

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

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

MAIL TO:

**POSTAL PATRON LOCAL
BOYLSTON, MA 01505**

THE COMMONWEALTH OF MASSACHUSETTS

Town of Boylston, Massachusetts

**May 7, 2012 Special Town Meeting Warrant
(Immediately preceding the Annual Town Meeting)**

May 7, 2012 Annual Town Meeting Warrant

May 14, 2012 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, 2012

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

Tahanto Regional High School Auditorium.

Immediately preceding the Annual Town Meeting to transact fiscal year end 2012 town business.

MAY 7, 2012

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 7th, 2012, 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 2012 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.

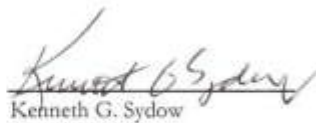
And you are hereby directed to serve this Warrant by posting up attested copies thereof, one at the Municipal Office Building (Town Hall), one at the Boylston Post Office, one at the Public Library and one at the Boylston Light Department over fourteen (14) days and two (2) Sabbath days at least before 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 11th day of April, 2012 AD.

Board of Selectmen for the Town of Boylston


James N. Wood


Kenneth G. Sydor


Roger W. Deal

**WARRANT FOR THE ANNUAL TOWN MEETING
MAY 7, 2012**

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, 2012

on **Monday, the second (2nd) of May AD, 2012 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-two (32) 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, 2012

on **Monday, the fourteenth (14th) of May AD, 2012**, 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 33. 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 Planning Board member for four (4); 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;

1. Shall the representatives of all Boylston districts be instructed to vote in favor of legislation that requires proof of U.S. citizenship and legal residence in Massachusetts before a person is allowed to register to vote in all elections?

Yes_____

No_____

2. Shall the representatives of all Boylston districts be instructed to vote in favor of legislation that requires Massachusetts election officials to require a picture ID before a person is allowed to vote?

Yes_____

No_____

***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 under the provisions of Chapter 40 of the General Laws of the Commonwealth; 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, 2012 and ending June 30, 2013, and to issue a note or notes therefore and to renew any note or notes as may be given for a period of less than one (1) year in accordance with Chapter 44 of the General Laws of the Commonwealth, as amended; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee recommendation: 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, 2012, 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, 2012, 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, 2012, and to fix the compensation therefore, 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 recommendation: 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 of the Commonwealth; 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 of the Commonwealth, 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, 2012, 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 \$2,400.00, 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 recommendation: Recommends approval.

***ARTICLE 10.** To see if the Town will vote to accept any highway funds from County, State or Federal agencies, to authorize the Board of Selectmen to enter into agreements with Mass Highway, so-called, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow from time to time during Fiscal Year 2013, in anticipation of reimbursement of said highway assistance, in conformity with the provisions of Section 6A 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 recommendation: Recommends approval.

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

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

- a. For operational purposes other than regular wages and including the cost of grave openings and related expense,
- b. For payment of maintenance expenses including supplies and materials and part-time labor
- c. For payment of expenses related to the expansion of the cemetery
- d. For compensation for part time commissioners and clerk;
- e. To set the expenditure limit as not to exceed \$30,000;
or act in any other way thereon.

Sponsor: Cemetery Superintendent

Finance Committee recommendation: Recommends approval.

Board of Selectmen recommendation: Recommends approval.

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

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

Sponsor: Planning Board

Finance Committee recommendation: Recommends approval.

Board of Selectmen recommendation: Recommends approval.

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

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

Sponsor: Conservation Commission

Finance Committee recommendation: Recommends approval.

Board of Selectmen recommendation: Recommends approval.

ARTICLE 14. To see if the Town will vote to fix the compensation for certain Town Officers, as follows:

Selectmen, Chair	\$ 1,354	2 members each at \$ 1,137
Town Clerk	\$ 30,580 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 other way thereon.

Sponsor: Personnel Board

Finance Committee recommendation: Recommends approval.

