

**BOARD OF SELECTMEN**

**221 MAIN STREET  
BOYLSTON, MA 01505**

**PAID**

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BOYLSTON, MA 01505**

**THE COMMONWEALTH OF MASSACHUSETTS**

**Town of Boylston, Massachusetts**

**May 7, 2018 Special Town Meeting Warrant  
(Immediately preceding the Annual Town Meeting)**

**May 7, 2018 Annual Town Meeting Warrant**

**May 14, 2018 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 7th, 2018,

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 2018 Town business.**

**MAY 7, 2018**

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 7<sup>th</sup>, 2018, 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 2018 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.

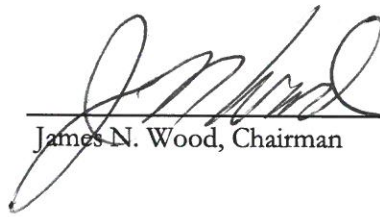
Hereof, fail not and make return of this Warrant with your doings thereon to the Town Clerk at the time and place of the meeting aforesaid.

Given our hands this Ninth (9<sup>th</sup>) day of April, 2018 AD.

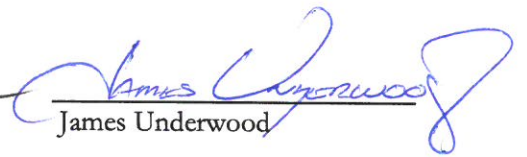
**Board of Selectmen for the Town of Boylston**

  
\_\_\_\_\_

Michael May

  
\_\_\_\_\_

James N. Wood, Chairman

  
\_\_\_\_\_

James Underwood

**WARRANT FOR THE ANNUAL TOWN MEETING  
MAY 7, 2018**

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 7, 2018**

on **Monday, the First (1<sup>st</sup>) of May AD, 2018 at seven-ten (7:10) 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-nine (39) 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 14, 2018**

on **Monday, the fourteenth (14<sup>th</sup>) of May AD, 2018**, 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 39.** To vote by official ballot for the necessary Town Officers, namely:

One Selectman for three (3) years; One Assessor for three (3) years ; One Planning Board member for five (5) years; One Board of Health member for three (3) years: One Municipal Light Board member for three (3) years; Two Library Trustees for three (3) years each and one for two (2) years of an unexpired term; One Cemetery Commissioner for three (3) years; One Parks & Recreation member for three (3) years and one for one (1) year of an unexpired term and one (1) for two (2) years of an unexpired term ; 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 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, 2018 and ending June 30, 2019, and to issue a note or notes therefor 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:** 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, 2018, and to fix the compensation therefor, 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, 2018, including the appointment of a Cemetery Superintendent, and to fix the compensation therefor, 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, 2018, 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, 2018, 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:** 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 MassDOT – Highway Division, 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, 2018, 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:** Finance Committee recommends approval.

**ARTICLE 11.** To see if the Town will vote as follows:

1. To amend Article I of the Town's General By-Laws, entitled "General Provisions", by inserting a new Section 5 after Section 4 therein, to be entitled "Departmental Revolving Funds", and to read as follows:

## **SECTION 5 – DEPARTMENTAL REVOLVING FUNDS**

**5.01: Purpose.** This Bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E1/2.

**5.02: Expenditure Limitations.** A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this Bylaw without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund, except for those employed as school bus drivers.
- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of the authorization that is later approved during that fiscal year by the Board of Selectmen and the Finance Committee.

**5.03: Interest.** Interest earned on monies credited to a revolving fund established by this Bylaw shall be credited to the general fund.

**5.04: Procedures and Reports.** Except as provided in General Laws Chapter 44, § 53E1/2 and this Bylaw, the laws, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of the Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this Bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

**5.05: Authorized Revolving Funds.**

The Table of Authorized Revolving Funds, as set forth below, establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or office;
- B. The department or agency head, board, committee or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund; and
- G. The fiscal years each fund shall operate under this Bylaw.

