

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

**U.S. POSTAGE PAID  
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Boylston, MA**

**MAIL TO:**

**POSTAL PATRON LOCAL  
BOYLSTON, MA 01505**

**THE COMMONWEALTH OF MASSACHUSETTS**

**Town of Boylston, Massachusetts**

**May 6, 2013 Special Town Meeting Warrant  
(Immediately preceding the Annual Town Meeting)**

**May 6, 2013 Annual Town Meeting Warrant**

**May 13, 2013 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 6<sup>th</sup>, 2013,

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

**Immediately preceding the Annual Town Meeting to transact fiscal year end 2013 town business.**

**MAY 6, 2013**

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 6<sup>th</sup>, 2013, 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 2013 appropriations, hitherto made to other accounts;

Or act any other way thereon.

**Sponsor:** Board of Selectmen

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

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

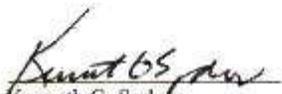
And you are hereby directed to serve this Warrant by posting up attested copies thereof, one at the Municipal Office Building (Town Hall), one at the Boylston Post Office, one at the Public Library and one at the Boylston Light Department over fourteen (14) days and two (2) Sabbath days at least before 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 sixteenth (16<sup>th</sup>) day of April, 2013 AD.

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

  
James N. Wood

  
Kenneth G. Sydow

  
Matthew Mecum

**WARRANT FOR THE ANNUAL TOWN MEETING  
MAY 6, 2013**

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 6, 2013**

on **Monday, the sixth (6<sup>th</sup>) of May AD, 2013 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-five (35) 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 13, 2013**

on **Monday, the thirteenth (13<sup>th</sup>) of May AD, 2013**, 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 36.** To vote by official ballot for the necessary Town Officers, namely:

One Selectman 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 Cemetery Commissioner for three (3) years; One Parks & Recreation member for five (5) years; One School Committee member for three (3) years, One Moderator 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 act in any other way thereon.

**Sponsor:** Board of Selectmen

**\*ARTICLE 2.** To hear and act upon the reports of Town officials and committees; or act in any other way thereon.

**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; or act in any other way thereon.

**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, 2013 and ending June 30, 2014, 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; or act in any other way thereon.

**Sponsor:** Board of Selectmen

**Finance Committee comments:**

**\*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, 2013, and to fix the compensation therefore, consistent with the Personnel Plan; or act in any other way thereon.

**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, 2013, including the appointment of a Cemetery Superintendent, and to fix the compensation therefore, consistent with the Personnel Plan; or act in any other way thereon.

**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, 2013, and to fix the compensation therefor, consistent with the Personnel Plan; or act in any other way thereon.

**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 act in any other way thereon.

**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, 2013, as provided by Section 4A of Chapter 41 of the General Laws, as follows: Chairman - \$800.00 and two (2) members - \$800.00 each, a total of \$2400.00, and such compensation to be paid from the operating account of the Municipal Light Plant; or act in any other way thereon.

**Sponsor:** Municipal Light Board

**Finance Committee comments:**

**\*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 the fiscal year beginning July 1, 2013, in anticipation of reimbursement of said highway assistance, in conformity with the provisions of Section 6A of Chapter 44 of the General Laws, for maintenance, repair, construction of Town roads and programs consistent with Chapter 90 funds, to be expended by the Highway Department; or act in any other way thereon.

**Sponsor:** Highway Superintendent

**Finance Committee comments:**

**\*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 Section 53E ½ of Chapter 44 of the 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 of Chapter 41 of the General Laws 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 \$35,000

Or act in any other way thereon.

**Sponsor:** Cemetery Superintendent

**Finance Committee comments:**

**Board of Selectmen recommendation:**

**\*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 Section 53E ½ of Chapter 44 of the 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 \$20,00; and
4. To have the Planning Board be the only board authorized to expend funds from said account

Or act in any other way thereon.

