

**BOARD OF SELECTMEN  
221 MAIN STREET  
BOYLSTON, MA 01505**

**U.S. POSTAGE PAID  
PERMIT #3  
Boylston, MA**

**MAIL TO:**

**POSTAL PATRON LOCAL  
BOYLSTON, MA 01505**

**THE COMMONWEALTH OF MASSACHUSETTS**

**Town of Boylston, Massachusetts**

**May 2, 2011 Special Town Meeting Warrant  
(Immediately preceding the Annual Town Meeting)**

**May 2, 2011 Annual Town Meeting Warrant**

**May 9, 2011 Annual Town Election**

**Note: The warrant is available in large print upon request at the Selectmen's Office**

**WARRANT FOR A SPECIAL TOWN MEETING**

Monday, May 2<sup>nd</sup>, 2011,

The first Monday of May, at seven o'clock (7:00) P.M. at the

Tahanto Regional High School Auditorium.

**Immediately preceding the Annual Town Meeting to transact fiscal year end 2011 town business.**

**MAY 2, 2011**

THE COMMONWEALTH OF MASSACHUSETTS

**WORCESTER: SS**

**BOYLSTON**

To either of the Constables of the Town of Boylston in the County of Worcester within The Commonwealth aforesaid:

**GREETING:**

In the name of The Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of the Town of Boylston aforesaid, qualified to vote in elections and Town affairs, to meet at the following places and times for the following purposes:

**SPECIAL TOWN MEETING** In accordance with the above notice and Article III, Section 1 of the Town of Boylston By-Laws, the following articles will be considered on **Monday, May 2<sup>nd</sup>, 2011, the first Monday of May, at seven o'clock (7:00) P.M. at the Tahanto Regional High School Auditorium, 1001 Main Street, Boylston MA.**

**ARTICLE 1.** To see if the Town will vote to transfer any unexpended balances of Fiscal Year 2011 appropriations, hitherto made to other accounts, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at the Town Meeting

**ARTICLE 2.** To see if the Town will vote to transfer \$62,316 from the FY 2011 Vocational Education Tuition, line item 5320 in the Town Budget, to line item 5510 for funding FY 2011 expenses of the Boylston Elementary School, or take any action relative thereto.

**Sponsor:** Berlin-Boylston Regional School District

**Finance Committee recommendation:**

**ARTICLE 3.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate an amount not to exceed \$20,000 for the purpose of purchasing a replacement cruiser for the Police Department, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at Town Meeting.

To transact any other business that may legally come before this meeting.

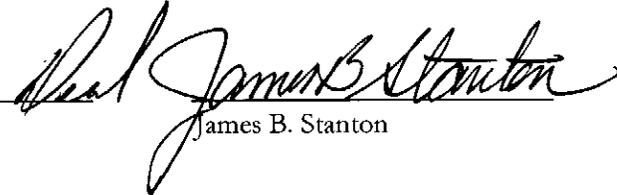
And you are hereby directed to serve this Warrant by posting up attested copies thereof, one at the Municipal Office Building (Town Hall), one at the Boylston Post Office, one at the Public Library and one at the Boylston Light Department over fourteen (14) days and two (2) Sabbath days at least before the time of holding said meeting.

Hereof, fail not and make return of this Warrant with your doings thereon to the Town Clerk at the time and place of the meeting aforesaid.

Given our hands this fourth (4<sup>th</sup>) day of April, 2011 AD.

**Board of Selectmen for the Town of Boylston**

  
Roger W. Deal

  
James B. Stanton

  
Kenneth G. Sydow

**WARRANT FOR THE ANNUAL TOWN MEETING  
MAY 2, 2011**

THE COMMONWEALTH OF MASSACHUSETTS

**WORCESTER: SS**

**BOYLSTON**

To either of the Constables of the Town of Boylston in the County of Worcester within The Commonwealth aforesaid:

**GREETING:**

In the name of The Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of the Town of Boylston aforesaid, qualified to vote in elections and Town affairs, to meet at the following places and times for the following purposes:

**1. ANNUAL TOWN MEETING – MAY 2, 2011**

on **Monday, the second (2<sup>nd</sup>) of May AD, 2011 at seven-fifteen (7:15) P.M., at the **Tahanto Regional High School Auditorium, 1001 Main Street, Boylston MA**, to take any action relative to the business of the Town as set forth in Articles one (1) through thirty (30) of this Warrant; and at its adjournment, which shall be upon completion of Town Meeting action upon all articles listed on the Warrant.**

**2. ELECTION AND BALLOT – MAY 9, 2011**

on **Monday, the ninth (9<sup>th</sup>) of May AD, 2011**, to vote by ballot at the Town's annual election, at the Boylston Town Hall, at the Hillside Municipal Complex located at 221 Main Street within the Town of Boylston, **with polls opening at twelve o'clock (12:00) noon and closing at eight o'clock (8:00) P.M.** on the following:

**ARTICLE 31.** To vote by official ballot for the necessary Town Officers, namely:

One Selectman for three (3) years; One Town Clerk for three (3) years; One Assessor for three (3) years; One Board of Health member for three (3) years; One Planning Board member for five (5) years; One Municipal Light Board member for three (3) years; Two Library Trustees for three (3) years each; One Library Trustee for two (2) years; One Cemetery Commissioner for three (3) years; One Parks & Recreation member for five (5) years; One Parks & Recreation member for three (3) years; One Parks & Recreation member for two (2) years; One School committee member for three (3) years.

**\*ARTICLE 1.** To see if the Town will vote to authorize the Board of Selectmen to choose all necessary Town officers, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**\*ARTICLE 2.** To hear and act upon the reports of Town officials and committees, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**\*ARTICLE 3.** To see if the Town will vote to authorize the Board of Selectmen to employ Counsel where, in their judgment, it may be necessary under the provisions of Chapter 40 of the General Laws of the Commonwealth, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**\*ARTICLE 4.** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of revenue of the financial fiscal year beginning July 1, 2011 and ending June 30, 2012, and to issue a note or notes therefore and to renew any note or notes as may be given for a period of less than one (1) year in accordance with Chapter 44 of the General Laws of the Commonwealth, as amended, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee comments:** Finance Committee recommends approval.

**\*ARTICLE 5.** To see if the Town will vote to authorize the Trustees of the Public Library to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2011, and to fix the compensation therefore, consistent with the Personnel Plan, or take any action relative thereto.