<b>A. Revolving Fund</b>	<b>B. Department, Board, Committee, Agency or Officer Authorized to Spend from Fund</b>	<b>C. Fees, Charges or Other Receipts Credited to Fund</b>	<b>D. Program or Activity Expenses Payable From Fund</b>	<b>E. Restrictions or Conditions on Expenses Payable From Fund</b>	<b>F. Other Requirements / Reports</b>	<b>G. Fiscal Years</b>
<b>Cemetery</b>	Board of Cemetery Commissioners	All receipts collected from sale of lots, interment fees and other such fees pertaining to the operation of the cemetery.	To pay for wages, salaries and fringe benefits associated with such wages or salaries for Cemetery Commission employees; for operation and/or maintenance of the cemetery including the payment of wages or salaries of employees of such facility who are not full time employees of the Town; for maintenance expenses including supplies and materials; for expansion of the cemetery.	None, other than as set forth in this Bylaw.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2019 and subsequent years
<b>Conservation Commission</b>	Conservation Commission	Engineering review fees and advertising fees charged to applicants.	To pay for engineering review and advertising costs associated with the review of plans and applications.	None, other than as set forth in this Bylaw.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2019 and subsequent years
<b>Vaccine Clinics</b>	Board of Health	Reimbursements from flu vaccination clinics.	To pay for vaccines, materials and supplies associated with public health clinics.	None, other than as set forth in this Bylaw.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2019 and subsequent years

A. Revolving Fund	B. Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C. Fees, Charges or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable From Fund	E. Restrictions or Conditions on Expenses Payable From Fund	F. Other Requirements / Reports	G. Fiscal Years
<b>Planning Board Filing Fees</b>	Planning Board	Engineering review fees and advertising fees charged to applicants.	To pay for engineering review and advertising costs associated with the review of plans and applications.	None, other than as set forth in this Bylaw.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2019 and subsequent years
<b>Senior Van</b>	Council on Aging	All receipts collected for providing transportation services.	To pay for repairs, maintenance and costs of operation of the Senior Services Van.	None, other than as set forth in this Bylaw.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2019 and subsequent years

2. To set the limits on the total amounts that may be expended from each of the Town's revolving funds in Fiscal Year 2019, pursuant to M.G.L. Chapter 44, Section 53E1/2, as follows:

Fund:	Maximum Amount Expendable:
<b>Cemetery</b>	\$30,000.00
<b>Conservation Commission</b>	\$10,000.00
<b>Vaccine Clinics</b>	\$3,000.00
<b>Planning Board Filing Fees</b>	\$20,000.00
<b>Senior Van</b>	\$3,500.00

Or act in any other way thereon.

**Sponsor:** Board of Selectmen

**Finance Committee comments:**

**ARTICLE 12.** 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:** Board of Selectmen

**Finance Committee comments:**

Selectmen, Chair	\$ 1,559	2 members each at \$ 1,298
Town Clerk	\$ 34,947 plus fees	
Town Moderator	\$ 15	
Assessors, Chair	\$ 1,615	2 members each at \$ 1,077
School Committee, Chair	\$ 106	2 members each at \$ 53
Board of Health, Chair	\$ 317	2 members each at \$ 212
Cemetery Commission, Chair	\$ 243	2 members each at \$ 183
Planning Board, Chair	\$ 400	4 members each at \$ 63
Planning Board, Vice-Chair	\$ 62	
Planning Board Clerk	\$ 64	

Or act in any way thereon.

**Sponsor:** Board of Selectmen

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



**ARTICLE 13.** 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 2018 - Effective July 1, 2018

Classification	Position Status	Grade	<u>Hourly Rates</u>	
			Min	Max
Library Page	Hourly		<b>10.22</b>	<b>10.54</b>
Election Worker	Hourly		<b>10.22</b>	<b>10.54</b>
Town Meeting Checker	Hourly		<b>10.22</b>	<b>10.54</b>
Election Clerk	Hourly		<b>11.38</b>	<b>11.38</b>
Election Warden	Hourly		<b>11.38</b>	<b>11.38</b>
Clerical	Special Temp		<b>10.22</b>	<b>10.54</b>
Library Housekeeper	Special Part Time		<b>11.59</b>	<b>12.36</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 Co-ord./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		
Highway/Cemetery Superintendent	Salaried	12 + \$845		
Fire Chief	Salaried	Contract		
Police Chief	Salaried	Contract		
Town Administrator	Salaried	Contract		

**Schedule B: Salary Compensation Schedule**

<b><u>Grade</u></b>	<b><u>Min</u></b>	<b><u>Mid</u></b>	<b><u>Max</u></b>
1	\$11.78	\$13.87	\$15.97
2	\$12.72	\$15.04	\$17.35
3	\$13.79	\$16.26	\$18.73
4	\$14.84	\$17.50	\$20.15
5	\$16.06	\$18.89	\$21.71
6	\$17.36	\$20.42	\$23.48
7	\$18.78	\$22.05	\$25.33
8	\$20.23	\$23.80	\$27.37
9	\$21.89	\$25.71	\$29.52
10	\$23.64	\$27.78	\$31.93
11	\$25.57	\$30.02	\$34.47
12	\$27.55	\$32.37	\$37.20
13	\$29.76	\$34.97	\$40.18
14	\$32.11	\$37.75	\$43.38
15	\$34.73	\$40.78	\$46.84
16	\$37.48	\$44.03	\$50.58
17	\$40.47	\$47.57	\$54.66
18	\$43.62	\$51.31	\$59.00