**Sponsor:** Planning Board

**Finance Committee comments:**

**Board of Selectmen recommendation:**

**\*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 Section 53E of Chapter 44 of the 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; and
4. To have the Conservation Commission be the only board authorized to expend funds from said account;

Or act in any other way thereon.

**Sponsor:** Conservation Commission

**Finance Committee comments:**

**Board of Selectmen recommendation:**

**\*ARTICLE 14.** To see if the Town will vote to authorize the Board of Health to continue its use of the revolving fund established at the May 7, 2012 Annual Meeting, established in accordance with Section 53E½ of Chapter 44 of the General Laws, to be utilized for the following purposes:

1. To be a depository for reimbursements from the administration of flu vaccinations at Board of Health clinics
2. To authorize expenditures from said fund to pay for additional vaccine, materials and supplies associated with Public Health Clinics
3. To set the annual expenditure limit at \$3,000.00
4. To have the Board of Health be the only board authorized to expend funds from said account;

Or act in any other way thereon.

**Sponsor:** Board of Health

**Finance Committee comments:** Recommends approval.

**Board of Selectmen Recommendation:**

**ARTICLE 15.** 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;

**Sponsor:** Personnel Board

**Finance Committee comments:**

Selectmen, Chair	\$ 1,354	2 members each at \$ 1,137
Town Clerk	\$ 31,192 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	

Or act in any way thereon.

**Sponsor:** Personnel Board

**Finance Committee comments:**

**ARTICLE 16.** 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 act in any other way thereon.: (proposed changes are in **bold**)

**Section 15:** Classification Schedule Amended May 2013 - Effective July 1, 2013

Classification	Position Status	Grade	Hourly Rates	
			Min	Max
Library Page	Hourly		<b>9.12</b>	<b>9.41</b>
Election Worker	Hourly		<b>9.12</b>	<b>9.41</b>
Town Meeting Checker	Hourly		<b>9.12</b>	<b>9.41</b>
Election Clerk	Hourly		<b>10.16</b>	<b>10.16</b>
Election Warden	Hourly		<b>10.16</b>	<b>10.16</b>
Clerical	Special Temp		<b>9.12</b>	<b>9.41</b>
Library Housekeeper	Special Part Time		<b>10.34</b>	<b>11.06</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
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	10.52	12.37	14.25
2	11.35	13.41	15.40
3	12.30	14.51	16.72
4	13.25	15.62	17.94
5	14.34	16.87	19.37
6	15.50	18.23	20.95
7	16.75	19.58	22.61
8	18.06	21.25	24.42
9	19.54	22.93	26.34
10	21.10	24.78	28.50
11	22.82	26.74	30.76
12	24.59	28.89	33.20
13	26.56	31.19	35.86

14	28.67	33.69	38.72
15	30.99	36.40	41.81
16	33.46	39.32	45.16
17	36.12	42.47	48.78
18	38.94	44.68	52.67

**Schedule C: Salary Compensation Schedule-**

<u>Job Title</u>	<u>Annual Salary</u>
Chairman, Registrar of Voters	\$ 693
Council on Aging, Meal Coordinator	\$ 1,059
Director of Veteran's Services	\$ 204
Electrical Inspector	\$ 8,404
Assistant Electrical Inspector	\$ 579
Plumbing Inspector	\$ 9,018
Assistant Plumbing Inspector	\$ 751
Gas Inspector	\$ 2,713
Assistant Gas Inspector	\$ 232
Registrar of Voters	\$ 294
Health Agent	\$ 39,367
Dog Officer	\$ 2,215
Animal Inspector	\$ 1,273
Nurse	\$ 1,500
Vital Stat Clerk	\$ 200
Tree Warden	\$ 1,194

**Sponsor:** Personnel Board

**Finance Committee comments:**

**ARTICLE 17.** To see if the Town will vote to transfer from available funds in the Treasury from the Hillside Receipts Reserved Account a sum not to exceed \$176,300 to the Hillside Expenses Account(# 193-5780), and a sum not to exceed \$42,794 to the Hillside Salaries Account (# 193-5110) and to appropriate both sums for the maintenance, upkeep, repair, operations and improvements of town-owned buildings, property and land, to be expended by the Board of Selectmen; or act in any other way thereon.

