bodies shall assist in developing a long-range strategic plan for guiding town growth and development. The powers and authority of the Board shall include: (1) oversight of the Sewer Enterprise Fund; (2) setting rates and charges for the use of the sanitary sewer system; (3) responsibility for the appointment of the Sewer Superintendent as established in subsection (d); and (4) providing advice to the Board of Selectmen relating to the 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 this Charter, the Board of Sewer Commissioners’ authority and sewer superintendent’s responsibilities shall pertain only to the operation of the sewer system and facilities. The Town Administrator shall maintain and exercise administrative control over personnel as provided by this Charter, and the Board of Selectmen shall be the Town of Wareham’s sole collective bargaining agent as provided for by G.L.c. 150E. **“The Board of Sewer Commissioners shall be included in the collective bargaining process as it pertains to the Water Pollution Control Facility.”**
- (c) Appointments – Upon an opening on the Board for which there is no candidate, the position shall be filled by appointment by the Board of Selectmen and the existing members of the Board of Sewer Commissioners. The person appointed to the opening 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 15 days after notice of the appointment has been filed with the Board of Selectmen, unless the Board of Selectmen shall, within that period and by a majority vote of all of its members, reject the appointment or if the Board of Selectmen has earlier voted to affirm.

- (1) The Sewer Superintendent shall be responsible for the efficient administration of the sewer system and facilities, and for implementing votes of the Sewer Commissioners that are within the Commission's jurisdiction. Except as expressly provided in this Charter, the Sewer Commissioners shall not have control over personnel matters.
 - (2) The Town Administrator shall appoint and remove, subject to the civil service law, if applicable, all sewer department subordinates and employees. Within 15 days following the day on which notice of the appointment is filed with the Board of Sewer Commissioners, the 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 the appointment. If the Board of Sewer Commissioners does not affirm or reject an appointment within those 15 days, the appointment made by the Town Administrator shall become effective.
- (e) The Board of Sewer Commissioners shall provide a detailed and balanced budget for the sewer system and the Sewer Enterprise Fund to the Town Administrator by January 5.
- (f) The removal of the Sewer Superintendent shall be governed by Sections 7-9.

Section 2. This act shall take effect upon its passage

Inserted by the Petitioners as required by law.

Explanation:

An explanation was not provided for the Warrant.

The Board of Selectmen does not recommend approval of this article: 5-0-0

The Finance Committee does not recommend approval of this article: 5-1-0

Finance Committee Recommendation:

The Finance Committee met with the petitioners who are three of the Town's sewer rate payers who also happened to be Sewer Commissioners.

Some of the article may not be legal. It is difficult to believe the Wareham Sewer Commissioners will not be accountable to the DOR or other agencies. The Finance Committee believes we are one town and town government at all levels should be at least somewhat accountable to the Town Administrator and the Board of Selectmen.

Wareham does not need another independent agency with duplicate accounting, payroll, HR, billing, legal, or other clerical/management functions that should reside in Town Hall. The rate payers may suffer significant rate increases due to duplication of services and unaccountable consultant retention if this article passes.

The Sewer Commissioners would like a "seat at the table" for collective bargaining. This is the sole domain of the Board of Selectmen and Town Administrator. The term "seat at the table" is so vague that it is legally meaningless. This sentence will cause enormous problems at some point in the future as the Town bargains from two different directions and the Union plays one off the other.

The Finance Committee recommends that Town Meeting reject this article.

ARTICLE 20 – AMEND TOWN OF WAREHAM’S WETLAND BY-LAW

To see if the Town will vote to amend the Town of Wareham’s Wetland By-law.

Inserted by the Board of Selectmen at the request of the Wetland By-law Study Committee

Explanation:

The Fall 2015 Town Meeting established the Wetland By-law Study Committee, which was charged with the express purpose of reviewing the Wareham Wetland By-law and proposing revisions thereto. The Committee met numerous times and sought public input before finalizing its proposed revisions.

The proposed revisions may be summarized as follows:

1. Technical clean-up and re-organization of the existing By-law;
2. A new requirement that separate Notices of Intent be filed for all lots within any subdivision, so that resultant Orders of Conditions and eventual Certificates of Compliance, would track with each separate lot and no longer be dependent upon the completion of all work in the subdivision; and
3. Revision of the section allowing the Conservation Commission to grant waivers to the thirty foot "No Activity" zone immediately adjacent to wetland resources, by removing the section requiring the Commission to grant handicap shoreline access waivers and replace it with language that allows the Commission to grant waivers for construction of shoreline access paths, regardless of disability.

The Board of Selectmen recommends approval of this article: 4-0-0

The Finance Committee recommends approval of this article: 5-1-0

Finance Committee Recommendation:

At the Fall 2015 Town Meeting, an article removing the entire Wetlands Bylaw was withdrawn with the compromise that the Wetlands Bylaw was to be re-written prior to the Spring 2016 Town Meeting. Although several of the changes to the Wetland Bylaw are good, most of them amount to rearranging the deck chairs. Definitions were moved from the back of the document to the front and several grammar and spelling mistakes were corrected. The substantial changes to the Bylaw allow a footpath to a resource. The Wetland Bylaw Committee did have suggestions for changes, however, the Committee was created by Town Meeting and with an end date, thus it's automatically disbanded.

The Finance Committee recommends approval of this article. Several members expressed the hope the intended process of lowering costs and permit time for residents, and even for the Town's Municipal Maintenance Department will continue, while protecting the Town's natural resources.

SEE APPENDIX 4 – WAREHAM WETLAND BY-LAW COMMITTEE REPORT AND PROPOSED AMENDED WAREHAM WETLAND BY-LAW

ARTICLE 21 – REORGANIZE 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 at the request of the Town Administrator

Explanation:

The creation of Department of Planning and Economic Development is to foster and acknowledge the interrelationship that is inherent in Planning, Community and Economic Development, Zoning, Conservation, Community Preservation, and Inspectional Services.

The department will create and implement both short and long-term community goals. It will also help guide and coordinate efforts of the various boards, committees and commissions so that their processes are streamlined to accomplish said goals.

The department will have a great impact upon the community's development and will need to rely upon the technical skills of staff, the use of policies and regulatory controls to achieve the community's desired development.

The Town will also combine the positions of Director of Planning and Community & Economic Director to create a new position anticipated to be named Director of Planning and Economic Development.

This would not impact the authorities of any boards, committees or commissions involved. An organizational chart showing the impacted departments is in the Appendix.

The Board of Selectmen recommends approval of this article: 4-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation

This article will combine the positions of CEDA Director and the Planning Director. The positions will be replaced by a Director of Planning and Community Development who will oversee CEDA, Planning, the Zoning Board of Appeals, Conservation, Community Preservation, and Inspectional Services. The intention of the reorganization is to create and implement a smart growth plan for Wareham which will increase tax revenues and living standards while preserving the best qualities of our Town. The reorganization will also create the position of Permits Coordinator. This coordinator will help desirable, job creating businesses navigate the complexities of permitting their projects. The cost of

this reorganization is nominal as the CEDA and Planning Director positions are already budgeted. Now that the Town's financial house is in order, the Finance Committee believes this reorganization is a vital second step to long-term financial stability for the Town and recommends approval of this article.

SEE APPENDIX 5 - ORGANIZATIONAL CHART

ARTICLE 22 – CHARTER CHANGE – ANNUAL TOWN MEETING

To see if the Town will vote to authorize the Board of Selectmen to request special legislation in the form of a home rule petition bill to be filed in the General Court of the Commonwealth, to amend Section 2-3 of the Wareham Town Charter to establish both the spring and fall town meetings as annual town meetings.

Inserted by the Board of Selectmen

Explanation:

This article seeks to amend the Town Charter so that it and the Town Bylaws are in agreement & that the spring and fall Town Meetings are considered Annual Town Meetings.

The Board of Selectmen recommends approval of this article: 5-0-0

The Finance Committee recommends approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee recommends approval of this article. This article will allow the Town to manage its finances more efficiently as certain Town business can only be handled at an Annual Town Meeting.

ARTICLE 23 – MINOT FOREST DOG PARK

To see if the Town will vote to appropriate from the Community Preservation Unallocated Fund or any other monies available in the Community Preservation Fund under the category of Open Space/Recreation, up to the sum of \$100,000.00, to fund the creation of a 1 one acre parking lot and dog park in the town owned Minot Forest off Indian Neck Road between Minot Ave and Stillman Drive or to take any action relative thereto.

Inserted by the Petitioners as required by law.

Explanation:

The 2010-2017 Town of Wareham Open Space and Recreation Plan documents the Town's goal to increase and enhance the public's opportunity to enjoy open space and recreation facilities and to create a park dedicated to safe canine activities. A dog park is a public park that is fenced, where people and their dogs can play together. This park will offer dogs an off-leash play area. There will be separate space for large and small dogs.

The 2014 Playground and Open Space Assessment and Recreation Plan recommended the development of a dog park on the Bryant Farm property, owned by the Town of Wareham. The Bryant Farm site could not support the creation of a dog park because of wetland limitations. The Open Space Committee contacted the Minot Forest Committee to see if a section of Minot Forest could be used to create a parking area and dog park. At their May 19, 2015 meeting, the Minot Forest Committee voted 3-0-0 to support the creation of parking lot and dog park on one acre in Minot Forest along Indian Neck Road. This area was cleared several years ago during the Red Pine harvest. This one acre parcel will contain parking for 20 vehicles, as well as fenced areas for large and small dogs.

The Board of Selectmen recommends Further Study of this article: 3-2-0
The Finance Committee does not recommend approval of this article: 6-0-0

Finance Committee Recommendation:

The Finance Committee approves of using Community Preservation monies to help construct a dog park in principle, but this article is missing several key elements that would make it acceptable.

1. The Finance Committee would prefer the petitioners purchase land instead of using Town land, even if it means buying Town land for a nominal amount or requesting more Community Preservation funds to purchase land. When the petitioner, a not-for-profit entity, purchases their own land, there is no possible liability for the Town and no possibility that our busy Municipal Maintenance Department workers are tasked with cleaning up messes at the site.
2. The Finance Committee would like to see written estimates for the work and a third party appraisal of any land that they intend to purchase for market price. Asking for big round dollar amounts makes several of the Finance Committee members uncomfortable that the project is properly planned prior to the expenditure of funds.

The petitioners are well-meaning residents who are volunteering their time and cash to improve the livability of Wareham. Unfortunately, they are mired in a process that is difficult to navigate. The Finance Committee has recommended not approving this article, but the Finance Committee suggests a Further Study Committee. As a petitioned article, the petitioners receive no help from the Town to develop their article. In a Further Study setting, they will have more access to Town resources to complete their plans. The Finance Committee hopes to see a complete plan at a future Town Meeting, but cannot recommend this article at this time with this planning.

ARTICLE 24 -WPCF ENTERPRISE FUND

To see if the Town will vote to appropriate a sum of money from the Water Pollution Control Facility Enterprise Fund: Salary and Wages; Expenditures (includes debt), in accordance with Chapter 44, Section 53-1/2F of the General Laws to defray the operating and capital expenses of the Water Pollution Control Facility for the fiscal year beginning July 1, 2016, and ending June 30, 2017, or to do or act in any manner relative thereto.

Inserted by the Board of Selectmen

Explanation:

This article seeks to appropriate a sum of money from the Water Pollution Control Facility Enterprise Fund, salaries and wages and expenditures, to defray the operating and capital expenses at the Water Pollution Control Facility for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

The Board of Selectmen recommends approval of this article: 4-0-0

The Finance Committee recommends approval of this article: 6-0-0

The Sewer Commissioners recommend approval of this article: 5-0-0

Finance Committee Recommendation:

This is a recurring article which funds the Water Pollution Control Facility. The Finance Committee recommends Town Meeting approve this article.

SEE APPENDIX 6 – FY2017 WPCF ENTERPRISE FUND/BUDGET

APPENDIX 1 – FY2017 BUDGET DOCUMENTS

FY'17 PROPOSED REVENUE & EXPENSES

REVENUES		EXPENSES	
<u>FY17 TAX LEVY</u>		<u>RECAP SHEET ITEMS</u>	
FY16 Levy Limit	36,344,277	State Assess: Tuition Assessment	1,731,546
2.5% Increase	908,607	State Assess: Retired Teachers' Health Ins	1,327,552
Estimated New Growth	351,200	State Assess: All Other	453,468
		Overlay	325,000
			3,837,566
<u>OTHER REVENUE</u>		<u>TOWN MEETING ITEMS</u>	
State Aid Chapter 70 School	12,733,296	Mayflower Muni. Hlth Ins. Grp & Dental	6,645,854
State Aid General Government	2,372,851	Plymouth County Retirement & LIUNA	3,660,317
Estimated Local Receipts	5,685,000	Property, Liability & Workers' Comp Ins.	1,014,221
Available Funds	106,000	Medicare	450,000
Enterprise Fund Direct Costs Transfer	882,096	Unemployment	200,000
		Life Insurance	30,000
		Veterans' Benefits	390,000
		Debt Principal	650,000
		Debt Interest Long & Short Term	95,000
		SRPEDD	3,796
			13,139,188
<u>Total Estimated Revenues</u>		<u>OPERATING BUDGETS</u>	
		School Budget	26,502,583
		School Transportation	1,450,000
			27,952,583
		Upper Cape Cod Tech Regional	3,068,911
		General Government Budget	11,385,079
		<u>Total Estimated Expenses</u>	<u>59,383,327</u>
		<u>ESTIMATED FY'17 BUDGET BALANCE</u>	
		-	

TOWN OF WAREHAM FY17 BUDGET

	FY13	FY14	FY15	FY16 Projected	FY17 Request
Real Estate Taxes	31,597,312	32,649,835	33,899,557	34,981,651	36,344,277
2 1/2 Authorized	789,933	816,246	847,489	874,541	908,607
Growth	248,635	433,476	234,605	488,085	351,200
Override	-	-	-	-	-
PROPERTY TAXES & OTHER REAL ESTATE TAXES	32,635,880	33,899,557	34,981,651	36,344,277	37,604,084
<u>INTER-GOVERNMENTAL TRANSFERS</u>					
School Chapter 70	12,345,207	12,416,757	12,488,232	12,558,607	12,612,947
School Transportation	-	-	-	-	-
Charter Schools	51,847	151,575	193,337	144,974	120,349
School Lunch	-	-	-	-	-
School Choice Receiving Tuition	-	-	-	-	-
Homeless Student Transportation Repayment - McKinney-Vento	134,635	116,394	75,000	-	-
Sub Total School	12,531,689	12,684,726	12,756,569	12,703,581	12,733,296
Unrestricted General Government Aid	1,673,496	1,673,496	1,760,560	1,823,940	1,902,369
Veteran Benefits	204,028	220,182	223,421	282,365	282,365
Exemptions - Veterans, Blind, Surviving Spouses & Elderly	123,275	128,683	130,497	129,310	120,983
State Owned Land	40,517	42,090	38,085	38,085	67,134
Sub General Government	2,041,316	2,064,451	2,152,563	2,273,700	2,372,851
CHERRY SHEET AID & OFFSETS	14,573,005	14,749,177	14,909,132	14,977,281	15,106,147
<u>EST. LOCAL REC. & REIMBURSEMENTS</u>					
Local Meals Excise	434,202	436,552	466,570	432,000	455,000
Local Rooms Occupancy Excise	29,211	36,578	42,440	160,000	240,000
Boat Excise	54,966	52,269	50,936	50,000	50,000
Motor Vehicle Excise	2,130,601	2,448,160	2,508,566	2,320,000	2,410,000
Licenses & Permits	839,932	1,090,059	1,195,730	895,000	920,000
Fees	554,056	628,026	632,138	590,000	605,000
Rentals	115,829	111,135	111,811	110,000	110,000
Penalties & Interest	275,866	321,529	623,842	300,000	355,000
Fines & Forfeits	81,704	40,903	40,582	40,000	40,000
Investment Income	19,905	42,365	24,224	23,000	25,000
Medicaid	271,505	292,535	212,890	270,000	210,000
Misc. Recurring	323,593	218,179	296,560	220,000	265,000
Misc. Non-Recurring	531,787	252,772	30,010	-	-
Estimated Local Receipts - Total	5,663,157	5,971,062	6,236,099	5,410,000	5,685,000
<u>AVAILABLE FUNDS</u>					
Harbor Service Permit Fees	135,000	50,000	78,546	81,000	81,000
Overlay Reserve	155,000	-	-	-	-
RRFA - Onset Pier	84,600	30,000	-	-	-
Waterways Improvement	60,000	-	-	-	-
Wetlands Protection	25,000	25,000	20,000	-	25,000
Available Funds - Total	459,600	105,000	98,546	81,000	106,000
<u>ENTERPRISE FUND</u>					
Enterprise Fund Direct/Indirect	513,000	583,000	823,543	872,956	882,096
TOTAL GENERAL FUND	53,844,642	55,307,796	57,048,971	57,685,514	59,383,327
<u>EXPENSE</u>					
Department or Unit					
Town Meetings - Wages	1,368	1,522	1,690	3,440	3,440
Town Meetings - Expenses	13,648	2,476	3,098	9,200	9,200
	15,016	3,998	4,788	12,640	12,640
Selectmen's - Wages	74,000	75,604	76,006	78,461	79,815

TOWN OF WAREHAM FY17 BUDGET

	FY13	FY14	FY15	FY16 Projected	FY17 Request
Selectmen's - Expenses	7,761	9,287	7,098	9,100	9,191
	81,761	84,891	83,104	87,561	89,006
Town Administrator - Wages	242,583	211,589	228,897	263,589	247,787
Town Administrator - Expenses	9,012	6,920	11,482	12,950	10,950
	251,595	218,509	240,379	276,539	258,737
Finance Committee - Expenses	3,155	1,206	1,076	2,500	2,500
Reserve Fund	-	75,000	97,543	90,000	90,000
Town Accountant - Wages	169,676	111,965	131,863	173,126	182,141
Town Accountant - Expenses	29,593	30,611	10,161	13,000	13,000
	199,269	142,576	142,024	186,126	195,141
Audit	60,000	60,000	60,000	65,000	65,000
	60,000	65,000	60,000	65,000	65,000
Assessors - Wages	277,270	286,340	247,471	264,997	272,917
Assessors - Expenses	20,926	17,424	23,966	24,500	28,650
	298,196	303,764	271,437	289,497	301,567
Revaluation - Expense	-	170,098	78,485	-	-
	-	-	-	-	-
Treasurer - Wages	282,110	276,052	289,613	303,573	309,168
Treasurer - Expenses	127,542	88,673	95,630	88,470	91,030
	409,652	364,725	385,243	392,043	400,198
General Services - Wages	-	-	-	-	-
General Services - Expenses	64,390	68,522	65,283	65,000	67,500
	64,390	68,522	65,283	65,000	67,500
Legal Services	249,397	209,230	205,375	205,000	210,000
Personnel Services - Wages	-	-	-	65,000	112,595
Personnel Services - Expenses	18,196	2,717	1,726	3,000	6,800
	18,196	2,717	1,726	68,000	119,395
Information Management Technology - Wages	99,384	139,063	143,336	149,913	202,244
Information Management Technology - Expenses	261,379	260,505	275,594	300,284	315,848
	360,763	399,568	418,930	450,197	518,092
Information Management Technology - Communications	64,619	62,940	62,899	80,600	91,500
Town Clerk - Wages	136,129	136,294	145,628	152,017	150,778
Town Clerk - Expenses	12,456	10,830	12,412	15,011	16,544
	148,585	147,124	158,040	167,028	167,322
Elections & Registrations - Wages	54,907	17,370	28,223	23,154	36,978
Elections & Registrations - Expenses	31,245	13,248	10,472	8,684	12,144
	86,152	30,618	38,695	31,838	49,122
Town Planning - Wages	153,159	156,153	131,394	195,862	198,871
Town Planning - Expenses * Incl. Cons Brd, Plan Brd & ZBA	12,809	20,599	3,161	17,185	12,500
	165,968	176,752	134,555	213,047	211,371

TOWN OF WAREHAM FY17 BUDGET

	FY13	FY14	FY15	FY16 Projected	FY17 Request
Sick Leave Bonus - Wages	97,023	67,326	65,000	70,000	65,000
Police Wages	4,365,150	4,060,245	3,907,255	4,329,294	4,466,205
Police Expenses	429,646	436,919	381,670	437,400	397,100
Capital	149,066	247,064	99,334	60,150	161,078
	4,943,862	4,744,228	4,388,259	4,826,844	5,024,383
Inspectional Services - Wages	209,728	224,798	179,419	180,061	253,842
Inspectional Services - Expenses	109,000	41,754	72,826	98,750	54,750
	318,728	266,552	252,245	278,811	308,592
Animal Control - Wages	68,023	60,604	48,583	48,616	49,588
Animal Control - Expenses	40,930	17,858	17,768	29,600	25,896
	108,953	78,462	66,351	78,216	75,484
Shellfish/Harbormaster - Wages	219,730	238,811	273,758	301,251	309,289
Shellfish/Harbormaster - Expenses	115,156	105,100	42,016	50,200	51,500
	334,886	343,911	315,774	351,451	360,789
Municipal Maint. & Public Bldgs. - Wages	950,861	878,426	822,414	1,040,324	1,247,564
Municipal Main. & Public Bldgs.	659,333	668,235	394,401	526,756	555,690
	1,610,194	1,546,661	1,216,815	1,567,080	1,803,254
Snow & Ice - Wages	116,900	119,817	147,997	77,000	80,000
Snow & Ice - Expenses	506,822	474,986	733,846	245,000	250,000
	623,722	594,803	881,843	322,000	330,000
Street Lights - General	157,336	144,293	140,952	125,000	137,500
Board of Health - Wages	160,815	162,604	172,795	179,707	187,442
Board of Health - Expenses	22,274	17,892	24,095	24,920	24,920
	183,089	180,496	196,890	204,627	212,362
Commission on Disabilities	533	800	253	400	400
Veterans' Council	-	-	400	400	1,000
Library - Wages	315,485	289,551	88,289	117,344	153,824
Library - Expenses	108,030	87,293	36,550	60,404	63,000
	423,515	376,844	124,839	177,748	216,824
Historical District Comm.	-	200	177	200	200
Historical Committee	-	200	-	200	200
Departmental Wages	8,069,323	7,591,331	7,129,631	8,016,729	8,609,488
Departmental Expenses & Capital	3,306,617	3,187,805	2,969,749	2,668,864	2,775,591
General Government Departmental	11,375,940	10,779,136	10,099,380	10,685,593	11,385,079
EDUCATION					
Local Schools					
Net School Spending	25,260,847	25,403,368	25,435,055	25,761,793	26,502,583
Non Net School Spending (pupil transportation)	1,341,652	1,476,287	1,444,600	1,288,362	1,450,000
TOTAL LOCAL SCHOOLS	26,602,499	26,879,655	26,879,655	27,050,155	27,952,583
FIXED COSTS					

TOWN OF WAREHAM FY17 BUDGET

	FY13	FY14	FY15	FY16 Projected	FY17 Request
Debt-Principal	471,100	624,500	733,000	673,000	650,000
Debt-Interest - Long Term	104,600	84,500	68,305	60,000	65,000
Debt-interest - Short Term	50,000	50,000	30,000	30,000	30,000
TOTAL FIXED COST	625,700	759,000	831,305	763,000	745,000
OTHER FIXED COSTS					
SRPEDD Assessment	3,525	3,525	3,613	3,705	3,796
TOTAL OTHER FIXED COST	3,525	3,525	3,613	3,705	3,796
EMPLOYEE BENEFITS					
Plymouth County Retirement Contribution	2,734,648	2,841,268	3,204,644	3,453,350	3,600,317
LIUNA	28,522	42,556	44,400	50,000	60,000
Worker's Comp - 111-F	348,659	439,153	502,627	501,356	591,985
Town Insurance-General Liability	329,534	330,769	373,300	424,202	422,236
Unemployment	254,527	183,496	247,203	200,000	200,000
Medical Insurance	5,702,865	6,714,709	6,912,029	6,947,520	6,645,854
Life Insurance	30,786	25,849	20,213	20,415	30,000
FICA-Medicare	425,545	429,073	409,396	438,600	450,000
TOTAL EMPLOYEE BENEFITS	9,855,086	11,006,873	11,713,812	12,035,443	12,000,392
TOTAL OPERATING BUDGET	48,462,750	49,428,189	49,527,765	50,537,896	52,086,850
OFFSETS					
County & State Assessments	2,043,742	2,403,005	2,997,098	3,524,154	3,512,566
Veterans' Assessments	318,314	313,000	380,706	387,426	390,000
Snow & Ice	-	-	-	-	-
99-02 OVERLAY	300,000	425,000	425,000	400,000	325,000
TOTAL OFFSETS	2,662,056	3,141,005	3,802,804	4,311,580	4,227,566
OTHER BUDGET ARTICLES					
Articles:					
Upper Cape Cod Vocational-Technical School	2,595,519	2,996,227	2,747,881	2,836,635	3,068,911
TOTAL OTHER BUDGET ARTICLES	2,865,486	2,996,227	2,747,881	2,836,635	3,068,911
TOTAL EXPENSES	53,990,292	55,565,421	56,078,450	57,686,111	59,383,327
SURPLUS/DEFICIT	(145,650)	(257,625)	970,521	(597)	0
ENTERPRISE FUNDS					
Water Pollution Control Facility Total - Revenue	6,520,304	6,956,540	7,467,830	8,033,073	8,133,487
WPCF Direct/Indirect Revenue Offset	(513,000)	(583,000)	(823,543)	(872,956)	(882,096)
Water Pollution Control Facility Total - Expenditures	6,007,304	6,373,540	6,644,287	7,160,117	7,251,391
TOTAL ENTERPRISE FUNDS	-	-	-	0	-
REVOLVING FUNDS / OFFSET RECEIPTS					
By-Law Enforcement			-	-	100,000
Recreation	1	1	1	1	1
Board of Health	-	50,000	50,000	75,000	75,000
Recycling	50,000	50,000	50,000	50,000	50,000
Shellfish	20,000	20,000	20,000	20,000	20,000
Transportation	210,000	210,000	210,000	210,000	210,000
COA Activities	50,000	50,000	50,000	50,000	50,000
Library Services	20,000	30,000	30,000	30,000	30,000
COA - Senior Adult Day Care	50,000	50,000	50,000	50,000	50,000
Total Revolving Funds	400,001	460,001	460,001	485,001	585,001
Emergency Medical Services - Wages	683,111	680,976	795,601	1,071,990	1,170,739
Emergency Medical Services - Expenses	165,219	189,469	218,669	242,219	240,975