**Schedule C: Salary Compensation Schedule-**

<b><u>Job Title</u></b>	<b><u>Annual Salary</u></b>
Chairman, Registrar of Voters	\$ 792
Director of Veteran's Services	\$ 229
Electrical Inspector	\$ 9,185
Assistant Electrical Inspector	\$ 697
Plumbing Inspector	\$ 13,200
Assistant Plumbing Inspector	\$ 904
Gas Inspector	\$ 6,435
Assistant Gas Inspector	\$ 278
Registrar of Voters	\$ 307
Health Agent	\$ 44,107
Dog Officer	\$ 2,481
Animal Inspector	\$ 1,427
Nurse	\$ 1,500
Vital Stat Clerk	\$ 200
Tree Warden	\$ 1,339

**Sponsor:** Board of Selectmen

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

**ARTICLE 14.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$15,000.00 to the Other Post-Employment Benefits (OPEB) Liability Trust Fund; or act in any other way thereon.

**Sponsor:**

**Finance Committee comments:**

**ARTICLE 15.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$9,800 for the purpose of funding the Town's matching portion of the FEMA Assistance to Firefighters Grant for the purchase of new self-contained breathing apparatus for the Fire Department; or act in any other way thereon.

**Sponsor: Fire Department**

**Finance Committee comments:**

**ARTICLE 16.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$14,000.00 for the purpose of purchasing a Zero Turn Lawn Mower for the Highway Department to replace a 1998 model, or act any other way thereon.

**Sponsor: Highway Department**

**Finance Committee comments:**

**ARTICLE 17.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$50,000.00 for the purpose of providing maintenance and paving of Town roads, or act any other way thereon.

**Sponsor: Highway Department**

**Finance Committee comments:**

**ARTICLE 18.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$500,000.00 for the purpose of funding the engineering and construction of a new roadway to connect Route 140 and School/Cross Streets and to fund and authorize the Board of Selectmen to acquire by purchase any interests in or parcels of real property required for the roadway project, including a parcel shown on Assessor's Map 9 as Parcel 14, owned now or formerly by Robert and Sheri L. Fuller, as described in a deed recorded at the Worcester District Registry of Deeds in Book 40462, Page 14, or act in any other way thereon.

**Sponsor: Board of Selectmen:**

**Finance Committee comments:**

**ARTICLE 19.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$250,000.00 and direct the Board of Assessors to utilize the same to reduce the tax rate for the fiscal year beginning on July 1, 2018; or act in any other way thereon.

**Sponsor: Board of Selectmen**

**Finance Committee comments:**

**ARTICLE 20.** To see if the Town will vote to increase the hourly wage in the Senior Tax Rebate Program to the statutory allowable level, and increase the maximum amount seniors can earn annually to a sum not to exceed \$1,500.00; or act in any other way thereon.

**Sponsor:**

**Finance Committee comments:**

**ARTICLE 21.** To see if the Town will transfer from available funds in the Treasury and appropriate a sum not to exceed \$20,000.00 for the purpose of continuing to upgrade the IT System for Town Buildings; or act in any other way thereon.

**Sponsor: Board of Selectmen**  
**Finance Committee comments:**

**ARTICLE 22.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$50,000.00 for the purpose of completing Phase I of renovations to Manor Park and the Center Courts, or act in any other way thereon.

**Sponsor: Parks and Recreation**  
**Finance Committee comments:**

**ARTICLE 23.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$20,000.00 for the purpose of continuing renovations to the Boylston Town House; or act in any other way thereon.

**Sponsor: Board of Selectmen**  
**Finance Committee comments:**

**ARTICLE 24.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$18,000.00 for the purpose of replacing Fire Safety Equipment at the Elementary School, or act in any other way thereon.

**Sponsor: School Department**  
**Finance Committee comments:**

**ARTICLE 25:** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$17,000.00 for the purpose of making building improvements, including repairing and repainting exterior finishes, at the Elementary School, or act in any other way thereon.

**Sponsor: School Department**  
**Finance Committee comments:**

**ARTICLE 26.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$12,000.00 for the purpose of repairing the asphalt driveway at the Elementary School, or act in any other way thereon.