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

Section 15: Classification Schedule Amended May **2012** - Effective July 1, **2012**

Classification	Position Status	Hourly Rates		
		Grade	Min	Max
Library Page	Hourly		8.94	9.23
Election Worker	Hourly		8.94	9.23
Town Meeting Checker	Hourly		8.94	9.23
Election Clerk	Hourly		9.96	9.96
Election Warden	Hourly		9.96	9.96
Clerical	Special Temp		8.94	11.98
Library Housekeeper	Special Part Time		10.14	10.84

Asst Laborer	Special Hourly	2
Library Assistant/Sr. Technician	Reg. Part Time	3
Laborer/Custodian	Reg. Full Time	3
Emergency Medical Technician	Hourly	3
Firefighter	Hourly	3
Deputy Chief	Hourly	3+\$500
Fire Captain	Hourly	3+\$300
Fire Lieutenant	Hourly	3+\$200
Asst Town Clerk	Special Part Time	5
Police Service Aide	Hourly	5
Asst. Inspector/Electrician	Hourly	5
Assessors' Clerk	Reg. Part Time	5
Children's Librarian	Reg. Part Time	5
COA Coord/Community Outreach	Reg. Part Time	5
P&R Program Coordinator	Reg. Part Time	5
Equipment Operator/Laborer	Reg. Full Time	6
Facilities Technician	Reg. Full Time	6
Assistant Treasurer/Collector	Reg. Part Time	6
Asst Library Director	Reg. Part Time	7
Admin Asst. Board of Assessors	Reg. Part Time	7
Admin Asst to Hwy Supt.	Reg. Part Time	7
Admin Asst to Chief of Police	Reg. Part Time	7
Admin Asst to Planning Board	Reg. Part Time	7
Admin Asst to Board of Selectmen	Reg. Full Time	7
Equipment Operator/Mechanic	Reg. Full Time	7
Working Foreman	Reg. Full Time	8
Admin Asst to Health & Conservation	Reg. Part Time	8
Town Treasurer/Collector	Reg. Full Time	9
Foreman	Reg. Full Time	9
Building Inspector	Salaried	10
Library Director	Salaried	11
Fire Chief/Forest Warden	Salaried	12
Hwy/Cemetery Superintendent	Salaried	12+\$845
Police Chief	Salaried	14
Town Administrator	Salaried	14

Schedule B: Salary Compensation Schedule

<u>Grade</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>
1	10.31	12.13	13.97
2	11.13	13.15	15.10
3	12.06	14.23	16.39
4	12.99	15.31	17.59
5	14.06	16.54	18.99
6	15.20	17.87	20.54
7	16.42	19.20	22.17
8	17.71	20.83	23.94
9	19.16	22.48	25.82

10	20.69	24.29	27.94
11	22.37	26.22	30.16
12	24.11	28.32	32.55
13	26.04	30.58	35.16
14	28.11	33.03	37.96
15	30.38	35.69	40.99
16	32.80	38.55	44.27
17	35.41	41.64	47.82
18	38.22	43.80	51.64

Schedule C: Salary Compensation Schedule-

<u>Job Title</u>	<u>Annual Salary</u>
Chairman, Registrar of Voters	\$ 693
Council on Aging, Meal Coordinator	\$ 1,038
Director of Veteran's Services	\$ 200
Electrical Inspector	\$ 8,239
Assistant Electrical Inspector	\$ 568
Plumbing Inspector	\$ 8,841
Assistant Plumbing Inspector	\$ 736
Gas Inspector	\$ 2,659
Assistant Gas Inspector	\$ 227
Registrar of Voters	\$ 288
Health Agent	\$ 38,595
Dog Officer	\$ 2,172
Animal Inspector	\$ 1,248
Nurse	\$ 1,500
Vital Stat Clerk	\$ 200
Tree Warden	\$ 1,171

Sponsor: Personnel Board

Finance Committee recommendation: Recommends approval.

ARTICLE 16. To see if the Town will vote to transfer funds from the Assessor's overlay surplus and appropriate the sum of \$12,000 for the purchase of a new server for the Town Hall, including any related hardware, software, user licenses, data migration and set up costs; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee recommendation: will be made at Town Meeting.

ARTICLE 17: To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$53,000 and to transfer from the Assessor's overlay surplus and appropriate a sum not to exceed \$26,000 for the purpose of replacing the original cesspool system and constructing an ADA compliant main entrance area at the Public Library located at 695 Main Street; or act in any other way thereon.

