

BOARD OF SELECTMEN

**221 MAIN STREET
BOYLSTON, MA 01505**

PAID

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Boylston, MA**

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THE COMMONWEALTH OF MASSACHUSETTS

Town of Boylston, Massachusetts

June 7, 2021 Annual Town Meeting Warrant

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

****** PLEASE BRING THIS WARRANT TO TOWN MEETING ******

WARRANT FOR THE ANNUAL TOWN MEETING
June 7, 2021

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:

ANNUAL TOWN MEETING – June 7, 2021

on the First (1st) Monday, of June AD, 2021 at seven o'clock (7:00) P.M., at the **Tahanto Regional High School Auditorium or another location on the grounds thereof, 1001 Main Street, Boylston MA**, to take any action relative to the business of the Town as set forth in Articles one (1) through forty-two (42) of this Warrant; and at its adjournment, which shall be upon completion of Town Meeting action upon all articles listed on the Warrant.

***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, 2021 and ending June 30, 2022, 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, 2021, 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 Board of Cemetery Commissioners to appoint such officers and employees as may be necessary for the fiscal year beginning July 1, 2021, 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: Board of Cemetery Commissioners

***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, 2021, 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 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 Light Plant, the whole to be expensed by the Manager of the Municipal Light 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 year beginning July 1, 2021, as provided by Section 4A of Chapter 41 of the General Laws, as follows: Chairman - \$1,000.00 and two (2) members - \$1,000.00 each, a total of \$3,000.00, 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 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, 2021, 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 to amend Article I, Section 5, of the Town’s General By-Laws, entitled “Departmental Revolving Funds”, by deleting the revolving fund entitled “Building Inspection Fund” from all places listed therein, or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee recommends approval.

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;

| | | |
|----------------------------|-----------------|-----------------------------------|
| Selectmen, Chair | \$1,679 | 2 members each at \$ 1,398 |
| Town Clerk | \$37,635 | plus fees |
| Town Moderator | \$20 | |
| Assessors, Chair | \$1,738 | 2 members each at \$ 1,160 |
| Board of Health, Chair | \$341 | 2 members each at \$ 228 |
| Cemetery Commission, Chair | \$261 | 2 members each at \$ 198 |
| Planning Board, Chair | \$431 | 4 members each at \$ 69 |
| Planning Board, Vice-Chair | \$68 | |
| Planning Board Clerk | \$70 | |

Or act in any way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee recommends approval.

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 2021 - Effective July 1, 2021

| <u>Classification</u> | <u>Position Status</u> | <u>Grade</u> |
|---------------------------------------|------------------------|--------------|
| Library Page | Hourly | 1 |
| Election Worker | Hourly | 1 |
| Town Meeting Checker | Hourly | 1 |
| Election Clerk | Hourly | 1 |
| Election Warden | Hourly | 1 |
| Clerical | Special Temp | 1 |
| Library Housekeeper | Special Part Time | 1 |
| Council on Aging Van Driver | Reg. Part Time | 1 |
| Council on Aging Van Scheduler | Reg. Part Time | 2 |
| Asst. Laborer | Special Hourly | 2 |
| Library Asst./Sr. Technician | Reg. Part Time | 3 |
| Laborer/Custodian | Reg. Full Time | 3 |
| On Call Emergency Medical Technician | Hourly | 3 |
| On Call Firefighter | Hourly | 3 |
| Deputy Chief | Hourly | 3 + \$500 |
| Senior Library Assistant | Reg. Part Time | 4 |
| Asst. Town Clerk | Special Part Time | 5 |
| Police Service Aide | Hourly | 5 |
| Asst. Inspector/Electrician | Hourly | 5 |
| Assessor's Clerk | Reg. Part Time | 5 |
| Children's Librarian | Reg. Part Time | 5 |
| P&R Program Coordinator | Reg. Full Time | 5 |
| Equipment Operator/Laborer I | Reg. Full Time | 6 |
| Assistant Treasurer/Collector | Reg. Part Time | 6 |
| Assistant Library Director | Reg. Part Time | 7 |
| Admin Asst. to Board of Assessors | Reg. Part Time | 7 |
| Admin Asst. to Highway Superintendent | 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. Part Time | 7 |
| Equipment Operator/Mechanic I | Reg. Full Time | 7 |
| Equipment Operator/Laborer II | Reg. Full Time | 8 |
| Working Foreman | Reg. Full Time | 8 |
| COA Co-ord./Community Outreach | Reg. Part Time | 8 |
| Full Time Firefighter/EMT | Reg. Full Time | 8 |
| Admin Asst. to Health & Conservation | Reg. Part Time | 8 |
| Human Resources Administrator | 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 Lieutenant | Reg. Full Time | 11 |
| Fire Captain | Reg. Full Time | 12 |
| Highway/Cemetery Superintendent | Salaried | 12 + \$845 |
| Facilities Technician | Reg. Full Time | 13 |
| Fire Chief | Salaried | Contract |