**Sponsor: School Department**  
**Finance Committee comments:**

**ARTICLE 27.** To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$56,690 for the purpose of replacing or upgrading IT materials and replacing curriculum materials at the Elementary School, or act in any other way thereon.

**Sponsor: School Department**  
**Finance Committee comments:**

**ARTICLE 28.** 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 \$165,000.00 to the Hillside Expenses Account (#193-5780), and a sum not to exceed \$76,000.00 to the Hillside Salaries Account (#193-5110) and 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:**

**ARTICLE 29.** To see if the Town will vote to transfer from the Ambulance Receipts Reserved Account and appropriate a sum not to exceed \$70,000.00 to the Fire Department Budget to supplement the portion of the budget associated with ambulance operations; or act in any other way thereon.

**Sponsor: Fire Department**  
**Finance Committee comments:**

**ARTICLE 30.** To see if the Town will vote to transfer from available funds in the Ambulance Receipts Reserved Account and appropriate a sum not to exceed \$87,596.65 for the 2<sup>nd</sup> year's payment on a 3 - year lease financing agreement for the new Ambulance, or act in any other way thereon.

**Sponsor: Fire Department**  
**Finance Committee comments:**

**ARTICLE 31.** To see if the Town will vote to (i) amend the Zoning By-laws by prohibiting recreational marijuana establishments in all zoning districts, and (ii) amend the General By-laws by prohibiting recreational marijuana establishments in the Town of Boylston, with said amendments shown on the document entitled "Draft Zoning and General By-law Amendments to Prohibit Recreational Marijuana Establishments", a copy of which is on file in the Office of the Town Clerk and available for public inspection during regular business hours of the Town Hall; or act in any other way thereon.

**Sponsor: Planning Board**

**ARTICLE 32.** To see if the Town will vote to amend the Zoning By-laws by allowing recreational marijuana establishments in certain zoning districts, as shown on the document entitled "Draft Zoning By-law Amendments to Allow Recreational Marijuana Establishments", a copy of which is on file in the Office of the Town Clerk and available for public inspection during regular business hours of the Town Hall; or act in any other way thereon.

**Sponsor: Planning Board**

**ARTICLE 33.** To see if the Town will vote to amend the Zoning By-laws by enacting a temporary moratorium on recreational marijuana establishments, as shown on the document entitled "Draft Zoning By-law Amendments for a Temporary Moratorium on Recreational Marijuana Establishments", a copy of which is on file in the Office of the Town Clerk and available for public inspection during regular business hours of the Town Hall; or act in any other way thereon.

**Sponsor: Planning Board**

**ARTICLE 34.** To see if the Town will vote to amend Section 1.04, Definitions, of the Zoning By-laws as follows, or act in any other way thereon:

1. Replace Section 1.04.18 with the following:

18. DWELLING

a. Single-Family Detached: A building consisting of one (1) dwelling unit occupying one (1) lot.

b. Two-Family: A building consisting of two (2) dwelling units, whether one above the other or side by side and separated from the other by a vertical party wall or vertical double wall, in a single building occupying one (1) lot.

c. Multi-Family: A building containing more than two (2) dwelling units.

2. Insert the following definition, "Dwelling Unit", as a new Section 1.04.19:

19. DWELLING UNIT

A single unit within a dwelling which provides complete, independent living facilities for one

(1) or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation.

3. Renumber the definition of “Family” as Section 1.04.20, and replace the definition of “Family” with the following:

20. FAMILY

Any number of persons related by blood or marriage living in the same dwelling unit, or not more than five (5) persons unrelated by blood or marriage living together as a single housekeeping unit, but not including a group occupying a boarding house, club, fraternity or hotel.

4. Renumber all remaining definitions in Section 1.04 accordingly.

**Sponsor: Planning Board**

**ARTICLE 35.** To see if the Town will transfer from available funds in the Treasury and appropriate a sum not to exceed \$5,200.00 for the purpose of purchasing a new voting machine; or act in any other way thereon.

**Sponsor: Board of Selectmen**

**Finance Committee comments:**

**ARTICLE 36** To see if the Town will vote to accept and approve the amended Berlin-Boylston Regional Agreement, as set forth in a document approved by the Regional School Committee and on file at the office of the Town Clerk, to be effective July 1, 2019, or act in any other way thereon.

**Sponsor: School Department**

**Finance Committee comments:**

**ARTICLE 37.** To see if the Town will vote to accept as a public way Pine Hill Drive 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, and to authorize the Board of Selectmen to acquire on behalf of the Town, by purchase, gift, eminent domain or otherwise, interests in property, including drainage easements, sufficient to use said way for all purposes for which public ways are used in the Town of Boylston, or act in any other way thereon.