**Sponsor:** Board of Selectmen

**Finance Committee comments:** Recommends approval.

**ARTICLE 18.** To see if the Town will vote to accept the provisions of Section 20 of Chapter 32B of the General Laws and authorize that Town Treasurer to establish and maintain an Other Post Employment Benefits (OPEB) Liability Trust Fund, and transfer from available funds in the Treasury and appropriate a sum not to exceed \$15,000 to the OPEB Trust Fund; or act in any other way thereon.

**Sponsor:** Board of Selectmen

**Finance Committee comments:** Recommends approval.

**ARTICLE 19.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$53,000 for the purpose of replacing the septic system at 599 Main Street; or act in any other way thereon.

**Sponsor:** Board of Selectmen

**Finance Committee comments:** Will be made at Town Meeting

**ARTICLE 20.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$45,000 for the replacement of 2004 Ford F-350 pick-up truck for use by the Highway Department; or act in any other way thereon.

**Sponsor:** Highway Superintendent

**Finance Committee comments:** Will be made at Town Meeting

**ARTICLE 21.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$67,000 for the replacement of 2004 Ford F-550 pick-up truck for use by the Highway Department; or act in any other way thereon.

**Sponsor:** Highway Superintendent

**Finance Committee comments:** Will be made at Town Meeting

**ARTICLE 22.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$95,000 for the repaving of the entry way and parking area at 599 Main Street; or act in any other way thereon.

**Sponsor:** Highway Superintendent

**Finance Committee comments:** Will be made at Town Meeting

**ARTICLE 23.** To see if the Town will vote to transfer from available funds in the Treasury a sum not to exceed \$11,435 for the continued interior restoration of the John B. Gough House, so called; or act in any other way thereon.

**Sponsor:** Hillside Restoration Project

**Finance Committee comments:** Recommends approval.

**ARTICLE 24.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$82,150 from the Ambulance Receipts Reserved Account to the Fire Department budget to supplement that portion of the operating budget associated with ambulance operations; or act in any other way thereon.

**Sponsor:** Fire Department

**Finance Committee comments:**

**ARTICLE 25.** To see if the Town will vote to transfer \$5,000.00 from the Planning Board's revolving account to the Town's General Fund; or act in any other way thereon.

**Sponsor:** Planning Board

**Finance Committee comments:**

**ARTICLE 26.** To see if the Town will vote to amend the Personnel Bylaw generally as follows:

(i) to clarify the purpose and applicability of the bylaw and to number and entitle said section to be "Section 1, Purpose and Applicability";

(ii) to change the administration of said bylaw and of the Town's Personnel Policies to be the Board of Selectmen and to number and entitle said section to be "Section 2, Administration of Personnel Bylaw";

(iii) to revise Section 1, entitled "Definitions" to include a number of new defined terms, to revise some existing defined terms, to delete some existing defined terms in their entirety, and to renumber said section to be Section 3;

(iv) to revise Section 2, entitled "Personnel Board", to provide that said board shall review certain matters and procedures relating to the Personnel Bylaw and advise the Board of Selectmen concerning the same, and to renumber said section to be Section 4;

(v) to revise Section 3, entitled “Duties and Responsibilities of the Personnel Board”, to clarify the duties and responsibilities of said board and to include that the Personnel Board shall provide recommendations to the Board of Selectmen regarding personnel policies and procedures and regulations, to delete the requirement for the Personnel Board to maintain personnel files and records, and to renumber said section to be Section 5;

(vi) to delete Section 4, entitled “Employees and the Personnel Board”, in its entirety;

(vii) to insert a new Section 6, entitled “Personnel Director”, to provide that the Town Administrator shall serve as the Personnel Director;