Police Chief
Town Administrator

Salaried
Salaried

Contract
Contract

Schedule B: Salary Compensation Schedule

| Grade | Min | Mid | Max |
|--------------|------------|------------|------------|
| 1 | \$13.50 | \$14.81 | \$17.00 |
| 2 | \$13.70 | \$16.21 | \$18.68 |
| 3 | \$14.85 | \$17.52 | \$20.17 |
| 4 | \$15.98 | \$18.85 | \$21.70 |
| 5 | \$17.29 | \$20.34 | \$23.38 |
| 6 | \$18.69 | \$21.99 | \$25.29 |
| 7 | \$20.22 | \$23.75 | \$27.28 |
| 8 | \$21.79 | \$25.64 | \$29.47 |
| 9 | \$23.58 | \$27.69 | \$31.78 |
| 10 | \$25.46 | \$29.91 | \$34.39 |
| 11 | \$27.54 | \$32.33 | \$37.12 |
| 12 | \$29.67 | \$34.86 | \$40.06 |
| 13 | \$32.04 | \$37.66 | \$43.27 |
| 14 | \$34.57 | \$40.65 | \$46.71 |
| 15 | \$37.39 | \$43.92 | \$50.44 |
| 16 | \$40.36 | \$47.42 | \$54.47 |
| 17 | \$43.58 | \$51.23 | \$58.87 |
| 18 | \$46.98 | \$55.27 | \$63.54 |

Schedule C: Salary Compensation Schedule-

| Job Title | Annual Salary |
|--------------------------------|----------------------|
| Chairman, Registrar of Voters | \$853 |
| Director of Veteran's Services | \$247 |
| Electrical Inspector | \$18,893 |
| Assistant Electrical Inspector | \$1,300 |
| Plumbing Inspector | \$13,930 |
| Assistant Plumbing Inspector | \$1,157 |
| Gas Inspector | \$6,878 |
| Assistant Gas Inspector | \$589 |
| Registrar of Voters | \$331 |
| Health Agent | \$47,499 |
| Dog Officer | \$2,672 |
| Animal Inspector | \$1,704 |
| Nurse | \$10,000 |
| Vital Stat Clerk | \$200 |
| Tree Warden | \$1,442 |

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 14. To see if the Town will vote to transfer from available funds in the Treasury and appropriate the sum of \$9,053 for the purpose of funding the Town's 5% 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: Finance Committee recommends approval.

ARTICLE 15. To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$25,000 to the Other Post-Employment Benefits (OPEB) Liability Trust Fund; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 16. To see if the Town will vote to:

- (i) *rescind* the vote under Article 19 at the 2020 Annual Town Meeting to transfer \$75,000 from the Town's sale of real estate fund to appropriate to a Radio Communications Project for the Police Department, Fire Department, Highway Department, and the Light Department, due to a lack of funds in the account; and
- (ii) transfer from available funds in the Treasury and appropriate the sum of \$100,000 for the Radio Communications Project for the Police Department, Fire Department, Highway Department, and the Light Department; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 17. To see if the Town will vote to

- (i) *rescind* the vote under Article 24 at the 2020 Annual Town Meeting to transfer \$80,000 from the Town's sale of real estate fund to continued renovations to the Flagg Estate, due to a lack of funds in the account; and
- (ii) transfer from available funds in the Treasury and appropriate a sum not to exceed \$80,000.00 for the purpose of continuing renovations to the Flagg Estate; or act in any other way thereon

Sponsor: Police Department

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 18. To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$21,300 for the purpose of updating year two of the Town's Master Plan; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee 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 \$50,000.00 for the purpose of procuring a Mack 6-wheeled dump truck with plow, sander, wing; or act in any other way thereon.

Sponsor: Highway Department

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 20. To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$17,000 for the purpose of procuring a commercial Zero Turn mower; or act in any other way thereon.

Sponsor: Highway Department

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 21. To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$25,000 for the purpose of formalizing a Records Management and Retention System and renovating the Record Retention Room for the Town of Boylston; or act in any other way thereon.

Sponsor: Town Clerk

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 22. To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$25,000 for the purpose of renovating the lower level of the Town Hall; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 23. To see if the Town will vote to transfer from available funds in the Treasury and appropriate a sum not to exceed \$8,835.81 for the purpose of paying the following prior fiscal year bills; or act in any other way thereon.

- Automated Business Solutions, Inv. INV476009 February 28, 2021, Boylston Public Library, \$239.66
- Ace Temperature Control, Inc., Inv. 11888-101 April 5, 2020, Town of Boylston, \$2,068.50
- Mirick O'Connell, Town of Boylston, Inv. 481342 June 12, 2020, \$6,273.00
- Thompson Reuters, Town of Boylston, Inv. 842010892 April 3, 2020, \$254.65

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee 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 \$25,000 for the purpose of renovating the Historic Society Building; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee recommends approval.