**Sponsor:** Library Trustees

**\*ARTICLE 6.** To see if the Town will vote to authorize the Commissioners of the Cemetery to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2011, including the appointment of a Cemetery Superintendent, and to fix the compensation therefore, consistent with the Personnel Plan, or take any action relative thereto.

**Sponsor:** Cemetery Commission

**\*ARTICLE 7.** To see if the Town will vote to authorize the Planning Board to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2011, and to fix the compensation therefore, consistent with the Personnel Plan, or take any action relative thereto.

**Sponsor:** Planning Board

**\*ARTICLE 8.** To see if the Town will vote to appropriate the money received from The Commonwealth of Massachusetts as a Library grant-in-aid for the purpose of purchasing books and other items at the discretion of the Library Trustees, or take any action relative thereto.

**Sponsor:** Library Trustees

**Finance Committee comments:** Finance Committee recommends approval.

**\*ARTICLE 9.** To see if the Town will vote that the income from sales of electricity to private consumers, or for electricity supplied to municipal buildings or for municipal power, and from jobbing during the current fiscal year, be appropriated for the Municipal Lighting Plant, the whole to be expensed by the manager of the Municipal Lighting Plant, under the direction and control of the Municipal Light Board, for the expense of the plant for said fiscal year, as defined in Section 57 of Chapter 164 of the General Laws; and for the purchase, sale, installation and servicing of merchandise and equipment in accordance with the provisions of Chapter 235 of the Acts of 1937; and for any out of state travel expense in accordance with the provisions of Section 5 of Chapter 40 of the General Laws, and if said sum and income shall exceed said expense for the fiscal year, such excess shall be transferred to the Construction Fund of said plant and appropriated and used for such additions thereto as may thereafter be

authorized by the Municipal Light Board; and fix the compensation of the Municipal Light Board members for the fiscal year beginning July 1, 2011, as provided by Section 4A of Chapter 41 of the General Laws, as follows: Chairman - \$300.00 and two (2) members - \$300.00 each, a total of \$900.00, and such compensation to be paid from the operating account of the Municipal Light Plant, or take any action relative thereto.

**Sponsor:** Municipal Light Board

**Finance Committee comments:** Finance Committee recommends approval.

**\*ARTICLE 10.** To see if the Town will vote to accept any highway funds from County, State or Federal agencies, to authorize the Board of Selectmen to enter into agreements with Mass Highway, so-called, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow from time to time during Fiscal Year 2012, in anticipation of reimbursement of said highway assistance, in conformity with the provisions of Massachusetts General Laws Chapter 44 Section 6A for maintenance, repair, construction of Town roads and programs consistent with Chapter 90 funds, to be expended by the Highway Department, or take any action relative thereto.

**Sponsor:** Highway Superintendent

**Finance Committee comments:** Finance Committee recommends approval.

**\*ARTICLE 11.** To see if the Town will vote to authorize the Board of Cemetery Commissioners to continue its use of the revolving fund, established at the May 1995 Annual Town Meeting, under and subject to the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, for the following purposes:

1. To be the depository for all departmental receipts of the Cemetery Commission and from those funds to make expenditures in accordance with Massachusetts General Laws Chapter 41 Sections 41, 42, 52 and 56 for the following:

- a. For operational purposes other than regular wages and including the cost of grave openings and related expense,
- b. For payment of maintenance expenses including supplies and materials and part-time labor
- c. For payment of expenses related to the expansion of the cemetery
- d. For compensation for part time commissioners and clerk;
- e. To set the expenditure limit as not to exceed \$15,000;  
or take any action relative thereto.

**Sponsor:** Cemetery Superintendent

**Finance Committee comments:** Finance Committee recommends approval.

**Board of Selectmen recommendation:** Recommends approval.

**\*ARTICLE 12.** To see if the Town will vote to authorize the Planning Board to continue its use of the revolving fund established at the May 8, 2000 Annual Town Meeting, established in accordance with Chapter 44 Section 53E ½ of the Massachusetts General Laws, to be utilized for the following purposes:

1. To be the depository for engineering and advertising fees charged by the Planning Board to various developers for the plan review process.
2. To authorize expenditures from said fund to pay engineering and advertising costs associated with the plan review process.
3. To set the annual expenditure limit at \$20,000.
4. To have the Planning Board be the only board authorized to expend funds from said account, or take any action relative thereto.

**Sponsor:** Planning Board

**Finance Committee comments:** Finance Committee recommends approval.

**Board of Selectmen recommendation:** Recommends approval.

**\*ARTICLE 13.** To see if the Town will vote to authorize the Conservation Commission to continue its use of the revolving fund established at the May 14, 2002 Annual Meeting, established in accordance with Chapter 44 Section 53E½ of the Massachusetts General Laws, to be utilized for the following purposes:

1. To be the depository for engineering and advertising fees charged by the Conservation Commission to various developers for the plan review process.
2. To authorize expenditures from said fund to pay engineering and advertising costs associated with the plan review process.
3. To set the annual expenditure limit at \$10,000.
4. To have the Conservation Commission be the only board authorized to expend funds from said account; or take any action relative thereto.

**Sponsor:** Conservation Commission

**Finance Committee comments:** Finance Committee recommends approval.

**Board of Selectmen recommendation:** Recommends approval.

**ARTICLE 14.** To see if the Town will vote to fix the compensation for the following Town Officers: three (3) Selectmen, Town Clerk, Moderator, three (3) Assessors, three (3) School Committee members, three (3) Board of Health members, three (3) Cemetery Commissioners, five (5) Planning Board members, all in accordance with the recommendations of the Finance Committee, and to instruct the Selectmen or other boards to fix a given compensation for the persons hired or appointed by such boards, or take any action relative thereto.