TOWN OF WAREHAM FY17 BUDGET

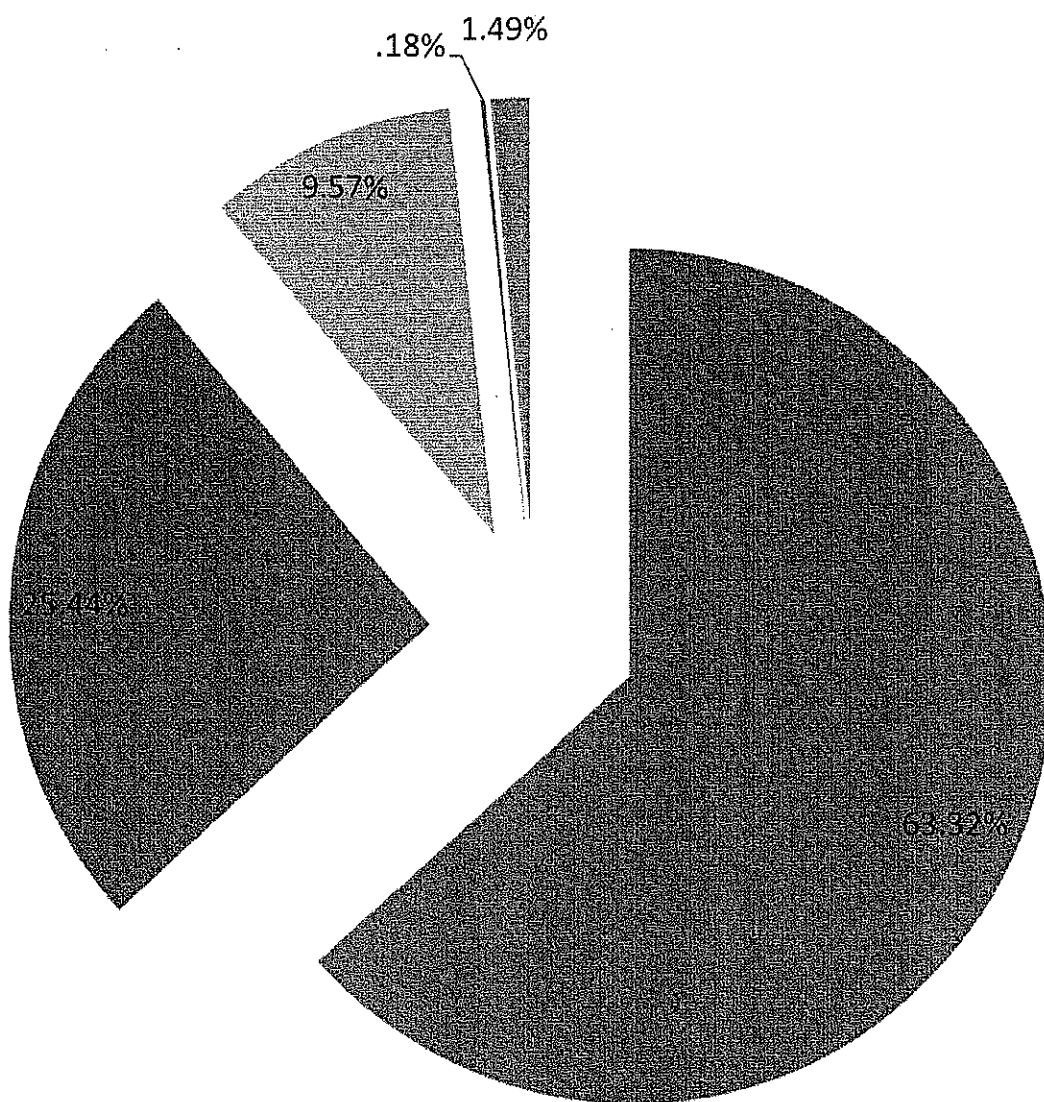
Emergency Medical Services - Capital

Total Offset Receipts

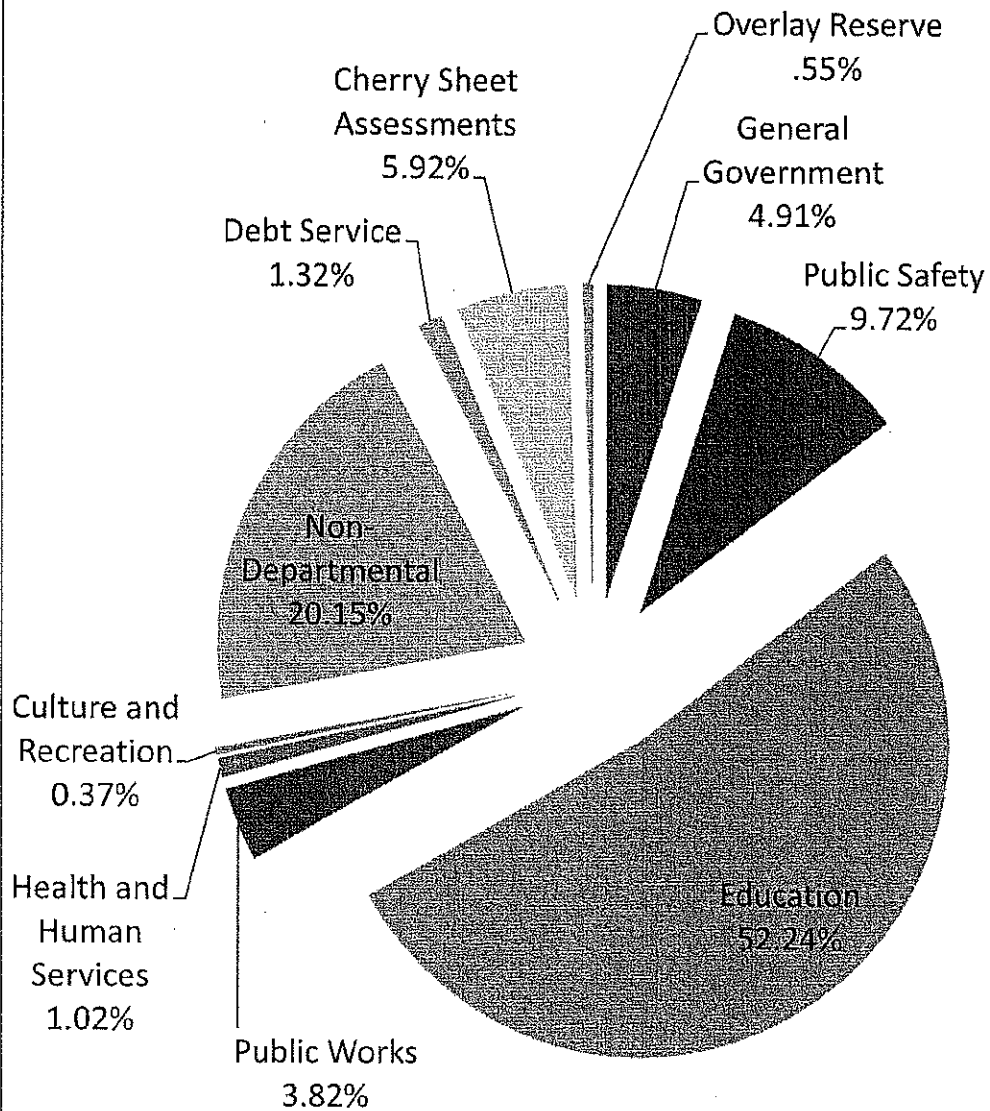
FY13	FY14	FY15	FY16 Projected	FY17 Request
-	80,000	80,000	80,000	99,813
848,330	950,445	1,094,270	1,394,209	1,511,527

Revenue Sources

- Property Taxes
- State Aid
- Local Receipts
- Available Funds
- Enterprise Fund Indirect Costs



FY17 Expenditures



		FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
ACCOUNTING								
SALARIES	Regular	145,271	168,110	109,105	155,692	173,126	182,141	182,141
	Overtime	-	-	5,200	-	-	-	-
TOTAL SALARIES		145,271	168,110	114,305	155,692	173,126	182,141	182,141
EXPENSES	Repairs & Maintenance	300	300	300	-	200	200	200
	Rental/Leased Equipment	1,265	1,265	1,265	-	8,500	8,500	8,500
	Other Professional	77,100	100	25,100	5,000	1,000	1,000	1,000
	Other Purchased Services	-	-	-	1,000	-	-	-
	All Office Supplies	1,700	800	800	800	1,050	1,050	1,050
	Other Supplies	-	1,080	1,050	-	-	-	-
	Travel Reimbursement	1,800	2,199	2,199	-	-	-	-
	Dues and Memberships	-	300	300	2,850	2,250	2,250	2,250
TOTAL EXPENSES		82,225	6,014	31,014	9,650	13,000	13,000	13,000
1 ACCOUNTING TOTAL		227,496	174,124	145,319	165,342	186,126	195,141	195,141
ADMINISTRATION								
SALARIES	Regular	230,662	241,588	199,609	223,124	263,589	247,787	247,787
	Longevity	249	249	248	-	-	-	-
TOTAL SALARIES		230,911	242,137	199,858	223,124	263,589	247,787	247,787
EXPENSES	Other Professional	800	650	-	2,650	3,150	3,150	3,150
	Advertising	-	-	600	2,900	2,900	2,900	2,900
	Cellular	1,392	1,392	-	-	-	-	-
	Other Purchased Services	5,231	-	11,812	-	-	-	-
	All Office Supplies	750	900	2,700	1,900	2,900	1,900	1,900
	Conferences	6,850	6,170	-	2,500	4,000	3,000	3,000
TOTAL EXPENSES		14,823	9,012	15,112	9,950	12,550	10,950	10,950
2 ADMINISTRATION TOTAL		245,734	251,149	214,970	233,074	276,139	258,737	258,737
ANIMAL CONTROL								
SALARIES	Regular	35,341	44,327	49,019	51,703	48,616	49,588	49,588
	Part-time	14,801	14,094	7,357	-	-	-	-
	Overtime	5,663	10,168	-	-	-	-	-
TOTAL SALARIES		55,805	68,589	56,376	51,703	48,616	49,588	49,588
EXPENSES	Repairs & Maintenance	700	1,200	1,200	1,200	1,500	1,200	1,200
	Professional Services	17,035	13,000	13,000	10,000	10,000	10,000	10,000
	Cellular	371	450	450	450	550	450	450
	Dues & Memberships	-	-	-	900	1,050	900	900
	Gasoline/Vehicle	4,300	5,820	5,820	6,000	7,500	6,171	6,171
	Other Purchased Services	3,000	3,000	3,000	3,000	3,500	3,000	3,000
	All Office Supplies	200	200	200	2,200	2,200	1,500	1,500
	Other Supplies	1,800	2,000	2,000	2,000	2,100	2,000	2,000
	Postage	-	-	-	-	-	100	100
	Uniforms	1,500	1,500	1,500	1,500	1,200	1,200	1,200
	Travel Reimbursement	100	100	100	-	-	375	375
TOTAL EXPENSES		28,706	27,270	27,270	27,250	29,600	25,896	25,896
3 ANIMAL CONTROL TOTAL		84,511	95,859	83,646	78,953	78,216	75,484	75,484
ASSESSOR								
SALARIES	Regular	246,917	276,591	285,868	251,048	264,497	272,917	272,917
	Longevity	450	450	500	500	900	-	-
TOTAL SALARIES		247,367	277,041	286,368	251,548	265,397	272,917	272,917
EXPENSES	Repairs & Maintenance	250	250	-	1,229	2,000	2,450	2,450
	Other Professional	154,900	1,971	-	31,000	12,500	15,000	15,000
	Tuition Other	-	-	-	-	2,000	2,000	2,000
	Other Purchased Services	1,920	8,650	8,000	-	-	-	-
	All Office Supplies	4,750	2,637	5,985	2,835	5,200	6,400	6,400
	Gas Diesel * Oil	-	1,067	-	1,150	-	800	800
	Travel Reimbursement	-	-	-	-	500	500	500
	Conferences	1,200	1,150	-	-	2,000	1,500	1,500
TOTAL EXPENSES		163,020	15,725	13,985	36,214	24,500	28,650	28,650
4 ASSESSORS TOTAL		410,387	292,766	300,253	287,762	289,897	301,567	301,567
AUDIT								
EXPENSE TOTAL	Audit	122,746	60,000	60,000	60,000	65,000	65,000	65,000
5 AUDIT TOTAL		122,746	60,000	60,000	60,000	65,000	65,000	65,000
TOWN CLERK								
SALARIES	Regular	131,979	137,997	139,585	144,291	152,017	150,778	150,778
TOTAL SALARIES		131,979	137,997	139,585	144,291	152,017	150,778	150,778
EXPENSE	Repairs & Maintenance	(2,439)	2,309	2,309	2,301	1,976	2,357	2,357
	Printing & Mailing	6,054	6,054	6,054	8,100	7,300	7,700	7,700

		FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
	Other Purchased Services	1,800	2,020	2,120		2,000	2,692	2,692
	All Office Supplies	6,348	2,000	2,000	2,200	2,600	2,600	2,600
	Conferences	800	600	600	1,116	1,136	1,196	1,196
	TOTAL EXPENSES	12,488	12,983	13,083	13,716	15,011	16,544	16,544
6	TOWN CLERK TOTALS	144,432	150,980	152,768	158,007	167,028	167,322	167,322
COMMUNICATIONS								
	EXPENSE							
	Repairs & Maintenance	14,600	17,934	17,934	17,934	18,000	18,000	18,000
	Telephone	38,000	30,000	28,000	28,000	28,000	27,400	27,400
	Cellular	1,076	1,100	1,100	1,100	1,100	1,100	1,100
	Internet Access	13,800	13,900	18,900	18,900	36,500	48,000	48,000
	TOTAL EXPENSES	64,476	62,934	62,934	62,934	80,600	91,500	91,600
7	COMMUNICATIONS TOTAL	64,476	62,934	62,934	62,934	80,600	91,500	91,600
DEBT PRINCIPAL								
	EXPENSE							
	Principal on Debt	477,525	471,100	624,500	733,000	673,000	650,000	650,000
	TOTAL EXPENSES	477,525	471,100	624,500	733,000	673,000	650,000	650,000
9	DEBT PRINCIPAL TOTAL	477,525	471,100	624,500	733,000	673,000	650,000	650,000
COMMISSION ON DISABILITIES								
	EXPENSE							
	Other Supplies	400	533	800	253	400	400	400
	TOTAL EXPENSES	400	533	800	253	400	400	400
10	COMMISSION ON DISABILITIES TOTAL	400	533	800	253	400	400	400
VETERANS COUNCIL								
	EXPENSES							
		-	-	-	400	400	1,000	1,000
	TOTAL EXPENSES	-	-	-	400	400	1,000	1,000
11	TOTAL VETERANS COUNCIL	-	-	-	400	400	1,000	1,000
FIXED COSTS								
	EXPENSES							
	SRPEDD Assessment	-	3,525	3,525	3,613	3,705	3,796	3,796
	TOTAL EXPENSES	-	3,525	3,525	3,613	3,705	3,796	3,796
12	TOTAL FIXED COSTS	-	3,525	3,525	3,613	3,705	3,796	3,796
ELECTIONS & REGISTRATIONS								
	SALARIES							
	Part-time	18,386	34,660	10,000	34,093	22,181	35,042	35,042
	Overtime	1,183	1,227	650	1,234	963	1,936	1,936
	TOTAL SALARIES	19,569	35,887	10,650	35,267	23,144	36,978	36,978
	EXPENSES							
	Repairs & Maintenance	4,000	3,394	3,900	3,601	3,489	3,919	3,919
	Printing & Mailing	7,000	3,600	3,600	3,800	3,550	6,200	6,200
	Other Purchased Services	1,084	1,425	600	1,600	1,600	1,950	1,950
	Food Services	75	75	75	75	75	75	75
	Travel Reimbursement	12,159	8,494	7,775	8,876	8,684	12,144	12,144
	TOTAL EXPENSES	12,159	8,494	7,775	8,876	8,684	12,144	12,144
13	ELECTIONS TOTALS	31,728	44,381	18,425	44,143	31,828	49,122	49,122
EMPLOYEE BENEFITS								
	EXPENSES							
	LUNA	28,816	28,522	42,556	44,400	50,000	60,000	60,000
	Workers compensation	281,464	348,659	439,133	502,627	501,366	591,985	591,985
	General Liability Insurance	350,023	329,534	330,769	373,300	424,202	422,236	422,236
	Unemployment	182,554	254,527	183,496	247,203	200,000	200,000	200,000
	FICA Medicare	435,010	406,000	430,000	430,000	438,600	450,000	450,000
	TOTAL EXPENSES	1,247,857	1,367,242	1,425,974	1,597,530	1,614,158	1,724,221	1,724,221
14	TOTAL EMPLOYEE BENEFITS	1,247,857	1,367,242	1,425,974	1,597,530	1,614,158	1,724,221	1,724,221
FINANCE COMMITTEE								
	SALARIES							
	Regular	-	-	-	-	-	-	-
	Overtime	-	-	-	-	-	-	-
	TOTAL SALARIES	-	-	-	-	-	-	-
	EXPENSES							
	Other Professional	3,900	3,500	3,500	2,500	2,500	2,500	2,500
	Printing & Mailing	400	300	300	-	-	-	-
	Advertising	-	-	-	-	-	-	-
	Dues & Subscriptions	-	-	-	-	-	-	-
	Other Purchased Services	300	200	200	-	-	-	-
	All Office Supplies	-	-	-	-	-	-	-
	TOTAL EXPENSES	4,600	4,000	4,000	2,500	2,500	2,500	2,500

		FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED 90,000	FISCAL 2017 TA REQUEST 90,000	FISCAL 2017 FIN COMM RECOMMENDS 90,000
FINANCE COMMITTEE RESERVE								
15	FINANCE COMMITTEE TOTAL	4,600	4,000	4,000	2,300	92,500	92,500	92,500
GENERAL SERVICES								
EXPENSES	Repairs & Maintenance							
	Equipment & Rentals	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	Postage	61,050	44,345	43,000	45,500	45,500	48,000	48,000
	Advertising	750	900	2,300	2,800	2,500	2,500	2,500
	Other Purchased Services	15,000	14,000	14,000	14,000	14,000	14,000	14,000
TOTAL EXPENSES		69,800	61,845	62,300	65,000	65,000	67,500	67,500
16	GENERAL SERVICES TOTAL	69,800	61,845	62,300	65,000	65,000	67,500	67,500
HARBORMASTER								
SALARIES	Regular	149,401	189,829	171,184	273,591	233,991	241,066	241,066
	Part-time	45,440	45,411	45,411		59,600	59,600	59,600
	Overtime	6,161	4,370	4,500		4,700	5,000	5,000
	Vacation			870				
	Holiday			3,400		2,560	3,258	3,258
	Longevity	290	307	320		400	375	375
TOTAL SALARIES		201,292	209,917	225,785	273,591	301,251	309,289	309,289
EXPENSES	Electricity	1,000	900	900	1,500		4,500	4,500
	Other Energy	7,720						
	Water	1,300	1,300	1,300	1,300	1,700	1,700	1,700
	Sewer	600	600	600	600	600	600	600
	Repairs & Maintenance	7,700	8,500	8,500	8,100	8,500	9,000	9,000
	Printing & Mailing	5,100	2,830	3,500		6,500	6,500	6,500
	Cellular	1,488	1,650	1,850	2,150	1,200	1,500	1,500
	Rental/Lease				1,200	1,200	1,200	1,200
	Other Purchased Services	5,400						
	All Office Supplies	500	402	500	600	1,000	1,500	1,500
	Other Supplies	1,000		1,500				
	Bldg. & Equip Supplies	800	1,890	1,900	1,000	2,500	2,500	2,500
	Custodial Supplies		1,000	1,500		1,500	1,500	1,500
	Other Expenses	1,200	1,000					
	Gas Diesel & Oil	6,720	10,000	12,000	12,500	12,500	12,500	12,500
	Propane	2,000	1,800	2,000	2,000	5,750	5,000	5,000
	Uniforms		600	750	1,750	2,250	3,000	3,000
	Improvements	99,531						
	Conferences		500	500	300	500	500	500
TOTAL EXPENSES		141,037	32,972	37,100	33,000	45,700	51,500	51,500
17	HARBORMASTER TOTAL	342,329	242,889	262,885	306,591	346,951	360,789	360,789
POLICE DEPARTMENT								
SALARIES	Regular	2,953,384	3,168,390	3,178,763	3,213,315	3,534,181	3,641,494	3,641,494
	Part-time	20,280	20,280	0		0		
	Seasonal	89,472	90,424	90,424	88,000	88,000	88,000	88,000
	Overtime	469,055	220,411	220,411	309,044	413,588	450,060	450,060
	Educational Incentive	373,268	346,188	342,180				
	Shift Diff.	118,502	87,500	87,500	100,000	137,225	125,506	125,506
	Sick Leave Bonus		40,000	42,000				
	111F Injury on Duty				8,000	10,000	15,000	15,000
	Holiday		29,809	44,000	48,000	48,000	45,000	45,000
	Longevity	0			250	300	300	300
	Clothing & Clean Allow	61,780	61,750	59,280	56,810	0	60,845	60,845
	Court				98,000	98,000	60,000	60,000
TOTAL SALARIES		4,094,681	4,064,528	4,064,528	3,518,425	4,329,294	4,466,205	4,466,205
EXPENSES	Electricity	27,500	20,000	20,000	24,000	22,000	23,000	23,000
	Natural / Propane Gas	7,800	6,000	6,000	6,000	6,000	6,000	6,000
	Repairs & Maint Equip	22,000	20,700	29,700	22,000	25,000	26,000	26,000
	Repairs & Maint Vehicles	43,950	30,000	30,000	40,000	35,000	35,000	35,000
	Repairs & Maint Bldg				2,500	3,000	3,000	3,000
	Rental/Leased Equipment	6,000	6,000	6,000	6,000	6,000	6,000	6,000
	Other Professional	26,500	16,000	16,000	11,000	11,000	18,000	18,000
	Licenses	100	100	100				
	Dues & Memberships	2,500	5,000	5,000	6,000	8,400	8,400	8,400
	Education & Training	20,000	18,000	18,000	18,000	20,000	20,000	20,000
	Printing & Mailing	1,000	1,500	1,500	700	1,000	1,000	1,000
	Postage	200	850	850	800	800	800	800
	Advertising	200	300	300	400	400	400	400
	Computer Software	3,000	5,500	5,500	2,500	5,000	7,000	7,000
	Computer Supplies	3,000	1,000	1,000	750	1,000	1,000	1,000
	Computer Maintenance	14,500	17,000	17,000	16,000	17,000	17,000	17,000
	Cellular	15,968	16,000	16,000	13,500	13,500	13,500	13,500
	Telephone	21,000	20,000	20,000	24,000	25,000	25,000	25,000
	All Office Supplies	12,000	11,500	11,500	10,000	12,000	12,000	12,000
	Vehicular Supplies	10,000	10,000	10,000	11,000	12,000	12,000	12,000
	Bldg Supplies	3,000	1,000	1,000	1,000	1,000	1,000	1,000
	Custodial Supplies	2,300	2,000	2,000	525	1,000	1,000	1,000
	Gasoline	190,103	165,918	156,918	165,000	155,800	100,000	100,000
	Prisoner Meals	3,500	2,500	2,500	2,000	2,500	2,500	2,500
	Medical Supplies	7,000	9,000	9,000	9,200	10,000	12,000	12,000
	Other Supplies	15,007	6,500	6,500	4,000	6,800	6,800	6,800