(viii) to insert a new Section 7, entitled “Powers and Duties of the Personnel Director”;

(ix) to insert a new Section 8, entitled “Personnel Files”, to provide that the Town Administrator, in conjunction with department heads, shall be responsible for maintaining and administering personnel records, in compliance with applicable laws;

(x) to insert a new Section 9, entitled “Conflict Resolution Procedure”;

(xi) to insert a new Section 10, entitled “Amendment of the Bylaw”;

(xii) to make certain amendments to Sections 6, 7 and 8 and to renumber said sections to be Section 11, 12 and 13, respectively;

(xiii) to revise and renumber Section 14, entitled “Promotions, Reclassifications and Transfers” to be Section 15 and to insert a new Section 14, entitled “Classification and Compensation Plan”;

(xiv) to revise and renumber Section 10, entitled “New Personnel”, Section 11, entitled “Department Budgets”, and Section 12, entitled “Salary Adjustment Policies”, to be Sections 16, 17 and 18, respectively;

(xv) to insert a new Section 19, entitled “Policies and Procedures”, to provide that the Personnel Director may, with the approval of the Board of Selectmen, issue policies and procedures and other guidelines affecting the administration of this bylaw; and

(xvi) to insert a new Section 20, entitled “Severability Clause”, to provide that each provision of the bylaw shall be construed as separate, so that if any part of the bylaw shall be held invalid for any reason, the remainder shall continue in full force and effect.

All as shown and fully set forth in the document entitled, “Town of Boylston, Personnel Bylaw”, dated April 10, 2013, a copy of which is on file at the Town Clerk’s office and available for public inspection during regular business hours of the Town; or act in any other way thereon.

**Sponsor:** Board of Selectmen

**ARTICLE 27.** To see if the Town will vote to amend the Zoning Bylaw by deleting Section 10.01, Signs, in its entirety and inserting in its place a new Section 10.01 as described in a document entitled “Sign Bylaw Amendment”, a copy of which is on file at the Town Clerk’s Office and available for public inspection during regular business hours, said amendment to impose new restrictions on the size, type and quantity of signs permitted on commercial and residential properties, to prohibit billboards and roof signs, to define terms relevant to signs, to authorize the Building Inspector and the Planning Board to issue sign permits and/or special permits, to regulate variances from the sign bylaw and to impose other restrictions on signs; or act in any other way thereon.

**Sponsor:** Planning Board

**ARTICLE 28:** To see if the Town will vote to pass an ordinance in the town of Boylston requiring that dogs be kept on a leash when not restricted to their owners' property as read:

No person owning or harboring a dog shall allow it to run at large in any of the streets or public places in the town or allow it upon the premises of anyone other than the owner or keeper of such dog without the permission of the owner or occupant of such premises. No dog shall be permitted in any street or public place within the town unless it is effectively restrained as above defined by a leash not exceeding seven (7) feet; or act in any other way thereon.

**Sponsor:** Citizens' Petition

**ARTICLE 29:** To see if the Town will vote to pass an ordinance in the town of Boylston requiring that dogs be kept on a leash. This is how the leash law would be enforced:

Any owner found in violation of the provisions of this bylaw shall be punished by a fine for each offense in accordance with the following schedule:

First offense	\$25
Second offense	\$50
Third and Succeeding Offenses	\$100

Any funds collected pursuant to the provisions of this bylaw by the dog officer shall be accounted for and paid over to the Town Treasurer at such time and in such manner as may be designated by the Town Treasurer; or act in any other way thereon.

**Sponsor:** Citizens' Petition

**Finance Committee recommendation:** Will be made at Town Meeting

**ARTICLE 30.** To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds in the Treasury a sum not to exceed \$50,000 for the purpose of completing Phase 2 (of 2) for major roof repairs to the Boylston Elementary School building; or act in any other way thereon.