Sponsor: Boylston Board of Library Trustees

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 18: To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$38,000 for the construction of an ADA compliant front ramp, stairs, and landing at the Public Library at 695 Main Street; or act in any other way thereon.

Sponsor: Boylston Board of Library Trustees

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 19: To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$43,000 and to transfer from the Assessor's overlay surplus and appropriate a sum not to exceed \$17,000 for the purpose of replacing the septic system at 599 Main Street; or act in any other way thereon.

Sponsor: Highway Department

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 20: To see if the Town will vote to transfer funds from the Assessor's overlay surplus and appropriate a sum not to exceed \$1,000 for the purpose of replacing a garage door on the highway department building; or act in any other way thereon.

Sponsor: Highway Department

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 21: To see if the Town will vote to transfer funds from the Assessor's overlay surplus and appropriate a sum not to exceed \$5,500 for the purpose of replacing oil tanks at the Highway Department building; or act in any other way thereon.

Sponsor: Highway Department

Finance Committee Recommendation: 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 \$80,000 from the Ambulance Receipts Reserved Account to the Fire Department budget to supplement that portion of the operating budget associated with ambulance operations; or act in any other way thereon.

Sponsor: Fire Department

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

ARTICLE 23: To see if the Town will vote to accept as a public way Redwood Circle 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 Redwood Circle", dated December 15, 2011, revised January 3, 2012, prepared by Connorstone Consulting Civil Engineers and Land Surveyors, 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, which shall be known as "Redwood Circle" as shown on said plan; or act in any other way thereon.

Sponsor: Planning Board

ARTICLE 24: To see if the Town will vote pursuant to Section 57A of Chapter 164 of the General Laws of the Commonwealth to appropriate a sum of money not to exceed \$1,800,000 to pay the costs of designing, purchasing, constructing and installing, 115kV transmission and distribution substation electrical equipment, for the purpose of enlarging and upgrading the Municipal Light Department's existing substation located on Temple Street in West Boylston, including but not limited to, all related structures, wires, poles, conduits and appurtenances, and all

furnishings and equipment for said facilities and connections; and further, to meet this appropriation, to authorize the Treasurer, with the approval of the Selectmen, to borrow said monies under and pursuant to Section (8), of Chapter 44 of the General Laws of the Commonwealth, or pursuant to any other enabling authority and to issue bonds or notes in the first instance of the Town therefore; provided, however that any payments and costs associated with said borrowing shall be met by the receipts of the Municipal Light Department; or act in any other way thereon.

Sponsor: Boylston Municipal Light Plant

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 25. To see if the town will vote to establish a revolving fund, in accordance with Chapter 44 Section 53E ½ of Massachusetts General Laws, 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 \$ 600.00.

Sponsor: Board of Health

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 26. To see if the Town will vote pursuant to Section 5A of Chapter 252, and any other applicable sections of the General Laws of the Commonwealth, to become a member of the Central Massachusetts Mosquito Control Project (CMMCP); or act in any other way thereon

Sponsor: Board of Health

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 27. To see if the Town will vote to transfer from the Assessor's overlay surplus and appropriate a sum not to exceed \$7,500 for the purchase of a server and two computers for the Board of Assessors' office, including any related hardware, software, user licenses, data migration, and set up costs; or act in any other way thereon.

Sponsor: Board of Assessors

Finance Committee recommendation: will be made at Town Meeting.

ARTICLE 28. To see if the Town will vote to transfer from available funds in the treasury and appropriate a sum not to exceed \$70,000 for the purpose of completing Phase 1 (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 Recommendation: will be made at Town Meeting

ARTICLE 29. To see if the town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$13,000 for the purpose of repairing or replacing bathroom stalls at the Boylston Elementary School building; or act in any other way thereon.

Sponsor: Boylston School Committee

Finance Committee Recommendation: will be made at Town Meeting

ARTICLE 30. To see if the Town will vote to transfer from available funds in the Treasury a sum of money, not to exceed \$30,000, and direct the Board of Assessors to utilize the same to reduce the tax rate for the fiscal year 2013; or act in any other way thereon.

Sponsor: Finance Committee

ARTICLE 31. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$20,000 to the Stabilization Account, to be used, upon further appropriation, for any lawful purpose; or act in any other way thereon.