ARTICLE 25. To see if the Town will vote to transfer to the Board of Selectmen for the purpose of disposal by sale a parcel of Town-owned land located on Cross Street, containing approximately 1.7471 acres, shown on Assessors Map 9 Parcel 14, and Assessors Map 9 Parcel 19, and shown as Parcel 14 on a plan on file with the Worcester District Registry of Deeds in Plan Book 940, Plan 24, said parcel originally acquired for public

roadway purposes and the Board of Selectmen, as Road Commissioners, having determined that the parcel is no longer needed for said purposes; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee Recommendation: Finance Committee recommends approval.

ARTICLE 26. To see if the Town will vote to transfer to the Board of Selectmen for the purpose of disposal by sale a parcel of Town-owned land located on Cross Street, containing approximately 0.8973 acres, shown on Assessors Map 9 Parcel 14, and Assessors Map 9 Parcel 19, and shown as Parcel 13 on a plan on file with the Worcester District Registry of Deeds in Plan Book 940, Plan 24, said parcel originally acquired for public roadway purpose and the Board of Selectmen, as Road Commissioners, having determined that the parcel is no longer needed for said purposes; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee Recommendation: Finance Committee recommends approval.

ARTICLE 27. To see if the Town will vote to appropriate, transfer from available funds in the Treasury, or borrow the sum of One Million Dollars (\$1,000,000.00) for the purchase of land generally known as 85 Sewall Street, Boylston, Massachusetts, containing approximately 30.4499 acres, more particularly shown as Lot B on the plan recorded with the Worcester South District Registry of Deeds in Plan Book 938, Plan 118 and described in a Deed recorded with the Worcester South District Registry of Deeds in Book 60034, Page 136; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Will make recommendation at Town Meeting

ARTICLE 28. To see if the Town will accept the provisions of the Acts of 1989, Chapter 653, Section 40, which amends the first paragraph of subsection (a) of section 2A of Chapter 59 of Massachusetts General Laws, as so appearing: "buildings and other things erected on or affixed to land during the period beginning on January second and ending on June thirtieth of the fiscal year preceding that to which the tax relates shall be deemed part of such real property as of January first."; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 29. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 17D, which section changes the asset qualifications for exemptions granted to senior citizens, surviving spouses, and surviving minors under Massachusetts General Laws Chapter 59, Section 5, Clause 17. The whole estate asset limit under Clause 17D is \$40,000, excluding the whole value of the subject property for which the exemption is to be applied. If the subject property is classified as an income-producing mixed-use class, the income-producing portion of the property is included in the whole estate assets. If the subject property is classified as containing more than three dwellings, the portion of the property that exceeds three dwellings is included in the whole estate assets; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 30. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 17E, which section authorizes an annual increase in the whole estate asset limit for exemptions granted to senior citizens, surviving spouses, and surviving minors under Massachusetts General Laws Chapter 59, Section 5, Clause 17D, by the percentage increase in the U. S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Massachusetts Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2021; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 31. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 17F, which section authorizes an annual increase in the exemption amount granted to senior citizens, surviving spouses, and surviving minors under Massachusetts General Laws Chapter 59, Section 5, Clause 17D, by the percentage increase in the U. S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Massachusetts Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2021; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 32. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 22G, which section states that real estate that is the domicile of a veteran or surviving spouse but is owned by a trustee, conservator, or other fiduciary for that person's benefit, would be eligible for exemption under Clauses 22, 22A, 22B, 22C, 22D, 22E, or 22F; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 33. To see if the Town will accept the provisions of the Acts of 1993, Chapter 110, Section 110 which section provides that the exemptions available under Massachusetts General Laws, Chapter 59, Section 5, Clauses 22, 22A, 22B, 22C, 22D, 22E, and 22F, may be granted to otherwise eligible veteran or surviving spouse who have resided in the Commonwealth for one year prior to the date of filing for exemptions pursuant to the applicable clause; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 34. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 37A, which section authorizes an increase to exemptions granted to blind persons under Massachusetts General Laws, Chapter 59, Section 5, Clause 37 to an annual amount of \$500.00; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 35. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 41C, which section provides an exemption for certain senior citizens with annual incomes up to \$13,000 if single and \$15,000 if married, and whole estate assets up to \$28,000 if single and \$30,000 if married, excluding the first two dwellings of multi-dwelling property domiciles.
AND to amend by local option the eligibility age from 70 years old to 65 years old for Clause 41C
AND to amend by local option the annual income limit to \$20,000 if single and \$30,000 if married
AND to amend by local option the whole estate asset limit to \$40,000 if single and \$55,000 if married
AND to amend by local option the exemption amount granted to \$750.00 from \$500.00; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 36. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the annual income limit and whole estate asset limits for exemptions granted to senior citizens under Massachusetts General Laws Chapter 59, Section 5,

Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2021; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 37 To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 54, which shall establish a minimum value of \$5,000 for personal property accounts to be subject to taxation; or act in any other way thereon.