**Sponsor:** Boylston School Committee

**Finance Committee comments:**

**ARTICLE 31:** To see if the town will vote to amend the Agreement entered into between the towns of Berlin and Boylston pursuant to Chapter 510 of the Acts of 1970 pursuant to which the Berlin-Boylston Regional School District was established and now operates so as to adopt the amendments adopted and proposed by the Berlin-Boylston Regional Committee on January 24, 1973; or act in any other way thereon.

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

**Finance Committee recommendation:** Recommends approval.

**ARTICLE 32:** To see if the Town will vote transfer from available funds in the Treasury and appropriate a sum not to exceed \$50,000 for the purpose of conducting on-going updates, maintenance, repairs or other improvements deemed necessary by the Town House Committee for the Town House building located at 599 Main Street, said sum to be spent under the direction of the Board of Selectmen; or act in any other way thereon.

**Sponsor:** Board of Selectmen

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

**ARTICLE 33.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum of money, not to exceed \$150,000, and direct the Board of Assessors to utilize the same to reduce the tax rate for the fiscal year beginning on July 1, 2013; or act in any other way thereon.

**Sponsor:** Finance Committee

**ARTICLE 34.** To see if the Town will vote to transfer from available funds in the Treasury the sum of \$100,000 to the Stabilization Account; or act in any other way thereon.

**Sponsor:** Finance Committee

**ARTICLE 35.** 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 beginning on July 1, 2013, 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 2014 Report of the Finance Committee; or act in any other way thereon.

**Sponsor:** Board of Selectmen

**Finance Committee recommendation:** Recommends approval.

To transact any other business that may legally come before this meeting; or act in any other way thereon.

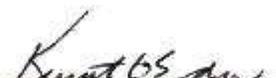
And you are hereby directed to serve this Warrant by posting up attested copies thereof, one at the Municipal Office Building (Town Hall), one at the Boylston Post Office, one at the Public Library and one at the Boylston Light Department over seven (7) days and two (2) Sabbath days at least before the 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 sixteenth (16th) day of April, 2013 AD.  
Board of Selectmen for the Town of Boylston

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

  
James N. Wood

  
Kenneth G. Sydor

  
Matthew Mecum

<u>Acct. #</u>	<u>Department</u>	<u>Final FY 2013 Budget</u>	<u>Proposed FY 2014 Budget</u>	<u>% Difference from FY13</u>
<b><u>GENERAL GOVERNMENT</u></b>				
<b>SPECIAL TOWN MEETINGS (113):</b>				
5780	Special Town Meeting Notices	1,900	1,900	0%
<b>Total Special Town Meetings</b>		<b>\$1,900</b>	<b>\$1,900</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	3,710	2%
5111	Assistant Town Administrator	45,905	46,823	2%
5112	Town Administrator Salary	96,168	98,092	2%
5113	Clerical	13,240	13,505	2%
5700	TA Mileage	4,200	0	-100%
5780	Selectmen General Expenses	11,490	13,590	18%
5385	Town Audit	15,000	15,000	0%
<b>Total Board of Selectmen</b>		<b>\$189,640</b>	<b>\$190,720</b>	<b>1%</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	60,000	60,000	0%
<b>Total Reserve Fund</b>		<b>\$60,000</b>	<b>\$60,000</b>	<b>0%</b>
<b>TOWN ACCOUNTANT (135):</b>				
5300	Accountant Salary	27,594	28,146	
5780	Accountant Expenses	4,000	4,000	0%
<b>Total Town Accountant</b>		<b>\$31,594</b>	<b>\$32,146</b>	<b>2%</b>
<b>BOARD OF ASSESSORS (141):</b>				
5110	Members Salaries	3,500	3,500	0%
5111	Clerk Salary	26,704	27,239	2%
5112	Clerical Wages	21,228	21,653	2%
5780	Expenses	20,025	20,375	2%
5301	Appraisal Expense	7,950	7,950	0%
5202	Dicentennial Appraisal	0	0	0%
5801	Triennial Property Revaluation	0	25,500	
<b>Total Board of Assessors</b>		<b>\$79,407</b>	<b>\$106,217</b>	<b>34%</b>