Sponsor: Finance Committee

ARTICLE 32. 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 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 2013 Report of the Finance Committee; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee recommendation: will be made at Town Meeting.

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

And you are hereby directed to serve this Warrant by posting up attested copies thereof, one at the Municipal Office Building (Town Hall), one at the Boylston Post Office, one at the Public Library and one at the Boylston Light Department over 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 11th day of April, 2012 AD.
Board of Selectmen for the Town of Boylston

Board of Selectmen for the Town of Boylston


James N. Wood


Kenneth G. Sydor


Roger W. Deal

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2012 Budget</u>	<u>Proposed FY 2013 Budget</u>	<u>% Difference from FY12</u>
<u>GENERAL GOVERNMENT</u>				
SPECIAL TOWN MEETINGS (113):				
5780	Special Town Meeting Notices	2,225	1,900	-15%
	Total Special Town Meetings	\$2,225	\$1,900	-15%
MODERATOR (114):				
5110	Moderator Salary	15	15	0%
	Total Moderator	\$15	\$15	0%
BOARD OF SELECTMEN (122):				
5110	Selectmen Salary	3,637	3,637	0%
5111	Assistant Town Administrator	44,567	45,905	3%
5112	Town Administrator Salary	96,168	96,168	0%
5113	Clerical	12,854	13,240	3%
5700	TA Mileage	4,200	0	-100%
5780	Selectmen General Expenses	11,490	15,690	37%
5385	Town Audit	15,000	15,000	0%
	Total Board of Selectmen	\$187,916	\$189,640	1%
FINANCE COMMITTEE (131):				
5780	Finance Committee Expenses	400	400	0%
	Total Finance Committee	\$400	\$400	0%
RESERVE FUND (132):				
5785	Reserve Fund	60,000	60,000	0%
	Total Reserve Fund	\$60,000	\$60,000	0%
TOWN ACCOUNTANT (135):				
5300	Accountant Salary			
5780	Accountant Expenses	30,790	31,595	3%
	Total Town Accountant	\$30,790	\$31,595	3%
BOARD OF ASSESSORS (141):				
5110	Members Salaries	3,500	3,500	0%
5111	Clerk Salary	25,926	26,704	3%
5112	Clerical Wages	20,609	21,228	3%
5780	Expenses	19,825	20,025	1%
5301	Appraisal Expense	7,500	7,950	
5202	Dicentennial Appraisal	0		
5801	Property Revaluation	0		
	Total Board of Assessors	\$77,360	\$79,407	3%
TREASURER/COLLECTOR (145,146):				

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2012</u> <u>Budget</u>	<u>Proposed FY 2013</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY12</u>
5110	Treasurer Salary	52,164	53,729	3%
5111	Clerical Wages	26,933	27,741	3%
5780	Expenses	30,927	30,915	0%
Total Treasurer		\$110,023	\$112,385	2%
TOWN COUNSEL (151):				
5780	Town Counsel Expense	70,000	70,000	0%
Total Town Counsel		\$70,000	\$70,000	0%
TAX TITLE CUSTODIAN (158):				
5780	Tax Title Custodian Expense	1,175	1,175	0%
Total Tax Title Custodian		\$1,175	\$1,175	0%
TOWN CLERK (161):				
5110	Town Clerk Salary	29,689	30,580	3%
5111	Clerical Wages	13,239	6,000	-55%
293-5110	Parking Clerk	260	260	0%
5780	Expenses	2,480	1,750	-29%
Total Town Clerk		\$45,668	\$38,590	-15%
ELECTIONS/REGISTRATIONS (162):				
5110	Salaries	2,950	3,900	32%
5780	Expenses	4,435	5,535	25%
Total Elections/Registrations		\$7,385	\$9,435	28%
CONSERVATION COMMISSION (171):				
5111	Salary	15,126	15,580	3%
5780	Expenses	1,000	750	-25%
5781	Stormwater Management	10,000	10,000	0%
Total Conservation Commission		\$26,126	\$26,330	1%
PLANNING BOARD (175):				
5110	Members Salaries	515	515	0%
5111	Official Clerk Salary	55	55	0%
5112	Administrative Assistant Wages	8,289	8,538	3%
5780	Expenses	2,200	2,200	0%
Total Planning Board		\$11,059	\$11,308	2%
OTHER GENERAL GOVERNMENT:				
5780	Earth Removal Board Expense (173)	100	100	0%
5780	Appeals Board Expense (176)	250	0	-100%
5780	Tri Town Hazardous Waste Project	1,197	1,312	10%
5780	Municipal Office Expenses (192)	26,525	26,525	0%
5380	Town Reports (195)	2,000	2,000	0%