Sponsor: Board of Assessors

ARTICLE 38. To see if the Town will vote to amend Section 16 of the Zoning By-laws, entitled Inclusionary Zoning, by making revisions to Section 16 as shown on a document entitled “Revisions to Section 16 of the Zoning By-laws”, on file and available for public inspection in the office of the Town Clerk, or act in any other way thereon.

Sponsor: Planning Board

ARTICLE 39. To see if the Town will vote to amend the Zoning By-laws by revising the Schedule of Use Regulations to allow for Outdoor Dining in certain Commercial Districts, as listed in Section 4.02.03, or act in any other way thereon.

| RR | R | GR | VB | HB | NB | RB | C | H | IP | FBD | MUI | Notes |
|----|---|----|-----|-----|-----|-----|-----|---|----|-----|-----|--|
| | | | SP# | SP# | SPR | SPR | SP# | | | SPR | | Subject to Board of Health requirements. |

Sponsor: Planning Board

ARTICLE 40. To see if the Town will vote to amend the Zoning By-laws by (i) inserting in Section 1.04 a new term and definition, to read “Common Driveway – A driveway serving more than two lots or properties in separate ownership” and (ii) inserting a new Section 17, to read as follows:

SECTION 17 – COMMON DRIVEWAYS

17.01 No person shall develop or construct a driveway serving two or more lots or properties unless without first obtaining a special permit from the Planning Board in accordance with this Section 17.

The Planning Board may issue a special permit to allow a common driveway upon a finding that the common driveway will promote efficient traffic flow, reduce traffic hazards from numerous individual driveways, consolidate access to lots across wetland resources, and otherwise where, in the Planning Board’s judgement, such an arrangement will be more advantageous to the neighborhood than separate driveways.

The design of common driveways shall assure adequate safety for emergency vehicles, water service, if available, including hydrants, and adequate drainage of surface waters and provision for turnaround for use in all seasons by emergency vehicles.

17.02 Common driveways shall meet the following standards:

17.02.1 Dimensional Standards in **Residential Districts:**

- Minimum pavement width 18 feet.
- Minimum easement width 24.
- Maximum grade 8%.
- Curb Cut No closer than 100 feet from the centerline intersections right-of-way.
- Maximum number of lots serviced by one common driveway: 3.
- Maximum length of common driveway: 300 feet.

17.02.2 Dimensional Standards in **Commercial/Business/Industrial Districts:**

- Minimum pavement width 22 feet.
- Minimum easement width 40 feet.
- Maximum grade 10%.
- Curb Cut No closer than 100 feet from the centerline intersections right-of-way.
- Maximum number of lots serviced by one common driveway: 5.
- Maximum length of common driveway: 1,500 feet.

The Planning Board shall have the discretion to require curbing or gravel shoulders where appropriate.

17.03 For commercial, business and industrial developments (i) turnarounds shall be located along the driveway, subject to Planning Board approval; and (ii) adequate lighting shall be provided along the common driveway subject to Planning Board approval.

17.04 A declaration of covenants, easements and restrictions for the use and maintenance of said common driveway may be required by the Planning Board and shall include arrangements satisfactory to the Board concerning: roadway maintenance, snowplowing, rubbish collection, utilities and potential future use as a public way.

17.05 Addresses of all buildings accessed off the common driveway shall be posted on a sign at the entrance of the driveway that is visible for residents, employees, visitors and public safety officials.

17.06 No occupancy permit for a building to be served by a common driveway shall be issued until the Planning Board certifies in writing that the common driveway has been completed in accordance with the standards of this section.

Or act in any other way thereon.

Sponsor: Planning Board

ARTICLE 41. To see if the Town will vote to amend Section 8 of the General By-Laws by revising subparts 8.1 and 8.11 as follows:

Section 8 Streets and Sidewalks

8.1 No person shall place, or cause to be placed in any public way, or in any other place in Town any obstruction,ashes, tin can, garbage, filth, offal, carrion, snow, grass, leaves, or any other kind of rubbish, or any junk machinery or vehicles, or any other equipment deemed by Selectmen to be unsightly or unhealthy.

8.11 Per diem non-criminal penalty for violation of Streets and Sidewalks By-Law \$100.00 (\$50.00); ; or act in any other way thereon.

Sponsor: Highway Department

ARTICLE 42. To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, or otherwise provide the sum of \$18,203,089 (Eighteen Million Two Hundred Three Thousand Eighty-nine Dollars and zero cents), or any other amount, as set forth in the budget for the purpose of operating and maintaining the various departments of the Town, and to meet such appropriation:

1. The sum of \$ 85,000 be transferred from the Ambulance Receipts Reserved and appropriated to the Fire Department budget;
2. The sum of \$ 131,872.32 or any other amount, be transferred from the Overlay Reserve Account;
3. The sum of \$ 250,000 be transferred from available Free Cash; and

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, 2021, 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 2022 Report of the Finance Committee; or act in any other way thereon.