**Sponsor: Board of Selectmen:**

**Planning Board Recommendation:**

**ARTICLE 38.** To see if the Town will vote to accept as a public way Nature’s View Way 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 “Plan of Acceptance of Nature’s View Way”, prepared by Waterman Design Associates, Inc., 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 way, and to accept any other necessary easements, which shall be known as “Nature’s View Way”, as shown on said plan, or act in any other way thereon.

**Sponsor: Citizen’s Petition**

**Planning Board Recommendation:**

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

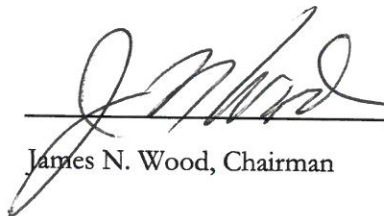
And you are hereby directed to serve this Warrant by posting up attested copies thereof, one at the Municipal Office Building (Town Hall), one at the Boylston Post Office, one at the Public Library and one at the Boylston Light Department over seven (7) days and two (2) Sabbath days at least before the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

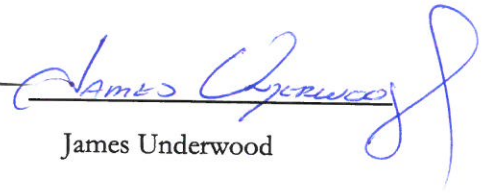
Hereof, fail not and make return of this Warrant with your doings thereon to the Town Clerk at the time and place of the meeting aforesaid.

Given our hands this Ninth (9<sup>th</sup>) day of April, 2018 AD.  
Board of Selectmen for the Town of Boylston

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

  
Michael May

  
James N. Wood, Chairman

  
James Underwood

<u>Acct. #</u>	<u>Department</u>	<u>Approved FY 2018 Budget</u>	<u>Proposed FY 2019 Budget</u>	<u>% Difference from FY17</u>
<b><u>GENERAL GOVERNMENT</u></b>				
<b>SPECIAL TOWN MEETINGS (113):</b>				
5780	Special Town Meeting Notices	1,900	1,900	0.0%
<b>Total Special Town Meetings</b>		<b>\$1,900</b>	<b>\$1,900</b>	<b>0.0%</b>
<b>MODERATOR (114):</b>				
5110	Moderator Salary	15	15	0.0%
<b>Total Moderator</b>		<b>\$15</b>	<b>\$15</b>	<b>0.0%</b>
<b>BOARD OF SELECTMEN (122):</b>				
5110	Selectmen Salary	4,055	4,157	2.5%
5111	Administrative Assistant	52,716	54,034	2.5%
5112	Town Administrator Salary	103,344	120,000	16.1%
5113	Human Resources Administrator	16,075	16,477	2.5%
5780	Selectmen General Expenses	15,590	16,190	3.8%
5385	Town Audit	19,500	17,000	-12.8%
<b>Total Board of Selectmen</b>		<b>\$211,280</b>	<b>\$227,858</b>	<b>7.8%</b>
<b>FINANCE COMMITTEE (131):</b>				
5780	Finance Committee Expenses	400	400	0.0%
<b>Total Finance Committee</b>		<b>\$400</b>	<b>\$400</b>	<b>0.0%</b>
<b>RESERVE FUND (132):</b>				
5785	Reserve Fund	60,000	60,000	0.0%
<b>Total Reserve Fund</b>		<b>\$60,000</b>	<b>\$60,000</b>	<b>0.0%</b>
<b>TOWN ACCOUNTANT (135):</b>				
5300	Accountant Salary	39,000	39,975	2.5%
5780	Accountant Expenses	10,000	10,000	0.0%
<b>Total Town Accountant</b>		<b>\$49,000</b>	<b>\$49,975</b>	<b>2.0%</b>
<b>BOARD OF ASSESSORS (141):</b>				
5110	Members Salaries	3,678	3,770	2.5%
5111	Clerk Salary	31,957	32,756	2.5%
5112	Clerical Wages or Services	24,475	25,086	2.5%
5780	Expenses	32,020	28,795	-10.1%
5301	Appraisal Expense	8,300	9,500	14.5%
5202	Dicentennial Appraisal	0	0	0.0%
5801	Triennial Property Revaluation	0	0	0.0%