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2012</u> <u>Budget</u>	<u>Proposed FY 2013</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY12</u>
5780	Employee Physical Examinations (919)	500	500	0%
5780	Town House Expense (196)	9,500	10,553	11%
5780	Town Garage Expense (197)	10,000	16,505	65%
5699	CMRPC Assessment (000)	966	966	0%
5240	Repairs to Town Buildings (198)	3,150	2,290	-27%
Total Other General Government		\$54,187	\$60,751	12%
TOTAL GENERAL GOVERNMENT		\$684,329	\$692,931	1%
<u>PUBLIC SAFETY</u>				
POLICE (210):				
5110	Salaries and Wages	822,580	833,075	1%
5780	Expenses	64,566	71,950	11%
5850	Police Cruiser	7,384	0	
Total Police		\$894,530	\$905,025	1%
FIRE (220):				
5110	Salaries and Wages	233,808	263,376	13%
5780	Expenses	44,740	53,040	19%
Total Fire		\$278,548	\$316,416	14%
FIRE/POLICE/AMB. DISPATCH (230):				
5110	Salaries and Wages	206,001	209,160	2%
5780	Expenses	15,215	15,215	0%
Total Dispatch		\$221,216	\$224,375	1%
BUILDING INSPECTOR (241):				
5110	Building Inspector Services	34,020	30,589	-10%
5111	Clerical Wages	7,243	9,950	37%
5780	Expenses	4,160	3,800	-9%
Total Building Inspector		\$45,423	\$44,339	-2%
GAS INSPECTOR (242):				
5110	Gas Inspector Salary	2,802	2,887	3%
5780	Gas Inspector Expenses	700	700	0%
Total Gas Inspector		\$3,502	\$3,587	2%
PLUMBING INSPECTOR (243):				
5110	Plumbing Inspector Salary	9,298	9,577	3%
Total Plumbing Inspector		\$9,298	\$9,577	3%
WIRING INSPECTOR (245):				
5110	Wiring Inspector Salary	8,550	8,807	3%
5780	Expenses	450	500	11%

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2012</u> <u>Budget</u>	<u>Proposed FY 2013</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY12</u>
	Total Wiring Inspector	\$9,000	\$9,307	3%
	Total Building Department	\$67,223	\$66,810	-1%
	DOG OFFICER (292):			
5110	Dog Officer Wages	2,108	2,172	3%
5780	Expenses	1,100	1,100	0%
	Total Dog Officer	\$3,208	\$3,272	2%
	OTHER PUBLIC SAFETY:			
5110	Tree Warden Salary (294)	1,137	1,172	3%
5780	Tree Warden Expense (294)	8,350	8,350	0%
	Total Other Public Safety	\$9,487	\$9,522	0%
	TOTAL PUBLIC SAFETY	\$1,474,211	\$1,525,420	3%

EDUCATION

	ELEMENTARY SCHOOL (320):			
5110	School Committee Salary	200	200	0%
5510	Elementary Education	3,047,119	3,110,452	2%
	Total Elementary School	3,047,319	3,110,652	2%
	REGIONAL DISTRICT (340):			
5651	Regular Assessment	3,306,323	3,349,990	1%
	Building Construction Assessment	901,773	972,490	
	Total Regional District	\$4,208,096	\$4,322,480	3%
	VOCATIONAL EDUCATION (345):			
5320	Tuition	353,716	395,825	12%
5380	Transportation	13,942	48,801	
	Total Vocational Education	\$367,658	\$444,626	21%
	TOTAL EDUCATION	\$7,623,073	\$7,877,758	3%

PUBLIC WORKS

	HIGHWAY DEPARTMENT (420):			
5110	Salaries and Wages	289,751	333,028	15%
5780	Expenses	92,425	99,478	8%
	Total Highway Department	\$382,176	\$432,506	13%
	SNOW AND ICE REMOVAL (423):			
5780	Snow and Ice Removal Expenses	105,000	106,000	1%
	Total Snow and Ice Removal	\$105,000	\$106,000	1%
	STREET LIGHTING (424):			