<u>Acct. #</u>	<u>Department</u>	<u>Final FY 2013 Budget</u>	<u>Proposed FY 2014 Budget</u>	<u>% Difference from FY13</u>
<b>TREASURER/COLLECTOR (145,146):</b>				
5110	Treasurer Salary	53,729	54,804	2%
5111	Clerical Wages	27,741	28,296	2%
5780	Expenses	30,915	30,915	0%
<b>Total Treasurer</b>		<b>\$112,385</b>	<b>\$114,015</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	30,580	31,192	2%
5111	Clerical Wages	6,000	6,000	0%
293-5110	Parking Clerk	260	260	0%
5780	Expenses	1,750	1,750	0%
<b>Total Town Clerk</b>		<b>\$38,590</b>	<b>\$39,202</b>	<b>2%</b>
<b>ELECTIONS/REGISTRATIONS (162):</b>				
5110	Salaries	3,900	3,930	1%
5780	Expenses	5,535	3,935	-29%
<b>Total Elections/Registrations</b>		<b>\$9,435</b>	<b>\$7,865</b>	<b>-17%</b>
<b>CONSERVATION COMMISSION (171):</b>				
5111	Salary	15,580	15,892	2%
5780	Expenses	750	750	0%
5781	Stormwater Management	10,000	10,000	0%
<b>Total Conservation Commission</b>		<b>\$26,330</b>	<b>\$26,642</b>	<b>1%</b>
<b>PLANNING BOARD (175):</b>				
5110	Members Salaries	515	526	2%
5111	Official Clerk Salary	55	57	4%
5112	Administrative Assistant Wages	8,538	8,709	2%
5780	Expenses	2,200	2,200	0%
<b>Total Planning Board</b>		<b>\$11,308</b>	<b>\$11,492</b>	<b>2%</b>
<b>OTHER GENERAL GOVERNMENT:</b>				
5780	Earth Removal Board Expense (173)	100	100	0%
5780	Appeals Board Expense (176)	0	0	
5780	Tri Town Hazardous Waste Project	1,312	1,592	21%
5780	Municipal Office Expenses (192)	26,525	39,185	48%

<u>Acct. #</u>	<u>Department</u>	<u>Final FY 2013</u> <u>Budget</u>	<u>Proposed FY 2014</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY13</u>
5380	Town Reports (195)	2,000	2,000	0%
5780	Employee Physical Examinations (919)	500	500	0%
5780	Town House Expense (196)	10,553	10,553	0%
5780	Town Garage Expense (197)	16,505	16,505	0%
5699	CMRPC Assessment (000)	966	1,250	29%
5240	Repairs to Town Buildings (198)	2,290	2,290	0%
<b>Total Other General Government</b>		<b>\$60,751</b>	<b>\$73,975</b>	<b>22%</b>
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$692,930</b>	<b>\$735,764</b>	<b>6%</b>

**PUBLIC SAFETY**

**POLICE (210):**

5110	Salaries and Wages	833,075	836,876	0%
5780	Expenses	71,950	73,950	3%
5850	Police Cruiser	0	0	
<b>Total Police</b>		<b>\$905,025</b>	<b>\$910,826</b>	<b>1%</b>

**FIRE (220):**

5110	Salaries and Wages	265,658	271,748	2%
5780	Expenses	53,040	59,640	12%
<b>Total Fire</b>		<b>\$318,698</b>	<b>\$331,388</b>	<b>4%</b>

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

5110	Salaries and Wages	209,160	213,323	2%
5780	Expenses	15,215	15,215	0%
<b>Total Dispatch</b>		<b>\$224,375</b>	<b>\$228,538</b>	<b>2%</b>

**BUILDING INSPECTOR (241):**

5110	Building Inspector Services	30,589	28,560	-7%
5111	Clerical Wages	9,853	12,896	31%
5780	Expenses	3,800	3,350	-12%
<b>Total Building Inspector</b>		<b>\$44,242</b>	<b>\$44,806</b>	<b>1%</b>