**Sponsor:** Personnel Board

**Finance Committee comments:**

Selectmen, Chair	\$ 1,354	2 members each at \$ 1,137
Town Clerk	\$ 29,689 plus fees	
Town Moderator	\$ 15	
Assessors, Chair	\$ 1,500	2 members each at \$ 1,000
School Committee, Chair	\$ 100	2 members each at \$ 50
Board of Health, Chair	\$ 277	2 members each at \$ 185.50
Cemetery Commission, Chair	\$ 213	2 members each at \$ 160
Planning Board, Chair	\$ 370	4 members each at \$ 53
Planning Board, Vice-Chair	\$ 53	
Planning Board Clerk	\$ 53	

**ARTICLE 15.** To see if the Town will vote to amend the Town's Personnel Plan and By-laws by replacing Schedules A, B and C with the following; or take any action relative thereto: (proposed changes are in **bold**)

**Section 15:** Classification Schedule Amended May 2011 - Effective July 1, 2011

Classification	Position Status	Grade	Hourly Rates	
			Min	Max
Library Page	Hourly		<b>8.68</b>	<b>8.96</b>
Election Worker	Hourly		<b>8.68</b>	<b>8.96</b>
Town Meeting Checker	Hourly		<b>8.68</b>	<b>8.96</b>
Election Clerk	Hourly		<b>9.67</b>	<b>9.67</b>
Election Warden	Hourly		<b>9.67</b>	<b>9.67</b>
Clerical	Special Temp		<b>8.68</b>	<b>11.63</b>
Library Housekeeper	Special Part Time		<b>9.84</b>	<b>10.52</b>
Asst Laborer	Special Hourly	2		
Library Assistant/Sr. Technician	Reg. Part Time	3		
Laborer/Custodian	Reg. Full Time	3		
Emergency Medical Technician	Hourly	3		
Firefighter	Hourly	3		
Deputy Chief	Hourly	3+\$500		

Fire Captain	Hourly	3+\$300
Fire Lieutenant	Hourly	3+\$200
Asst Town Clerk	Special Part Time	5
Police Service Aide	Hourly	5
Asst. Inspector/Electrician	Hourly	5
Assessors' Clerk	Reg. Part Time	5
Children's Librarian	Reg. Part Time	5
COA Coord/Community Outreach	Reg. Part Time	5
P&R Program Coordinator	Reg. Part Time	5
Equipment Operator/Laborer	Reg. Full Time	6
Facilities Technician	Reg. Full Time	6
Assistant Treasurer/Collector	Reg. Part Time	6
Asst Library Director	Reg. Part Time	7
Admin Asst. Board of Assessors	Reg. Part Time	7
Admin Asst to Hwy Supt.	Reg. Part Time	7
Admin Asst to Chief of Police	Reg. Part Time	7
Admin Asst to Planning Board	Reg. Part Time	7
Admin Asst to Board of Selectmen	Reg. Full Time	7
Equipment Operator/Mechanic	Reg. Full Time	7
Working Foreman	Reg. Full Time	8
Admin Asst to Health & Conservation	Reg. Part Time	8
Town Treasurer/Collector	Reg. Full Time	9
Foreman	Reg. Full Time	9
Building Inspector	Salaried	10
Library Director	Salaried	11
Fire Chief/Forest Warden	Salaried	12
Hwy/Cemetery Superintendent	Salaried	12+\$845
Police Chief	Salaried	14
Town Administrator	Salaried	14

**Schedule B: Salary Compensation Schedule**

<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
1	10.01	11.78	13.57
2	10.80	12.77	14.66
3	11.71	13.81	15.91
4	12.61	14.86	17.07
5	13.65	16.05	18.44
6	14.76	17.35	19.94
7	15.94	18.65	21.52
8	17.20	20.23	23.25
9	18.60	21.83	25.07
10	20.08	23.58	27.12
11	21.72	25.46	29.28
12	23.41	27.50	31.60
13	25.29	29.69	34.14
14	27.30	32.07	36.85
15	29.50	34.65	39.80

16	31.84	37.42	42.98
17	34.37	40.42	46.43
18	37.11	42.52	50.13

**Schedule C: Salary Compensation Schedule-**

<u>Job Title</u>	<u>Annual Salary</u>
Chairman, Registrar of Voters	\$ 693
Council on Aging, Meal Coordinator	\$ 1008
Director of Veteran's Services	\$ 208
Electrical Inspector	\$ 7,999
Assistant Electrical Inspector	\$ 552
Plumbing Inspector	\$ 8,583
Assistant Plumbing Inspector	\$ 715
Gas Inspector	\$ 2,582
Assistant Gas Inspector	\$ 220
Registrar of Voters	\$ 279
Health Agent	\$ 37,471
Dog Officer	\$ 2,108
Animal Inspector	\$ 1,212
Nurse	\$ 1,500
Vital Stat Clerk	\$ 200
Tree Warden	\$ 1,137

**Sponsor:** Personnel Board

**Finance Committee comments:** Finance Committee recommends approval.

**ARTICLE 16.** To see if the Town will vote to transfer and appropriate a sum of money not to exceed \$ 182,000 from the Hillside Receipts Reserved Account to the Appropriation Account (Account # 193-5780), for the maintenance, upkeep, repair, operations and improvements of town-owned buildings, property and land, to be expended by the Board of Selectmen; or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee comments:** will be made at the Town Meeting.

**ARTICLE 17.** To see if the town will vote to transfer and appropriate a sum of \$74,000 from the Ambulance Receipts Reserved Account to the Fire Department budget to supplement that portion of the operating budget associated with ambulance operations; or take any action relative thereto.

**Sponsor:** Fire Department

**Finance Committee comments:** will be made at the Town Meeting.

**ARTICLE 18.** To see if the town will vote to transfer and appropriate from available funds in the treasury, a sum of \$50,000 for the purpose of purchasing new structural turnout gear for firefighters; or take any action relative thereto

**Sponsor:** Fire Department

**Finance Committee comments:** will be made at the Town Meeting.

**ARTICLE 19.** To see if the Town will vote to authorize the Board of Selectmen to make available for lease portions of Town-owned parcels of land, known as and identified on the Assessors Map as Parcel 56-9 (located off of Mile Hill Road), for the purpose of locating wireless communications facilities, for lease terms of up to twenty years each and subject to any additional terms and conditions that the Board of Selectmen deem to be in the best interest of the Town; or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee comments:** will be made at the Town Meeting.

**ARTICLE 20.** To see if the Town will vote to accept the provisions of M.G.L. c. 32B, § 20 that allows the Town to establish an Other Post Employment Benefits Liability Trust Fund and a funding schedule for the fund; or take any action relative thereto.