<b>Total Board of Assessors</b>		<b>\$100,430</b>	<b>\$99,907</b>	<b>-0.5%</b>
<hr/>				
<b>TREASURER/COLLECTOR (145,146):</b>				
5110	Treasurer Salary	72,689	74,506	2.5%
5110	Treasurer/Collector Stipend	1,000	1,000	0.0%
5111	Clerical Wages	30,929	31,702	2.5%
5780	Expenses	42,661	42,661	0.0%
<hr/>				
<b>Total Treasurer</b>		<b>\$147,279</b>	<b>\$149,870</b>	<b>1.8%</b>
<hr/>				
<b>TOWN COUNSEL (151):</b>				
5110	Town Counsel Retainer			
5780	Town Counsel Expense	75,000	75,000	0.0%
<hr/>				
<b>Total Town Counsel</b>		<b>\$75,000</b>	<b>\$75,000</b>	<b>0.0%</b>
<hr/>				
<b>PERSONNEL BOARD (152):</b>				
5780	Personnel Board Expense			
<hr/>				
Total Personnel Board				
<hr/>				
<b>TAX TITLE CUSTODIAN (158):</b>				
5780	Tax Title Custodian Expense	1,050	1,050	0.0%
<hr/>				
<b>Total Tax Title Custodian</b>		<b>\$1,050</b>	<b>\$1,050</b>	<b>0.0%</b>
<hr/>				
<b>TOWN CLERK (161):</b>				
5110	Town Clerk Salary	34,095	34,947	2.5%
5111	Clerical Wages	11,700	11,993	2.5%
293-5110	Parking Clerk	260	260	0.0%
5780	Expenses	1,850	1,880	1.6%
<hr/>				
<b>Total Town Clerk</b>		<b>\$47,905</b>	<b>\$49,080</b>	<b>2.5%</b>
<hr/>				
<b>ELECTIONS/REGISTRATIONS (162):</b>				
5110	Salaries	4,089	5,271	28.9%
5780	Expenses	4,200	5,350	27.4%
<hr/>				
<b>Total Elections/Registrations</b>		<b>\$8,289</b>	<b>\$10,621</b>	<b>28.1%</b>
<hr/>				
<b>CONSERVATION COMMISSION (171):</b>				
5111	Salary	17,371	22,696	30.7%
5780	Expenses	550	550	0.0%
5781	Stormwater Management	20,000	20,000	0.0%
5300	Engineering Fees			
<hr/>				
<b>Total Conservation Commission</b>		<b>\$37,921</b>	<b>\$43,246</b>	<b>14.0%</b>
<hr/>				

**PLANNING BOARD (175):**

5110	Members Salaries	574	588	2.5%
5111	Official Clerk Salary	62	64	2.5%
5112	Administrative Assistant Wages	10,920	11,193	2.5%
5350	Consulting Services			
5780	Expenses	2,050	2,050	0.0%

**Total Planning Board**

<b>\$13,606</b>	<b>\$13,895</b>	<b>2.1%</b>
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**OTHER GENERAL GOVERNMENT:**

5780	Earth Removal Board Expense (173)	100	100	0.0%
5780	Tri Town Hazardous Waste Project	2,500	2,500	0.0%
5780	Municipal Office Expenses (192)	42,040	42,040	0.0%
5380	Town Reports (195)	2,000	2,000	0.0%
5780	Employee Physical Examinations (919)	500	500	0.0%
5780	Town House Expense (196)	16,000	17,700	10.6%
5780	Town Garage Expense (197)	21,050	22,500	6.9%
5699	CMRPC Assessment (000)	1,300	1,500	15.4%
5240	Repairs to Town Buildings (198)	3,800	0	-100.0%

**Total Other General Government**

<b>\$89,290</b>	<b>\$88,840</b>	<b>-0.5%</b>
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**TOTAL GENERAL GOVERNMENT**

<b>\$843,365</b>	<b>\$871,656</b>	<b>3.4%</b>
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**PUBLIC SAFETY****POLICE (210):**

5110	Salaries and Wages	876,443	944,149	7.7%
5780	Expenses	134,095	108,842	-18.8%

**Total Police**

<b>\$1,010,538</b>	<b>\$1,052,991</b>	<b>4.2%</b>
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**FIRE (220):**

5110	Salaries and Wages	317,281	328,833	3.6%
5780	Expenses	63,900	67,254	5.2%
5880	Fire Truck Lease	129,111	129,111	0.0%

**Total Fire**

<b>\$510,292</b>	<b>\$525,198</b>	<b>2.9%</b>
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**FIRE/POLICE/AMB. DISPATCH (230):**