		FISCAL 2016					FISCAL 2017 FIN	
		FISCAL 2012	FISCAL 2013	FISCAL 2014	FISCAL 2015	TOWN	FISCAL 2017 TA	FISCAL 2017 FIN
		BUDGETED	BUDGETED	BUDGETED	BUDGETED	MEETING	REQUEST	COMM
						APPROVED		RECOMMENDS
	Uniforms	7,000	12,000	12,000	18,000	18,000	18,000	18,000
	Chemicals & Drugs	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	Books & Subscriptions	800	800	600	728	1,000	1,000	1,000
	Ammunition/Armory Supply	8,500	10,000	10,000	16,000	17,500	20,000	20,000
	Travel Reimbursement	2,000	2,000	2,000	2,400	0	3,000	3,000
18	TOTAL EXPENSES	477,288	419,968	419,968	436,000	437,400	387,100	397,100
	Parking Meter Maintenance	7,780						
	Police Cruisers	189,124	0	0	99,334	60,180	161,078	161,078
	Special Articles	176,914	0	0	99,334	60,180	0	0
18	POLICE TOTAL	4,748,821	4,484,496	4,484,496	4,462,763	4,826,844	5,024,383	5,024,383
BOARD OF HEALTH								
SALARIES	Regular	161,522	169,949	168,139	167,620	173,928	187,442	187,442
	Overtime	1,060						
	Longevity					397		
TOTAL SALARIES		162,572	169,949	168,139	167,620	174,325	187,442	187,442
EXPENSES	Repairs & Maintenance	1,300	600	500	1,500	1,500	1,800	1,800
	Other Professional	1,000	16,200	16,200	19,000	18,120	18,120	16,120
	Outside Contractors	15,000						
	Printing & Mailing	300	300	300	300	300	300	300
	Advertising	300	285	285	500	500	500	500
	All Office Supplies	2,068	1,438		2,000	2,000	2,000	2,000
	Vehicular Supplies	1,750	1,800		1,800	1,800	1,500	1,500
	Other Supplies					3,000	3,000	3,000
	Travel Reimbursement	1,000	1,000	3,000	3,000			
TOTAL EXPENSES		22,706	20,623	19,385	27,800	24,920	24,920	24,920
19	BOARD OF HEALTH TOTAL	185,278	190,572	177,524	195,420	199,245	212,362	212,362
HISTORICAL COMMISSION								
	Other Supplies	200	200	200	200	200	200	200
TOTAL EXPENSES		200	200	200	200	200	200	200
20	HISTORICAL COMMISSION TOTAL	200	200	200	200	200	200	200
HISTORICAL DISTRICT								
	All Office Supplies	200	200	200	200	200	200	200
TOTAL EXPENSES		200	200	200	200	200	200	200
21	HISTORICAL DISTRICT TOTAL	200	200	200	200	200	200	200
INSPECTIONS								
SALARIES	Regular	224,768	223,928	230,447	246,017	180,061	263,842	263,842
TOTAL SALARIES		224,768	223,928	230,447	246,017	180,061	263,842	263,842
EXPENSES	Repairs & Maintenance	550	500	449	750	750	750	750
	Other Professional	26,400	26,400	26,000	26,000	69,000	26,000	26,000
	Printing & Mailing	3,100	3,000	3,000	2,000	2,000	2,000	2,000
	Cellular	497	800	800	3,000	3,000	2,000	2,000
	Other Purchased Services	20,000	7,823	7,300	5,000	9,000	9,000	9,000
	All Office Supplies	2,000	1,800	1,800	2,500	2,500	2,500	2,500
	Gas Diesel & Oil	2,500	1,700	1,700	8,320	8,500	8,500	8,500
	Other Supplies				2,000	2,000	2,000	2,000
	Conferences	2,000	1,900	1,900		2,000	2,000	2,000
TOTAL EXPENSES		57,047	43,723	42,949	49,570	88,780	54,750	54,750
22	INSPECTIONS TOTAL	281,812	267,651	273,396	295,587	278,811	308,592	308,592
INTEREST ON DEBT								
	Long Term Interest	92,080	104,800	108,008	68,305	80,000	65,000	69,000
	Short Term Interest	69,758	50,000	50,000	30,000	30,000	30,000	30,000
TOTAL EXPENSES		161,838	154,600	158,008	98,305	90,000	95,000	96,000
23	INTEREST ON DEBT TOTAL	161,838	154,600	158,008	98,305	90,000	95,000	95,000
LEGAL								
	Legal	258,801	200,000	220,000	216,000	205,000	210,000	210,000
EXPENSE TOTAL		258,801	200,000	220,000	216,000	205,000	210,000	210,000
24	LEGAL TOTAL	258,801	200,000	220,000	216,000	205,000	210,000	210,000
LIBRARY								

		FISCAL 2012	FISCAL 2013	FISCAL 2014	FISCAL 2015	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
SALARIES	Regular	BUDGETED	BUDGETED	BUDGETED	BUDGETED			
TOTAL SALARIES		289,417	294,938	314,779	88,289	117,344	153,824	153,824
		289,417	294,938	314,779	88,289	117,344	153,824	153,824
EXPENSES	Electricity	38,500	38,500	38,500	10,730	21,138	18,000	18,000
	Propane Gas	9,586	9,586	9,588	-	9,586	8,000	8,000
	Water	2,800	2,800	2,800	-	1,110	1,000	1,000
	Sewer	1,170	1,170	1,170	-	1,110	1,200	1,200
	Printing & Mailing						1,000	1,000
	Alarms	1,200	1,200	1,200	1,660	1,660	1,700	1,700
	Data Processing Service	23,760	29,941	20,011	21,360	21,000	21,000	21,000
	All Office Supplies						1,500	1,500
	Bldg Supplies						300	300
	Books/Subscriptions	10,000	20,000	25,041	-	-	7,800	7,800
	Dues/Professional Organ.	800	500	-	-	-	-	-
	Rental/Leased Equip	4,800	4,800	4,800	2,800	4,800	4,800	4,800
TOTAL EXPENSES		91,706	107,897	102,508	38,550	60,404	63,000	63,000
25 LIBRARY TOTAL		381,123	402,835	417,287	124,839	177,748	216,824	216,824
MEDICAL & LIFE INSURANCE								
	Health	4,119,235	5,702,865	6,714,709	6,912,029	6,947,520	6,645,854	6,645,854
	Life	41,000	41,000	41,000	40,000	40,000	30,000	30,000
TOTAL EXPENSES		4,160,235	5,743,865	6,755,709	6,952,029	6,987,520	6,675,854	6,675,854
26 MEDICAL & LIFE INSURANCE TOTAL		4,160,235	5,743,865	6,755,709	6,952,029	6,987,520	6,675,854	6,675,854
MUNICIPAL MAINTENANCE								
SALARIES	Vacation Payback	4,410	6,044		15,000		6,663	6,663
	Regular Pay	761,724	810,785	814,814	745,472	932,902	1,016,275	1,016,275
	Overtime Pay	47,833	50,513	50,513	55,000	55,804	140,199	140,199
	On-Call		29,851	27,937	35,000	37,248	45,118	45,118
	Longevity Pay	475	475	475		460	490	490
	Shift Diff	1,560	1,560		1,600	2,000	11,576	11,576
	Seasonal				9,676	12,000	11,822	11,822
	Retirement						15,231	15,231
TOTAL SALARIES		816,002	899,228	893,539	861,748	1,040,414	1,247,564	1,247,564
EXPENSES	Electricity MM/TB	86,000	86,500	86,500	70,000	99,818	99,818	99,818
	Propane MM	15,000	15,000	15,000	19,900	25,169	25,000	25,000
	Fuel Oil MM					500	500	500
	Natural Gas	35,000	32,000	32,000	40,000	43,632	50,000	50,000
	Water MM/TB	13,775	13,000	13,000	15,000	14,431	18,745	18,745
	Sewer TB	34,000	38,000	38,000	35,000	37,637	38,389	38,389
	Repair&Maint Buildings	25,000	18,103	18,103	15,000	38,612	47,616	47,616
	Repair&Maint Equipment	62,760			20,000	23,052	24,205	24,205
	Rental/Leased Equipment	380	380	380	2,000	3,098	3,098	3,098
	Uniforms MM/TB	4,800	4,800	4,800	5,500	6,000	8,822	8,822
	Protective Clothing	4,200	5,000	5,000	4,500	7,160	15,000	15,000
	Contracted/Professional Services	10,000	9,000	9,000	9,000	21,947	20,000	20,000
	Dues	280	250	250		500	500	500
	Legal	50	-	-				
	Advertising	260	-	-	500	2,000	2,000	2,000
	Alarms	700	400	400	2,000		-	-
	Cellular	3,550	3,550	3,550	4,100	3,278	4,000	4,000
	Tuition				2,000	2,500	3,000	3,000
	Licenses	500	500	500	1,500	2,000	2,000	2,000
	Office Supplies	650	1,000	1,000	1,000	1,000	2,500	2,500
	Custodial Supplies	4,000	9,000	9,000	7,000	8,400	10,000	10,000
	Gas and Diesel	50,000	67,000	67,000	52,000	52,000	35,000	35,000
	Motor Oil	1,000						
	Road Materials	30,000	15,000	15,000	20,000	25,000	25,000	25,000
	Highway Supplies					10,000	10,000	10,000
	Operating Supplies	10,000	10,000	10,000	5,400	5,400	6,000	6,000
	Tools	1,000	1,000	1,000	5,000	6,000	5,000	5,000
	Repairs&Maint Vehicles	45,000	20,000	20,000	20,000	47,000	49,000	49,000
	Vehicle Supplies		1,000	1,000	5,000	5,000	7,500	7,500
TOTAL EXPENSES	Outside Contractors	9,308	21,000	21,000	35,000	36,635	43,000	43,000
		458,633	371,463	371,453	398,400	526,756	555,690	555,690
	Rep Dmgd Cemetery Monum.	4,628	-	-	-	-	-	-
	R&M Agawam/Centre Cem.	14,347	-	-	-	-	-	-
	Regulatory Signs	27,929	-	-	-	-	-	-
	Maintain Wareham Baches	4,213	-	-	-	-	-	-
	engineering agawam shor	2,983	-	-	-	-	-	-
	Utility Bldg	14,786	-	-	-	-	-	-
SPECIAL ARTICLES TOTAL		68,588	-	-	-	-	-	-
28 MUNICIPAL MAINT & T BLDGS TOTAL		1,341,523	1,270,681	1,264,992	1,258,148	1,567,170	1,803,254	1,803,254
PERSONNEL SERVICES								
	Salary						112,595	112,595
	Drug/Alcohol Testing	1,000	1,000					
	Staff Training						1,500	1,500
	Printing & Mailing						1,000	1,000
	Advertising	9,350	3,200		3,500	3,500	3,500	3,500
	Conferences						800	800
TOTAL EXPENSES		10,350	4,200	-	3,500	3,500	119,395	119,395

		FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
29	TOTAL PERSONNEL SERVICES	10,350	4,200	-	3,500	3,500	119,395	119,395
TOWN PLANNING								
SALARIES	Regular	153,266	144,227	153,827	153,437	195,506	196,518	196,518
	Overtime	2,100		2,100				
	Longevity	260		269	338	356	366	366
TOTAL SALARIES		156,626	144,227	156,196	153,775	195,862	196,871	196,871
EXPENSES	Other Professional	2,815	2,815	2,800	2,000	4,000	3,000	3,000
	Cellular				300	300	300	300
	Other Purchased Services	1,698	1,820	1,820	2,000	4,000	3,000	3,000
	All Office Supplies	2,375	2,400	2,400	2,300	3,300	2,800	2,800
	Other Expenses					400	400	400
	Printing/Mailing				800	3,000	800	800
	Gas Diesel & Oil				1,000	1,000	1,000	1,000
	Travel Reimbursement	2,186	2,186	2,186	1,185	1,185	1,200	1,200
	Conferences							
TOTAL EXPENSES		9,073	9,220	9,205	9,885	17,185	12,500	12,500
Zoning by-law Rewrite		8,014						
TOTAL SPECIAL ARTICLES		8,014						
30	TOTAL TOWN PLANNING	172,713	153,447	165,401	203,360	213,047	211,371	211,371
RETIREMENT CONTRIBUTION								
TOTAL EXPENSES	Retire. Ch.32 Sec. 88A	2,342,535	2,734,648	2,841,268	3,204,644	3,453,350	3,600,317	3,600,317
	LUNA				45,000			
		2,342,535	2,734,648	2,841,268	3,249,644	3,453,350	3,600,317	3,600,317
31	RETIREMENT CONTRIBUTION TOTAL	2,342,535	2,734,648	2,841,268	3,249,644	3,453,350	3,600,317	3,600,317
SELECTMEN								
TOTAL SALARIES	Regular	67,642	73,654	72,114	76,612	76,641	79,815	79,815
	Overtime	47						
	Sick	2,849						
	Bereavement	588						
TOTAL SALARIES		70,824	73,654	72,114	76,612	76,641	79,815	79,815
TOTAL EXPENSES	Advertising	24		300				
	Dues & Memberships			4,500	4,400	4,400	4,400	4,400
	Printing & Mailing	1,900	2,272	2,037	900	900	900	900
	Other Purchased Services	950						
	All Office Supplies	713	750	1,150	1,900	1,900	1,991	1,991
	Conferences	3,088	6,965	2,000	1,900	1,900	1,900	1,900
TOTAL EXPENSES		6,675	9,987	8,887	8,100	9,100	9,191	9,191
32	SELECTMEN TOTAL	77,499	83,641	82,101	85,712	87,741	89,006	89,006
SICK LEAVE BONUS								
SALARIES TOTAL	Regular	75,000	71,250	71,250	65,000	70,000	65,000	65,000
		75,000	71,250	71,250	65,000	70,000	65,000	65,000
33	SICK LEAVE TOTAL	75,000	71,250	71,250	65,000	70,000	65,000	65,000
SNOW & ICE REMOVAL								
SALARIES	Regular	20,000						
	Overtime	40,000	60,500	61,000	75,000	77,000	80,000	80,000
TOTAL SALARIES		60,000	60,500	61,000	75,000	77,000	80,000	80,000
EXPENSES	Repair & Maint Vehicles	16,000	16,000	16,000	22,500	25,000	25,000	25,000
	Snow Removal Contracts	50,000	50,000	50,000	82,000	81,000	87,500	87,500
	Advertising	300	300	300	500	500	500	500
	Fuel	1,200	1,200	1,200	20,000	20,000	20,000	20,000
	Operational Supplies	2,500	2,500	2,500	2,000	2,000	2,000	2,000
	Road Material/Sand	10,000	10,000	10,500	14,000	14,000	15,000	15,000
	Road Material/Salt	50,000	50,500	50,500	100,000	102,500	100,000	100,000
TOTAL EXPENSES		130,000	130,500	131,000	241,000	245,000	250,000	250,000
34	SNOW & ICE TOTAL	190,000	191,000	192,000	316,000	322,000	330,000	330,000
STREET LIGHTING								
TOTAL EXPENSES	Municipal Street Lighting	111,000						
	Electricity		50,000	60,000	85,000	125,000	137,500	137,500
	Period Light Maintenance	50,000	40,000	50,000	20,000			
		161,000	100,000	110,000	105,000	125,000	137,500	137,500
35	STREET LIGHTING TOTAL	161,000	100,000	110,000	105,000	125,000	137,500	137,500

		FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
INFORMATION TECHNOLOGY								
	Regular	71,648	70,446	73,546	142,193	149,176	201,500	201,500
	Longevity	352		366		737	744	744
	New Employees		22,600	23,643				-
TOTAL SALARIES		72,001	92,946	97,554	142,193	149,913	202,244	202,244
	Repairs & Maintenance	59,212	49,451	59,408	62,500	65,000	67,000	67,000
	Other Professional	3,800	4,000	4,000	7,500	7,500	8,000	8,000
	Tuition Other	400	400	400	1,400	19,400	26,400	26,400
	Other Purchased Services	139,442	94,016	94,101	83,240	89,038	89,038	89,038
	Software	6,200	113,360	97,468	109,500	117,646	123,210	123,210
	All Office Supplies	200	200	200	200	200	200	200
	Other Supplies	1,000	1,000	800	800	1,000	1,000	1,000
	Travel Reimbursement	500	500	500	500	500	500	500
	Gas Diesel & Oil				500	500	500	500
TOTAL EXPENSES		210,764	282,928	266,877	285,540	300,284	315,848	315,848
36 INFORMATION TECHNOLOGY TOTAL		282,755	355,874	354,431	408,033	450,197	518,092	518,092
TOWN MEETING								
SALARIES	Part-time	4,596	3,340	3,340	3,440	3,440	3,440	3,440
TOTAL SALARIES		4,596	3,340	3,340	3,440	3,440	3,440	3,440
EXPENSES	Other Professional	240	3,900	3,900	3,900	3,900	3,900	3,900
	Advertising	3,001	4,200	4,200	6,200	6,200	6,200	6,200
	Other Purchased Services	378	100	100	100	100	100	100
TOTAL EXPENSES		4,219	8,200	8,200	9,200	9,200	9,200	9,200
37 TOWN MEETING TOTAL		8,815	11,540	11,540	12,640	12,640	12,640	12,640
TREASURER/COLLECTOR								
SALARIES	Regular	276,369	282,942	289,630	291,423	302,718	309,168	309,168
	Longevity		411	427		855		
TOTAL SALARIES		276,369	283,353	290,057	291,423	303,573	309,168	309,168
EXPENSE	Repairs & Maintenance	1,600	1,600	1,600	1,050	1,050	1,050	1,050
	Other Professional	40,000	40,000	45,000	42,000	42,000	60,000	50,000
	Deeds, Probates & Records	17,710	17,325	17,325	11,800	11,850	8,470	8,470
	Printing & Mailing	11,500	11,500	11,800	13,500	13,800	11,500	11,500
	Advertising	5,000	5,000	6,950	4,000	4,000	4,000	4,000
	All Office Supplies	3,000	3,000	4,000	6,000	5,000	7,000	7,000
	Travel Reimbursement	540	285	480	480	480	600	600
	Conferences	1,600	900	725	700	700	1,000	1,000
	Dues & Memberships	300	200	210	210	240	300	300
	Employee Bonds	1,050	1,050	1,050	1,050	1,100	1,200	1,200
	Land Court Fees	41,700	14,160	11,160	13,950	8,850	5,900	5,900
TOTAL EXPENSES		124,000	96,000	100,000	93,550	88,470	91,030	91,030
38 TREASURER/COLLECTOR TOTAL		400,369	379,353	390,057	385,073	392,043	400,198	400,198
SCHOOL DEPARTMENT								
ADMINISTRATION								
BUSINESS & FINANCE								
	Salaries	115,280	118,320	106,000	106,000	100,000	101,000	106,273
	Contracted Service	11,000	11,000	11,000	11,000	11,000	11,000	11,110
	Other Expense	9,677	5,000	5,000	5,000	3,438	3,438	3,472
TOTAL BUSINESS & FINANCE		135,957	134,320	121,000	121,000	114,438	115,438	119,855
DISTRICT WIDE LEADERSHIP								
	Student Services Dir/Sped Super	181,832	187,272	140,390	140,390	209,171	126,675	180,183
	Student Services Clerical Salaries	27,981	30,608	37,576	37,576	40,128	36,761	40,755
	Student Services Sped	14,209	19,127	14,500	14,500	14,324	13,483	13,450
	Student Services Other	9,627	7,000	5,000	5,000	6,880	6,650	3,750
TOTAL DISTRICT WIDE LEADERSHIP		233,649	244,007	197,466	197,466	270,273	183,569	238,138
LEGAL SERVICES								
	School Committee Contracted	23,000	27,000	23,000	23,000	27,000	27,000	27,270
TOTAL LEGAL SERVICES		23,000	27,000	23,000	23,000	27,000	27,000	27,270
PERSONNEL								
	District Staff Supplies	-	-	-	-	-	2,500	2,525
TOTAL PERSONNEL		-	-	-	-	-	2,500	2,525
SCHOOL COMMITTEE								
	School Committee Supplies	-	-	-	-	-	-	-
	School Committee Other Expenses	34,774	30,774	24,529	24,529	25,500	25,500	25,755
TOTAL SCHOOL COMMITTEE		34,774	30,774	24,529	24,529	25,500	25,500	25,755
SUPERINTENDENT								

		FISCAL 2016						FISCAL 2017 FIN
		FISCAL 2012	FISCAL 2013	FISCAL 2014	FISCAL 2015	TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	COMM RECOMMENDS
		BUDGETED	BUDGETED	BUDGETED	BUDGETED			
Superintendents Salaries		159,080	163,640	163,000	163,000	181,500	154,530	187,706
Superintendents Office Clerical		214,017	231,469	241,979	241,979	244,654	252,845	287,944
Superintendents Office System		1,900	4,833	4,833	4,833	-	-	-
Superintendents Office Supplies		11,441	12,000	5,770	5,770	7,500	7,500	7,675
Superintendents Other		11,994	5,868	5,868	5,868	5,868	5,868	5,924
TOTAL SUPERINTENDENT		398,432	417,807	421,447	421,447	409,519	420,740	429,151
TECHONLOGY OFFICE								
Technology Director Salaries		-	-	-	-	-	-	-
Technology Coordinator		81,571	84,198	87,313	87,313	-	-	-
Technology Secretary Salaries		41,315	42,762	43,408	43,408	44,276	44,940	45,839
TOTAL TECHNOLOGY OFFICE		122,886	126,960	130,721	130,721	44,276	44,940	45,839
38 TOTAL ADMINISTRATION		948,578	980,568	918,163	918,163	891,067	819,687	888,533
TEACHERS CLASSROOM								
Decas FDK Teacher Salary		-	-	244,189	244,189	739,022	737,230	778,890
Decas Teacher Salaries		2,227,160	2,009,841	1,517,047	1,517,047	1,273,128	1,710,538	1,706,899
Decas Sped Teachers Salaries		519,238	543,832	493,726	493,726	612,198	628,291	614,048
Minot Preschool Teacher Salaries		-	-	-	-	296,588	239,439	246,253
Minot FDK Teacher Salaries		-	-	364,696	364,696	-	-	-
Minot Teachers Salaries		1,899,517	1,641,492	1,578,794	1,578,794	1,697,104	1,479,403	1,446,113
Minot Interventionist FY09		-	-	-	-	-	-	-
Minot Sped Teachers Salaries		484,955	503,781	496,824	496,824	432,157	540,000	540,433
Jr./Sr. High School Teacher Salaries		188,084	101,702	119,501	119,501	108,067	57,576	34,183
Hammond Teachers Salaries		400,216	467,681	-	-	-	-	-
Hammond Sped Teachers Salaries		72,743	73,834	-	-	-	-	-
Middle Teacher Salaries Reg.		2,338,777	2,185,212	2,824,694	2,824,694	2,749,854	2,701,320	2,665,484
Middle Sped Teachers Salaries		879,189	706,384	806,379	806,379	808,909	878,764	792,096
High Teachers Reg. Salaries		2,815,478	2,620,253	2,955,512	2,955,512	2,895,414	2,903,940	2,922,346
High Sped Teacher Salaries		616,338	682,933	666,822	666,822	596,261	739,145	708,098
Academy Teachers Sped Salaries		111,907	136,468	133,937	133,937	176,685	59,969	94,286
East Preschool Teachers Salaries		276,057	280,758	355,807	355,807	-	-	-
TOTAL TEACHERS CLASSROOM		12,602,656	11,936,171	12,557,998	12,557,998	12,488,375	12,676,635	12,538,159
SPECIALIST TEACHERS								
ELE Teacher Salary		-	34,962	12,167	12,167	12,747	32,746	55,796
Minot Sped Specialist Salaries		-	-	-	-	-	7,834	-
ELE Teacher Salary		34,446	-	-	-	-	-	-
TOTAL SPECIALIST TEACHERS		34,446	34,962	12,167	12,167	12,747	40,580	34,446
TOTAL TEACHERS		12,637,102	11,971,133	12,570,165	12,570,165	12,501,122	12,717,215	12,594,955
GUIDANCE								
Decas Sped Counselors Salaries		-	-	-	-	-	84,532	83,776
Jr./Sr. High School Adj. Counselor		75,433	76,858	63,213	63,213	83,510	-	-
Middle Reg Guidance Prof Salaries		-	-	-	-	-	106,169	27,958
High School Adjustment Counselor		52,984	53,779	-	-	-	-	-
Academy Social Worker		83,430	87,601	90,229	90,229	92,836	-	-
West Academy Therapist/Guidance		1,000	1,500	1,200	1,200	1,000	1,001	1,011
East Therapist/Guidance Supplies		400	1,200	1,200	1,200	-	-	-
TOTAL GUIDANCE SALARIES		213,247	220,638	155,842	155,842	177,546	191,702	112,745
GUIDANCE & TESTING								
Decas Sped Counselors Salaries		73,998	75,083	76,575	76,575	-	-	-
Decas Guidance Supplies/Materials		420	420	420	420	1,721	1,200	-
Minot Sped Counselors Salaries		66,515	67,446	36,439	36,439	77,341	80,999	82,575
Minot Guidance Supplies/Materials		420	420	420	420	1,399	1,200	1,200
Hammond Sped Counselor's		34,146	34,664	-	-	-	-	-
Hammond Sped Therapist's		105	105	-	-	-	-	-
System Guidance		410	410	410	410	450	460	455
Middle Sped Counselor Salaries		35,017	36,230	-	-	85,327	61,780	133,819
Middle Sped Guidance		420	420	420	420	980	1,200	600
High Counselors Salaries		227,882	232,475	135,965	135,965	96,965	111,653	76,948
High Counselors		1,000	1,000	1,000	1,000	500	525	560
High Conferences/Other		410	410	410	410	400	400	400
East Pre-school Guidance		-	-	17,671	17,671	-	-	-
TOTAL GUIDANCE & TESTING		440,453	449,083	269,730	269,730	265,063	249,407	296,448
PHSYCOLOGICAL SERVICES								
Decas Sped Psychologist Salaries		79,134	80,283	82,563	82,563	43,287	64,730	82,433
Decas Sped Salaries Clerical		36,089	35,114	35,644	35,644	44,278	36,297	40,272
Decas Sped Psychologist		1,000	1,000	1,000	1,000	1,406	2,750	1,500
Minot Sped Psychology Salaries		82,571	60,982	54,663	54,663	43,267	-	65,627
Minot Sped Psychologists		1,000	1,000	1,300	1,300	1,144	2,750	1,500
Hammond Sped Psychologist's		300	300	-	-	-	-	-
System - Psychologists Conference		820	820	820	820	900	800	800
Middle Sped Psychologists Salaries		132,518	132,797	141,370	141,370	62,475	65,644	65,000
Middle Sped Clerical Salaries		38,253	35,114	35,644	35,644	45,614	37,394	41,489
Middle Sped Psychologists		1,000	1,000	1,000	1,000	1,440	3,050	1,500
High Sped Psychologists Salaries		78,237	84,382	83,348	83,348	97,449	77,017	81,628
High Sped Clerical Salaries		37,347	35,175	37,456	37,456	46,526	38,141	42,319
High Sped Psychologists		1,400	1,400	1,400	1,400	1,200	2,750	1,500
Academy Psychologist Contracted		5,350	5,617	5,786	5,786	8,450	8,450	8,535
East Preschool Early Childhood		42,492	-	-	-	-	-	-
East Psychologist Supplies		105	195	195	195	-	-	-
TOTAL PHSYCOLOGICAL SERVICES		535,516	466,169	482,389	482,389	397,414	339,873	424,003
TESTING & ASSESSMENT								
Decas Testing & Assessment		-	-	-	-	-	-	-

	FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
Decas Sped Clerical Supplies	-	300	300	300	240	300	300
ELE Testing Supplies	-	1,000	2,000	2,000	2,000	2,000	2,020
Minot Sped Clerical Supplies	-	300	300	300	240	300	300
Testing & Assessment Salary	-	-	-	-	56,216	-	-
ELE Testing Supplies/District	2,000	-	-	-	-	-	-
Middle School Sped Clerical	-	300	-	-	-	-	300
High Guidance Testing/Contract	6,227	6,227	6,000	6,000	5,600	5,000	8,000
High School Sped Clerical Supplies	-	300	300	300	240	300	303
West Academy Sped Clerical	-	300	-	-	-	-	-
East Preschool Sped Clerical	-	300	300	300	-	-	-
TOTAL TESTING & ASSESSMENT	8,227	9,327	9,200	9,200	64,535	7,900	11,223
TOTAL GUIDANCE	1,192,543	1,145,217	917,161	917,161	904,557	788,882	844,418
BUILDING TECHNOLOGY							
Decas Technology Paraprofessional	21,272	22,078	-	-	-	10,838	11,200
Minot Technology Paraprofessional	20,277	21,054	20,210	20,210	-	10,835	11,200
Middle Technology	41,804	20,216	20,828	20,828	-	22,178	22,770
High School Technology	9,414	9,799	9,897	9,897	11,658	21,668	21,889
TOTAL BUILDING TECHNOLOGY	92,767	73,147	50,935	50,935	11,658	55,510	67,059
CURRICULUM DIRECTOR							
Curriculum Office Admin. Salaries	108,120	110,000	100,000	100,000	217,332	96,404	142,057
Curriculum Office Clerical Salaries	73,528	70,777	38,715	38,715	40,387	30,109	30,411
Curriculum Office Supplies	62,000	62,000	43,296	43,296	31,500	89,828	10,726
Curriculum Office Directors Other	7,000	7,000	8,000	5,000	4,000	1,500	1,513
TOTAL CURRICULUM DIRECTOR	250,648	249,677	188,011	188,011	293,199	217,841	184,719
DEPARTMENT HEADS							
ELE Coordinator Salaries	-	-	27,360	27,360	25,331	-	13,888
High Reg. Dept. Heads/Dean	835,861	538,167	284,858	284,858	303,800	337,796	343,037
High Dept. Head/Occ. Ed. Salaries	90,487	86,882	79,736	79,736	50,285	53,136	59,564
TOTAL DEPARTMENT HEADS	626,358	624,819	391,954	391,954	379,416	390,934	416,490
K-12 DEPT.DS SALARIES							
Decas Instructional Leader	65,797	133,566	74,287	2,626	13,078	-	-
Minot Instructional Leader	72,539	131,359	72,813	56,428	39,288	-	-
Special Ed PAC/Instructional	800	800	500	500	500	200	200
Middle Instructional Leader	78,463	78,592	87,062	87,293	89,508	-	-
TOTAL K-12 DEPT.DS SALARIES	217,299	345,017	234,652	146,847	142,372	200	200
PRINCIPALS & ASSISTANTS							
Decas Principal/Asst. Principal	159,694	190,627	200,771	204,399	209,012	382,212	382,212
Decas Principal Other Expenditures	3,000	3,000	3,800	3,478	3,076	6,247	6,247
Minot Principals/Asst. Principals	192,262	201,582	212,213	210,176	215,745	370,399	370,399
Minot Principals Other	3,840	7,813	4,700	2,827	7,425	12,000	12,000
Jr./Sr. High School Principals Salary	91,800	93,636	95,000	95,960	103,040	90,900	90,900
Jr./Sr. Principal Other Expenditures	2,500	2,500	-	-	-	-	-
Hammond Asst. Principal's Salary	90,630	-	-	-	-	-	-
Hammond Asst. Principals Other	3,035	-	-	-	-	-	-
Hammond Asst. Principal's Other	3,035	-	-	-	-	-	-
Middle Principal/Asst. Principals	288,729	288,392	287,273	399,707	296,406	499,261	499,261
Middle Principal Other	7,000	7,000	7,000	3,500	4,500	4,500	4,500
High Principal/Asst. Principal	193,346	198,239	209,482	210,782	222,180	255,403	255,403
High	86,949	15,000	18,000	15,000	20,000	26,500	18,500
High Sch Principal Office Supplies	-	-	-	-	-	1,350	1,350
Academy Coordinators Salary	71,298	75,000	78,030	-	-	-	-
West Academy Coordinator Other	-	2,000	1,000	859	898	867	867
East Coordinator's Salary	-	55,373	55,420	-	-	-	-
TOTAL PRINCIPALS & ASSISTANTS	1,145,108	1,140,062	1,169,689	1,145,673	1,084,241	1,649,639	1,639,639
PRINCIPALS OFFICE							
Decas Salaries Clerical	83,868	85,880	87,132	88,051	65,940	90,779	90,779
Decas Principal Supplies	12,050	12,411	12,411	13,775	1,217	6,700	6,700
Minot Preschool Sped Clerical	-	-	-	-	-	-	-
Minot Clerical Salaries	79,900	80,593	82,975	93,008	84,440	109,216	109,216
Minot Principal Supplies	12,050	12,050	12,411	11,202	6,950	6,776	6,776
Jr./Sr. High School Clerical Salaries	27,000	25,146	35,477	42,987	21,818	22,034	22,034
Jr/Sr School Principals Supplies	500	1,885	1,885	1,885	-	-	-
Hammond Clerical Salaries	36,537	34,122	-	-	-	-	-
Hammond Supplies/Materials	5,151	5,151	-	-	-	-	-
Middle Clerical Salaries	121,429	122,930	126,976	121,051	119,479	121,164	121,614
Middle Principal Supplies	20,137	20,137	7,137	20,132	20,132	18,632	18,632
High Clerical Salaries	96,977	95,892	97,079	99,941	105,218	111,363	111,363
High Printing/Paging System	2,173	2,173	2,173	1,900	1,900	1,900	-
High General Office	18,788	18,788	17,000	17,000	17,000	16,000	16,000
Academy Clerical Salary	-	-	42,144	42,987	21,818	22,034	22,034
Academy Office Supplies/Materials	800	1,200	1,200	1,351	1,432	1,446	1,446
East Pre-K Principals Supplies	3,280	3,280	3,280	-	-	-	-
East Preschool Sped Clerical	42,553	42,762	43,408	-	-	-	-
TOTAL PRINCIPALS OFFICE	562,193	564,380	572,688	555,270	467,338	526,044	524,594
SCHOOL CURRICULUM							
Curriculum Supplementary	8,000	9,000	8,500	3,400	3,220	3,220	3,220
Curriculum Supplementary	1,500	2,000	1,500	2,000	1,900	1,919	1,919
Curriculum Supplementary	1,000	2,000	1,000	1,000	1,000	1,010	1,010
Middle Curriculum/Dept Heads	133,703	135,611	114,442	139,248	144,847	153,674	153,674
TOTAL SCHOOL CURRICULUM	144,203	148,611	125,442	145,648	150,967	159,823	159,823
TOTAL INSTRUCTIONAL	3,038,976	3,145,713	2,733,371	2,624,340	2,529,191	3,010,600	2,992,524
INSTRUCTIONAL EQUIPMENT							

	FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
Decas Instructional Equipment	-	-	-	-	-	2,000	2,000
Minot Instructional Equipment	-	-	-	-	-	2,185	2,185
High Sch Instructional Equip	-	-	-	-	-	13,700	7,000
High Sch Instructional Equip	-	-	-	-	-	19,200	19,200
TOTAL INSTRUCTIONAL EQUIPMENT	-	-	-	-	-	37,055	30,355
INSTRUCTIONAL MATERIALS							
Decas Instructional Other	32,181	33,148	30,650	44,771	32,878	32,315	17,316
Decas Sped Instructional Other	3,500	3,500	3,000	2,600	2,500	2,000	2,000
ELE Instructional Material/Other	-	1,500	1,500	1,800	1,500	1,515	1,515
Minot PreSchool Instructional	-	-	-	-	2,100	2,100	2,100
Minot Instructional/Other	22,585	22,585	30,587	36,411	24,950	22,697	22,697
Minot Sped Instructional Other	3,200	3,200	3,000	2,500	2,500	2,000	2,000
Jr./Sr. High School Instructional	2,000	3,300	3,300	2,690	4,849	4,594	4,594
Hammond	14,230	14,230	-	-	-	-	-
Hammond Sped Instructional	342	342	-	-	-	-	-
Middle Reg. Instr. Other Supplies	23,504	31,792	12,792	48,330	61,055	51,055	51,055
Middle Sped	2,016	2,016	1,400	1,920	2,400	2,000	2,000
High Instructional Supplies	9,445	11,445	11,445	11,500	20,000	4,000	4,000
High Sped Instructional Other	2,058	2,058	2,000	2,000	2,000	2,000	2,000
High Occ. Ed. Instructional Other	1,138	1,138	1,138	1,050	1,600	3,270	3,270
West Academy Instructional Other	-	1,260	1,260	1,315	1,687	1,704	1,704
Reg. East Instr. Matl.	1,000	1,000	1,000	-	-	-	-
East Preschool	-	683	683	-	-	-	-
TOTAL INSTRUCTIONAL MATERIALS	117,199	133,195	103,755	156,487	159,519	131,250	116,450
INSTRUCTIONAL SOFTWARE							
Middle Software	8,500	8,500	-	4,851	9,702	27,200	27,200
High Software	1,000	1,000	-	800	800	-	-
East Software	275	1,000	-	-	-	-	-
TOTAL INSTRUCTIONAL SOFTWARE	9,775	10,500	-	5,651	10,502	27,200	27,200
INSTRUCTIONAL TECHNOLOGY							
Instructional Technology	-	-	-	-	-	500	500
Technology Supplies	5,000	9,000	3,800	8,000	38,000	6,000	3,000
Technology Other Expenditures	6,800	13,800	13,500	13,800	13,500	8,000	8,000
Everett Computer Supplies /	1,000	1,000	1,000	-	-	-	-
Decas Computer Supplies	4,500	5,232	5,232	7,990	28,400	-	-
Decas Sped	1,575	1,575	1,575	2,357	2,400	-	-
Everett/Sped Computer	1,475	1,475	1,475	-	-	-	-
Minot PreSchool Computer	-	-	-	-	1,000	-	-
Minot Computer Su	5,000	2,000	7,000	6,847	12,300	10,350	-
Minot Computer Upgrade/Software	2,000	-	800	800	800	-	-
Minot Sped Computer	1,675	1,575	1,850	1,575	2,100	-	-
Jr./Sr School Sped	-	-	-	-	-	-	-
Jr./Sr School Computer	4,887	7,000	8,000	5,000	1,888	-	-
Jr./Sr. High School Computer Other	3,989	2,069	-	-	231	-	-
Hammond Computer/Software	3,938	436	-	-	-	-	-
Hammond Office/Computer	800	800	-	-	-	-	-
Hammond Sped	275	275	-	-	-	-	-
System Memberships/License	-	-	4,868	4,868	4,868	4,917	4,917
Middle Computer Supplies	10,009	14,300	14,300	14,300	15,000	51,000	-
Middle Sped Computer	1,575	1,575	1,575	1,800	2,250	-	-
High School Instr. Technology	-	-	-	-	-	-	-
High Sch Instructional Technology	18,000	20,000	20,000	20,000	28,500	78,750	-
High Sped Computer/Printer	1,575	1,575	1,575	1,550	1,980	-	-
West Academy Instr. Technology	1,200	1,900	1,200	1,233	1,233	-	-
Reg. East Computer Supplies	500	500	1,000	-	-	-	-
East Computer Supplies	395	395	395	-	-	-	-
TOTAL INSTRUCTIONAL TECHNOLOGY	75,245	86,181	85,545	89,041	149,420	160,517	16,417
PAPER/PENCILS/PERIODICALS							
Decas Pencils/Paper	10,838	11,183	12,500	13,486	14,000	23,400	23,400
Decas Sped Pencils/Paper	903	1,000	1,000	960	1,200	-	-
Minot PreSchool Pencils and Paper	-	-	-	-	1,000	1,000	1,000
Minot Pencils/Paper	10,165	10,165	12,168	10,988	11,000	12,500	12,500
Minot Sped Pencils/Paper	792	792	907	1,600	2,000	-	-
Jr./Sr. High School Pencils/Paper	420	1,200	600	1,719	1,308	1,321	1,321
Hammond Pencils/Paper	4,020	4,020	-	-	-	-	-
Hammond Sped Pencils/Paper	115	115	-	-	-	-	-
Middle Reg. Pencils/Paper	13,200	13,200	6,600	20,000	20,000	19,000	19,000
Middle Sped Pencils/Paper	1,113	1,113	1,113	1,920	2,400	-	-
High Pencils/Paper	645	6,645	6,645	3,000	6,000	4,000	4,000
High Sped Pencils/Paper	1,029	1,029	1,028	1,400	1,750	-	-
High Occ. Ed. Pencils/Paper	688	688	688	700	500	1,000	1,000
Academy Pencils/Paper	1,260	1,800	1,800	696	1,000	1,010	1,010
Reg. East Pencil/Paper	2,465	2,465	2,100	-	-	-	-
East Preschool Supplies	345	345	345	-	-	-	-
TOTAL PAPER/PENCILS/PERIODICALS	47,996	55,738	47,492	58,349	62,158	63,231	63,231
CONFERENCE EXPENSES							
Curriculum Teachers Other	-	-	5,000	5,000	2,000	2,020	2,020
Sped Teachers Travel	5,620	5,620	5,620	6,000	8,000	5,000	5,000
System Conferences/Mileage	2,500	4,000	3,500	3,000	3,000	3,030	3,030
TOTAL CONFERENCE EXPENSES	8,120	9,620	14,120	14,000	13,000	10,050	10,050
TEXTBOOKS & MATERIALS							
Decas Textbook/AV/Library	35,887	-	-	-	-	-	-
Decas Sped	3,500	-	-	-	-	-	-
Minot Textbook/AV/Library	19,320	-	-	-	-	240	240
Minot Sped	3,200	-	-	-	-	-	-
Hammond Textbook/AV/Library	8,508	-	-	-	-	-	-
Hammond Sped	342	-	-	-	-	-	-

	FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
Middle Textbook/AV/Library	40,394	-	-	-	-	-	-
Middle Sped	2,016	-	-	-	-	-	-
High School Textbooks and Related	16,000	-	-	-	-	20,000	-
High Sped	2,058	-	-	-	-	-	-
High Occ. Ed. Textbooks	1,279	-	-	-	-	-	-
West Academy	1,500	-	-	-	-	-	-
East Textbooks/AV Supplies	883	-	-	-	-	-	-
TOTAL TEXTBOOKS & MATERIALS	134,867	-	-	-	-	20,240	240
TOTAL INSTRUCTIONAL MATERIALS &	393,202	295,234	251,212	324,325	394,599	449,543	263,943
MASS TEACHERS RETIREMENT							
Retirement - Mass. Teachers	25,000	25,000	15,000	15,000	15,000	15,180	15,180
TOTAL MASS TEACHERS RETIREMENT	25,000	25,000	15,000	15,000	15,000	15,000	15,150
EQUIPMENT LEASING							
Superintendents Copier Lease	3,560	2,964	3,484	3,484	5,464	5,519	5,519
Everett Copier Lease	3,480	2,964	2,964	-	-	8,877	8,877
Decas Copier Leases	16,428	16,096	18,856	18,856	20,888	20,886	20,886
Student Services Copier/Lease	3,480	3,186	7,887	7,887	7,887	7,643	7,643
Minot Copier Lease	10,828	8,598	11,838	14,553	14,555	14,558	14,555
Jr. Sr. Cooperative Copier Lease	1,993	1,993	1,993	1,993	2,993	3,023	3,023
Hammond Copier Leases	5,502	6,753	6,753	6,753	-	-	-
Middle Copier Leases	21,877	31,854	32,479	32,479	32,479	37,479	37,479
High Copier Leases	36,838	33,390	31,751	31,751	38,751	36,751	36,751
West Academy Copier Lease	115	180	720	720	720	727	727
East Preschool Copier Leases	2,553	3,395	2,717	-	-	-	-
TOTAL EQUIPMENT LEASING	106,454	112,143	121,102	118,138	120,385	135,230	135,229
STUDENT INSURANCE							
Insurance	32,982	32,982	32,982	32,982	20,982	21,192	21,192
TOTAL STUDENT INSURANCE	32,982	32,982	32,982	32,982	20,982	20,982	21,192
TOTAL RETIREMENT & INSURANCE	164,436	170,128	169,084	166,120	156,367	171,212	171,571
CUSTODIAL SERVICES							
Everett Custodial Supplies	1,000	1,200	1,300	-	-	-	-
Decas Custodial Salaries	103,701	146,222	146,309	126,124	147,785	152,362	152,362
Decas Custodial Supplies	12,800	12,878	11,878	11,889	12,146	10,000	10,000
Decas Substitute Custodians	-	6,074	7,782	7,782	7,783	6,336	6,336
Decas Custodial Overtime	1,076	3,500	3,500	3,535	3,535	5,541	5,541
Minot Custodial Salaries	127,422	125,714	144,146	144,002	144,240	151,384	151,384
Minot Custodial Supplies	9,000	9,000	10,367	10,367	10,517	10,517	10,517
Minot Substitute Custodians	-	4,921	7,782	7,782	7,782	7,990	7,990
Minot Custodial Overtime	1,006	3,500	3,500	3,535	3,535	6,175	6,175
Jr/Sr School Custodial Supplies	2,800	1,500	1,500	1,500	-	-	-
Hammond Custodial Salaries	82,027	84,358	-	-	-	-	-
Hammond Custodial Supplies	5,000	5,000	-	-	-	-	-
Hammond Substitute Custodians	-	2,614	1,826	1,826	-	-	-
Hammond Custodial Overtime	3,578	7,000	-	-	-	-	-
Substitute Custodians	45,500	-	6,000	6,000	6,000	529	529
Custodial Physicals/Clothing	8,500	9,500	11,500	11,500	11,500	11,615	11,615
District Custodial Professional	-	-	-	-	-	36,714	36,714
System Custodial Overtime for	21,343	3,800	9,000	9,090	9,090	15,000	15,000
Middle Reg. Custodial Salaries	249,681	248,399	248,359	249,027	231,022	257,383	257,383
Middle Custodial Supplies	22,685	22,685	22,685	22,886	22,685	18,885	18,685
Middle Substitute Custodians	-	11,342	15,984	15,984	15,984	15,197	15,197
Middle Custodial Overtime	3,950	12,000	9,000	9,090	9,090	11,667	11,668
High Custodial Salaries	245,502	206,804	246,034	207,018	208,548	215,740	215,740
High Custodial Supplies	16,000	16,000	16,000	16,360	16,000	16,000	16,000
High Substitute Custodians	-	13,649	15,584	15,564	15,564	11,473	11,473
High School Custodial Overtime	4,903	8,000	9,000	9,090	9,090	9,090	9,090
Academy Custodian Salary	18,354	19,638	19,635	-	-	-	-
Academy Custodial Supplies	1,900	1,900	1,900	1,098	-	-	-
West Substitute Custodians	-	1,153	1,826	1,826	-	-	-
Academy Custodial Overtime	480	520	520	525	-	-	-
Central Office Custodial Salaries	-	-	-	-	20,124	20,622	20,622
East Custodial Supplies	4,000	-	-	-	-	-	-
East Preschool Custodial Salaries	41,901	41,669	45,088	-	-	-	-
East Custodial Supplies	-	3,300	3,500	4,000	4,000	4,040	4,040
East Substitute Custodians	-	2,307	3,652	-	-	-	-
East Partnership Custodian Salary	-	-	-	-	20,124	-	-
East Custodial Overtime	337	2,900	1,826	-	-	-	-
TOTAL CUSTODIAL SERVICES	1,036,916	1,041,241	1,026,440	896,207	935,724	993,960	993,960
HEATING							
Everett Heating	2,842	2,700	-	-	-	-	-
Decas Heating	65,000	65,000	65,000	65,950	66,950	77,949	77,949
Minot Heating	63,000	63,000	63,000	61,091	51,090	59,801	59,801
Jr./Sr. High School Heating	3,500	4,700	4,700	4,000	10,000	10,023	10,023
Hammond Heating	22,000	22,000	13,500	10,000	-	-	-
Middle Heating	100,000	90,000	90,000	90,000	90,000	97,450	97,450
High Heating	80,000	103,000	103,000	80,000	70,000	67,227	67,227
Academy Heat	13,000	13,000	13,000	12,000	-	964	964
Central Office Heating	-	-	-	-	-	9,509	9,509
East Heating	15,858	17,000	17,000	3,885	-	-	-
TOTAL HEATING	365,210	380,400	369,200	327,926	286,040	322,923	322,923
BUILDING MAINTENANCE							
Everett Building Maintenance	4,600	6,000	-	2,000	-	-	-
Decas Building Maintenance	47,500	48,928	42,175	43,400	35,300	33,000	8,000
Minot Building Maintenance	25,000	25,000	43,000	58,500	26,100	7,200	7,200
Minot Maintenance of Building	-	-	-	-	-	9,226	9,226

	FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016 TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
Jr/Sr School Building Maintenance	8,000	8,000	10,000	8,881	-	-	-
Hammond Building Maintenance	12,240	12,240	6,000	2,000	-	-	-
System Energy Manager	5,800	-	-	-	-	-	-
Middle Building Maintenance	47,000	47,000	43,410	43,410	58,500	58,500	43,960
High Building Repairs/Maintenance	44,000	45,000	40,000	48,500	35,000	27,400	2,400
High Maintenance of Building	-	-	-	-	-	5,000	2,000
Academy Building Maintenance	2,100	6,800	2,100	2,100	-	-	-
East Building Maintenance	7,000	7,000	9,500	1,500	3,800	3,835	3,535
TOTAL BUILDING MAINTENANCE	200,940	206,763	196,185	207,231	157,400	143,861	78,321
EQUIPMENT MAINTENANCE							
Superintendents Office Equipment	1,000	800	1,000	1,000	1,000	1,010	1,010
Superintendents Computer	500	500	1,000	1,000	1,000	2,000	2,000
Everett Equipment Contracted	4,644	6,654	-	-	-	-	-
Everett Equipment Repair	1,000	1,000	-	-	-	-	-
Decas Equipment Contracted	9,456	9,838	10,151	10,435	10,434	8,000	8,000
Decas Maintenance of Equipment	-	-	-	-	-	5,000	5,000
Decas Equipment/Repairs	3,300	3,830	4,150	8,150	4,150	-	-
Minot Equipment Contracted	16,774	11,763	12,467	12,467	12,467	14,216	12,216
Minot Equipment Repair	8,965	8,965	8,965	8,965	8,965	3,400	3,400
Minot Maintenance of Equipment	-	-	-	-	-	2,475	2,475
Jr/Sr High School Equipment	4,338	4,218	4,228	4,228	-	-	-
Jr./Sr. High School Equipment	3,000	2,800	2,500	2,500	-	-	-
Hammond Equipment Contracted	5,889	5,767	5,654	-	-	-	-
Hammond Equipment Repair	10,443	10,443	1,000	-	-	-	-
Middle Equipment Contracted	17,470	18,166	18,166	18,166	18,166	18,166	6,746
Middle Equipment Repair	20,000	26,000	26,000	26,000	26,000	26,000	26,000
High Equipment Contracted	18,488	23,693	24,361	25,900	16,000	16,000	-
High Equipment Repair	34,462	36,000	34,000	34,000	49,600	11,000	600
Academy Equip. Contracted	6,912	6,128	6,745	6,745	-	-	-
Academy Equip. Repair	750	750	750	750	-	-	-
East Equipment Contracted	7,522	6,891	6,825	-	-	-	-
East Equipment Repair	4,000	4,000	4,000	1,500	600	606	505
TOTAL EQUIPMENT MAINTENANCE	178,921	182,410	172,962	158,805	148,282	107,772	66,852
GROUNDS MAINTENANCE							
Minot Maintenance of Grounds	-	-	-	-	-	1,000	1,000
Grounds Salaries	84,397	83,663	83,663	119,326	121,804	126,609	126,609
Grounds Equip/Snow	36,598	28,000	38,000	38,000	38,000	38,380	38,380
Grounds Supplies/Fuel/Repairs	53,371	50,000	40,000	40,000	40,000	40,400	40,400
Grounds General Maint./Sprinklers	11,000	11,000	11,000	11,000	11,000	11,110	11,110
Grounds Substitute Workers	-	4,921	4,921	1,000	1,000	-	-
Grounds Overtime	5,976	3,000	6,500	8,500	3,000	14,698	14,698
TOTAL GROUNDS MAINTENANCE	191,342	180,584	183,184	214,826	214,804	232,197	232,197
NETWORKING & TELECOMMUNICATIONS							
Hammond Business Class Internet	-	-	-	-	-	-	-
Decas Business Class Internet	-	-	693	978	1,275	1,275	1,275
Minot Business Class Internet	-	-	693	978	978	975	975
Hammond Business Class Internet	-	-	693	978	-	-	-
System Network Manager/IT	114,650	146,180	141,320	167,560	236,755	236,896	236,896
System Tech Contractual	2,000	4,000	6,000	6,000	6,000	-	-
System Network/Telcom	42,660	49,019	49,538	49,538	64,638	65,284	65,284
Middle Business Class Internet	-	-	1,482	1,659	1,659	1,659	1,659
High Business Class Internet	-	-	1,239	2,408	2,408	2,408	2,408
High Tech. Supplies/Materials	9,185	18,000	12,000	12,122	5,000	-	-
East Preschool Telecommunication	750	-	-	-	-	-	-
TOTAL NETWORKING & TELECOMMUNICATIONS	169,235	217,199	213,758	232,312	317,710	308,497	308,497
TECHNOLOGY MAINTENANCE							
Everett Network Server	800	1,000	-	-	-	-	-
Decas Network Server	1,500	1,500	-	3,000	3,000	5,600	3,500
Minot Server & Network	1,000	1,000	-	3,000	3,000	2,000	-
Jr./Sr. Cooperative High School	-	500	-	-	-	-	-
Hammond Network Server	1,000	1,000	-	-	-	-	-
Middle Computer Maintenance	1,200	5,000	-	5,000	5,000	-	-
Middle Network Server	2,000	2,000	-	3,000	3,000	8,000	5,000
High Network Server	3,000	3,000	-	3,000	3,000	8,000	5,000
West Academy Computer Maint.	-	300	-	1,000	11,000	6,040	-
Academy Network Server	500	800	-	-	-	-	-
Reg. East Network	500	500	-	-	-	-	-
TOTAL TECHNOLOGY MAINTENANCE	11,509	16,300	-	18,000	28,000	29,640	13,600
UTILITIES							
Superintendents Utilities Telephone	5,000	3,200	3,000	1,500	1,500	622	622
Everett Utilities	7,948	7,840	-	-	-	-	-
Decas Utilities	74,968	74,000	80,000	69,302	69,301	65,682	65,682
Minot Utilities	74,506	75,000	80,000	75,000	90,000	73,444	73,444
Jr./Sr. High School Utilities	5,600	5,100	7,900	6,217	5,251	5,251	5,251
Hammond Utilities	14,000	12,000	10,000	7,217	-	-	-
Middle Utilities	170,964	170,964	170,964	176,093	196,092	172,861	172,861
High Utilities	210,000	222,000	222,000	228,660	228,660	205,838	205,838
Academy Utilities	6,000	4,300	4,500	4,635	-	-	-
Central Office Utilities	-	-	-	-	-	19,197	19,197
East Preschool Utilities	13,115	12,300	14,000	4,420	-	-	-
East Regular Utility Supplies	-	-	-	-	30,840	-	-
TOTAL UTILITIES	582,101	586,704	592,364	573,044	616,393	542,896	542,896
TOTAL OPERATIONS & MAINTENANCE	2,736,165	2,816,603	2,754,093	2,629,012	2,706,353	2,681,746	2,559,246
HOME INSTRUCTION & SPED SUMMER SCHOOL							
Regular Day Home Instruction	38,590	38,500	38,500	38,500	38,500	28,000	28,000