Sponsor: Board of Selectmen

Finance Committee comments: Finance Committee 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 Third (3rd) day of May, 2021 AD.
Board of Selectmen for the Town of Boylston

Board of Selectmen for the Town of Boylston

Matthew Mecum

James Underwood, Chairman

Seth Ridinger

| <u>Acct. #</u> | <u>Department</u> | <u>Approved FY 2021 Budget</u> | <u>Proposed FY 2022 Budget</u> | <u>% Difference from FY21</u> |
|---------------------------------------|--------------------------------|------------------------------------|------------------------------------|---------------------------------------|
| <u>GENERAL GOVERNMENT</u> | | | | |
| SPECIAL TOWN MEETINGS (113): | | | | |
| 5780 | Special Town Meeting Notices | 1,900 | 1,900 | 0.0% |
| Total Special Town Meetings | | \$1,900 | \$1,900 | 0.0% |
| MODERATOR (114): | | | | |
| 5110 | Moderator Salary | 0 | 0 | #DIV/0! |
| Total Moderator | | \$0 | \$0 | #DIV/0! |
| BOARD OF SELECTMEN (122): | | | | |
| 5110 | Selectmen Salary | 4,367 | 4,476 | 2.5% |
| 5111 | Administrative Assistant | 56,769 | 46,845 | -17.5% |
| 5112 | Town Administrator Salary | 95,325 | 97,709 | 2.5% |
| 5113 | Human Resources Administrator | 17,311 | 17,744 | 2.5% |
| 5114 | Town Planner | 30,000 | 40,930 | 36.4% |
| 5780 | Selectmen General Expenses | 20,865 | 21,065 | 1.0% |
| 5385 | Town Audit | 22,245 | 19,000 | -14.6% |
| Total Board of Selectmen | | \$246,882 | \$247,769 | 0.4% |
| FINANCE COMMITTEE (131): | | | | |
| 5780 | Finance Committee Expenses | 400 | 400 | 0.0% |
| Total Finance Committee | | \$400 | \$400 | 0.0% |
| RESERVE FUND (132): | | | | |
| 5785 | Reserve Fund | 100,000 | 100,000 | 0.0% |
| Total Reserve Fund | | \$100,000 | \$100,000 | 0.0% |
| TOWN ACCOUNTANT (135): | | | | |
| 5300 | Accountant Salary | 40,268 | 38,768 | -3.7% |
| 5780 | Accountant Expenses | 10,223 | 12,713 | 24.4% |
| Total Town Accountant | | \$50,491 | \$51,481 | 2.0% |
| BOARD OF ASSESSORS (141): | | | | |
| 5110 | Members Salaries | 3,960 | 4,059 | 2.5% |
| 5111 | Clerk Salary | 34,414 | 28,304 | -17.8% |
| 5112 | Clerical Wages or Services | 26,356 | 27,015 | 2.5% |
| 5112 | Principle Appraiser Salary | 35,000 | 47,204 | 34.9% |
| 5780 | Expenses | 39,280 | 46,638 | 18.7% |
| 5201 | Appraisal Expense | 14,000 | 4,500 | -67.9% |
| 5202 | Dicentennial Appraisal | 30,000 | 0 | 0.0% |
| 5801 | Triennial Property Revaluation | 0 | 29,500 | 0.0% |
| Total Board of Assessors | | \$183,010 | \$187,220 | 2.3% |
| TREASURER/COLLECTOR (145,146): | | | | |
| 5110 | Treasurer Salary | 78,278 | 80,235 | 2.5% |
| 5110 | Treasurer/Collector Stipend | 1,000 | 1,000 | 0.0% |
| 5111 | Clerical Wages | 34,444 | 35,305 | 2.5% |
| 5780 | Expenses | 41,361 | 43,581 | 5.4% |
| Total Treasurer | | \$155,083 | \$160,121 | 3.2% |