**Sponsor:** Board of Selectmen

**ARTICLE 21. Accessory Dwelling Bylaw.** To see if the Town will vote to make the following change to Section 10 of the Zoning Bylaw by adding the following new Section 10.05, and make the following change to Section 4.02.02 of the Uses of the Zoning bylaw; or take any action relative thereto:

**Sponsor:** Planning Board

### **Section 10.05 Accessory Apartment**

#### **10.05.01 Purposes**

The purposes of the Accessory Apartment bylaw are to:

1. Provide older homeowners with a means of obtaining rental income, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave;
2. Add moderately priced rental units to the housing stock to meet the needs of smaller households;
3. Develop housing units in single-family neighborhoods that are appropriate for households at a variety of stages in their life cycle; and
4. Protect stability, property values, and the residential character of a neighborhood.

#### **10.05.02 Definition**

Accessory Apartment - An Accessory Apartment is a self-contained housing unit incorporated within a detached, accessory structure to a single-family dwelling that is clearly subordinate to the single-family dwelling and has received a special permit pursuant to the criteria below.

#### **10.05.03 Procedures**

Application for a Special Permit may be made in accordance with Section 11.04.06 of this Bylaw and M.G.L. c.40A, Section 9. In any district in which an accessory apartment is allowed by Special Permit, the Planning Board, serving as the Special Permit Granting Authority as set forth in the regulations of the

applicable zoning district, may grant a Special Permit for an accessory apartment provided that all of the following conditions are met.

At its discretion, the Planning Board may waive or modify any of the following upon petition of the applicant and upon finding such a waiver or modification is no more detrimental to the neighborhood than the existing requirement and is in the best interest of the Town.

1. A plot plan and scaled architectural drawings of the existing dwelling unit and proposed addition (if any) shall be submitted, showing location of the building on the lot, location of septic system, and parking.
2. The accessory apartment shall be located in an accessory structure on the same lot, such as a detached garage or barn, not further than 75' from the principal structure, and shall clearly be subordinate to the principal building.
3. The lot shall conform to the area and yard requirements in Section 9.
4. The accessory apartment shall not exceed 1,000 square feet, nor shall it contain more than two bedrooms.
5. The applicant shall be an owner occupant of the premises. As part of the special permit application, the owner shall certify in writing that he or she is, and shall remain, an occupant of either the principal single-family dwelling or the accessory apartment.
6. Not more than one accessory apartment shall be permitted on a lot.
7. The exterior appearance of the buildings shall remain, to the extent practicable, that of a single-family dwelling.
8. There shall be at least one off street parking space to serve the accessory apartment, with access to the driveway serving the single-family dwelling.
9. The septic system serving the accessory dwelling shall meet current Title V regulations and the regulations of the Boylston Board of Health.
10. For properties located within the Boylston Historic District: Upon filing the application for a special permit for an accessory apartment, the Applicant shall forward a copy of the application to the Boylston Historical Commission.
11. The Special Permit shall provide that in the event that the title to the lot is transferred to a new owner, or the owner-occupant ceases to reside on the premises, the Special Permit expires automatically and the new owner(s), if they desire to rent an accessory apartment on the premises, shall be required to file a new application for a Special Permit in accordance with this bylaw.
12. No construction shall commence without issuance of a building permit by the Building Inspector, and there shall be no use or occupancy of the accessory apartment until the Building Inspector has issued a certificate of occupancy.

Following the third item in the table of section 4.02.02, add a new use:

Use	RR	R	GR	VB	HB	NB	RB	C	H	IP	FBD	MUI	NOTES
Accessory Apartment	SP#	SP#	SP#	SP#		SP#		SP#	SP#			SP#	See Section 10.05 for SP requirements.

**ARTICLE 22.** To see if the Town will vote to amend the Zoning Bylaw by making the following changes to correct errors and omissions:

- Item 1.** In Section 10.01.02, first sentence, after Commercial insert “, Neighborhood Business,” “Route 140 Business” .
- Item 2.** In Section 10.01.03, first sentence, delete the references to “Limited Industrial” and substitute “Mixed Use Industrial” therefore.
- Item 3.** In Section 10.02.01.1.c, delete “Board of Appeals” and substitute “Planning Board” therefore.
- Item 4.** In Section 10.02.01.1.f, delete “Board of Appeals” and substitute “Planning Board” therefore.
- Item 5.** In Section 10.02.01.2.b, delete the words “Industrial Districts” and substitute “Mixed Use Industrial Districts and Industrial Uses as set forth in Section 4.02.04 of the Schedule of Use Regulations...”.
- Item 6.** Delete existing Section 10.03.01, regarding site plan review, and substitute the following therefore:

**10.03.01 APPLICABILITY**

With the exception of a single and two family dwelling, any use in any district designated as “Y” as set forth in the Table of Uses Regulations, Subsections 4.02.02 to 4.02.07, inclusive, or designated by special permit shall require site plan approval by the Planning Board as set forth herein.

- Item 7.** In Section 9.02, delete all references in the Notes column to Section 9.03.05.
- Item 8.** In Section 9.02., FBD Dimensional Table, NB Dimensional Table, RB Dimensional Table, and MUI Dimensional Table add the following in each respective Notes column for maximum building height:
  - ... provided that mechanical facilities, elevator shafts, antennae, electronic transmission devices or other appurtenances customarily carried above roofs and buildings nor designed for human occupancy may be erected to a height of sixty (60) feet.

**Item 9.** Delete Section 9.03.05, and substitute the following therefore:

In any district, except for Industrial Park, Flexible Business Development, Mixed Use Industrial, Neighborhood Business, and Route 140 Business, no building or structure shall be erected or altered to a height more than thirty-five (35) feet. Within an Industrial Park district, no building or structure shall be erected to a height of more than forty-five (45) feet.

In any district, a private or public utility structure may be erected to a height of sixty (60) feet provided said structure is not designed for human occupancy. In any district, a church or other place of worship may have a roof of not more than forty-five (45) feet and a steeple of not more than eighty-five (85) feet, providing that no portion of such structures above thirty-five (35) feet shall be occupied.

Or take any action relative thereto.

**Sponsor:** Board of Selectmen

**ARTICLE 23.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate an amount not to exceed \$ 75,000 for the purpose of reclaiming and paving the Municipal Office Buildings parking areas and driveways; or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at Town Meeting.

