

ANNUAL TOWN MEETING

**2007
WARRANT**



**TOWN OF TEWKSBURY
COMMONWEALTH OF MASSACHUSETTS**

Finance Committee Public Hearing

April 25, 2007 7:00 p.m.
Town Hall Auditorium

Annual Town Meeting

May 7, 2007 8:00 p.m.
Tewksbury Memorial High School

TOWN MEETING GUIDELINES

- ** Voters and Visitors shall have their identification ribbons conspicuously displayed.
- ** Visitors shall sit in the designated VISITORS SECTION unless they are assigned to a designated area.
- ** Standing at the doors or in the aisles inside the gymnasium or auditorium is prohibited.
- ** No one shall enter the gymnasium or auditorium while voting is in progress.
- ** Everyone shall be at a seat so as to allow the vote to be counted without hindrance.
- ** Collecting signatures upon petitions or nomination papers is prohibited in the building where the Town Meeting is being held.
- ** Food and beverages are not allowed in the gymnasium or auditorium as per order of the School Committee.
- ** Smoking is not allowed in the School Building or on School Property.
- ** To prevent active interference with the conduct of the Town Meeting, any person taping, video taping or using any other means of sonic reproduction is assigned to the designated Press Table or the side aisle perimeters of the gymnasium or auditorium.

This meeting is being held at a site which is physically accessible to persons with disabilities. Other reasonable accommodation to disability related needs will be provided upon request. Please call (978) 640-4488 or TTY (978) 640-4489 at least 72 hours in advance of the event to request accommodation.

<u>Annual Town Meeting</u>	<u>Annual Town Meeting</u>	<u>Special Town Meeting</u>
<p>MONDAY, May 7, 8 P.M.</p> <ul style="list-style-type: none"> ● Consent Calendar Articles ● Annual Budget ● Budget Related Articles ● Personnel By-Law Amendments 	<p>WEDNESDAY, May 9, 8 P.M.</p> <ul style="list-style-type: none"> ● Zoning By-Law Amendments ● Town By-Law Amendments ● General Articles 	<p>WEDNESDAY, May 9, 7 P.M.</p>

Middlesex, ss.

To any of the Constables of the Town of Tewksbury, in said County:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Tewksbury, qualified to vote in Town affairs, to meet and assemble at Tewksbury Memorial High School, Pleasant Street, in said Tewksbury on Monday, May 7, 2007, at 8:00 p. m. to act on the following articles:

SECTION 1

ARTICLE 1

To choose all necessary Town Officers, by ballot, Two (2) members of the Board of Selectmen for three years; Two (2) members of the Board of Health for three years; One (1) member of the Planning Board for five years. Two (2) members of the School Committee for three years; One (1) member of the Regional Voke School Committee for three years; and Two (2) Library Trustees for three years.

SECTION 2

Article 2	Elected Officials Salaries	
Article 3	Consent Calendar	
Article 4	Budget	
Article 5	Budget Related	Sewer Enterprise Fund
Article 6	Budget Related	Water Enterprise Fund
Article 7	Budget Related	Reduce the Tax Levy
Article 8	Budget Related	Balance the FY08 Sewer Enterprise Fund
Article 9	Budget Related	Improvement to Town Water System
Article 10	Budget Related	New Fire Hydrants
Article 11	Budget Related	New Residential Water Meters
Article 12	Budget Related	Design and Construction of Sidewalks
Article 13	Budget Related	Stabilization Fund
		Fire Equipment
Article 14	Budget Related	Stabilization Fund Fire Protective Gear
Article 15	Budget Related	Sewer Pump Stations Maintenance

Article 16 Budget Related	Accept Easements -Catamount Road
Article 17 Budget Related	Catamount Road Easements
Article 18 Budget Related	Community Housing
	Consulting Services
Article 19 Budget Related	Community Housing
	Buydown Program
Article 20 Budget Related	Community Preservation Revenues
Article 21 Budget Related	Community Preservation
	Administrative and Operating
	Expenses
Article 22 Budget Related	Community Housing Construction
	(Pondview)
Article 23 Budget Related	Affordable Housing Trust Fund
	Allocation Plan
Article 24 Personnel By-Law	Amend Personnel By-Law
	Wage Deferral Program
Article 25 Personnel By-Law	Amend Personnel By-Law
	Terminal Leave
Article 26 Personnel By-Law	Amend Personnel By-Law
	Municipal Hearing Officer
Article 27 Personnel By-Law	Amend Personnel By-Law
	Activities/Volunteer
	Coordinator

ARTICLE 2

To see if the Town will vote to fix the salaries of several elected officials for the fiscal year 2008.