**GAS INSPECTOR (242):**

5110	Gas Inspector Salary	2,886	2,944	2%
5780	Gas Inspector Expenses	700	700	0%
<b>Total Gas Inspector</b>		<b>\$3,586</b>	<b>\$3,644</b>	<b>2%</b>

**PLUMBING INSPECTOR (243):**

5110	Plumbing Inspector Salary	9,577	9,769	2%
5780	Plumbing Inspector Expenses	0	0	
<b>Total Plumbing Inspector</b>		<b>\$9,577</b>	<b>\$9,769</b>	<b>2%</b>

**WIRING INSPECTOR (245):**

5110	Wiring Inspector Salary	8,807	8,983	2%
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<u>Acct. #</u>	<u>Department</u>	<u>Final FY 2013</u> <u>Budget</u>	<u>Proposed FY 2014</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY13</u>
5780	Expenses	500	500	0%
	<b>Total Wiring Inspector</b>	<b>\$9,307</b>	<b>\$9,483</b>	<b>2%</b>
	<b>Total Building Department</b>	<b>\$66,712</b>	<b>\$67,702</b>	<b>1%</b>
	<b>DOG OFFICER (292):</b>			
5110	Dog Officer Wages	2,172	2,215	2%
5780	Expenses	1,100	1,100	0%
	<b>Total Dog Officer</b>	<b>\$3,272</b>	<b>\$3,315</b>	<b>1%</b>
	<b>OTHER PUBLIC SAFETY:</b>			
5110	Tree Warden Salary (294)	1,172	1,195	2%
5780	Tree Warden Expense (294)	8,350	8,350	0%
	<b>Total Other Public Safety</b>	<b>\$9,522</b>	<b>\$9,545</b>	<b>0%</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>\$1,527,604</b>	<b>\$1,551,314</b>	<b>2%</b>

**EDUCATION**

	<b>ELEMENTARY SCHOOL (320):</b>			
5110	School Committee Salary	200	200	0%
5510	Elementary Education	3,110,452	2,795,718	-10%
	<b>Total Elementary School</b>	<b>3,110,652</b>	<b>2,795,918</b>	<b>-10%</b>
	<b>REGIONAL DISTRICT (340):</b>			
5651	Regular Assessment	3,349,990	3,723,316	11%
	Building Construction Assessment	906,050	942,943	4%
	<b>Total Regional District</b>	<b>\$4,256,040</b>	<b>\$4,666,259</b>	<b>10%</b>
	<b>VOCATIONAL EDUCATION (345):</b>			
5320	Tuition	395,825	402,000	2%
5380	Transportation	48,801	48,350	
	<b>Total Vocational Education</b>	<b>\$444,626</b>	<b>\$450,350</b>	<b>1%</b>
	<b>TOTAL EDUCATION</b>	<b>\$7,811,318</b>	<b>\$7,912,527</b>	<b>1%</b>

**PUBLIC WORKS**

	<b>HIGHWAY DEPARTMENT (420):</b>			
5110	Salaries and Wages	332,718	321,956	-3%
5780	Expenses	99,478	99,478	0%
	<b>Total Highway Department</b>	<b>\$432,196</b>	<b>\$421,434</b>	<b>-2%</b>
	<b>SNOW AND ICE REMOVAL (423):</b>			
5110	Snow and Ice Removal Overtime		15,000	
5780	Snow and Ice Removal Expenses	106,000	106,000	0%
	<b>Total Snow and Ice Removal</b>	<b>\$106,000</b>	<b>\$121,000</b>	<b>14%</b>

<u>Acct. #</u>	<u>Department</u>	<u>Final FY 2013 Budget</u>	<u>Proposed FY 2014 Budget</u>	<u>% Difference from FY13</u>
<b>STREET LIGHTING (424):</b>				
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	544	2%
5780	Materials and Expenses	2,700	2,700	0%
<b>Total Cemetery</b>		<b>\$3,233</b>	<b>\$3,244</b>	<b>0%</b>
<b>TOTAL PUBLIC WORKS</b>		<b>\$556,429</b>	<b>\$560,678</b>	<b>1%</b>