**ARTICLE 24.** To see if the Town will vote transfer from available funds in the Treasury and appropriate an amount not to exceed \$ 15,000 for the purpose of purchasing a lawn tractor for the Municipal Office Building; or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at Town Meeting.

**ARTICLE 25.** To see if the Town will vote to authorize the Board of Selectmen to enter a lease/purchase agreement, so called, with an option to purchase and for a term of up to four (4) years, subject to annual appropriation, for the lease/purchase of a replacement cruiser for the Police Department and for said purpose, to raise and appropriate or transfer from available funds in the Treasury an amount not to exceed \$ 7,385.00, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at Town Meeting.

**ARTICLE 26.** To see if the Town will vote transfer from available funds in the Treasury and appropriate an amount not to exceed \$ 15,000 for the purpose of repairing the Highway Department sweeper; or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at Town Meeting.

**ARTICLE 27.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate an amount not to exceed \$ 25,000 for the replacement of the fire alarm panel in the Town Hall; or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at the Town Meeting

**ARTICLE 28:** To see if the Town will vote to accept as public ways Ridgefield Circle and Juniper Hill Drive, both as laid out heretofore by the Board of Selectmen and according to the boundaries and measurements shown on a plan on file at the office of the Town Clerk, entitled "Street Acceptance Plan, Ridgefield Circle and Juniper Hill drive" dated November 12, 2010, revised March 14, 2011, prepared by Cabco Consult, and to authorize the Board of Selectmen to accept on behalf of the Town a deed of easement(s) for public street purposes in said ways, which shall be known as "Ridgefield Circle" and "Juniper Hill Drive" as shown on said plan, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Planning Board recommendation:** will be made at Town Meeting.

**ARTICLE 29.** To see if the Town will vote to transfer from available funds in the Treasury the sum of \$15,000 to reduce the tax rate, or take any action relative thereto.

**Sponsor:** Finance Committee

**ARTICLE 30.** To see if the Town will vote to raise by taxation and appropriate or transfer from available funds in the Treasury, such sums as may be necessary to defray and pay all Town debts and charges and appropriate the same as the Town sees fit for the fiscal year 2012, and to fix the compensation and salaries of all Town Officers, as may be shown in whole or in part by the Town Budget, so-called, as shown in the Fiscal Year 2012 Report of the Finance Committee, or take any action relative thereto.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** will be made at Town Meeting.

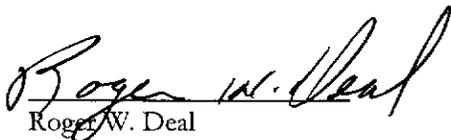
To transact any other business that may legally come before this meeting; or take any action relative thereto.

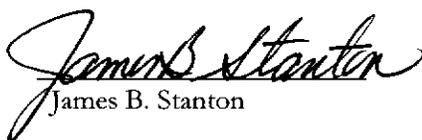
And you are hereby directed to serve this Warrant by posting up attested copies thereof, one at the Municipal Office Building (Town Hall), one at the Boylston Post Office, one at the Public Library and one at the Boylston Light Department over seven (7) days and two (2) Sabbath days at least before the time of holding said meeting.

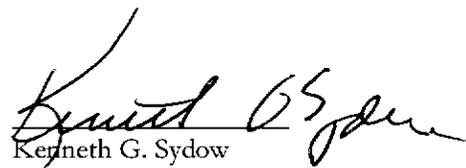
Hereof, fail not and make return of this Warrant with your doings thereon to the Town Clerk at the time and place of the meeting aforesaid.

Given our hands this fourth (4th) day of April, 2011 AD.  
Board of Selectmen for the Town of Boylston

**Board of Selectmen for the Town of Boylston**

  
Roger W. Deal

  
James B. Stanton

  
Kenneth G. Sydow

## **Finance Committee Report for the Boylston Town Meeting on May 2, 2011**

The current budget figures represent a significant effort both this year and over the past number of years to winnow the budget to a reasonable reflection of the town's needs within its budget constraints. Difficult economic times have put pressure on revenue sources, which has in turn required fiscal restraint on the expenditure side. The Selectmen have been working diligently to evaluate costs and manage the budget more closely to realistic spending figures.

The pressure on revenues can be seen from both state funding and local receipts. The primary source of income for the town is the income from property tax and the ability to raise an additional 2.5% on that asset annually. Additional funding from the state accounts for approximately 11% of the budget; the state funding to Boylston is relatively less than other towns receive; during good times the town loses out on the increases, but during tight economic times like we are in now, the impact is not as significant to Boylston's budget. With that said, funding levels are below that which the town received in FY2007. On the local receipts, that accounts for about 13% of the town income, and that includes motor vehicle excise, investment income and payment in lieu of taxes, the town is generating about 2% less than it generated in FY2007.

The budget that is presented for approval for FY2012 shows a 4% overall increase from FY2011. This final figure is a little misleading because it includes both the increase in funding for the Regional School District building project, and the decrease in funding from the elementary school building project. When accounting for these changes, the net increase in the budget is approximately 1.9%, which is similar to the increase for FY2011 of 1.6%. Continuing with what has become the "new normal" budget and expectations of level funding for FY2012, departments were asked to come in to this year's budgeting process with 2 budget requests: a level-funded budget and a budget showing a 2% decrease. With few exceptions Boylston was able to level fund expenses and apply only 2% increases to salaries and level funded expense lines. The regional school district was also tasked with coming in at a level funded budget for FY2012, which is reflected in the attached budget.

Some of the line items that showed significant changes are as follows:

- Reserve Fund: increased to account for potential shortfall in state funding during the fiscal year
- Treasurer/Collector clerical wages: increased to account for raise in hourly rate
- Town Building Inspector: decreased as a result of decreased building activity and a change from a full time to a part time position
- Building Construction Assessment: Boylston's commitment to the school building project payable to the regional school district
- Snow and Ice: Increased to account for actual expenses incurred in FY2011
- Maturing debt: decreased to account for close-out of elementary school debt
- Employee benefits: increased due to both cost increases and increased enrollment (health)

The town closed out FY2010 with \$259,000 in free cash which is significantly less than the FY2009 figure of \$515,000. This, combined with our stabilization account, provides the town with its necessary excess capital; the rule of thumb is that the town should maintain 10% of its annual revenues (of tax levy) in reserves (combination of free cash and stabilization) for fiscal balance. Currently the town sits at just above 10%. Free cash will be used for capital expenditures as seen in the special articles as well as using \$15,000 towards reducing the tax rate.