| <u>Acct. #</u> | <u>Department</u> | <u>Approved FY 2021 Budget</u> | <u>Proposed FY 2022 Budget</u> | <u>% Difference from FY21</u> |
|---------------------------------------|--------------------------------------|------------------------------------|------------------------------------|---------------------------------------|
| TOWN COUNSEL (151): | | | | |
| 5110 | Town Counsel Retainer | | | |
| 5780 | Town Counsel Expense | 80,000 | 90,000 | 12.5% |
| Total Town Counsel | | \$80,000 | \$90,000 | 12.5% |
| TAX TITLE CUSTODIAN (158): | | | | |
| 5780 | Tax Title Custodian Expense | 1,050 | 10,050 | 857.1% |
| Total Tax Title Custodian | | \$1,050 | \$10,050 | 857.1% |
| TOWN CLERK (161): | | | | |
| 5110 | Town Clerk Salary | 36,716 | 37,634 | 2.5% |
| 5111 | Clerical Wages | 12,600 | 14,446 | 14.7% |
| 293-5110 | Parking Clerk | 260 | 260 | 0.0% |
| 5780 | Expenses | 1,985 | 4,660 | 134.8% |
| Total Town Clerk | | \$51,561 | \$57,000 | 10.5% |
| ELECTIONS/REGISTRATIONS (162): | | | | |
| 5110 | Salaries | 6,951 | 3,281 | -52.8% |
| 5780 | Expenses | 8,060 | 9,450 | 17.2% |
| Total Elections/Registrations | | \$15,011 | \$12,731 | -15.2% |
| CONSERVATION COMMISSION (171): | | | | |
| 5111 | Salary | 23,845 | 24,441 | 2.5% |
| 5780 | Expenses | 950 | 750 | -21.1% |
| 5781 | Stormwater Management | 20,000 | 25,000 | 25.0% |
| 5300 | Engineering Fees | | | |
| Total Conservation Commission | | \$44,795 | \$50,191 | 12.0% |
| PLANNING BOARD (175): | | | | |
| 5110 | Members Salaries | 618 | 633 | 2.5% |
| 5111 | Official Clerk Salary | 67 | 68 | 2.5% |
| 5112 | Administrative Assistant Wages | 11,767 | 9,649 | -18.0% |
| 5350 | Consulting Services | | | |
| 5780 | Expenses | 2,550 | 2,050 | -19.6% |
| Total Planning Board | | \$15,002 | \$12,401 | -17.3% |
| OTHER GENERAL GOVERNMENT: | | | | |
| 5780 | Earth Removal Board Expense (173) | 100 | 500 | 400.0% |
| 5780 | Tri Town Hazardous Waste Project | 2,800 | 2,800 | 0.0% |
| 5780 | Municipal Office Expenses (192) | 43,070 | 43,910 | 2.0% |
| 5380 | Town Reports (195) | 2,400 | 2,400 | 0.0% |
| 5780 | Employee Physical Examinations (919) | 500 | 500 | 0.0% |
| 5780 | Town House Expense (196) | 14,950 | 14,550 | -2.7% |
| 5780 | Town Garage Expense (197) | 23,220 | 23,220 | 0.0% |
| 5699 | CMRPC Assessment (000) | 1,300 | 1,310 | 0.8% |
| 5240 | Repairs to Town Buildings (198) | 0 | 0 | #DIV/0! |
| Total Other General Government | | \$88,340 | \$89,190 | 1.0% |
| TOTAL GENERAL GOVERNMENT | | \$1,033,525 | \$1,070,455 | 3.6% |

| <u>Acct. #</u> | <u>Department</u> | <u>Approved FY 2021 Budget</u> | <u>Proposed FY 2022 Budget</u> | <u>% Difference from FY21</u> |
|--|-----------------------------|------------------------------------|------------------------------------|---------------------------------------|
| <u>PUBLIC SAFETY</u> | | | | |
| <u>POLICE (210):</u> | | | | |
| 5110 | Salaries and Wages | 958,983 | 1,155,723 | 20.5% |
| 5140 | Overtime Salaries and Wages | 159,962 | 60,000 | -62.5% |
| 5780 | Expenses | 163,703 | 178,453 | 9.0% |
| Total Police | | \$1,282,648 | \$1,394,176 | 8.7% |
| <u>FIRE (220):</u> | | | | |
| 5110 | Salaries and Wages | 418,812 | 446,961 | 6.7% |
| 5140 | Overtime Salaries and Wages | 2,588 | 5,000 | 93.2% |
| 5780 | Expenses | 72,429 | 74,580 | 3.0% |
| Total Fire | | \$493,829 | \$526,541 | 6.6% |
| <u>FIRE/POLICE/AMB. DISPATCH (230):</u> | | | | |
| 5110 | Salaries and Wages | 249,215 | 259,561 | 4.2% |
| 5140 | Overtime Salaries and Wages | 12,050 | 12,448 | 3.3% |
| 5780 | Expenses | 14,974 | 14,974 | 0.0% |
| Total Dispatch | | \$276,239 | \$286,983 | 3.9% |
| <u>BUILDING INSPECTOR (241):</u> | | | | |
| 5110 | Building Inspector Services | 58,425 | 59,886 | 2.5% |
| 5111 | Clerical Wages | 26,527 | 27,115 | 2.2% |
| 5780 | Expenses | 5,500 | 9,250 | 68.2% |
| Total Building Inspector | | \$90,452 | \$96,251 | 6.4% |
| <u>GAS INSPECTOR (242):</u> | | | | |
| 5110 | Gas Inspector Salary | 3,467 | 7,467 | 115.4% |
| 5780 | Gas Inspector Expenses | 850 | 850 | 0.0% |
| Total Gas Inspector | | \$4,317 | \$8,317 | 92.7% |
| <u>PLUMBING INSPECTOR (243):</u> | | | | |
| 5110 | Plumbing Inspector Salary | 11,498 | 15,087 | 31.2% |
| 5780 | Plumbing Inspector Expenses | 0 | 0 | #DIV/0! |
| Total Plumbing Inspector | | \$11,498 | \$15,087 | 31.2% |
| <u>WIRING INSPECTOR (245):</u> | | | | |
| 5110 | Wiring Inspector Salary | 10,574 | 20,193 | 91.0% |
| 5780 | Expenses | 1,000 | 1,000 | 0.0% |
| Total Wiring Inspector | | \$11,574 | \$21,193 | 83.1% |
| Total Building Department | | \$117,841 | \$140,848 | 19.5% |
| <u>DOG OFFICER (292):</u> | | | | |
| 5110 | Dog Officer Wages | 2,607 | 2,672 | 2.5% |
| 5780 | Expenses | 1,100 | 1,100 | 0.0% |
| Total Dog Officer | | \$3,707 | \$3,772 | 1.8% |
| <u>OTHER PUBLIC SAFETY:</u> | | | | |
| 5110 | Tree Warden Salary (294) | 1,407 | 1,442 | 2.5% |
| 5780 | Tree Warden Expense (294) | 17,500 | 32,500 | 85.7% |
| Total Other Public Safety | | \$18,907 | \$33,942 | 79.5% |