5110	Salaries and Wages	232,939	248,062	6.5%
5780	Expenses	12,715	14,500	14.0%

**Total Dispatch**

<b>\$245,654</b>	<b>\$262,562</b>	<b>6.9%</b>
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**BUILDING INSPECTOR (241):**

5110	Building Inspector Services	31,218	47,000	50.6%
5111	Clerical Wages	17,052	21,956	28.8%
5780	Expenses	1,850	1,850	0.0%

**Total Building Inspector**

<b>\$50,120</b>	<b>\$70,806</b>	<b>41.3%</b>
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**GAS INSPECTOR (242):**

5110 Gas Inspector Salary	6,103	6,713	10.0%
5780 Gas Inspector Expenses	750	800	6.7%

**Total Gas Inspector**

<b>\$6,853</b>	<b>\$7,513</b>	<b>9.6%</b>
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**PLUMBING INSPECTOR (243):**

5110 Plumbing Inspector Salary	12,822	14,104	10.0%
5780 Plumbing Inspector Expenses	0	0	#DIV/0!

**Total Plumbing Inspector**

<b>\$12,822</b>	<b>\$14,104</b>	<b>10.0%</b>
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**WIRING INSPECTOR (245):**

5110 Wiring Inspector Salary	9,819	9,882	0.6%
5780 Expenses	800	1,000	25.0%

**Total Wiring Inspector**

<b>\$10,619</b>	<b>\$10,882</b>	<b>2.5%</b>
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**Total Building Department**

<b>\$80,414</b>	<b>\$103,305</b>	<b>28.5%</b>
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**DOG OFFICER (292):**

5110 Dog Officer Wages	2,421	2,481	2.5%
5780 Expenses	1,100	1,100	0.0%

**Total Dog Officer**

<b>\$3,521</b>	<b>\$3,581</b>	<b>1.7%</b>
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**OTHER PUBLIC SAFETY:**

5110 Tree Warden Salary (294)	1,306	1,339	2.5%
5780 Tree Warden Expense (294)	12,500	12,500	0.0%

**Total Other Public Safety**

<b>\$13,806</b>	<b>\$13,839</b>	<b>0.2%</b>
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**TOTAL PUBLIC SAFETY**

<b>\$1,864,225</b>	<b>\$1,961,476</b>	<b>5.2%</b>
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**EDUCATION****ELEMENTARY SCHOOL (320):**

5110 School Committee Salary	200	200	0.0%
5510 Elementary Education	2,876,374	3,084,291	7.2%

**Total Elementary School**

<b>2,876,574</b>	<b>3,084,491</b>	<b>7.2%</b>
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**REGIONAL DISTRICT (340):**

5651 Regular Assessment	4,444,974	4,656,643	4.8%
Building Construction Assessment	943,270	1,099,572	16.6%

**Total Regional District**

<b>\$5,388,244</b>	<b>\$5,756,215</b>	<b>6.8%</b>
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**VOCATIONAL EDUCATION (345):**

5320 Tuition	366,675	423,948	15.6%
5380 Transportation	49,095	48,495	-1.2%

**Total Vocational Education**

<b>\$415,770</b>	<b>\$472,443</b>	<b>13.6%</b>
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<b>TOTAL EDUCATION</b>	<b>\$8,680,588</b>	<b>\$9,313,149</b>	<b>7.3%</b>
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**PUBLIC WORKS**

**HIGHWAY DEPARTMENT (420):**

5110 Salaries and Wages	342,491	349,025	1.9%
5780 Expenses	123,850	140,850	13.7%
5781 Highway Building expenses	24,700	24,850	0.6%

<b>Total Highway Department</b>	<b>\$491,041</b>	<b>\$514,725</b>	<b>4.8%</b>
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**SNOW AND ICE REMOVAL (423):**

5110 Snow and Ice Removal Overtime	30,000	30,000	0.0%
5780 Snow and Ice Removal Expenses	137,000	146,000	6.6%

<b>Total Snow and Ice Removal</b>	<b>\$167,000</b>	<b>\$176,000</b>	<b>5.4%</b>
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**STREET LIGHTING (424):**

5210 Street Lighting Expense	15,000	10,000	-33.3%
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<b>Total Street Lighting Expense</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>-33.3%</b>
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**CEMETERY (491):**

5110 Salaries and Wages	594	609	2.5%
5780 Materials and Expenses	4,200	4,200	0.0%

<b>Total Cemetery</b>	<b>\$4,794</b>	<b>\$4,809</b>	<b>0.3%</b>
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<b>TOTAL PUBLIC WORKS</b>	<b>\$677,836</b>	<b>\$705,534</b>	<b>4.1%</b>
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**HUMAN SERVICES**