The Town of Boylston continues to be prudent and consistent towards its finances. For this reason there have been no major budget crises as a result of the difficult economic times we are going through. As Boylston prepared the FY2012 budget, despite budget challenges from lowered state funding, low expected new growth and level local receipts, Boylston's recent budget efforts afford it the enviable position of being able to maintain its town services. The schools are seeing particular pressure this year as they seek to maintain services and programs without funding increases; under the leadership of Superintendent Brian McDermott we are confident that there will be a reasonable solution for the Elementary and Regional school districts that maintains the programming within the new budget constraints; we offer a special thanks to Brian McDermott for his stewardship.

Respectfully Submitted,

Eric Brose, Chairman, Boylston Finance Committee

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2011 Budget</u>	<u>Proposed FY2012 Budget</u>	<u>% Difference from FY11</u>
<b><u>GENERAL GOVERNMENT</u></b>				
<b>SPECIAL TOWN MEETINGS (113):</b>				
5780	Special Town Meeting Notices	2,225	2,225	0%
<b>Total Special Town Meetings</b>		<b>\$2,225</b>	<b>\$2,225</b>	<b>0%</b>
<b>MODERATOR (114):</b>				
5110	Moderator Salary	15	15	0%
<b>Total Moderator</b>		<b>\$15</b>	<b>\$15</b>	<b>0%</b>
<b>BOARD OF SELECTMEN (122):</b>				
5110	Selectmen Salary	3,637	3,637	0%
5111	Assistant Town Administrator	43,693	44,567	2%
5112	Town Administrator Salary	93,829	96,168	2%
5113	Clerical	12,602	12,854	2%
5700	TA Mileage		4,200	0%
5780	Selectmen General Expenses	15,690	11,490	-37%
5385	Town Audit	15,000	15,000	0%
<b>Total Board of Selectmen</b>		<b>\$184,451</b>	<b>\$187,916</b>	<b>2%</b>
<b>FINANCE COMMITTEE (131):</b>				
5780	Finance Committee Expenses	400	400	0%
<b>Total Finance Committee</b>		<b>\$400</b>	<b>\$400</b>	<b>0%</b>
<b>RESERVE FUND (132):</b>				
5785	Reserve Fund	40,000	60,000	33%
<b>Total Reserve Fund</b>		<b>\$40,000</b>	<b>\$60,000</b>	<b>33%</b>
<b>TOWN ACCOUNTANT (135):</b>				
5300	Accountant Salary			
5780	Accountant Expenses	30,265	30,790	2%
<b>Total Town Accountant</b>		<b>\$30,265</b>	<b>\$30,790</b>	<b>2%</b>
<b>BOARD OF ASSESSORS (141):</b>				
5110	Members Salaries	3,500	3,500	0%
5111	Clerk Salary	25,417	25,926	2%
5112	Clerical Wages	20,205	20,609	2%
5780	Expenses	19,825	19,825	0%
5301	Appraisal Expense	7,500	7,500	
5202	Dicentennial Appraisal	18,400	0	
5801	Property Revaluation	25,000	0	
<b>Total Board of Assessors</b>		<b>\$119,847</b>	<b>\$77,360</b>	<b>-55%</b>
<b>TREASURER/COLLECTOR (145,146):</b>				

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2011 Budget</u>	<u>Proposed FY2012 Budget</u>	<u>% Difference from FY11</u>
5110	Treasurer Salary	51,141	52,164	2%
5111	Clerical Wages	24,009	26,933	12%
5780	Expenses	33,322	30,927	-7%
<b>Total Treasurer</b>		<b>\$108,472</b>	<b>\$110,023</b>	<b>1%</b>
<b>TOWN COUNSEL (151):</b>				
5780	Town Counsel Expense	70,000	70,000	0%
<b>Total Town Counsel</b>		<b>\$70,000</b>	<b>\$70,000</b>	<b>0%</b>
<b>TAX TITLE CUSTODIAN (158):</b>				
5780	Tax Title Custodian Expense	1,175	1,175	0%
<b>Total Tax Title Custodian</b>		<b>\$1,175</b>	<b>\$1,175</b>	<b>0%</b>
<b>TOWN CLERK (161):</b>				
5110	Town Clerk Salary	29,107	29,689	2%
5111	Clerical Wages	12,980	13,239	2%
293-5110	Parking Clerk	260	260	0%
5780	Expenses	2,480	2,480	0%
<b>Total Town Clerk</b>		<b>\$44,826</b>	<b>\$45,668</b>	<b>2%</b>
<b>ELECTIONS/REGISTRATIONS (162):</b>				
5110	Salaries	4,250	2,950	-31%
5780	Expenses	6,985	4,435	-37%
<b>Total Elections/Registrations</b>		<b>\$11,235</b>	<b>\$7,385</b>	<b>-34%</b>
<b>CONSERVATION COMMISSION (171):</b>				
5111	Salary	14,829	15,126	2%
5780	Expenses	1,000	1,000	0%
5781	Stormwater Management	10,000	10,000	0%
<b>Total Conservation Commission</b>		<b>\$25,829</b>	<b>\$26,126</b>	<b>1%</b>
<b>PLANNING BOARD (175):</b>				
5110	Members Salaries	582	515	-12%
5111	Official Clerk Salary	53	55	4%
5112	Administrative Assistant Wages	8,126	8,289	2%
5780	Expenses	2,200	2,200	0%
<b>Total Planning Board</b>		<b>\$10,961</b>	<b>\$11,059</b>	<b>1%</b>
<b>OTHER GENERAL GOVERNMENT:</b>				
5780	Earth Removal Board Expense (173)	100	100	0%
5780	Appeals Board Expense (176)	250	250	0%
5780	Tri Town Hazardous Waste Project	1,320	1,197	-9%
5780	Municipal Office Expenses (192)	29,900	26,525	-11%
5380	Town Reports (195)	2,000	2,000	0%

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2011 Budget</u>	<u>Proposed FY2012 Budget</u>	<u>% Difference from FY11</u>
5780	Employee Physical Examinations (919)	500	500	0%
5780	Town House Expense (196)	9,500	9,500	0%
5780	Town Garage Expense (197)	10,000	10,000	0%
5699	CMRPC Assessment (000)		966	0%
5240	Repairs to Town Buildings (198)	3,150	3,150	0%
<b>Total Other General Government</b>		<b>\$56,720</b>	<b>\$54,187</b>	<b>-4%</b>
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$706,422</b>	<b>\$684,329</b>	<b>-3%</b>