		FISCAL 2016						FISCAL 2017 FIN
		FISCAL 2012	FISCAL 2013	FISCAL 2014	FISCAL 2015	TOWN MEETING APPROVED	FISCAL 2017 TA REQUEST	COMM RECOMMENDS
		BUDGETED	BUDGETED	BUDGETED	BUDGETED			
Student Services Home Inst.		47,481	46,800	46,800	46,800	46,800	45,000	45,000
Teaching Services Extended Year		68,000	71,400	68,000	79,000	79,000	80,000	80,000
TOTAL HOME INSTRUCTION & SPED SUMMER		151,061	155,400	152,900	163,000	163,000	150,000	150,000
LIBRARIANS & MEDIA CENTER								
Decas Library Salaries		-	-	-	-	-	-	-
High Library Salaries		54,637	55,487	59,018	62,089	62,520	73,488	73,488
TOTAL LIBRARIANS & MEDIA CENTER		54,637	55,487	59,018	62,089	62,520	73,488	73,488
MEDICAL & THERAPEUTIC SERVICES								
Decas Sped Therapist Salaries		135,144	121,438	116,082	148,866	105,805	181,168	181,168
Decas Social Worker Contracted		-	-	68,000	68,300	-	-	-
Student Services Contract Service		34,094	97,679	113,453	268,617	49,000	80,000	80,000
Minot Preschool Sped Therapists		-	-	-	-	27,372	31,063	31,063
Minot Sped Therapists Salaries		114,145	122,643	112,644	66,301	84,187	76,142	76,142
Hammond Sped Speech Therapist		33,872	34,380	-	-	-	-	-
Middle Sped Therapist Salaries		5,000	5,100	27,733	29,010	77,962	106,642	106,642
High Sped Therapist Salaries		41,372	42,030	41,433	35,418	84,169	100,788	100,788
West Academy SPED Therapist		-	-	-	-	89,608	84,167	84,167
Academy Contracted Service		-	57,418	59,141	-	-	-	-
East Preschool Therapists Salaries		120,616	122,520	123,215	-	-	-	-
East Therapist Supplies		105	108	108	400	-	-	-
TOTAL MEDICAL & THERAPEUTIC SERVICES		484,348	603,310	660,816	614,632	464,110	629,970	629,970
PARAPROFESSIONALS								
Decas FDK Paraprofessional		-	-	23,951	49,427	167,184	98,037	98,037
Decas Reg. Paraprofessional		-	-	20,210	2,001	2,001	21,511	21,511
Decas Sped Paraprofessionals		120,082	138,006	101,265	144,131	124,389	93,223	93,223
Minot Preschool Paraprofessional		-	-	-	140,887	164,796	159,238	159,238
Minot FDK Paraprofessional		-	-	66,826	-	-	-	-
Minot Reg. Paraprofessionals		-	-	-	46,232	47,369	47,843	47,843
Minot Sped Paraprofessionals		102,196	107,235	108,980	128,146	123,900	172,407	172,407
Jr./Sr. Paraprofessional Salaries		20,772	21,378	21,957	-	-	-	-
Hammond Sped Paraprofessionals		19,887	20,464	-	-	-	-	-
Middle Technology		-	-	-	21,669	22,178	-	-
Middle Reg. Paraprofessionals		-	19,893	21,036	21,669	22,645	20,000	20,000
Middle Sped Paraprofessionals		153,728	163,938	183,600	191,973	193,636	201,597	201,597
High Tech. Paraprofessional		-	-	-	-	-	-	-
High Paraprofessionals Salaries		18,629	19,393	23,170	23,886	23,746	23,983	23,983
High Sped Paraprofessionals		208,411	198,929	202,478	192,707	195,251	219,215	219,215
Academy Sped Paraprofessional		39,604	40,999	54,949	43,480	45,472	46,135	46,135
East Preschool Paraprofessionals		122,663	127,920	134,589	-	-	-	-
TOTAL PARAPROFESSIONALS		605,783	656,152	962,861	1,006,157	1,112,467	1,103,189	1,103,189
SUBSTITUTES								
Decas FDK Substitute Teacher		-	-	4,875	4,875	5,875	10,898	10,899
Decas FDK Substitute Para		-	-	3,525	3,525	2,025	3,910	3,910
Decas Substitute Teachers/Nurses		51,000	40,000	40,000	40,000	50,000	69,736	69,736
Decas Reg. Substitute		4,000	9,000	4,000	4,000	2,000	23	23
Decas Sped Teacher Substitutes		6,000	6,900	6,000	6,000	11,000	20,464	20,464
Decas Sped Substitute		6,000	10,000	10,000	10,000	10,000	8,585	8,585
Minot Preschool Sped Substitute		-	-	-	-	-	3,455	3,455
Minot Preschool Paraprofessional		-	-	-	10,000	10,000	6,019	6,019
Minot FDK Substitute Teacher		-	-	4,875	4,875	5,875	-	-
Minot FDK Substitute Para		-	-	3,525	-	-	-	-
Minot Reg. Substitute		39,000	35,000	40,000	40,000	40,000	66,171	66,171
Minot Reg. Substitute		5,000	2,000	4,000	4,000	2,000	-	-
Minot Sped Substitute Teachers		17,000	10,000	11,500	11,500	18,500	38,831	38,831
Minot Sped Substitute		6,000	7,200	7,200	7,200	12,200	4,671	4,671
Jr./Sr. High School Substitute		28,000	13,000	13,000	14,044	-	13,934	13,934
Jr./Sr. High Substitute		-	600	2,600	-	-	-	-
Hammond Reg. Substitute Teachers		20,000	17,000	-	-	-	-	-
Hammond Paraprofessional		-	7,500	-	-	-	-	-
Hammond Sped Substitute		6,000	1,500	-	-	-	-	-
Hammond Sped Paraprofessional		2,000	1,200	-	-	-	-	-
District Reg. Ed. Long-Term		-	-	8,500	8,800	-	-	-
District Reg. Ed. Long-Term		-	-	3,000	3,000	-	-	-
District Sped. Long-Term Substitute		-	-	1,200	1,200	-	-	-
Middle Substitute Teachers/Nurses		90,000	99,500	92,000	92,000	92,000	87,913	87,913
Middle Reg. Paraprofessional		-	-	700	700	1,000	17,900	17,900
Middle Sped Substitute Teachers		11,000	7,000	9,000	9,000	19,000	13,013	13,013
Middle Sped Substitute		6,000	6,000	8,000	8,000	10,000	9,425	9,425
High Substitute Teachers/Nurses		93,000	99,000	93,000	93,000	93,000	95,311	95,311
High Reg. Substitute		300	1,200	700	700	700	184	184
High Sped Substitute Teachers		20,000	12,000	14,700	14,700	20,000	5,610	5,610
High Sped Paraprofessional		4,000	2,000	4,000	4,000	2,000	6,334	6,334
Academy Substitute Teachers Sped		5,000	2,900	3,900	3,800	4,800	48,117	48,117
West Academy Substitute		1,000	1,500	1,500	1,500	1,000	-	-
East Preschool Sped Substitutes		15,000	17,000	12,000	-	-	-	-
East Preschool Paraprofessional		8,000	10,000	10,000	10,000	-	-	-
TOTAL SUBSTITUTES		440,300	419,000	417,200	410,119	410,975	510,537	510,537
TOTAL TEACHING SERVICES		1,936,129	2,089,319	2,251,915	2,255,397	2,213,072	2,467,184	2,467,185
PAYMENTS TO MEMBER COLLABORATIVES								
Collaboratives Assessment/POC		3,527	3,527	3,527	3,527	-	-	-
Collaboratives - Tuitions		316,425	223,023	811,600	818,227	731,492	1,200,740	1,200,740
TOTAL PAYMENTS TO MEMBER COLLABORATIVES		319,952	226,550	815,027	818,754	731,492	1,200,740	1,200,740
TOTAL SPED TUITIONS TO PRIVATE SCHOOLS		1,043,578	1,287,727	1,620,871	1,351,751	1,800,340	1,505,267	1,505,267
TOTAL PROGRAMS OTHER SYSTEMS IN MASS		162,423	140,550	195,000	150,000	150,000	131,500	151,500

	FISCAL 2012 BUDGETED	FISCAL 2013 BUDGETED	FISCAL 2014 BUDGETED	FISCAL 2015 BUDGETED	FISCAL 2016	FISCAL 2017 TR REQUEST	FISCAL 2017 FIN COMM RECOMMENDS
					TOWN MEETING APPROVED		
TOTAL PAYMENTS TO OUT-OF-DISTRICT	1,525,953	1,654,827	2,030,898	2,320,505	2,681,832	2,857,507	2,857,507
PROFESSIONAL DEVELOPMENT REIMBURSEMENTS							
ELE Professional Development	-	1,500	4,000	4,000	4,000	4,000	4,040
ELE Professional	1,600	-	-	-	-	-	-
System Course Reimbursements	90,686	98,000	81,000	72,800	68,000	49,768	49,768
TOTAL PROFESSIONAL DEVELOPMENT REIMBURSEMENTS	92,086	99,500	85,000	76,800	69,000	53,768	53,808
TOTAL PROFESSIONAL DEVELOPMENT-PROVIDERS	-	-	-	-	-	500	500
PROFESSIONAL DEVELOPMENT - SUBSTITUTES							
Decas Prof Development Subs	-	-	-	-	-	-	-
ELE Professional Development	-	1,000	1,000	1,000	2,000	624	624
Prof. Dev. Regular Substitutes	4,602	5,500	5,500	5,500	10,500	10,600	10,600
Prof. Dev. Sped Substitutes	4,602	3,000	3,000	3,000	5,000	5,000	5,000
TOTAL PROFESSIONAL DEVELOPMENT - SUBSTITUTES	9,204	9,500	9,500	9,500	17,500	16,124	16,124
PROFESSIONAL DEVELOPMENT - TEACHERS							
Professional Development FY09	-	-	-	-	-	-	-
Staff Development	60,000	65,000	60,000	64,000	33,500	33,835	33,835
High School Prof. Development	-	-	-	-	-	-	-
TOTAL PROFESSIONAL DEVELOPMENT -TEACHERS	60,000	65,000	60,000	64,000	33,500	33,835	33,835
TOTAL PROFESSIONAL DEVELOPMENT	161,289	174,000	154,500	150,400	120,000	104,227	104,267
ATHLETIC SERVICES							
Middle School	42,860	42,560	17,600	45,350	45,350	42,300	42,300
Athletic Clerical Salaries	-	-	6,832	6,900	-	-	-
High Athletic Director/Coaches	167,888	167,888	146,122	147,583	147,583	149,089	149,089
High Athletics Supplies/Materials	35,000	35,000	24,000	21,980	23,000	25,000	25,000
High Athletics Other Expenditures	60,839	66,000	51,839	28,850	32,400	36,000	36,000
TOTAL ATHLETIC SERVICES	306,587	311,448	240,563	251,663	248,333	252,359	252,359
ATTENDANCE							
District Resource Officer Salaries	-	-	-	-	45,000	45,000	45,000
High Attendance Clerical Salaries	34,720	33,772	34,444	42,897	35,241	39,206	39,206
High Attendance	540	540	540	540	540	540	540
High Attendance Travel	120	120	120	120	120	100	100
TOTAL ATTENDANCE	35,380	34,432	35,104	43,557	80,901	84,846	84,846
MEDICAL & NURSES							
System Nurses Salaries	300,241	308,088	322,548	259,880	262,479	286,633	286,633
System Nurses Salaries Clerical	-	-	-	-	-	-	-
System School Physicians Contract	1,500	1,500	1,500	1,500	1,500	1,500	1,500
System Nurses Supplies/Materials	8,588	9,187	9,187	9,035	6,060	6,000	6,000
System Expenses/Contractual for	500	500	500	500	500	-	-
District Health Services SPED	-	32,687	34,289	35,318	35,318	103,935	103,935
TOTAL MEDICAL & NURSES	310,827	351,913	368,224	306,213	295,957	397,768	397,768
OTHER STUDENT BODY ACTIVITIES							
Minot Field Trips	-	-	650	650	650	-	-
Hammond Field Trips	650	650	-	-	-	-	-
High Other Student Activities	835	835	835	835	835	827	827
Academy Other Student Activities	800	800	800	800	800	808	808
West Academy Other Student	400	2,000	1,000	1,200	1,200	1,212	1,212
TOTAL OTHER STUDENT BODY ACTIVITIES	2,685	4,285	3,285	3,485	3,485	2,847	2,847
PUPIL TRANSPORTATION							
Transportation Director 1/2	-	-	-	-	-	-	-
Transportation Director 1/2 Salaries	33,000	33,000	33,500	35,987	34,680	18,357	18,357
Transportation 1/2 Clerical Salary	17,000	17,000	18,000	21,473	17,620	19,216	19,216
Transportation Reg. Salaries	390,508	380,508	510,124	518,911	370,896	371,957	371,957
Transportation Contracted Services	15,000	15,000	15,000	16,880	22,121	22,342	22,342
Transportation Supplies/ Materials	200,000	200,000	260,000	250,000	222,418	172,000	172,000
Transportation Other Expenses	689	20,689	20,689	20,500	39,388	39,780	39,780
Transportation Sped 1/2 Directors	33,000	33,000	33,600	35,987	34,680	18,357	18,357
Transportation Sped 1/2 Clerical /	17,000	17,000	18,000	21,473	17,620	19,216	19,216
Transportation Sped. Salaries	304,485	370,212	260,000	263,900	306,539	371,957	371,957
Transportation Sped In/Out District	125,727	60,000	65,000	65,000	85,000	257,000	257,000
Transportation Sped Supplies	123,000	123,000	180,000	180,000	180,000	120,000	120,000
Transportation Sped Other	10,243	10,243	10,243	10,100	26,100	26,361	26,361
Transportation Occ Ed. Salaries	15,000	15,000	20,000	20,000	15,000	-	-
Transportation Occ Ed. Contracted	27,000	27,000	28,000	28,000	32,000	45,000	45,000
System Student Transportation	30,000	30,000	5,231	5,231	-	-	-
TOTAL PUPIL TRANSPORTATION	1,341,652	1,341,652	1,476,287	1,481,452	1,372,860	1,500,533	1,360,833
TOTAL PUPIL SERVICES	1,996,508	2,042,407	2,129,093	2,086,370	2,001,436	2,238,353	2,238,353
39 TOTAL SCHOOL BUDGET	26,735,481	26,482,446	26,879,655	26,961,962	27,099,336	27,952,583	27,952,583

APPENDIX 2 – FY2017 EMS BUDGET

EMERGENCY MEDICAL SERVICES
EMERGENCY

		FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017
		Budgeted	Budgeted	Budgeted	Budgeted	Projected	Request	Admin.
SALARIES	Regular	473,825	458,137	466,959	469,324	550,390	844,059	844,059
	Part-time	47,500	50,000	42,000		350,400	10,000	10,000
	Overtime	150,000		170,000	165,000	170,000	279,480	279,480
	On-Call				160,000			
	Sick		173,472					
	Holiday						36,000	36,000
	Longevity	1,770	1,502	2,017	1,277	1,200	1,200	1,200
TOTAL SALARIES		673,095	683,111	680,976	795,601	1,071,990	1,170,739	1,170,739
EXPENSES	Electricity	6,000	6,000	6,500	6,000	6,000	6,000	6,000
	Water	250	250	250	250	300	350	350
	Sewer	600	600	600	600	600	625	625
	Gas for Heat	5,500	5,500	5,500	5,500	5,500	5,500	5,500
	Vehicles	11,000	11,000	12,000	33,000	33,000	29,000	29,000
	Equipment & Rentals	2,500	2,500	2,500				
	CLEMSS	15,619	15,619	15,619	15,619	15,619	15,700	15,700
	Billing Service	48,000	48,000	50,000	55,000	60,000	60,000	60,000
	Tuition Other	1,000	1,000	1,000	500	500	500	500
	Training	1,500	1,500	1,500	1,500	1,500	2,000	2,000
	Cellular	1,000	2,000	2,000	3,000	3,500	3,500	3,500
	Other Purchased Services	9,000	12,000	12,000	15,000	30,000	31,000	31,000
	Licenses & Fees	6,000	6,000	6,000	6,200	6,200	6,200	6,200
	All Office Supplies	5,000	2,000	2,000	2,500	2,500	2,500	2,500
	Bldg. & Equip Supplies	8,000	8,000	8,000	9,000	9,000	9,000	9,000
	Custodial Supplies	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Vehicular Supplies	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Gasoline/Diesel Fuel	15,000	15,000	28,250	22,000	22,000	22,000	22,000
	Medical Supplies	6,000	6,000	10,500	20,000	23,000	24,000	24,000
	Educational Supplies	750	750	750	750	750	750	750
	Other Supplies	1,000	3,000	2,500	250	250	250	250
	Travel Reimbursement	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	Maintenance	-	-	-	-	-	-	-
	Rental/Leased Equip			2,750	2,500	2,500	2,600	2,600
	Equipment Replacement	15,000	15,000	15,750	16,000	16,000	16,000	16,000
	Capital			80,000	80,000	80,000	99,813	99,813
TOTAL EXPENSES		162,219	165,219	269,469	298,669	322,219	340,788	340,788
12	EMERGENCY MEDICAL SERVICES TOTAL	835,314	848,330	950,445	1,094,270	1,394,209	1,511,527	1,511,527

APPENDIX 3 – MOBILE HOME PARK ADDENDUM

Petition Warrant Article Addendum

Section 1 Definitions:

- A. Board:** The Rent Control Board is the Town of Wareham Board of Selectmen established by a vote under Article ____ of the warrant for the Wareham Town Meeting of April 25, 2016.
- B. Capital Improvements:** Any substantial rehabilitation, addition or improvement which appreciably adds to the value of the property or prolongs its life, or both, but not including ordinary repairs and maintenance, provided such rehabilitation, addition or improvements shall cost at least \$5000 and have a useful life of at least five (5) years.
- C. Mobile Home:** A structure, built in conformance to the National Manufactured Home Construction and Safety Standards, which is transportable in one or more sections, which in the traveling mode is eight (8) body feet or more in width and forty (40) body feet or more in length, or when erected on site is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling unit, with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning (when applicable), and electrical systems contained therein. A mobile home is also known as a "manufactured home" as defined in General Laws Chapter 140, Section 32Q.
- D. Mobile Home Park:** A lot or tract of land used for the site of three or more mobile homes occupied for dwelling purpose and licensed pursuant to General Laws Chapter 140, Section 32B. A mobile home park is also known as a "manufactured housing community" as defined in General Laws Chapter 140, Section 32F.
- E. Mobile Home Park Accommodations:**
1. The lot or space in a Mobile Home Park upon which is located a Mobile Home not owned by the holder of the license of said park and used and occupied as a one family dwelling unit, or available for such use and occupancy, providing a minimum of water, sewer, and electrical connections.
 2. A Mobile Home in a Mobile Home Park owned by the licensee of said park and used and occupied by a Tenant, as a one family dwelling unit, or available for such use and occupancy, providing a minimum of water, sewer, and electrical connections.
- F. Housing Services:** Services or facilities provided by an Owner, or required by law or by the terms of a rental housing agreement to be provided by an Owner to a Tenant in connection with the use and occupancy of any Mobile Home Park accommodation, which may include without limitation: Services, furniture, furnishings and equipment, repairs, decorating and maintenance, provisions of light, heat, hot water, cold water, telephone, kitchen, bath and laundry facilities and privileges, use of yard and other common areas, janitor service, refuse removal, parking facilities, lawn water sprinkler services, vehicle or equipment storage, and any other benefit, privileges or facility connected with the use or occupancy of any Mobile Home Park accommodations.
- G. Owner:** The individual who holds a license, or any party who is required to hold a license for a Mobile Home Park (Manufactured Housing Community) under Sections 32A and 32B of Chapter 140 granted pursuant to Mass, Gen. Laws, Chapter 140, Section 32B, to conduct, control, manage or operate directly or indirectly a Mobile Home Park, in any manner including but not limited to a partnership, corporation, or trust.

- H. Operating and Maintenance Expenses:** The reasonable expenses of operating and maintaining a Mobile Home Park, including but not limited to, maintenance, repair, management fee, real estate broker's commission to someone other than the Owner, insurance, utilities not included within the rent, but not including mortgage interest and amortization or an allowance for obsolescence or depreciation.
- I. Rent:** The consideration, including any bonus, benefit, gratuity or charge, contingent or otherwise demanded or received for or in connection with the use or occupancy of a Mobile Home Park Accommodation or for housing services or for the transfer of a lease of a Mobile Home Park Accommodation, inclusive of the license fee collected by the Owner and paid to the Town under General Laws Chapter 140, Section 32G; excluding therefrom, however, the consideration paid by a shareholder of a Cooperative Housing Corporation organized pursuant to General Laws Chapter 157B for a share of said corporation, a property lease, and any maintenance fees associated therewith. Rent shall include fees and charges for services assessed by the Owner to a Tenant, but not fees charged for discretionary or optional activities and/or services which may be offered for recreational activities, conveniences, etc.
- J. Rental Housing Agreement:** An agreement between an Owner and a Tenant for use and occupancy of a Mobile Home Park Accommodation and/or housing services, specifically excluding however, any agreement for occupancy of a Mobile Home Park Accommodation between a Cooperative Housing Corporation as defined in Massachusetts General Laws Chapter 157B, and a shareholder of said corporation.
- K. Tenant:** A mobile home owner, tenant, lessee, or other person entitled under the terms of a Rental Housing Agreement with the Owner, for the use and occupancy of any Mobile Home Park Accommodation, excepting for this definition however, any person who occupies a Mobile Home Park Accommodation pursuant to a proprietary lease, as defined in General Laws Chapter 157B, Section 4, as a shareholder of a Chapter 157B Cooperative Housing Corporation.
- L. Fair Market Value:** Fair Market Value of property shall mean the current assessed valuation of the property, or other valuation that the Board, on the basis of evidence presented before it, considers more appropriate to the circumstances of the case before it. The Board shall evaluate all evidence presented by any party regarding the Fair Market Value.
- M. Fair Net Operating Income:**
1. Fair net operating income for a Mobile Home Park shall be that income which will yield, in the discretion of the Board, a reasonable return to the Owner of a Mobile Home Park, after consideration of all reasonable operating expenses.
In consideration of whether the return is reasonable, the Board may consider any relevant evidence and standards, including but not limited to: average returns for other similarly situated Parks, any operating expenses or debt service, any projected capital improvements, or any other factor that may be presented. The Board shall evaluate all evidence presented by any party regarding the Fair Net Operating Income.
 2. Fair Net Operating Income for a Resident Owned Park shall be that income which will enable the owners of the Park to pay or provide, with respect to the Park, for all

operating expenses, capital expenses, contractual debt service and contractually mandated or shareholder/member approved reserves for capital expenses and operating expenses.

N. Resident Owned Park: A mobile Home Park that is owned by a corporation or association, where (a) the shareholders or members are individuals owning homes in the Park, and (b) over 51% of the owners of homes are shareholders or members of the Corporation or association.

Section 2 – Maximum Rent:

A. The maximum rent for Mobile Home Park Accommodations which a Park Owner may charge a Tenant shall be as follows:

1. For mobile homes which are in existence, occupied and/or owned by a Tenant or occupant and subject to a Rental Housing Agreement on the date these Rules and Regulations are adopted, the Maximum Rent shall be the rent set by a Rental Housing Agreement between the Park Owner and the Tenant.
2. For new mobile homes which have not been previously sold by the Park Owner and are not occupied by a Tenant or occupant under a Rental Housing Agreement on the date these Rules and Regulations are adopted, the Maximum Rent shall be the Rent set by a Rental Housing Agreement between the Park Owner and the Tenant or occupant of the home. The Maximum Rent may be higher or lower than the Maximum Rent for other mobile homes in the Park, when the Rental Housing Agreement is made.
3. For mobile homes that were previously sold by the Park Owner, or previous home owner and/or occupied by a Tenant or occupant under a Rental Housing Agreement which is no longer in effect, the Maximum Rent shall be the rent set forth by a new Rental Housing Agreement between the Park Owner and the new Tenant or occupant of the home. The Maximum Rent shall not exceed the following:
 - a) If the Park Owner is offering new mobile homes for sale at the time the new Rental Housing Agreement is made, the Maximum Rent shall not exceed the rent then being offered to purchasers of new mobile homes.
 - b) If the Park Owner is not offering new mobile homes for sale at the time the new Rental Housing Agreement is made, the rent shall not exceed the highest rent then being paid by other Tenants/occupants in the Park.
4. Maximum Rent for Mobile Home Park Accommodations may be adjusted from time to time by the Board, pursuant to Section 4 and Section 5 of these Rules and Regulations. Maximum Rent for Mobile Home Park Accommodations may also be adjusted under a Rental Housing Agreement which provides for a rent adjustment based on application of a yearly consumer price index factor, as described in Section 4D.