| <u>Acct. #</u> | <u>Department</u> | <u>Approved FY 2021 Budget</u> | <u>Proposed FY 2022 Budget</u> | <u>% Difference from FY21</u> |
|------------------------------------|-------------------------|------------------------------------|------------------------------------|---------------------------------------|
| TOTAL PUBLIC SAFETY | | \$2,193,170 | \$2,386,261 | 8.8% |
| <u>EDUCATION</u> | | | | |
| ELEMENTARY SCHOOL (320): | | | | |
| 5110 | School Committee Salary | 0 | 0 | #DIV/0! |
| 5510 | Elementary Education | 3,439,710 | 3,618,603 | 5.2% |
| | Capital Assessment | 72,000 | 65,000 | -9.7% |
| Total Elementary School | | 3,511,710 | 3,683,603 | 4.9% |
| REGIONAL DISTRICT (340): | | | | |
| 5651 | Regular Assessment | 5,281,071 | 5,555,367 | 5.2% |
| | Capital Assessment | 1,146,328 | 1,040,371 | -9.2% |
| Total Regional District | | \$6,427,399 | \$6,595,738 | 2.6% |
| VOCATIONAL EDUCATION (345): | | | | |
| 5320 | Tuition | 580,109 | 598,708 | 3.2% |
| 5380 | Transportation | 105,702 | 105,218 | -0.5% |
| Total Vocational Education | | \$685,811 | \$703,926 | 2.6% |
| TOTAL EDUCATION | | \$10,624,920 | \$10,983,267 | 3.4% |

PUBLIC WORKS

HIGHWAY DEPARTMENT (420):

| | | | | |
|---------------------------------|---------------------------|------------------|------------------|-------------|
| 5110 | Salaries and Wages | 398,716 | 429,894 | 7.8% |
| 5780 | Expenses | 345,850 | 345,850 | 0.0% |
| 5781 | Highway Building expenses | 24,950 | 25,250 | 1.2% |
| Total Highway Department | | \$769,516 | \$800,994 | 4.1% |

SNOW AND ICE REMOVAL (423):

| | | | | |
|-----------------------------------|-------------------------------|------------------|------------------|-------------|
| 5140 | Snow and Ice Removal Overtime | 30,000 | 30,000 | 0.0% |
| 5780 | Snow and Ice Removal Expenses | 180,000 | 185,000 | 2.8% |
| Total Snow and Ice Removal | | \$210,000 | \$215,000 | 2.4% |

STREET LIGHTING (424):

| | | | | |
|--------------------------------------|-------------------------|----------------|----------------|--------------|
| 5210 | Street Lighting Expense | 9,000 | 8,500 | -5.6% |
| Total Street Lighting Expense | | \$9,000 | \$8,500 | -5.6% |

CEMETERY (491):

| | | | | |
|-----------------------|------------------------|----------------|----------------|-------------|
| 5110 | Salaries and Wages | 640 | 656 | 2.5% |
| 5780 | Materials and Expenses | 4,200 | 4,200 | 0.0% |
| Total Cemetery | | \$4,840 | \$4,856 | 0.3% |