**PUBLIC SAFETY**

**POLICE (210):**

5110	Salaries and Wages	803,827	822,580	2%
5780	Expenses	77,500	64,566	-17%
5850	Police Cruiser	0	7,384	
<b>Total Police</b>		<b>\$881,327</b>	<b>\$894,530</b>	<b>1%</b>

**FIRE (220):**

5110	Salaries and Wages	226,491	233,808	3%
5780	Expenses	48,740	44,740	-8%
<b>Total Fire</b>		<b>\$275,231</b>	<b>\$278,548</b>	<b>1%</b>

**FIRE/POLICE/AMB. DISPATCH (230):**

5110	Salaries and Wages	201,076	206,001	2%
5780	Expenses	15,215	15,215	0%
<b>Total Dispatch</b>		<b>\$216,291</b>	<b>\$221,216</b>	<b>2%</b>

**BUILDING INSPECTOR (241):**

5110	Building Inspector Services	53,500	34,020	-36%
5111	Clerical Wages	3,500	7,243	107%
5780	Expenses	5,880	4,160	-29%
<b>Total Building Inspector</b>		<b>\$62,880</b>	<b>\$45,423</b>	<b>-28%</b>

**GAS INSPECTOR (242):**

5110	Gas Inspector Salary	2,747	2,802	2%
5780	Gas Inspector Expenses	700	700	0%
<b>Total Gas Inspector</b>		<b>\$3,447</b>	<b>\$3,502</b>	<b>2%</b>

**PLUMBING INSPECTOR (243):**

5110	Plumbing Inspector Salary	9,116	9,298	2%
<b>Total Plumbing Inspector</b>		<b>\$9,116</b>	<b>\$9,298</b>	<b>2%</b>

**WIRING INSPECTOR (245):**

5110	Wiring Inspector Salary	8,382	8,550	2%
5780	Expenses	660	450	-32%

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2011</u> <u>Budget</u>	<u>Proposed FY2012</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY11</u>
	<b>Total Wiring Inspector</b>	<b>\$9,042</b>	<b>\$9,000</b>	<b>0%</b>
	<b>Total Building Department</b>	<b>\$84,485</b>	<b>\$67,223</b>	<b>-20%</b>
<b>DOG OFFICER (292):</b>				
5110	Dog Officer Wages	2,067	2,108	2%
5780	Expenses	1,200	1,100	-8%
	<b>Total Dog Officer</b>	<b>\$3,267</b>	<b>\$3,208</b>	<b>-2%</b>
<b>OTHER PUBLIC SAFETY:</b>				
5110	Tree Warden Salary (294)	1,115	1,137	2%
5780	Tree Warden Expense (294)	8,350	8,350	0%
	<b>Total Other Public Safety</b>	<b>\$9,465</b>	<b>\$9,487</b>	<b>0%</b>
<b>TOTAL PUBLIC SAFETY</b>		<b>\$1,470,065</b>	<b>\$1,474,212</b>	<b>0%</b>

**EDUCATION**

<b>ELEMENTARY SCHOOL (320):</b>				
5110	School Committee Salary	200	200	0%
5510	Elementary Education	3,057,181	3,057,181	0%
	<b>Total Elementary School</b>	<b>3,057,381</b>	<b>3,057,381</b>	<b>0%</b>
<b>REGIONAL DISTRICT (340):</b>				
5651	Regular Assessment	3,276,023	3,276,023	0%
	Building Construction Assessment		901,773	
	<b>Total Regional District</b>	<b>\$3,276,023</b>	<b>\$4,177,796</b>	<b>28%</b>
<b>VOCATIONAL EDUCATION (345):</b>				
5320	Tuition	373,896	373,896	0%
5380	Transportation	14,000	14,000	
	<b>Total Vocational Education</b>	<b>\$387,896</b>	<b>\$387,896</b>	<b>0%</b>
<b>TOTAL EDUCATION</b>		<b>\$6,721,300</b>	<b>\$7,623,073</b>	<b>13%</b>

**PUBLIC WORKS**

<b>HIGHWAY DEPARTMENT (420):</b>				
5110	Salaries and Wages	284,977	289,751	2%
5780	Expenses	92,425	92,425	0%
	<b>Total Highway Department</b>	<b>\$377,402</b>	<b>\$382,176</b>	<b>1%</b>
<b>SNOW AND ICE REMOVAL (423):</b>				
5780	Snow and Ice Removal Expenses	95,000	105,000	11%
	<b>Total Snow and Ice Removal</b>	<b>\$95,000</b>	<b>\$105,000</b>	<b>11%</b>
<b>STREET LIGHTING (424):</b>				

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2011 Budget</u>	<u>Proposed FY2012 Budget</u>	<u>% Difference from FY11</u>
5210	Street Lighting Expense	15,000	15,000	0%
<b>Total Street Lighting Expense</b>		<b>\$15,000</b>	<b>\$15,000</b>	<b>0%</b>
<b>CEMETERY (491):</b>				
5110	Salaries and Wages	533	533	0%
5780	Materials and Expenses	2,700	2,701	0%
<b>Total Cemetery</b>		<b>\$3,233</b>	<b>\$3,234</b>	<b>0%</b>
<b>TOTAL PUBLIC WORKS</b>		<b>\$490,635</b>	<b>\$505,410</b>	<b>3%</b>

**HUMAN SERVICES**

**BOARD OF HEALTH (510):**

5110	Salaries and Wages	648	648	0%
5111	Clerical Wages	17,733	18,087	2%
5112	Vital Statistic Wages	200	200	0%
5113	Animal Inspector Wages	1,188	1,212	2%
5114	Sanitation Inspector Salary	36,736	37,471	2%
5780	Expenses	2,600	2,600	0%
5786	Special Projects	2,200	2,200	0%
<b>Total Board of Health</b>		<b>\$61,305</b>	<b>\$62,418</b>	<b>2%</b>