B. No increase in Maximum Rent for a Mobile Home Park Accommodation shall be effective unless:

1. The increase is approved by the Board pursuant to Section 4 and Section 5.
2. The increase is based on a yearly consumer price index factor approved by the Board.
3. The increase is provided for by a yearly consumer price index factor under a Rental Housing Agreement.

Section 3 – Registration:

The Board shall require registration of all Mobile Home Park Accommodations on forms approved by it, within ninety (90) days of the approval of these Rules and Regulations and annually on June 30th. A copy of registration shall be provided to Tenants of the Mobile Home Park upon their written request. Any new or additional accommodation must be registered prior to occupancy thereof. No petition for an upward adjustment of Maximum Rent shall be accepted by the Board until all statements and information required to be filed under this Section 3 have been filed, and any such petition prior to such filing shall not be entertained by the Board.

The Board shall require the following:

1. The legal name, address, and business telephone of the Owner.
2. The identification of each unit of Mobile Home Park Accommodations.
3. The legal name, address, and business telephone of the manager.
4. The identification of each home owner and/or Tenant in the Mobile Home Park, including the date the Rental Housing Agreement began, the date on which it terminates, or whether it is a tenancy at will, and the amount of rent due each month.
5. The lot type, if necessary, to distinguish different types of lots for which the Owner charges different rents, including the description of the basis(es) for charging the rent differential.
6. A copy of all Rental Housing Agreements (or a copy of a representative Rental Housing Agreement which is substantially the same for all Mobile Home Park Accommodations involved in the registration) and any Rules and Regulations applicable to each Rental Housing Agreement. The Owner shall update the registration annually, by June 30th of each year.
7. The registration forms shall be signed by the Owner, under penalties of perjury.

Section 4 – Adjustment of Maximum Rent:

- A. The Board shall, by order or regulation as provided in Section 5, make such individual or general adjustments, either upward or downward, of the Maximum Rent established by Section 2 for any Mobile Home Park Accommodations as may be necessary to remove hardships or correct inequities for both Owner and Tenant, and make adjustments for

capital improvements/equipment, and in so doing shall observe the principle of maintaining rents at levels which will yield to Owners a Fair Net Operating Income for such Mobile Home Park Accommodations.

- B. The Board, by regulation, may establish further standards and rules consistent with the foregoing. The Board may promulgate a schedule of standard rental increases, or decreases, for improvement or deterioration in specific services and facilities.
- C. Notwithstanding any other provision of this section, the Board may refuse to grant an upward adjustment of Maximum Rent if it determines that the affected Mobile Home Park Accommodation does not comply with the State Sanitary Code or the Town of Wareham Codes or Bylaws or any other applicable code, ordinance or State law regulating the conditions of housing accommodations, and if it determines that such lack of compliance is due to the failure of the Owner to provide normal and adequate repairs and maintenance. The Board may refuse to make a downward adjustment of Maximum Rent if it determines that the Tenant is more than thirty (30) days in arrears in payment of rent, unless such arrearage is due to a withholding of rent under the provisions of Section 8A of Chapter 239 of the General Laws or if the Tenant is in substantial violation of any enforceable rule of the Mobile Home Park, or if the Tenant is in violation of any of the laws or ordinances which protect the health and safety of other Mobile Home Park residents.
- D. In setting or adjusting rent for Mobile Home Park Accommodations under Section 4 and Section 5, the Board may approve yearly adjustments of the rent based on application of a consumer price index factor, as described in this subsection. The yearly consumer price index factor authorized by these Rules and Regulations shall be based on the Consumer Price Index for All Urban Consumers (CPI-U): US City Average, All Items (unadjusted) published by the Bureau of Labor Statistics, U.S. Department of Labor, or if such index is no longer published, such other or successor index which is approved by the Board. Yearly adjustments in rent based on a consumer price index factor shall be calculated by determining the increase or decrease of the index by comparing the current monthly index ("current CPI") to the monthly index for the same month, one (1) year prior to the month when the yearly adjustment is being determined ("prior CPI"). The difference between the current CPI and the prior CPI shall be divided by the prior CPI to derive a percentage increase or decrease. The percentage increase or decrease shall then be multiplied by the existing rent to determine the amount of the rent increase or decrease. For example, if the current CPI is 3% more than the prior CPI, the existing rent will increase 3%.
- E. The Board, in adjusting Maximum Rent for a Mobile Home Park Accommodation may equalize rent for all substantially similar or comparable Mobile Home Park Accommodations in those cases where the Maximum Rent which is to be adjusted is not equalized before adjustment.

Section 5 – Rent Adjustment Proceedings:

- A. **Individual Adjustment of Maximum Rent.** The Board shall consider an adjustment of rent for an individual Mobile Home Park Accommodation upon receipt of a petition for adjustment filed by the Owner or Tenant of such Mobile Home Park Accommodation, or upon its own initiative. Such petition shall be made on a form approved by the Board.

The Board shall notify the Owner if the petition was filed by the Tenant, or notify the Tenant if the petition was filed by the Owner, of the receipt of such petition and of the right of either party to request a hearing within thirty (30) calendar days of receipt of such notice, or the Board may schedule a hearing on its own initiative. If a hearing is timely requested by either party or if the action is undertaken on the initiative of the Board, notice of the time and place of the hearing shall be furnished to the Owner and the Tenant, and the hearing shall be conducted before the Board. The Board may consolidate petitions and actions relating to Mobile Home Park Accommodations in the same Mobile Home Park, and all such petitions and actions may be considered in a single hearing.

- B. General Adjustment of Maximum Rent by Regulation:** Upon application or petition by an Owner or a Tenant, or upon its own initiative, the Board may make a general adjustment by percentage, or otherwise, of the rental levels for Mobile Home Park Accommodations subject to such conditions, if any, as the Board shall determine. Prior to making such adjustment, a public hearing shall be held before the Board. Notice of the time, place, and purpose of such hearings shall be published at least once in a newspaper having a general circulation in the Town, and posted in the Town Hall, both not less than seven (7) days prior to such hearings.
- C. Limitation of Petition for Individual Adjustment:** Notwithstanding any other provision of this section, the Board may, without holding a hearing, refuse to adjust the Maximum Rent for an individual Mobile Home Park Accommodation and may dismiss any petition for adjustment if a decision has been made with regard to the Maximum Rent for such Mobile Home Park Accommodation within twelve (12) months, or if the Board finds that the petition for adjustment is filed for purposes of harassment or for other purpose not intended herein.
- D. Hearings Conducted Pursuant to Section 5:** Hearings conducted pursuant to Section 5 above, shall be conducted as adjudicatory hearings in accordance with the provision of Massachusetts General Laws Chapter 30A, Sections 10, 11, and 12. Rules and procedures for the conduct of said hearings shall be those Rules and Regulations outlined in 801 CMR 1.00 et seq. for the conduct of adjudicatory hearings before State administrative agencies, which the Board hereby adopts and shall implement as its own Rules and Regulations for the conduct of adjudicatory proceedings. Within thirty (30) days of the filing of a petition, the Board shall meet and determine whether to proceed on such petition pursuant to the formal or informal Rules, as outlined in 801 CMR 1.00 et seq. or under other procedures, and shall indicate its determination as to which Rules and procedures shall be followed in its notice of agency action to affected parties, and in the public notice of said hearing.
- E.** All decisions made by the Board under this Section shall be rendered in writing within thirty (30) days from the date the Board closes the public hearing on the petition.
- F.** The Board shall levy a filing fee upon any and all parties that make application to request a rent adjustment for a Mobile Home Park Accommodation. The filing fee for any individual rent adjustment requested pursuant to Section 5 of these Rules and Regulations shall be \$50.00. The filing fee for a general rent adjustment pursuant to Section 5B of these for Regulations shall be \$300.00 for which a general adjustment is requested. The applicant for a general rent adjustment shall also pay the sum of

\$100.00 to cover advertising costs. Filing fees and advertising costs shall be paid by check payable to the Town of Wareham, at the time of the filing of a petition.

Section 6 – Incorporation of Administrative Procedure Act and 801 CMR 1.00

The provisions of Massachusetts General Law Chapter 30A including those provisions giving agencies the power to issue, vacate, modify and enforce subpoenas shall be applicable to the Board as if said Board were an agency of the Commonwealth, as well as, those provisions relating to judicial review of an agency order. The Rules and Regulations of 801 CMR 1.00 et seq. as adopted by the Secretary of Administration for Massachusetts for application and use by State agencies for the conduct of both formal and informal adjudicatory hearings shall be the Rules and Regulations and procedures adopted for use before the Board for the hearing of all petitions for rent adjustment, and for eviction, unless at the time of the filing of the petitions and before the notice of agency action shall be published, the Board shall by vote determine to use an alternative procedure which nonetheless shall be consistent with the provisions of Massachusetts General Laws 30A, Sections 10, 11, and 12.

Section 7 – Capital Improvements and Capital Equipment Rent Adjustment:

A. Pre-Approval

A Park Owner or Management may file a petition for the purpose of obtaining pre-approval from the Board for an increase in Maximum Rent to offset the cost of a substantial and necessary capital improvement or purchase of capital equipment. The procedures set forth in Section 5 above, for rent adjustment petitions shall be used for capital improvement or capital equipment petitions. The Park Owner or Management shall file with the petition for pre-approval any and all information relating to the cost of and need for financing the capital improvement or capital equipment purchase. Any pre-approval given by the Board shall also be deemed an approval of such financing. The Board shall consider whether the improvement is necessary and the reasonableness of the cost of the improvement in considering a rent increase to support the cost of the improvement. The rent increase shall be conditioned upon satisfactory and final approval of the improvement.

B. Final Approval:

Upon completion of capital improvement or purchase of capital equipment for which a Park Owner or Management has received Pre-Approval, the Board may give Final Approval of the increase in Maximum Rent(s). Final Approval shall only be given by the Board upon submission of satisfactory evidence by the Park Owner or Management that the capital improvement has been satisfactorily completed, or that the capital equipment has been purchased and that the costs incurred for such improvements or equipment are equal to or exceed the cost upon which Pre-Approval was given. In the event that such costs are less than the original estimated costs, the Maximum Rent shall be increased only to the extent that it reflects such costs. The Board shall hold a public hearing upon submission by the Park Owner or Management of evidence of completion of the capital improvement or purchase of equipment. A capital improvement/capital equipment rent increase approved by the Board shall be identified and separated from the remainder of the rent charge and eliminated from the rent charge when the approved rent increase has produced income equal to the cost

of the improvement or equipment, including the cost of debt service incurred in connection with such improvement or equipment.

Section 8 – Conference of Jurisdiction:

The Wareham Division of the District Court Department shall have original jurisdiction concurrently with the Superior Court, of all petitions for review brought pursuant to Section 14 of Chapter 30A of the General Laws. The Superior Court shall have jurisdiction to enforce Chapter _____ of the Acts of _____ and may restrain violations thereof.

Section 9 – Information To Be Supplied In Connection With Petitions for Adjustment:

Upon receipt by the Board of a petition for adjustment of Maximum Rent by an Owner, the Board may request documents, which information may include but not be limited to:

- A. Reviewed Financial statements certified by a CPA for the three (3) years preceding the year of filing of the petition; such statements should clearly set forth income, sources of income, and a detailed breakdown of operating expenses.
- B. An interim updated financial statement showing income and operating expenses for the current year.
- C. A complete and current balance sheet.
- D. A statement of the number of employees, job titles, and job descriptions of any employee whose employment relates to the affected Mobile Home Park.
- E. Current capital improvements and dates of completion.
- F. Proposed capital improvements and proposed dates of completion.
- G. Proposed budget for the year in which the increase is to be effective.
- H. A statement of the rate of return sought, and the assessed value of the property.

In any case where the Owner seeking an upward adjustment in rent owns and operates more than one Mobile Home Park, all financial documentation submitted shall pertain solely to the operation of the Mobile Home Park for which the upward adjustment is sought.

Upon receipt by the Board of a petition for a downward adjustment of Maximum Rent, the Board may request documents which information may include but not be limited to:

- A. Written reason for such a downward adjustment.
- B. Any evidence, financial or otherwise, supporting such downward adjustment.

Section 10 – Evictions:

A. Pursuant to the provisions of General Laws, Chapter 140, Section 32J, as amended, no Owner shall terminate any lease or tenancy and/or bring an action to recover possession of a Mobile home Park Accommodation unless:

1. The Tenant has failed to pay the rent to which the Owner is entitled; or
2. The Tenant is in substantial violation of an enforceable rule of the Mobile Home Park; or
3. The Tenant is in violation of a law or ordinance which protects the health or safety of other Mobile Home Park residents.

B. The owner must provide the Board with satisfactory evidence that all notice requirements as to any alleged violation have been provided to the Tenant in a timely manner and the Tenant has failed to cure the alleged violation in a timely manner, all as set forth in General Laws, Chapter 140, Section 32J, as amended.

C. 1. An Owner shall file an application in duplicate for obtaining a Certificate of Eviction, with a filing fee of \$50.00 for each unit for which eviction is sought. The fee shall be paid by check or money order made payable to the Town of Wareham, and presented at the time of filing the application for a Certificate of Eviction.

2. An application for Certificate of Eviction shall be signed by the Owner, under the pains and penalties of perjury and shall describe in complete detail the proposed basis(es) for eviction and the facts in support of such basis(es). A copy of the lease and the Rules and Regulations of the Mobile Home Park Owner shall be submitted with the application, where the Tenant is claimed to have violated either the lease or the park regulations.

3. An application for Certificate of Eviction which fails to comply with the foregoing provisions of this paragraph "C" shall not be processed until such defects have been corrected or removed.

4. The Board shall send a Notice of Hearing by mail with respect to an application for a Certificate of Eviction within twenty-one (21) days of receipt of an application. An application or an amended application for eviction shall be scheduled for a hearing not less than ten (10) days or more than twenty-one (21) days from the date on which the Notice of Hearing is mailed by the Board to the Tenant(s) and the Park Owner. Hearings shall be conducted by the Board and shall be adjudicatory hearings as set forth in Massachusetts General Laws, Chapter 30A.

5. The Board shall by certified mail, return receipt requested, and by first class U.S. Mail, forward to the Tenant(s) listed on the application for a Certificate of Eviction and to the Park Owner a copy of the application as received, together with a notice of the date, time, and place of the hearing.

6. A request for postponement of the hearing will be granted for good causes shown.

7. At the hearing, the Owner shall have the burden of establishing the facts and basis(es) for the eviction. Testimony shall be taken under oath, and any party shall have the right to cross-examine witnesses of the other party, and to introduce evidence in support of his position.

8. A written order granting or denying a Certificate of Eviction shall be issued by the Board within thirty (30) days of the date of the final hearing and its order denying a Certificate of Eviction shall be a defense in any summary process action commenced by the Owner against the Tenant(s) named on the application for a Certificate of Eviction.
- D. No Owner shall seek recovery of possession of a Mobile Home Park Accommodation in a summary process-eviction case, unless the Board issues a Certificate of Eviction therefor.
- E. The provisions of this section shall be construed as additional restrictions on the right to recover possession of a Mobile Home Park Accommodation. No provision of this section shall entitle any person to recover possession of such a Mobile Home Park Accommodation. Upon a decision of said Board concerning the granting or withholding of a Certificate of Eviction, either party concerned may appeal to the Wareham Division of the District Court Department, or the Plymouth Division of the Superior Court Department.

Section 11 – Owners Shall Provide Rules and Regulations to Prospective Tenants:

Mobile Home Park Owners shall provide prospective Tenants with a copy of the Town of Wareham Rules and Regulations for Mobile Home Park Accommodations, Rents, and Evictions, as well as any Park Owner Rules and Regulations, at least seventy-two (72) hours in advance of the signing of a Rental Housing Agreement.

Section 12 – Severability:

If any provision of these Rules and Regulations, or the application of such provision to any person or circumstance shall be held invalid by a final judgement of a court of competent jurisdiction, the validity of other provisions or the application of such provision to other persons or circumstances shall not be thereby affected.

Section 13 – Forms:

Any forms adopted pursuant to the provisions of these Rules and Regulations shall be submitted to the Board under the pains and penalties of perjury.

**APPENDIX 4 – WAREHAM WETLAND BY-LAW
COMMITTEE REPORT AND PROPOSED
AMENDED BY-LAW**

Report from the Wetland Bylaw Study Committee

The Wetlands Bylaw Committee (Committee) met on December 3, 2015, December 14, 2015, January 14, 2016, January 28, 2016 and February 29, 2016 in accordance with Article 25 of the October 26, 2015 Wareham Town Meeting. The Committee discussed problem areas and potential changes to the existing Wareham Wetland Bylaw language.

Regulatory Background

The Wareham Wetland Bylaw utilizes the Home Rule authority of a municipality to protect resource areas, as identified by the Wetlands Protection Act (G.L. Ch. 131, §40) and regulations adopted thereunder (310 CMR 10.00). The Conservation Commission is charged with implementation of this authority.

Committee Recommendations

The Committee makes the following recommendations:

1. Moving the "Definitions" Section to the beginning of the Bylaw;
2. Correcting typographical and/or grammatical errors and making stylistic changes in order to improve the readability of the document;
3. Expanding the definition of "vernal pool" to match that of the Wetland Protection Act;
4. Clarifying the maintenance exception to the bylaw;
5. Adding a provision under the "Applications for Permits" Section to specify that individual projects on individual lots (such as single family residences) shall require separate permits and Notices of Intent;
6. Requiring wetland replication to mimic the requirements of 310 CMR 10.55; and
7. Removing language under the "Exceptions" to the Buffer Zone Section relating to ADA Eligible applicants and adding language to allow for "reasonable access to other portions of the property" and specifying that any exceptions shall not be permitted for a change of use under a new application.

Rationale for Recommendations

The purpose of the recommended changes is to create a more fluid and understandable document while allowing greater flexibility in what is called "the no activity zone." The Bylaw is also in addition to the several hundred pages of requirements placed on applicants for activities subject to regulations promulgated pursuant to the state Wetland Protections Act. In many cases, the regulations allow for multiple means for complying with the requirements. The Bylaw should therefore be viewed as a document which provides guidance to an applicant in

complying with both state and local requirements. It should also be noted that local requirements cannot be less stringent than state requirements

Committee Suggestions for Further Actions

The Committee makes the following recommendations for further actions related to the Bylaw:

1. The Conservation Commission should continue the effort to amend the Bylaw. Our understanding of the processes associated with protection of resource areas continues to evolve. Regulation of the protection of these resource areas must allow for the changes in our understanding while still providing for uniformity in their application.
2. The Conservation Commission should be authorized to retain a Consultant to assist in the evaluation of new construction techniques and Materials utilized in resource areas.
3. The Conservation Commission should investigate whether it is practical to implement a procedure for allowing variances to the no activities zone for properties which have been previously legally developed.

DIVISION VI
ARTICLE I
WAREHAM WETLAND PROTECTIVE BY-LAW

I. Purpose

The purpose of this bylaw is to protect the wetlands, water resources, and adjoining land areas in Wareham by controlling activities deemed by the Conservation Commission likely to have a significant or cumulative effect upon resource area values, including but not limited to the following: public or private water supply, groundwater, flood control, erosion and sedimentation control, storm damage prevention including coastal storm flowage, water quality, water pollution control, fisheries, shellfish, land containing shellfish, wildlife habitat, rare species habitat including rare plant species, aesthetics, agriculture, aquaculture, and recreation values, deemed important to the community (collectively, the "resource area values protected by this bylaw"). This bylaw is intended to utilize the Home Rule authority of this municipality to protect additional resource areas, for additional standards and procedures stricter than those of the Wetlands Protection Act (G.L. Ch. 131, §40) and Regulations thereunder (310 CMR 10.00)

II. Jurisdiction

Except as permitted by the Conservation Commission or as provided in this bylaw, no person shall commence to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter the following resource areas: any freshwater or coastal wetlands; marshes; wet meadows; bogs; swamps; vernal pools; banks; reservoirs; lakes; ponds of any size; intermittent streams; creeks; beaches; dunes; estuaries; the ocean; lands under water bodies; lands containing shellfish; lands within one-hundred feet of any of the aforementioned resource areas (buffer zone resource area), rivers and riverfront areas, lands subject to flooding or inundation by groundwater or surface water; lands subject to tidal action, coastal storm flowage, or flooding; (collectively the "resource areas protected by this bylaw"). Said resource areas shall be protected whether or not they border surface waters.

III. Definitions

1. The following definitions shall apply in the interpretation and implementation of this bylaw.

The term "aesthetics" shall include, without limitation, the relevant qualities to be protected under the bylaw which are due to those natural and natively scenic impressions of our shores, ponds, lakes, streams, rivers, and the lands bordering them.

The term "alter" shall include, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protected by this bylaw:

- A. Removal, excavation, or dredging of soil, sand, gravel, or aggregate materials of any kind;

- B. Changing of preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns, or flood retention characteristics;
- C. Drainage or other disturbance of water, or water table;
- D. Dumping, discharging, or filling with any material which may degrade water quality;
- E. Placing of fill, or removal of material, which would alter elevation;
- F. Driving of piles, erection, or repair of buildings, or structures of any kind;
- G. Placing of obstructions or objects in water;
- H. Destruction of plant life including cutting of trees;
- I. Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any waters;
- J. Any activities, changes, or work which may cause or tend to contribute to pollution of any body of water or groundwater; or
- K. Incremental activities which have, or may have, a cumulative adverse impact on the resource areas protected by this bylaw.

The term "bank" shall include the land area which normally abuts and confines a water body; the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.

The term "erosion and sedimentation control" shall include both the ability of the Wetland Resource Area to perform these functions and the responsibility of the project applicant to propose a design that incorporates these controls into the plan to prevent damage to the resource area, buffer zone or abutting properties from erosion/sedimentation and water displacement caused by the project. Furthermore, each proposed project must be designed to prevent damage to the resource area due to scouring, propeller wash/shear, re-suspension of sediments and from increased wave energy. Projects shall be designed to cause no adverse effect on significant shellfish habitat and/or eelgrass beds.

The term "freshwater wetlands" shall include, without limitation, those areas within which saturated or inundated conditions exist other than salt marshes.

The term "Order of Conditions" means the permit to fill, dredge, remove or alter an area subject to protection under the Massachusetts Wetlands Protection Act. The Commission in an appropriate case may issue as the permit under this bylaw the Order of Conditions issued under the Wetlands Protection Act (G.L. Ch. 131 §40) and Regulations (310 CMR 10.00).

The term "person" shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town bylaws, administrative agency, public or quasi-public corporation or body, this

municipality, and any other legal entity, its legal representatives, agents, or assigns.

The term "rare species" shall include, without limitation, all vertebrate and invertebrate animal and plant species listed as endangered, threatened, or of special concern by the Massachusetts Division of Fisheries and Wildlife, regardless of whether the site in which they occur has been previously identified by the Division.

The term "recreation" shall include, without limitation, the purposes for which the resource areas are used by the public such as navigation, fishing, hunting, shellfishing, swimming, water skiing, diving, walking, etc. A project must be designed so as to not impair the ability of the resource area to provide for these and other normal and customary public recreation uses.

The term "significant shellfish habitat" shall include those areas of Lands Containing Shellfish designated and mapped as significant shellfish habitat for commercial or recreational use by the Massachusetts Division of Marine Fisheries.

The term "vernal pool" shall include a confined basin depression which, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer, and which is free of adult fish populations, as well as the area within 100 feet of the mean annual boundaries of such depressions regardless of whether or not the Site has been certified by the Massachusetts Division of Fisheries and Wildlife.

The term "Buffer Zone" shall include the area of land extending 100 feet horizontally outward from the boundary of the following resource areas: any freshwater or coastal wetlands; marshes; wet meadows; bogs; swamps; vernal pools; banks; reservoirs; lakes; ponds of any size; intermittent streams; creeks; beaches; dunes; estuaries; the ocean; lands under water bodies; and, land containing shellfish. (Article 27 of the April 26, 2010 Town Meeting; Approved by the Attorney General on October 15, 2010).

The term "No Activity Zone" shall include a portion of the buffer zone extending outward from the boundary of the resource area, in which no work, including the removal of vegetation, is allowed. (Article 27 of the April 26, 2010 Town Meeting; Approved by the Attorney General on October 15, 2010).

2. Except as otherwise provided in this bylaw or in regulations of the Commission, the definitions of terms in this bylaw shall be as set forth in the Wetlands Protection Act (G.L. Ch. 131, §40) and Regulations (310 CMR 10.00).

IVIII. Conditional Exceptions

- A. The application and permit shall not be required for:
1. ~~The application and permit required by this bylaw shall not be required for maintaining.~~ Maintaining, repairing, or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide, gas, water, sewer, telephone, telegraph, or other telecommunication services, provided that such activity does not substantially change or alter said structure or facility and provided that written notice has been given to the Commission prior to commencement of work, and provided that the work conforms to performance standards and design specifications in regulations adopted by the Commission.
 2. ~~The application and permit required by this bylaw shall not be required for~~ Normal road maintenance activities, i.e.; cleaning catch basins, road repair, street sweeping, etc., performed by the Wareham Municipal Maintenance Dept., or its agents.
 3. ~~The application and permit required by this bylaw shall not be required for~~ Work performed for during normal maintenance or improvement of land which is in agricultural use.
 4. ~~The application and permit required by this bylaw shall not be required for~~ Emergency projects necessary for the protection of the health and safety of the public, provided that:
 - Aa. the work is to be performed by or has been ordered to be performed by an agency of the Commonwealth or a political subdivision thereof;
 - Bb. advance notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement;
 - Cc. the Commission or its agent certifies the work as an emergency project;
 - Dd. the work is performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency;
 - Ee. within 21 days of commencement of an emergency project a permit application shall be filed with the Commission for review as provided by this bylaw.

Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.

- 5B. Other than stated in this section, the exceptions provided in the Wetlands Protection Act (G.L. Ch. 131, §40) and Regulations (310 CMR 10.00) shall not apply under this bylaw.