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2012</u> <u>Budget</u>	<u>Proposed FY 2013</u> <u>Budget</u>	<u>%</u> <u>Difference</u> <u>from FY12</u>
5210	Street Lighting Expense	15,000	15,000	0%
	Total Street Lighting Expense	\$15,000	\$15,000	0%
	CEMETERY (491):			
5110	Salaries and Wages	533	533	0%
5780	Materials and Expenses	2,701	2,700	0%
	Total Cemetery	\$3,234	\$3,233	0%
TOTAL PUBLIC WORKS		\$505,410	\$556,739	10%

HUMAN SERVICES

	BOARD OF HEALTH (510):			
5110	Salaries and Wages	648	648	0%
5111	Clerical Wages	18,087	18,630	3%
5112	Vital Statistic Wages	200	200	0%
5113	Animal Inspector Wages	1,212	1,249	3%
5114	Sanitation Inspector Salary	37,471	38,596	3%
5780	Expenses	2,600	2,600	0%
5786	Special Projects	2,200	2,200	0%
	Total Board of Health	\$62,418	\$64,123	3%
	NURSING (522):			
5110	Nurse's Salary	1,500	1,000	-33%
	Total Nursing	\$1,500	\$1,000	-33%
	COUNCIL ON AGING (541):			
5110	Coordinator Salary-Meals	1,008	1,039	3%
5780	Expenses	4,525	4,525	0%
5110	Coordinator Salary	15,217	15,674	3%
	Total Council on Aging	\$20,750	\$21,238	2%
	VETERANS SERVICES (543):			
5110	Veterans Agent Salary	200	200	0%
5300	Veterans Benefits	500	11,000	2100%
5780	Veterans Services Expenses	175	175	0%
	Total Veterans Services	\$875	\$11,375	1200%
TOTAL HUMAN SERVICES		\$85,544	\$97,736	14%

CULTURE & RECREATION

	LIBRARY (610):			
5110	Salaries and Wages	107,580	113,206	5%

<u>Acct. #</u>	<u>Department</u>	<u>Final FY2012 Budget</u>	<u>Proposed FY 2013 Budget</u>	<u>% Difference from FY12</u>
5780	Expenses	47,470	47,875	1%
	Total Library	\$155,050	\$161,081	4%
	PARKS AND RECREATION (650):			
5780	Equipment and No Fee Programs Expense	5,000	5,000	0%
	Total Parks and Recreation	\$5,000	\$5,000	0%
	HISTORICAL COMMISSION (670):			
5780	Expenses	5,000	5,000	0%
5785	Project Expenses	1,200	1,200	0%
5780	Building Maintenance	3,500	3,500	0%
	Total Historical Commission	\$9,700	\$9,700	0%
	CELEBRATIONS (640):			
5780	Memorial Day	3,000	3,000	0%
	Total Memorial Day	\$3,000	\$3,000	0%
TOTAL CULTURE AND RECREATION		\$172,750	\$178,781	3%
	<u>MATURING DEBT</u>			
5910	Maturing Debt-Principal (710)	140,000	140,000	0%
5915	Maturing Debt-Interest (750)	44,835	37,415	-17%
TOTAL MATURING DEBT		\$184,835	\$177,415	-4%
	<u>EMPLOYEE BENEFITS AND INSURANCE</u>			
	EMPLOYEE BENEFITS:			
5171	Pension Expense (911)	384,967	372,561	-3%
5171	Unemployment Compensation (913)	7,500	7,500	0%
5171	Group Health Insurance (914)	1,036,286	976,000	-6%
	Total Employee Benefits	\$1,428,753	\$1,356,061	-5%
	WORKERS COMP/GENERAL INSURANCE (942)			
5740	Workers Comp & General Insurance	118,497	123,237	4%
	Total Workers Comp & General Insurance	\$118,497	\$123,237	4%
TOTAL EMPLOYEE BENEFITS/INSURANCE		\$1,547,250	\$1,479,298	-4%
GRAND TOTAL ALL BUDGETS		\$12,277,403	\$12,586,079	3%

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