**NURSING (522):**

5110	Nurse's Salary	1,500	1,500	0%
<b>Total Nursing</b>		<b>\$1,500</b>	<b>\$1,500</b>	<b>0%</b>

**COUNCIL ON AGING (541):**

5110	Coordinator Salary-Meals	989	1,008	2%
5780	Expenses	4,525	4,525	0%
5110	Coordinator Salary	14,919	15,217	2%
<b>Total Council on Aging</b>		<b>\$20,432</b>	<b>\$20,750</b>	<b>2%</b>

**VETERANS SERVICES (543):**

5110	Veterans Agent Salary	200	200	0%
5300	Veterans Benefits	500	500	0%
5780	Veterans Services Expenses	175	175	0%
<b>Total Veterans Services</b>		<b>\$875</b>	<b>\$875</b>	<b>0%</b>

<b>TOTAL HUMAN SERVICES</b>		<b>\$84,112</b>	<b>\$85,544</b>	<b>2%</b>
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**CULTURE & RECREATION**

**LIBRARY (610):**

5110	Salaries and Wages	105,470	107,580	2%
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<u>Acct. #</u>	<u>Department</u>	<u>Final FY2011 Budget</u>	<u>Proposed FY2012 Budget</u>	<u>% Difference from FY11</u>
5780	Expenses	47,470	47,470	0%
<b>Total Library</b>		<b>\$152,940</b>	<b>\$155,050</b>	<b>1%</b>
<b>PARKS AND RECREATION (650):</b>				
5780	Equipment and No Fee Programs Expense	5,000	5,000	0%
<b>Total Parks and Recreation</b>		<b>\$5,000</b>	<b>\$5,000</b>	<b>0%</b>
<b>HISTORICAL COMMISSION (670):</b>				
5780	Expenses	5,000	5,000	0%
5785	Project Expenses	1,200	1,200	0%
5780	Building Maintenance	3,500	3,500	0%
<b>Total Historical Commission</b>		<b>\$9,700</b>	<b>\$9,700</b>	<b>0%</b>
<b>CELEBRATIONS (640):</b>				
5780	Memorial Day	3,000	3,000	0%
<b>Total Memorial Day</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>0%</b>
<b>TOTAL CULTURE AND RECREATION</b>		<b>\$170,640</b>	<b>\$172,750</b>	<b>1%</b>
<b><u>MATURING DEBT</u></b>				
5910	Maturing Debt-Principal (710)	565,000	140,000	-75%
5915	Maturing Debt-Interest (750)	239,874	44,835	-81%
<b>TOTAL MATURING DEBT</b>		<b>\$804,874</b>	<b>\$184,835</b>	<b>-77%</b>
<b><u>EMPLOYEE BENEFITS AND INSURANCE</u></b>				
<b>EMPLOYEE BENEFITS:</b>				
5171	Pension Expense (911)	336,102	384,967	15%
5171	Unemployment Compensation (913)	5,000	7,500	50%
5171	Group Health Insurance (914)	879,893	1,036,286	18%
<b>Total Employee Benefits</b>		<b>\$1,220,995</b>	<b>\$1,428,753</b>	<b>17%</b>
<b>WORKERS COMP/GENERAL INSURANCE (942)</b>				
5740	Workers Comp & General Insurance	98,731	118,497	20%
<b>Total Workers Comp &amp; General Insurance</b>		<b>\$98,731</b>	<b>\$118,497</b>	<b>20%</b>
<b>TOTAL EMPLOYEE BENEFITS/INSURANCE</b>		<b>\$1,319,726</b>	<b>\$1,547,250</b>	<b>17%</b>
<b>GRAND TOTAL ALL BUDGETS</b>		<b>\$11,767,776</b>	<b>\$12,277,403</b>	<b>4%</b>

## **TOWN MEETING GLOSSARY**

For your information, courtesy of the Boylston Board of Assessors

**APPROPRIATION** - Funds set aside by Town Meeting for a specific purpose, e.g. dump truck, or for a department, e.g. the Police Department

**CHERRY SHEET** - Named for the original color of the paper on which the state Department of Revenue printed its estimate of aid, as well as the amount of state and county assessments. Assessors must use cherry sheet estimates in developing the tax rate.

**FISCAL YEAR** - Massachusetts's cities and towns are required to operate on a fiscal- rather than calendar year basis. The state government's year runs from July 1 to June 30, and is referred to by the year in which June 30 falls; for example, fiscal year 1999 runs from July 1, 1998, through June 30, 1999.

**FREE CASH** - Funds available from the operations of the previous year including unspent appropriations unspent budget line items plus or minus the change in unpaid property taxes at year-end.

**LOCAL RECEIPTS** - Locally generated revenues, other than real and personal property taxes, including motor vehicle excise, investment income, fees, and charges.

**LOCAL AID** - Revenue allocated by the state to cities and towns, and school districts. Most aid is not restricted in purpose. Estimated aid is sent to cities and towns annually on the cherry sheets.

**LEVY LIMIT** - Under Proposition 2-1/2, the maximum amount a town can levy as taxes in a given year. A town may only increase its levy limit by 2-1/2 percent annually, plus new growth and any overrides.

**NEW GROWTH** - The taxing capacity added by new construction and other increases in the property tax base.

**OVERLAY** - The amount raised by the assessors, independent of Town Meeting, for a fund to cover property tax abatements that they granted during the fiscal year.

**OVERRIDE** - A referendum procedure by which a community, by popular vote, can either permanently increase its levy limit ("general override") or raise its levy limit to finance specific projects ("debt exclusion" or "capital outlay exclusion").

**RESERVE FUND** - Fund established at annual Town Meeting to cover extraordinary or unforeseen expenses during the fiscal year. Transfers require the approval of the Finance Committee.

**STABILIZATION FUND** - A town's savings account for "rainy days." Funds may be transferred for any legal purpose, but only by a two-thirds vote of those present at a town meeting.

**TRUST FUNDS** - Money given to the town, usually for specific purposes. The donor may specify if the original gift (the principal) or income derived from investing the principal may be used. For gifts where use is restricted, no Town Meeting approval is required, since the donor's wishes may not be overridden. Spending restricted funds for the designated purpose requires only the approval of the applicable governing body, e.g., the selectmen, school committee, or library trustees. The expenditure of unrestricted gifts or income thereof requires the approval of Town Meeting.

**WARRANT** - A document that sets forth the matters to be put in front of a Town Meeting for voters' consideration.