IV. Applications for Permits (Notices of Intent) and Requests for Determination

1. The Commission may accept as the permit application and plans under this bylaw the Notice of Intent and plans filed under the Wetlands Protection Act (G.L. Ch. 131, §40) and Regulations (310 CMR 10.00).
2. Written application shall be filed with the Commission to perform activities affecting resource areas protected by this bylaw. The permit application shall include such information and plans as are deemed necessary by the Commission to describe proposed activities and their effects on the resource areas protected by this bylaw. No activities shall commence without receiving and complying with a permit issued pursuant to this bylaw.
3. Individual projects (i.e. single family houses, separate condo buildings) on separate lots with differing addresses shall require individual Orders of Conditions. In such instances, individual Notices of Intent shall be filed for each project, ie each single family dwelling on each buildable lot.
4. Any person desiring to know whether or not a proposed activity or an area is subject to this bylaw may ~~in writing~~ request a determination, in writing, from the Commission. Such a Request for Determination (RFD) shall include information and plans as are deemed necessary by the Commission.
5. At the time of the permit application or RFD, or application for Certificate of Compliance, the applicant shall pay a filing fee, as specified in the regulations of the Commission. The fee is in addition to that required by the Wetland Protection Act (G.L. Ch. 131, §40) and the Regulations promulgated thereunder at 310 CMR 10.00, *et seq.* The fee shall be deposited into a dedicated account, for use only for wetlands protection activities, from which the Commission may withdraw funds without further appropriation.
 - A. Upon receipt of a permit application or RFD, or at any point during the hearing process, the Commission is authorized to require an applicant to pay a fee for the reasonable costs and expenses borne by the Commission for specific expert engineering and other consultant services deemed necessary by the Commission to come to a final decision on the application. This fee is called the "consultant fee." The specific consultant services may include, but are not limited to, performing or verifying the accuracy of resource area survey and delineation; analyzing resource area functions and values, including wildlife habitat evaluations, hydrogeologic and drainage analysis; and researching environmental or land use law.
 - B. The exercise of discretion by the Commission in making its determination to require the payment of a consultant fee shall be based upon a reasonable

finding that additional information acquirable only through outside consultants would be necessary for the making of an objective decision.

- C. Where specific conditions, arising from the land or the nature of the proposal, necessitates the assistance of outside consultants, the Conservation Commission may engage such consultant services to assist the Commission in analyzing the project to ensure compliance with the Massachusetts Wetlands Protection Act (G.L. Ch. 131, s40), this by-law, their respective regulations, good design principals, and best available practices. In these instances the Commission will require the applicant to pay a review fee consisting of the reasonable costs to be incurred by the Commission for these services (The provisions for this language, G.L. Ch. 44, Sec. 53G, were adopted at the October 21, 2002 Town Meeting). The project shall not be segmented to avoid being subject to the consultant fee.
- D. Funds received by the Commission pursuant to this section shall be deposited with the Town Treasurer, who shall establish a special individual account for this purpose. Expenditures from this special account may be made at the direction of the Commission. Expenditures from this account shall be made only in connection with the review of a specific project or projects for which a review fee has been, or will be collected from the applicant. Failure of an applicant to pay all review fees shall be grounds for denial of the application or permit.
- E. Review fees may only be spent for services rendered in connection with the specific project for which they were collected. Accrued interest may also be spent for this purpose. At the completion of the Commission's review of a project, any excess amount of funds in the account, including any interest, attributable to a specific project, shall be repaid to the applicant or the applicant's successor in interest. The applicant must submit a written request for these funds. Upon request, a final report for said account shall be made available to the applicant, or the applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Commission with the documentation establishing such succession in interest.
- F. Any applicant may ~~take an administrative appeal from the~~ selection of the outside consultant to the Board of Selectmen, providing that such appeal is ~~taken~~ made within 14 days of notification of the Commission's appointment of the consultant. The grounds for such an appeal shall be limited to the claims that the selected consultant has a conflict of interest or does not possess the minimum required qualifications as may be set by the Commission. Minimum qualifications may be changed at the Commission's discretion depending upon the complexity and/or

importance of the proposed project. The required time limit for action upon an application by the Commission shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Board of Selectmen within one month following the filing of the appeal, the selection made by the Commission shall stand.

- G. The Commission may waive the filing fee, consultant fee, and costs and expenses for a permit application or RFD filed by a government agency.

VI. Notice and Hearings

1. Any person filing a permit application with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivered, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way within 100 feet of the property line of the applicant, including any in another municipality or across a body of water. The notice to abutters shall have enclosed a copy of the permit application or request, with plans, or shall state where copies may be examined and obtained by abutters. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission.
2. Any person filing a Request for Determination of Applicability with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivered, to all direct abutters at their mailing addresses shown on the most recent applicable tax list of the assessors. The notice to abutters shall have enclosed a copy of the permit application or request, with plans, or shall state where copies may be examined and obtained by abutters. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission.
 - aA. When a person requesting a determination is other than the owner, the request shall be sent by the person requesting the determination to the owner.
 - bB. When a person requesting a determination is other than the owner, the notice of the hearing, and the determination itself shall be sent by the Commission to the owner as well as to the person making the request.
3. The Commission shall conduct a public hearing on any permit application or RFD, with written notice given at the expense of the applicant, five business days prior to the hearing, in a newspaper of general circulation in the municipality.
4. The Commission shall commence the public hearing within 21 days from receipt of a completed permit application or RFD unless an extension is authorized in writing by the applicant.

5. The Commission shall issue its permit or determination in writing within 21 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant.
6. The Commission in an appropriate case may combine its hearing under this bylaw with the hearing conducted under the Wetlands Protection Act (G.L. Ch.131, §40) and Regulations (310 CMR 10.00).
7. The Commission shall have authority to continue the hearing to a certain date announced at the hearing, for reasons stated at the hearing, which may include receipt of additional information from the applicant, or others, deemed necessary by the Commission, in its discretion, to come to a final decision on an application.

VII. Permits and Conditions (Orders of Conditions)

1. If the Commission, after a public hearing, determines that the activities which are subject to the permit application or the land and water uses which will result therefrom are likely to have a significant individual or cumulative effect upon the resource area values protected by this bylaw, the Commission, within 21 days of the close of the hearing, shall issue or deny a permit for the activities requested. If it issues a permit, the Commission shall impose conditions which the Commission deems necessary or desirable to protect those values, and all activities shall be done in accordance with those conditions. The Commission may take into account the cumulative adverse effects of loss, degradation, isolation, and replication of protected resource areas throughout the community and the watershed, resulting from past activities, permitted and exempt, and foreseeable future activities.
2. The Commission is empowered to deny a permit for failure to meet the requirements of this bylaw; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications, performance standards; for failure to avoid or prevent unacceptable significant or cumulative effects upon the resource area values protected by this bylaw; and where no conditions are adequate to protect those values,
3. Lands within 200 feet of rivers, and lands within 100 feet of other resource areas, except the buffer zone resource area, lands subject to flooding or inundation by groundwater or surface water and lands subject to tidal action, coastal storm flowage or flooding, are presumed important to the protection of these resources because activities undertaken in close proximity to resource areas have a high likelihood of adverse impact upon the wetland or other resource, either immediately, as a consequence of construction, or over time, as a consequence of daily operation or existence of the activities. These adverse impacts from construction and use can include, without limitation, erosion, siltation, loss of groundwater recharge, poor water quality, and loss of wildlife habitat. The

Commission therefore may require that the applicant maintain a strip of continuous, undisturbed vegetative cover within the 200-foot [or 100 foot] area, unless the applicant convinces the Commission that the area or part of it may be disturbed without harm to the values protected by the bylaw.

- aA. In the review of areas within 200 feet of rivers and streams, no permit issued hereunder shall permit allow any activities, unless the applicant, in addition to meeting the otherwise applicable requirements of this bylaw, has proved by a preponderance of the evidence that (1) there is no practicable alternative to the proposed project with less adverse effects, and that (2) such activities, including proposed mitigation measures, will have no significant adverse impact on the areas or values protected by this bylaw. The Commission shall regard as practicable an alternative which is reasonably available and capable of being done after taking into consideration the proposed property use, overall project purpose (e.g., residential, institutional, commercial, or industrial purpose), logistics, existing technology, costs of the alternatives, and overall project costs.
4. To prevent wetlands loss, the Commission shall require applicants to avoid wetlands alteration wherever feasible; shall minimize wetlands alteration; and, where alteration is unavoidable, shall require full mitigation. The Commission may authorize or require replication of wetlands as a form of mitigation as specified in 310 CMR 10.55(4)(b), but only with adequate security, professional design, and monitoring to assure success, because of the high likelihood of failure of replication.
 5. No person shall install a newly constructed septic system within one hundred fifty feet of any wetland as defined in Massachusetts General Laws, Chapter 131, Section 40. A variance to this setback may be granted based upon findings of the Wareham Board of Health determining that such a variance is appropriate, but said variance shall not allow the system to be within 100 feet of any wetland, as defined by G.L. Ch. 131, s40, to be in accordance with previous Town meeting vote (Article 76 of April 25, 1988 Annual Town Meeting; Approved by the Attorney General July 28, 1988). Any existing system which is replaced must be located in conformity with this section except where lot size would not allow sufficient distance from such a setback, or where other setback requirements could not be met. In such exceptions, the repaired system would have to be placed as far from said wetlands as would be reasonably possible under then regulations.
 6. A permit shall expire three years from the date of issuance. Notwithstanding the above, the Commission in its discretion may issue a permit expiring five years from the date of issuance for recurring or continuous maintenance work, provided that annual notification of time and location of work is given to the Commission. Any permit may be renewed once for an additional one year period, provided that a request for a renewal is received in writing by the Commission prior to

expiration. Notwithstanding the above, a permit may contain requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and shall apply to all owners of the land.

7. For good cause the Commission may revoke or modify a permit or determination issued under this bylaw after notice to the holder of the permit or determination, notice to the public, abutters, and a public hearing.
8. The Commission in an appropriate case may combine the permit or determination issued under this bylaw with the Order of Conditions or Determination of Applicability issued under the Wetlands Protection Act (G.L. Ch. 131, §40) and Regulations (310 CMR 10.00).
9. No work proposed in any permit application shall be undertaken until the permit issued by the Commission with respect to such work has been recorded in the Plymouth County Registry of Deeds or, if the land affected is registered land, in the registry section of the Plymouth County Land Court, and until the holder of the permit certifies in writing to the Commission that the permit has been recorded.

VII. Definitions

- ~~1. The following definitions shall apply in the interpretation and implementation of this bylaw.~~

~~The term "aesthetics" shall include, without limitation, the relevant qualities to be protected under the bylaw which are due to those natural and natively scenic impressions of our shores, ponds, lakes, streams, rivers, and the lands bordering them.~~

~~The term "alter" shall include, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protected by this bylaw:~~

- A. ~~Removal, excavation, or dredging of soil, sand, gravel, or aggregate materials of any kind;~~
- B. ~~Changing or preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns, or flood retention characteristics;~~
- C. ~~Drainage or other disturbance of water, or water table;~~
- D. ~~Dumping, discharging, or filling with any material which may degraded water quality;~~
- E. ~~Placing of fill, or removal of material, which would alter elevation;~~
- F. ~~Driving of piles, erection, or repair of buildings, or structures of any kind;~~
- G. ~~Placing of obstructions or objects in water;~~
- H. ~~Destruction of plant life including cutting of trees;~~
- I. ~~Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any waters;~~
- J. ~~Any activities, changes, or work which may cause or tend to contribute to pollution of any body of water or groundwater, or~~
- K. ~~Incremental activities which have, or may have, a cumulative adverse impact on the resource areas protected by this bylaw.~~

~~The term "bank" shall include the land area which normally abuts and confines a water body; the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.~~

~~The term "erosion and sedimentation control" shall include both the ability of the Wetland Resource Area to perform these functions and the responsibility of the project applicant to propose a design that incorporates these controls into the plan to prevent damage to the resource area, buffer zone or abutting properties from erosion/sedimentation and water displacement caused by the project. Furthermore each proposed project must be designed to prevent damage to the resource area due to scouring, propeller, wash/shear, re-suspension of sediments and from increased wave energy. Projects shall be designed to cause no adverse effect on the significant shellfish habitat and/or eelgrass beds.~~

~~The term "freshwater wetlands" shall include, without limitation, those areas within which saturated or inundated conditions exist other than salt marshes.~~

~~The term "Order of Conditions" means the permit to fill, dredge, remove or alter an area subject to protection under the Massachusetts Wetlands Protection Act. The Commission in an appropriate case may issue as the permit under this bylaw the Order of Conditions issued under the Wetlands Protection Act (G.L. Ch. 131 §40) and the Regulations (310 CMR 10.00).~~

~~The term "person" shall include any individual, group or individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town bylaws, administrative agency, public or quasi-public corporation or body, this municipality, and any other legal entity, its legal representatives, agents, or assigns.~~

~~The term "rare species" shall include, without limitation, all vertebrate and invertebrate animal and plant species listed as endangered, threatened, or of special concern by the Massachusetts Division of Fisheries and Wildlife, regardless of whether the site in which they occur has been previously identified by the Division.~~

~~The term "recreation" shall include, without limitation, the purposes for which the resource area are used by the public such as navigation, fishing, hunting, shellfishing, swimming, water skiing, diving, walking, etc. A project must be designed so as to not impair the ability of the resource area to provide for these and other normal and customary public recreation uses.~~

~~The term "significant shellfish habitat" shall include those areas of Lands Containing Shellfish designated and mapped as significant shellfish habitat for commercial or recreational use by the Massachusetts Division of Marine Fisheries.~~

~~The term "vernal pool" shall include a confined basin depression which, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer, and which is free of adult fish populations regardless of whether the Site has been certified by the Massachusetts Division of Fisheries and Wildlife.~~

~~The term "Buffer Zone" shall include the area of land extending 100 feet horizontally outward from the boundary of the following resource areas; any freshwater or coastal wetlands; marshes; wet meadows; bogs; swamps; vernal pools; banks; reservoirs; lakes; ponds of any size; intermittent streams; vernal pools; banks; reservoirs; lakes; ponds of any size; intermittent streams; creeks; beaches; dunes; estuaries; the ocean; lands under water bodies; and, land containing shellfish. (Article 27 of the April 26, 2010 Town Meeting; Approved by the Attorney General on October 15, 2010).~~

~~The term "No Activity Zone" shall include a portion of the buffer zone extending outward from the boundary of the resource area, in which no work, including the removal of vegetation, is allowed. (Article 27 of the April 26, 2010 Town Meeting; Approved by the Attorney General on October 15, 2010).~~

~~Except as otherwise provided in this bylaw or in regulation of the Commission, the definitions of terms in this bylaw shall be as set forth in the Wetlands Protection Act (G.L. Ch. 131 §40) and Regulations (310 CMR 10.0).~~

VIII. Security

As part of a permit issued under this bylaw, in addition to any security required by any other municipal or state board, agency, or official, the Commission may require that the performance and observance of the conditions imposed thereunder (including conditions requiring mitigation work) be secured wholly or in part by one or more of the methods described below:

1. By a proper bond or deposit of money or negotiable securities or other undertaking of financial responsibility sufficient in the opinion of the Commission, to be released in whole or in part upon issuance of a Certificate of Compliance for work performed pursuant to the permit.
2. By accepting a conservation restriction, easement, or other covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the benefit of this municipality whereby the permit conditions shall be performed and observed before any lot may be conveyed other than by mortgage deed. ~~This method shall be used only with the consent of the applicant.~~

IX. Enforcement

1. No person shall remove, fill, dredge, build upon, degrade, or otherwise alter resource areas protected by this bylaw, or cause, suffer or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order

issued pursuant to this bylaw.

2. The Commission, its agents, officers, and employees shall have authority to enter upon privately owned land for the purpose of performing their duties under this bylaw and may make or cause to be made such examinations, surveys, or sampling as the Commission deems necessary, subject to the constitutions and laws of the United States and the Commonwealth.
3. The Commission shall have authority to enforce this bylaw, its regulations and permits issued thereunder by violation notices, administrative orders, and civil and criminal court actions. Any person who violates provisions of this bylaw may be ordered to restore the property to its original condition and take other action deemed necessary to remedy such violations, or may be fined, or both.
4. Upon request of the Commission, the selectboard and the town counsel shall take legal action for enforcement under civil law. Upon request of the Commission, the chief of police shall take legal action for enforcement under criminal law.
5. Municipal boards and officers, including any police officer or other office having police powers, shall have authority to assist the Commission in enforcement.
6. Any person who violates any provision of this bylaw, regulations, permits, or administrative orders issued thereunder, shall be punished by a fine of not more than \$300. Each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the bylaw, regulations, permits, or administrative orders violated shall constitute a separate offense.
7. As an alternative to criminal prosecution in a specific case, the Conservation Administrator and any Town of Wareham Police Officer may issue citations under the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D, which has been adopted by the Town in Division VIII of the general bylaws by Article 6 of the October 19, 1987, Town Meeting and approved by the Attorney General on December 28, 1987.

The fines for violation of the provisions of this bylaw, permits, or administrative orders issued thereunder, pursuant to G.L. Ch. 40, §21D shall be up to \$300.00 per offense.

X. Burden of Proof

The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the permit application will not have unacceptable significant or cumulative effect upon the resource area values protected by this bylaw. Failure to provide adequate evidence to the Commission supporting this

burden shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.

XI. Appeals

A decision of the Commission shall be reviewable in the Superior Court in accordance with G.L. Ch. 249, §4.

XII. Relation to the Wetlands Protection Act

This bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule statutes, independent of the Wetlands Protection Act (G.L. Ch. 131, §40) and Regulations (310 CMR 10.00) thereunder.

XIII. Severability

The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof, nor shall it invalidate any permit or determination which previously has been issued.

XIV. Regulations

After public notice and hearing, the Commission shall promulgate rules and regulations to effectuate the purposes of this By-Law effective when voted and filed with the Town Clerk. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this By-Law. These Regulations shall be limited to administrative matters, including but not limited to procedures governing the amount and filing of fees, and the submittal requirements for applications. (Article 6 of the April 26, 2004 Town Meeting; Approved by Attorney General June 29, 2004)

XV. Inland Structures

A. Introduction

Inland, non-tidal freshwater, waterways and water bodies serve a variety of functions. Inland water bodies, in conjunction with banks, serve to confine floodwater within a definite channel or basin during the most frequent storms. These areas also provide significant habitat to a variety of plant and animal species.

The plant community composition and structure, hydrologic regime, topography, soil composition, and water quality of land under water bodies and waterways provide important food, shelter, and migratory and overwintering areas, and breeding areas for wildlife. Waterfowl and some mammals eat certain submerged rooted vegetation. Some

amphibians, as well as some invertebrate species eaten by vertebrate wildlife attach their eggs to such vegetation. Some aquatic vegetation protruding out of the water is also used for nesting, and many species use dead vegetation resting on land under water but protruding above the surface for feeding and basking. Land under ponds and lakes are vital to a large assortment of warm water fish during spawning periods. Soil composition is also important for hibernation for animals, which burrow their tunnels under water. Hydrologic regime, topography, and water quality not only affect vegetation, but also determine which species feed in the area.

The physical nature of land under waterways and water bodies is variable, ranging from deep organic and fine sedimentary deposits to rocks and bedrock. The organic soils and sediments play an important role in the process of detaining and removing dissolved and particulate nutrients, such as nitrogen and phosphorus from the surface water above. They also serve as traps for toxic substances such as heavy metal compounds.

The Towns fresh water bodies are also important for various recreational activities enjoyed by many, including swimming, boating, fishing, bird watching, etc.

B. Design specifications for inland dock structures

In order to prevent adverse impacts to these resource areas, any new dock structure proposed on any inland, non-tidal, freshwater waterway or water body shall adhere to the following standards:

~~B. Design specifications for inland dock structures~~

1. Docks shall not extend out into a waterway or waterbody more than 40' from the edge of the waterway or waterbody.
2. Docks shall not be more than 4' wide.

Exceptions to the standard size criteria may be permitted by the Conservation Commission if sufficient information can be presented to demonstrate a need for deviations from these standards.

3. Pressure treated building materials, if used, shall be non-leaching materials. The use of creosote or CCA treated materials is prohibited. Alternative materials such as aluminum, pvc, etc., approved by the Conservation Commission may be used.
4. Seasonal structures shall be stored in an upland area in the off-season. Proposed storage area shall be identified by the applicant and approved by the Conservation Commission during the review process. A fixed or permanent structure may be permitted by the Conservation Commission if sufficient information can be presented to demonstrate the need for such a structure and that it meets all other criteria required by this by-law.

5. Consideration shall be given for the ability of the dock to allow light penetration through to the bottom. Structures shall be constructed in such a way so as to minimize shading effects of the proposed structure to the maximum extent feasible. If deck planking is to be used then planks shall not be more than 6" wide and spaced at least ½" apart. Other alternative deck materials such as aluminum, vinyl, or fiberglass grating may also be used to allow greater light penetration. Height of the structure above the water shall also be to the maximum extent feasible to allow for angular light penetration.
6. Floating docks - A new floating dock system shall be permitted if it meets the following criteria. The bottom of the support floats for the dock are at least 12" above the bottom substrate and that the deck is at least 12" above the surface of the water. Styrofoam flotation material is prohibited. The proposed dock meets all other applicable requirements of this by-law.
7. There shall be no storage of hazardous materials on the dock structure.
8. The site plan required for the construction of a new fixed freshwater dock structure shall be prepared and stamped by a registered professional engineer. Site plans for proposed seasonal docks will not have to be prepared by a professional engineer. In either case, site plans will have to provide adequate detail in terms of scale of the proposed structure and associated site, materials to be used, proposed location, water depths in the location of the proposed structure, property lines, and cross section detail of the proposed structure.

C. Additional Application Materials

9. —The applicant shall supply the following additional information as part of their plan and application:

For seasonal structures: the winter storage location for the structure and the methodology to be used for removing and installing the structure.

For all structures:

- a. Information regarding the number, type, and size of watercraft that will utilize the proposed dock structure. This information shall include draft of the watercraft, including engine type, and engine horsepower.
- b. Other resource areas that the structure might alter or that the structure might have to cross before getting to the open water, i.e. bordering vegetated wetland, beach.

10. 9. Watercraft shall have a minimum of 12" of water between the lowest member of the vessel, including engine, and the bottom substrate. Mean pond levels shall be considered when determining clearances.

104. Proposed projects determined to adversely impact endangered species habitat shall not be permitted.
112. An Order of Conditions issued under this by-law is subject to all applicable Federal, State, and local ordinances and regulations including but not limited to a valid Chapter 91 License issued under the Public Waterfront Act for those structures proposed within Great Ponds within the Town. A Great Pond shall mean any naturally existing pond of 10 acres or more in size. (Article 34 of the October 31, 2007 Town Meeting; Approved by Attorney General February 22, 2008)

XVI. Coastal Structures

A. Introduction

The construction maintenance and use of docks and piers are likely to have a significant or cumulative effect on the resource area values of storm damage prevention, shellfish, shellfish habitat, preventing pollution, water quality, wildlife habitat, recreation, and aesthetics. Further docks destroyed by storms pose a threat to nearby properties by increasing water borne debris.

Turbulence and prop dredging generated by boat traffic around docks and piers significantly increases turbidity levels in surrounding waters. High turbidity levels attenuate the sunlight necessary for photosynthetic processes responsible for the primary productivity and oxygen regeneration of the water. The suspended sediments settle on shellfish beds, smothering existing shellfish and altering the quality of the sand bottom essential for spat settlement. Re-suspension of bottom sediments causes redistribution of sediments, alteration in sediment grain size distribution and causes changes in bottom topography relief, elevation and grade, including creation of depressions in the bottom. Re-suspension of sediments into depressions creates deep pockets of sediment which may not be able to physically support shellfish or which may become anoxic and therefore may not support shellfish. Re-suspension of sediments during the period of shellfish larval settlement hinders or prevents the effective settlement of shellfish larvae. Boat traffic generated from docks in areas where water depth is not adequate will add to this disruption. Construction of docks and subsequent boat activity causes re-suspension of nutrient laden sediment particles which may cause a release of sediment bound nutrients to the water column resulting in a bloom of vegetation, release of nutrients to the water column leads to eutrophication and anoxic bottom conditions. Anoxic sediments and anoxic bottom conditions create adverse impacts on benthic resources, including shellfish and fisheries.

While dock construction is typically the least environmentally destructive method of crossing a marsh, it may adversely affect the physical characteristics and functional value of the marsh. Marsh plants provide the major energy flow (detritus food chain) between the autotrophic and heterotrophic levels in a marsh estuarine system. Many species of sport and commercial fish and shellfish are dependent upon this system. Plants adapted

to high ambient light intensity, such as marsh grasses, are ill adapted to the shaded conditions created by a dock. Shading may result in the reduction of plant biomass (decreased plant height, population density, leaf thickness) or alteration of species composition. Reductions in plant density result in the loss of sediment normally trapped by roots and culms. Tidal washout of sediment could result in localized depressions, which would trap water. Evaporation of this trapped water would elevate salt concentrations in these depressions. High sediment salt levels effectively preclude re-colonization by original vegetation. Localized tidal washout may lead to further vegetative regression, extension, and disruption of natural communities in the area. Propeller turbulence near or in areas of submerged aquatic vegetation, such as eel grass, or salt marsh damages vegetation, thereby increasing the rate at which organic detritus is produced. If this organic detritus does not completely decompose aerobically, then anoxic bottom conditions will ensue, which will adversely impact shellfish and fisheries.

Cumulative impacts of the construction, maintenance and use of docks threaten to decrease the productivity of the marsh ecosystem, to reduce its ability to absorb storm wave energy, and to reduce its contribution to groundwater and surface water quality. Docks and piers when placed in land containing shellfish have an adverse impact on the resource area value of aquaculture. The placement length and size of the floats can interfere with the harvesting of quahogs and scallops. Docks depending on their length can have an adverse impact on recreation by interfering with recreational boating activities. Not properly designed, docks can interfere with inter-tidal lateral access for recreational fishing and fowling. Any proposal that affects navigation is likely to have a significant or cumulative adverse effect on recreation. Depending on their height, length compatibility with surrounding environs and overall visibility, docks can create an adverse impact to the aesthetics of the area.