**HUMAN SERVICES**

<b>BOARD OF HEALTH (510):</b>				
5110	Salaries and Wages	648	661	2%
5111	Clerical Wages	18,630	15,575	-16%
5112	Vital Statistic Wages	200	200	0%
5113	Animal Inspector Wages	1,249	1,274	2%
5114	Sanitation Inspector Salary	38,596	39,368	2%
5780	Expenses	2,600	2,600	0%
5786	Special Projects	2,200	2,200	0%
<b>Total Board of Health</b>		<b>\$64,123</b>	<b>\$61,878</b>	<b>-4%</b>
<b>NURSING (522):</b>				
5110	Nurse's Salary	1,000	1,000	0%
<b>Total Nursing</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>0%</b>
<b>COUNCIL ON AGING (541):</b>				
5110	Coordinator Salary-Meals	1,039	1,060	2%
5780	Expenses	4,525	4,525	0%
5110	Coordinator Salary	15,674	15,988	2%
<b>Total Council on Aging</b>		<b>\$21,238</b>	<b>\$21,573</b>	<b>2%</b>
<b>VETERANS SERVICES (543):</b>				
5110	Veterans Agent Salary	200	204	2%
5300	Veterans Benefits	11,000	11,000	0%
5780	Veterans Services Expenses	175	175	0%
<b>Total Veterans Services</b>		<b>\$11,375</b>	<b>\$11,379</b>	<b>0%</b>
<b>TOTAL HUMAN SERVICES</b>		<b>\$97,736</b>	<b>\$95,830</b>	<b>-2%</b>

**CULTURE & RECREATION**

**LIBRARY (610):**

<u>Acct. #</u>	<u>Department</u>	<u>Final FY 2013</u> <u>Budget</u>	<u>Proposed FY 2014</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY13</u>
5110	Salaries and Wages	113,206	117,415	4%
5780	Expenses	47,875	47,875	0%
<b>Total Library</b>		<b>\$161,081</b>	<b>\$165,290</b>	<b>3%</b>
<b>PARKS AND RECREATION (650):</b>				
5110	Salary	0	1,500	
5780	Equipment and No Fee Programs Expense	5,000	3,500	-30%
<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>\$178,781</b>	<b>\$182,990</b>	<b>2%</b>
<b><u>MATURING DEBT</u></b>				
5910	Maturing Debt-Principal (710)	140,000	140,000	0%
5915	Maturing Debt-Interest (750)	37,415	29,995	-20%
<b>TOTAL MATURING DEBT</b>		<b>\$177,415</b>	<b>\$169,995</b>	<b>-4%</b>
<b><u>EMPLOYEE BENEFITS AND INSURANCE</u></b>				
<b>EMPLOYEE BENEFITS:</b>				
5171	Pension Expense (911)	372,561	390,973	5%
5171	Unemployment Compensation (913)	7,500	45,000	500%
5171	Group Health Insurance (914)	976,000	925,000	-5%
<b>Total Employee Benefits</b>		<b>\$1,356,061</b>	<b>\$1,360,973</b>	<b>0%</b>
<b>WORKERS COMP/GENERAL INSURANCE (942)</b>				
5740	Workers Comp & General Insurance	123,237	123,237	0%
<b>Total Workers Comp &amp; General Insurance</b>		<b>\$123,237</b>	<b>\$123,237</b>	<b>0%</b>
<b>TOTAL EMPLOYEE BENEFITS/INSURANCE</b>		<b>\$1,479,298</b>	<b>\$1,484,210</b>	<b>0%</b>
<b>GRAND TOTAL ALL BUDGETS</b>		<b>\$12,521,512</b>	<b>\$12,693,309</b>	<b>1.4%</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.