**BOARD OF HEALTH (510):**

5110 Salaries and Wages	722	741	2.5%
5111 Clerical Wages	17,025	17,451	2.5%
5112 Vital Statistic Wages	200	200	0.0%
5113 Animal Inspector Wages	1,392	1,427	2.5%
5114 Sanitation Inspector Salary	43,031	44,107	2.5%
5780 Expenses	2,375	2,375	0.0%
5786 Special Projects	2,200	2,200	0.0%

<b>Total Board of Health</b>	<b>\$66,946</b>	<b>\$68,500</b>	<b>2.3%</b>
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**NURSING (522):**

5110 Nurse's Salary	1,000	1,000	0.0%
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<b>Total Nursing</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>0.0%</b>
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**COUNCIL ON AGING (541):**

5110	Coordinator Salary-Meals	1,158	0	-100.0%
5780	Expenses	6,025	6,350	5.4%
5781	Van Expenses	2,500	3,000	20.0%
5110	Salaries and Wages	26,000	54,912	111.2%

**Total Council on Aging**

<b>\$35,683</b>	<b>\$64,262</b>	<b>80.1%</b>
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**VETERANS SERVICES (543):**

5110	Veterans Agent Salary	223	229	2.5%
5300	Veterans Benefits	20,000	20,000	0.0%
5780	Veterans Services Expenses	175	300	71.4%

**Total Veterans Services**

<b>\$20,398</b>	<b>\$20,529</b>	<b>0.6%</b>
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**TOTAL HUMAN SERVICES**

<b>\$124,027</b>	<b>\$154,291</b>	<b>24.4%</b>
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**CULTURE & RECREATION****LIBRARY (610):**

5110	Salaries and Wages	149,517	160,611	7.4%
5780	Expenses	66,340	67,980	2.5%

**Total Library**

<b>\$215,857</b>	<b>\$228,591</b>	<b>5.9%</b>
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**PARKS AND RECREATION (650):**

5110	Salary	23,658	24,250	2.5%
5780	Equipment and No Fee Programs Expense	3,500	3,920	12.0%

**Total Parks and Recreation**

<b>\$27,158</b>	<b>\$28,170</b>	<b>3.7%</b>
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**HISTORICAL COMMISSION (670):**

5780	Expenses	5,000	5,000	0.0%
5785	Project Expenses	1,200	1,200	0.0%
5780	Building Maintenance	3,500	7,000	100.0%

**Total Historical Commission**

<b>\$9,700</b>	<b>\$13,200</b>	<b>36.1%</b>
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**CELEBRATIONS (640):**

5780	Memorial Day	4,000	4,000	0.0%
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**Total Memorial Day**

<b>\$4,000</b>	<b>\$4,000</b>	<b>0.0%</b>
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**TOTAL CULTURE AND RECREATION**

<b>\$256,715</b>	<b>\$273,961</b>	<b>6.7%</b>
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**MATURING DEBT**

5910	Maturing Debt-Principal (710)	265,000	260,000	-1.9%
5915	Maturing Debt-Interest (750)	150,375	145,125	-3.5%

<b>TOTAL MATURING DEBT</b>	<b>\$415,375</b>	<b>\$405,125</b>	<b>-2.5%</b>
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**EMPLOYEE BENEFITS AND INSURANCE**

**EMPLOYEE BENEFITS:**

5171 Pension Expense (911)	555,757	605,133	8.9%
5171 Unemployment Compensation (913)	12,500	12,500	0.0%
5171 Group Health Insurance (914)	1,100,000	1,175,000	6.8%

<b>Total Employee Benefits</b>	<b>\$1,668,257</b>	<b>\$1,792,633</b>	<b>7.5%</b>
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**WORKERS COMP/GENERAL INSURANCE (942)**

5740 Workers Comp & General Insurance	135,000	138,400	2.5%
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<b>Total Workers Comp &amp; General Insurance</b>	<b>\$135,000</b>	<b>\$138,400</b>	<b>2.5%</b>
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<b>TOTAL EMPLOYEE BENEFITS/INSURANCE</b>	<b>\$1,803,257</b>	<b>\$1,931,033</b>	<b>7.1%</b>
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<b>GRAND TOTAL ALL BUDGETS</b>	<b>\$14,665,388</b>	<b>\$15,616,224</b>	<b>6.5%</b>
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## **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.

# *NOTES*

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