In order to prevent impacts to resource areas and interests protected under this by-law any dock or pier proposed within a coastal, or tidal, waterway shall adhere to the following standards:

B. Plan Requirements

The following information shall be included on the plans submitted with the Notice of Intent application:

1. A description of all materials to be used for the project and the methodology of construction, including the method of pile installation, the type of precautions that will be used to insure that the barge does not ground, and that other equipment will not adversely impact resource areas.
2. Identification of seasonal float storage locations on the site. A statement shall be included in the NOI indicating the location to be used for winter storage, and the methodology to be used for hauling seasonal floats.
3. Soundings within 75' of the proposed structure in sufficient density to allow the determination of water depths and elevation changes in

the vicinity of the proposed pier and floats. Depths shall be measured from the top surface of the soft sediments.

4. Data shall be supplied to the Commission showing the time and date of the depth survey, the existing weather conditions, the state of the tide and the actual depths measured from the surface to the bottom. MLW and MHW shall be indicated on the plan and all information shall be derived from NGVD datum. An explanation of the calculations used must be included in the narrative.
5. Eel grass within 75' of the proposed structure. A site-specific survey shall be conducted to determine the presence or absence of eel grass and/or *Zostera marina* in the project locus. The survey shall be conducted during the appropriate time of year, from July 1st – Nov 15th. Information relative to the date the study was conducted shall be included in the application.
6. Navigational channels within 100' of the proposed structure.
7. The location of any designated shellfish grants, relay areas, or designated recreational shellfish areas within 100' of the proposed structure.
8. The location of any other structures such as moorings, other piers, seawalls, etc., within 75' of the proposed structure shall be indicated on the plan.
9. The plan shall be stamped by a registered professional engineer.
10. Site locus shall be indicated on the plan.
11. Cross sectional details of proposed structures shall be submitted.
12. All wetland resource areas within 100' of the proposed project i.e.: coastal beach, salt marsh, coastal bank, shall be identified and clearly labeled on the site plan.
13. FEMA flood zone designations for the subject site.
14. Designation indicating if the site is estimated habitat of rare and endangered species according to the MA Natural Heritage and Endangered Species Program.
15. Title block information.
16. Map and lot, lot size, ownership information for the subject parcel.
17. Benchmark - Information to include the location of the benchmark and the elevation of the benchmark.
18. North arrow.

C. Design specifications for Coastal Residential dock and pier structures

The following design specifications and requirements shall be adhered to when designing a coastal residential dock or pier structure:

1. The deck of the pier shall not have a width of greater than 4' of passable area, measured from inside of piling to inside of piling.
2. Deck spacing - deck planks shall be at least $\frac{3}{4}$ " apart with planks being no wider than 6".

3. Floats - Floats for the structure shall not exceed 300 sq feet in size and shall have a rectangular shape so as not to shade large areas of the bottom. The floats shall be constructed in such a way to allow for the penetration of light through to the bottom. A minimum water depth of at least 24" at mean low tide shall exist between the bottom of the float and the bottom. The type of flotation material shall be described. The use of Styrofoam flotation material is prohibited
4. Float storage- Seasonal floats shall not be stored in salt marsh, on coastal beaches, or coastal banks but rather in an upland area approved by the Conservation Commission.
5. Pressure treated building materials, if used shall be non-leaching materials. The use of creosote or CCA treated materials is prohibited. Alternative materials such as aluminum, fiberglass, etc., approved by the Conservation Commission may be used.
6. Information shall be submitted to the Commission detailing the proposed number, type, and style of the proposed watercraft to be used at the site. This information shall include the draft of the watercraft, including engine, at its maximum weight carrying capacity. There shall be a minimum of 24" of water between the lowest draft point of the watercraft to be used at the dock, including engine, and the bottom. Draft information shall be calculated based on max vessel load from the manufacturer.
7. Maximum length - Docks or piers shall not exceed 200 ft in total length beyond Mean High Water (MHW).
8. Eel Grass - In order to adequately prevent the disruption of eel grass beds no part of the dock or pier, or float system, shall be constructed in, above, or within 50' of eel grass beds.
9. Shellfish habitat evaluation. Piers shall not be allowed to be constructed within significant shellfish habitat as determined by the DMF and/or the Wareham Shellfish Constable. The absence of shellfish may not mean that productive shellfish habitat does not exist.
10. Salt marshes - In order to minimize the destruction of salt marsh the maximum width of salt marsh to be traversed as part of a pier proposal shall be 75'. The height of the deck above the salt marsh shall be 4-6' above the peat substrate.
11. Pile spacing - Piles shall be spaced as far apart as possible so as to reduce the number of piling sets to be installed. Piling sets shall not be closer than 15' apart except where it is deemed necessary by the Conservation Commission to adequately protect wetland resource areas.
12. No pier project shall be allowed that would adversely impact endangered species or endangered species habitat.
13. There shall be no storage of hazardous materials on the structure.
14. An Order of Conditions issued under this by-law is subject to all applicable federal, state, and local ordinances and regulations

including but not limited to a valid Chapter 91 License issued under the Public Waterfront Act.

15. Standards 1 and 3 shall not apply to commercial structures proposed in areas zoned for such uses. These projects shall be considered by the Conservation Commission on a case-by-case basis.
16. For site review purposes the proposed location of the pier shall be marked in the field as follows:

A stake shall be placed at the site to identify the centerline location of the landward end of the proposed structure. The stake shall be labeled "Pier Centerline Landward End". A floating buoy shall be placed in the water to mark the furthest seaward end, including any floats, of the proposed structure. These markers shall be put in place at the time of the filing of the Notice of Intent.

(Article 35 of the October 31, 2007 Town Meeting; Approved by Attorney General February 22, 2008)

Section XVII. Buffer Zone

A. Residential Construction

A 30-foot No Activity Zone shall be required for all new residential structures in developments of three units or less, additions, accessory structures (including, but not limited to, garages, sheds, and pools), associated construction (including, but not limited to, driveways and septic systems), and site work (including, but not limited to, landscaping and grading) within the Buffer Zone. In the event that there are multiple resource areas at a given site with associated Buffer Zone, the 30-Foot No Activity Zone shall be measured from the boundary of the resource area closest to the work.

Developments of four or more residential units shall be subject to the requirements for commercial/industrial development in Subsection B.

B. Commercial/Industrial Development and Residential Construction of Four Units or More

A 50-foot No Activity Zone shall be required for all new commercial and industrial developments (including, but not limited to, strip malls, office buildings, retail stores, automotive uses, warehouses, and industrial buildings), and developments of four or more residential units, that will alter 2500 square feet or more of Buffer Zone. In the event that there are multiple resource areas at a given site with associated Buffer Zone, the 50-foot No Activity Zone shall be measured from the boundary of the resource area closest to the work. For commercial/industrial developments and developments of four or more residential units that will alter less than 2500 square feet of Buffer Zone, the Conservation

Commission may permit a No Activity Zone less than 50 feet in width, but not less than 30 feet in width.

C. Exceptions

1. The Conservation Commission may waive or reduce the No Activity Zone requirements listed above for:

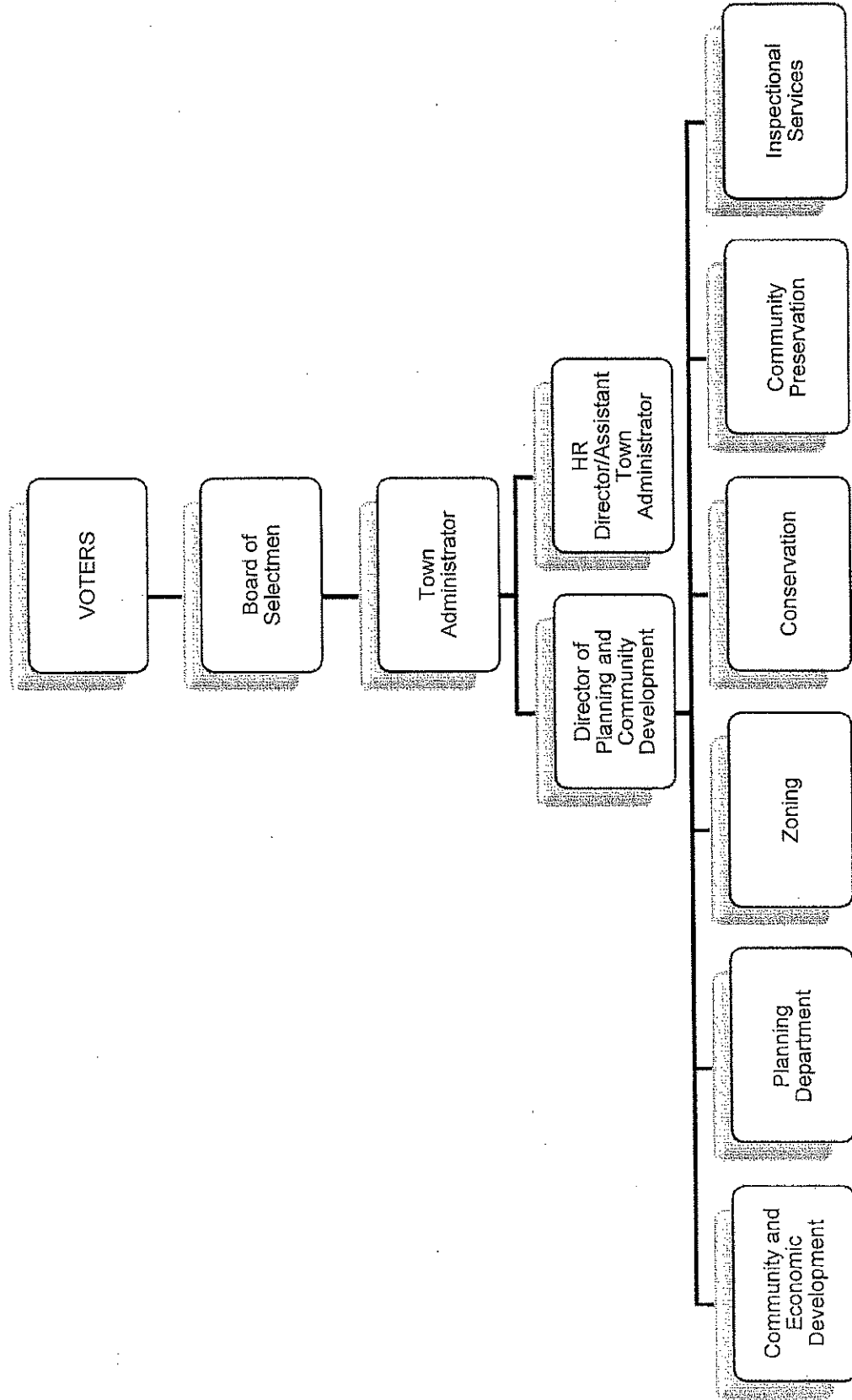
- a1. ~~The Conservation Commission may waive or reduce the No Activity Zone requirements listed above for the redevelopment of sites that are currently paved or altered with other impervious surfaces within the Buffer Zone;~~
- b2. ~~The Conservation Commission may waive or reduce the No Activity Zone requirements listed above for p~~Projects involving work necessary to access buildable upland (including access roads, driveways, and utilities) as long as there is no other means of accessing said buildable upland, and said work meets all the other requirements of the Massachusetts Wetlands Protection Act and this By-law;
- c3. ~~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 reasonable shoreline access to disabled individuals, as such disabled individuals are defined by the Americans with Disabilities Act. Eligible applications shall be property owners, whose family members: spouses, parents, children, brothers and sisters are disabled as defined by the Americans with Disabilities Act.~~
- d. If in its judgment such a reduction is necessary to accommodate reasonable access, by foot-path, or other least intrusive means of access, to other portions of a property or the shoreline, as long as there is no other alternative means of accessing the other portions of the property, and that such alteration does not exceed a 5' naturally surfaced pedestrian foot-path, or an elevated boardwalk, not to exceed 3' in width, within the 5' pathway. Such alterations may require wetlands replication.

2. The No Activity Zone requirements set forth in this Section shall not apply to:

- a. Any structures or site work that is defined as the normal maintenance or improvement of Land In Agricultural Use under 310 CMR 10.04, "Agriculture".
- b5. ~~The No Activity Zone requirements set forth in this Section shall not apply to p~~Projects requiring Chapter 91 Licenses, to freshwater dock projects, to repairs of existing Chapter 91 Licensed structures, or to other coastal engineering structures deemed by the Conservation Commission to be necessary to protect the interests of the Massachusetts Wetlands Protection Act and this By-law.
- 6c. ~~The No Activity Zone requirements set forth in this Section shall not apply to p~~Projects involving the repair, but not expansion of, existing and lawfully located buildings and structures, including roads, culverts, utilities, septic systems, or storm water drainage structures.
- 3. Any exceptions granted under this Section shall not be permitted for a change of use and any disturbance allowed under this Section shall be restored to the greatest extent possible prior to a change of use under a new application to the Conservation Commission.

APPENDIX 5 – ORGANIZATIONAL CHART

Planning and Community Development Department



**APPENDIX 6 – FY2017 WPCF ENTERPRISE
FUND/BUDGET**

**WAREHAM SEWER ENTERPRISE FUND BUDGET
REVENUE AND EXPENSE SUMMARY - FY 2017**

REVENUE

Rate Payer Revenue*	\$	5,597,829
Septage/Grease	\$	450,000
Bourne IMA - Capital	\$	188,000
Bourne IMA - Operating	\$	200,000
Betterments/Betterment Reserves (Betterment = \$1,265,297, Betterment Reserves = \$432,361)	\$	1,697,658
Total Revenue	\$	8,133,487

REVENUE REDUCTION

Direct/Indirect Costs	\$	882,096
Revenue Reduced by Direct/Indirect Costs	\$	8,133,487
Net Revenue	\$	7,251,391

EXPENSES

Operations and Maintenance	\$	3,290,559
Capital Expenses	\$	1,006,000
Betterment Debt - Principal	\$	1,358,238
Betterment Debt - Long Term Interest	\$	339,420
Non-Betterment Debt - Principal	\$	1,039,844
Non-Betterment Debt - Long Term Interest	\$	142,330
Short Term Interest	\$	75,000
Stabilization Fund for future capital	\$	-
Total Expenses	\$	7,251,391

* Active EDU total = 9392.33 X \$596.00

DETAIL 2017 DETAIL EXPENSES		
WPCF Personnel		
Salary	\$	834,906
Overtime	\$	78,000
On Call	\$	46,800
19 positions		
	Subtotal	\$ 959,706
WPCF Expenses		
Electricity	\$	498,120
Propane	\$	1,100
Natural Gas	\$	36,300
Water	\$	20,000
Repair & Maint Vehicles	\$	40,000
Buildings	\$	40,000
Equipment	\$	171,988
Outside Contractors	\$	182,000
I & I	\$	75,000
NPDES Testing	\$	25,000
Tuition other	\$	10,000
Telephone	\$	5,500
Printing/Mailing/Postage	\$	10,650
Advertising	\$	4,500
Telemetry & Alarms	\$	26,000
Cellular	\$	11,000
Medical Services	\$	7,000
Sludge Disposal	\$	370,975
All Office Supplies & Equipment	\$	9,020
Gasoline	\$	30,000
Chemicals	\$	415,000
Operating Supplies	\$	50,000
Laboratory Supplies	\$	25,000
Protective Clothing	\$	9,000
Uniforms	\$	13,000
Books & Subscriptions	\$	200
Dues, Memberships, travel, Conf	\$	4,500
Data Processing	\$	40,000
Extraordinary/ Unforeseen	\$	200,000
	Subtotal	\$ 2,330,853
DEBT		
Principle	\$	2,398,082
Interest - L/T	\$	481,750
Interest - S/T	\$	75,000

		Subtotal	\$ 2,954,832
Capital			
Capital		\$ 1,006,000	
		Subtotal	\$ 1,006,000
		Total FY17 WPCF Budget	\$ 7,251,391

Indirect Cost Allocation

Departmental Salaries	Salaries	Benefits H&D Only	Retirement	FICA	Workers' Comp
Accounting 25%	44,580	4,360	11,080	646	552
Administration 15%	40,724	4,010	6,094	591	331
Assessing 15%	44,728	6,002	11,080	649	441
Municipal Maintenance 5%	-	-	-	-	-
Technology 15%	23,598	4,870	4,432	342	221
Treasurer/Collector Fin Dir 15%	46,902	6,671	11,966	680	596
Sub	\$ 200,533	25,913	44,652	2,908	2,141
				Sub	276,147
Departmental Expenses	Expenses				
Audit	16,250	WPCF is a major part of the audit			
Insurance - General Liability	41,504	Actual Town Cost			
Legal-Labor and General Counsel	42,250	25% of Labor and 20% of Legal Counsel			
Technology	18,304	Assigned Expenses Including vadar			
Communications	2,478	Assigned Expenses			
Treasurer/Collector Finance Director	1,446	Harper's Payroll proportion 3.28%			
Sub	\$ 122,232				
WPCF Benefits	Expenses				
Health and Dental	190,390	Actual Town Cost			
Retirement	236,374	Actual Town Cost			
Workers' Compensation	21,549	Actual Town Cost			
Liuna	21,488	25% of total cost			
FICA	13,916	Actual Town Cost			
Sub	\$ 483,717				
PILOT					
Payment In Lieu of Taxes (PILOT)	-	The Town does not have a PILOT program			
Sub	\$ -				
Total	882,096				

Capital Outlay (per CIP 20 year plan)

Generators	\$200,000.00	3 units TBD
Infrastructure	\$556,000.00	repairs/replacements
Aeration Valves	\$200,000.00	replace air control valves - Basins 1,2 & 3
equipment	\$50,000.00	3/4 ton P/U truck with plow
TOTAL	\$1,006,000.00	

APPENDIX 7 – TOWN MEETING PROCEDURES

Guide to Town Meeting Procedure

Wareham Town Meeting

Every town has a different way of running its Town Meeting depending on its Charter, by-laws or its traditions. This guide is a general outline of the Town Meeting basics, is not intended to be all inclusive, but is merely an overview designed help you understand the formalities of Town Meeting .

Wareham is required by our Charter to hold two meetings per year; one meeting in April, called the Annual Meeting and second meeting in October, called the Fall Town Meeting. It may hold special meetings as well.

The Annual Meeting is held on the first Tuesday in April, when the polls are open and votes are cast for the election of town officers and then adjourned by a provision in the Charter until the fourth Monday, at which time the general business of the town is transacted. The Fall Town Meeting is held on the fourth Monday in October.

Both meetings are called to order at 7:00 PM and adjourn no later than 10:00 PM except when continued beyond by a two-thirds vote of those present and voting.

Who Participates in Town Meeting?

One hundred (100) voters shall constitute a quorum at any town meeting, except that a quorum of one hundred fifty (150) voters is necessary to vote upon any appropriation of Five Thousand Dollars (\$5,000) or more.

The Voters- Every registered voter in town is a legislator, with full power to participate. The job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant.

Anyone who is not a registered voter of the Town is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission of the body. Non-registered voters sit in a specially designated section.

The Moderator- The elected official who presides over Town Meeting and is responsible for its conduct consistent with the Charter and by-laws of the Town as well as parliamentary procedure.

The Town Clerk- The elected official responsible for maintaining town records, conducting elections, and the recording of votes and actions taken at Town Meeting.

Town Counsel- An attorney who provides legal services to the town and who attends town meeting to offer advice as to the legality of proposed actions the town may be considering.

Board of Selectmen- The Selectmen prepare the Warrant and make sure the Warrant is properly posted, as well as making recommendations on each article by vote of the Board.

Finance Committee- All articles contained in the warrant for town meeting shall be referred to the Finance Committee for its study, review and report. The Finance Committee reports its recommendations on each article contained in the warrant.

Boards and Committees- Boards or committees may present articles or give a report. For example, the Planning Board may submit a zoning article or they may issue a report on a particular matter relative to a public hearing held if required under the law. There may be articles that relate to such matters as conservation, health regulations, schools, etc. that may require explanations from the respective board to help voters understand why it appears on the warrant.

Petitioners- Any ten voters have the right to petition the Board of Selectmen to put an article on the Annual and Fall Town Meeting Warrant. Petitioners will often be asked to offer the main motion for their petitioned article, give a presentation, or supply information about the article.

What is a Warrant?

The Warrant is the agenda for Town Meeting. The warrant is issued by the Board of Selectmen, states the time, place, and by separate articles, the subject matter which may be legally acted upon. Town Meeting should not end until all agenda items on the warrant have been decided; either by approval, defeated, or no action deliberately taken.

What happens at Town Meeting?

Articles are generally considered in the order in which they appear on the warrant, but may be taken out of order by a majority vote.

Motions- The Moderator asks that a motion be made recommending the action to be taken on the article. The motion is then seconded. Voters should listen closely to the motion as stated since the vote and debate is on the motion, which may or may not be worded slightly different than the article as printed in the warrant. Proponents of the article may offer background information as well as reasons as to why it should be passed (or in some cases, withdrawn). The Moderator then asks for recommendations on the article from the Finance Committee or other reporting committees.

Debate- Following the recommendations, debate is open. Voters must be recognized by the Moderator in order to speak and must clearly state his or her name before speaking. Any registered voter may speak to an article, ask questions, voice comments or, or offer

information. Speakers should be civil and respectful of all others at the meeting and limit remarks to the content of the article.

All comments are directed to the Town Meeting body through the Moderator. Speakers should not engage one another through direct discussion. Interruptions are not permitted except in the case of another voter rising to a "point of order" (described below). New speakers and new points of view are encouraged, but brevity is appreciated and voters are encouraged to add new information to the debate rather than repeating what others have said.

Voting- Voters at Town Meeting are given a card when they check in with the Registrars in the lobby prior to entering the hall. When the Moderator calls for a "counted vote" you must be seated and you must raise your card to be visible to the tellers for counting. On a voice vote, you can call out either "aye" or "nay".

Most articles are decided by a simple majority vote, however, some articles may require a 2/3 or greater quantum of vote. Votes can be made by voice, a show of hands and on occasion by paper ballot. The Moderator declares the outcome of the vote. Whenever a two thirds vote is required by statute, such a vote may be declared by the Moderator without a count (the Moderator tries for a unanimous vote or an obvious show of hands indicating what appears to be more than 2/3) and is recorded as such by the Clerk. However, if seven or more voting members of Town Meeting doubt the vote, a counted vote shall be taken.

Amendments- Amendments can be offered to any article being debated, so long as they don't substantially change the original scope of the article. To offer an amendment, the voter is generally asked to provide it in writing so that it can be properly recorded. The Moderator will then recognize the mover of the amendment and the amendment will be voted after debate, up or down, before returning to debate the amended or not amended article as a whole. Amendments to amendments are not allowed.

Consent Agenda- Articles on a consent agenda are exceptions to the general process of Town Meeting. In consultation between Town Counsel, the Moderator, the Finance Committee, and the Selectmen, articles related to each other, not likely to be controversial and not likely to generate debate, can be put on a consent agenda to allow a motion that they be acted upon as one unit.

At the call of the consent agenda, the Moderator refers to the articles, one by one. If any voter calls out "hold" in loud voice, that particular article is removed and restored to its original position in the Warrant. Once the articles have been included in a consent agenda, the Moderator asks for a motion to act upon those articles all at once, with a single vote.

Operating Budget -At the Annual Spring Town Meeting, the Town Moderator may review the operating budget by line item. As the Moderator reads the line item a voter can call out "hold" on a specific line which the Moderator will then so note. Once the budget has been read line by line in its entirety, the Moderator will return to those line items "held" by voters and amendments and debate take place. There is also the opportunity to speak generally about the budget as well. Once discussion is complete, the Moderator calls for a vote on the entire budget.

One note concerning the school budget; voters may request and be provided with detailed information, but state law prohibits Town Meeting from voting on anything but the bottom line of the school budget.

Reconsideration- A motion to reconsider, if approved by a simple majority, enables a majority in an assembly, to bring back for further consideration a motion that has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. After much thoughtand review of practices in other towns, based on prior Town meeting tradition in Wareham my policy on the motion for reconsideration is that:

1. It must be moved on the same day the vote to be reconsidered was taken.
2. it must be made by a member who voted with the prevailing side
3. it must be seconded and is debatable
4. It will only be permitted if there was a hasty, ill-advised, or erroneous action, if there is additional information that was not previously available, or there is a changed situation that developed since the taking of the vote.

Other Motions and Points of Order-

A motion to move the question or previous question terminates all debate and calls for an immediate vote. This motion cannot be debated and requires a two thirds majority to pass. The Moderator, will usually accept this motion unless it is very clearly premature and both sides of the argument have yet to be heard. In such cases, the Moderator can use discretion to allow more debate.

The Moderator will not accept a motion to move the previous question by any person discussing the Article and making such a motion at the end of his/he discussion.

A Point of Order is a question. On a point of order, a voter may raise one or more of the following questions and NO others.

1. Is the speaker entitled to the floor
2. Is what the speaker saying irrelevant or contrary to the article being proposed. Is the conduct of the speaker out of order?
3. Is action being taken that is contrary to procedure?

The Moderator will immediately stop discussion, listen to the point of order and rule on it.

A Motion to Lay on the Table is a motion that allows an article to be placed "on the table" for consideration at a later time during the meeting. It is not debatable and requires a two thirds vote.

A Motion to Take off the Table, if passed, brings the article back before Town Meeting for debate. The motion to take an article off the table cannot be debated or amended and requires only a simple majority.

A Motion to Adjourn may be made at any time. Adjournment must be to a scheduled time and place.

A Motion to Dissolve is only made when all articles in the warrant have been disposed. A motion to dissolve ends the meeting.

What do the following terms mean?

"Postpone indefinitely"..... defeat it

"Take no action on an article"defeat it

If you have any questions regarding specific procedures or need more information, please do not hesitate to contact the Town Moderator.

Claire L. Smith
Wareham Town Moderator
54 Marion Road
Wareham, MA 02571
moderator@wareham.ma.us

April 2016

APPENDIX 8 – 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.