TOTAL PUBLIC WORKS

\$993,356 \$1,029,350 3.6%

HUMAN SERVICES

BOARD OF HEALTH (510):

| | | | | |
|------|--------------------|--------|--------|------|
| 5110 | Salaries and Wages | 778 | 797 | 2.5% |
| 5111 | Clerical Wages | 21,835 | 22,381 | 2.5% |

| <u>Acct. #</u> | <u>Department</u> | <u>Approved FY 2021</u> <u>Budget</u> | <u>Proposed FY 2022</u> <u>Budget</u> | <u>%</u> <u>Difference</u> <u>from FY21</u> |
|--|---------------------------------------|--|--|---|
| 5112 | Vital Statistic Wages | 200 | 200 | 0.0% |
| 5113 | Animal Inspector Wages | 1,622 | 1,800 | 11.0% |
| 5114 | Sanitation Inspector Salary | 46,340 | 48,509 | 4.7% |
| 5780 | Expenses | 5,000 | 5,000 | 0.0% |
| 5786 | Special Projects | 2,500 | 3,500 | 40.0% |
| Total Board of Health | | \$78,275 | \$82,187 | 5.0% |
| NURSING (522): | | | | |
| 5110 | Nurse's Salary | 3,000 | 10,000 | 233.3% |
| Total Nursing | | \$3,000 | \$10,000 | 233.3% |
| COUNCIL ON AGING (541): | | | | |
| 5110 | Coordinator Salary-Meals | 0 | 0 | #DIV/0! |
| 5780 | Expenses | 5,635 | 5,635 | 0.0% |
| 5781 | Van Expenses | 7,000 | 7,000 | 0.0% |
| 5110 | Salaries and Wages | 60,090 | 64,410 | 7.2% |
| Total Council on Aging | | \$72,725 | \$77,045 | 5.9% |
| VETERANS SERVICES (543): | | | | |
| 5110 | Veterans Agent Salary | 240 | 246 | 2.5% |
| 5300 | Veterans Benefits | 20,000 | 5,000 | -75.0% |
| 5780 | Veterans Services Expenses | 315 | 315 | 0.0% |
| Total Veterans Services | | \$20,555 | \$5,561 | -72.9% |
| TOTAL HUMAN SERVICES | | \$174,555 | \$174,793 | 0.1% |
| <u>CULTURE & RECREATION</u> | | | | |
| LIBRARY (610): | | | | |
| 5110 | Salaries and Wages | 184,652 | 184,824 | 0.1% |
| 5780 | Expenses | 74,040 | 74,040 | 0.0% |
| Total Library | | \$258,692 | \$258,864 | 0.1% |
| PARKS AND RECREATION (650): | | | | |
| 5110 | Salary | 25,477 | 26,114 | 2.5% |
| 5780 | Equipment and No Fee Programs Expense | 6,115 | 8,104 | 32.5% |
| Total Parks and Recreation | | \$31,592 | \$34,218 | 8.3% |
| HISTORICAL COMMISSION (670): | | | | |
| 5780 | Expenses | 5,000 | 5,000 | 0.0% |
| 5785 | Project Expenses | 1,200 | 1,200 | 0.0% |
| 5780 | Building Maintenance | 7,000 | 7,000 | 0.0% |
| Total Historical Commission | | \$13,200 | \$13,200 | 0.0% |
| CELEBRATIONS (640): | | | | |
| 5780 | Memorial Day | 4,000 | 4,000 | 0.0% |
| Total Memorial Day | | \$4,000 | \$4,000 | 0.0% |
| TOTAL CULTURE AND RECREATION | | \$307,484 | \$310,281 | 0.9% |

| <u>Acct. #</u> | <u>Department</u> | <u>Approved FY 2021 Budget</u> | <u>Proposed FY 2022 Budget</u> | <u>% Difference from FY21</u> |
|---|-----------------------------------|------------------------------------|------------------------------------|---------------------------------------|
| <u>MATURING DEBT</u> | | | | |
| 5910 | Maturing Debt-Principal (710) | 260,000 | 260,000 | 0.0% |
| 5915 | Maturing Debt-Interest (750) | 133,425 | 125,625 | -5.8% |
| 5915 | Sewall St property (year 1 of 10) | 0 | 115,625 | #DIV/0! |
| TOTAL MATURING DEBT | | \$393,425 | \$501,250 | 27.4% |
| <u>EMPLOYEE BENEFITS AND INSURANCE</u> | | | | |
| EMPLOYEE BENEFITS: | | | | |
| 5171 | Pension Expense (911) | 726,665 | 705,353 | -2.9% |
| | Longevity Bonus | 6,250 | 6,750 | 8.0% |
| 5171 | Unemployment Compensation (913) | 12,500 | 12,500 | 0.0% |
| 5171 | Group Dental | 0 | 38,094 | #DIV/0! |
| 5171 | Group Health | 813,120 | 750,479 | -7.7% |
| 5171 | Group Life | 0 | 3,542 | #DIV/0! |
| 5171 | Medicare | 0 | 61,885 | #DIV/0! |
| Total Employee Benefits | | \$1,558,535 | \$1,578,603 | 1.3% |
| WORKERS COMP/GENERAL INSURANCE (942) | | | | |
| 5740 | Workers Comp & General Insurance | 156,322 | 168,828 | 8.0% |
| Total Workers Comp & General Insurance | | \$156,322 | \$168,828 | 8.0% |
| TOTAL EMPLOYEE BENEFITS/INSURANCE | | \$1,714,857 | \$1,747,431 | 1.9% |
| GRAND TOTAL ALL BUDGETS | | \$17,435,294 | \$18,203,089 | 4.4% |

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