	<u>FY 07</u>	<u>FY08</u>
	<u>Present</u>	<u>Requested</u>
<u>BOARD OF HEALTH</u>		
Chairman	450	450
Members (4)	350	350
<u>MODERATOR</u>		
	500	500
<u>PLANNING BOARD</u>		
Chairman	1200	1200
Members (4)	850	850

	<u>FY 07</u>	<u>FY08</u>
	<u>Present</u>	<u>Requested</u>
<u>SCHOOL COMMITTEE</u>		
Chairman	3000	3000
Members (4)	2500	2500
<u>SELECTMEN</u>		
Chairman	6000	6000
Members (4)	5000	5000

Executive Summary: The purpose of the article is to fix the salaries of certain elected Town officials.

ARTICLE 3

Consent Calendar

The Moderator will call out the number of the Articles, one by one. If a voter objects to any particular Article being included in the Consent Calendar, he/she should say the word "HOLD" when the number is called. The Article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner. After calling of the individual items in the Consent Calendar, the Moderator shall ask that the voters pass all the remaining items as a unit.

- Article 3-28 Accept the Annual Report
- Article 3-29 Lease/Purchase Agreement
- Article 3-30 Authorize Chapter 90 Funds
- Article 3-31 Establish Recreation Department Revolving Fund
- Article 3-32 Re-authorizes Continuance of Street/Traffic Sign Revolving Fund
- Article 3-33 Authorize Sale of Town Owned Land

ARTICLE 3-28

To hear and act upon reports of the various town officers; or take any action relative thereto.

Town Manager

Executive Summary: The purpose of the article is to accept the report of various town officers; which were printed in the 2006 Town Report.

ARTICLE 3-29

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations or take any related action.

Town Manager

Executive Summary: This article is acted on annually and allows the Town Manager to lease/purchase equipment for various Town departments subject to an annual appropriation.

ARTICLE 3-30

To see if the Town will vote: (1) to appropriate a sum of money to survey, design and undertake repairs to roads and bridges under the provisions of Chapter 90 of the Massachusetts General Laws, and to obtain any material and/or services incidental thereto; (2) to authorize the Board of Selectmen to acquire easements in conjunction therewith by the purchase, gift, lease, eminent domain, or otherwise; (3) in furtherance of the project(s) to authorize the Board of Selectmen to apply for, accept and expend any federal, state and/or private grants without further appropriation shall be raised by transfer from available funds or by borrowing; or take any other action relative thereto.

Town Manager

Executive Summary: Each year the state indicates the amount it will allot to cities and towns for roadwork under Chapter 90. This article authorizes the town to spend these funds.

ARTICLE 3-31

To see if the Town will vote to accept the provisions of Chapter 44, Section 53E ½ of the Massachusetts General Laws, establishing a self sufficient revolving fund, effective July 1, 2007, to account for revenues and expenditures of the Town of Tewksbury Recreation Dept relating to the summer program and other recreation related programs. The fund shall be credited with all amounts received from individuals participating in these programs. Expenditures of the fund shall be authorized by the Town Manager or his/her designee. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$225,000, or take any other ac-

tion relative thereto.

Town Manager

Executive Summary: This article authorizes the Town to establish a self sufficient revolving fund to account for revenues and expenditures of running the summer program and other recreation related programs in the Town of Tewksbury.

ARTICLE 3-32

To see if the Town will vote to authorize under the provisions of Chapter 44, Section 53E½ of the Massachusetts General Laws, establishing a self sufficient revolving fund to account for revenues and expenditures relating to the purchase and/or manufacture and installation of street and traffic regulatory signage, including pavement markings in the Town of Tewksbury. The fund shall be credited with all amounts received from individuals requesting that the Town install street signage. Expenditures of the fund shall be authorized by the Town Manager or his/her designee. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$10,000.00; or take any other action relative thereto.

Town Manager

Executive Summary: This article reauthorizes the Town to continue a self sufficient revolving fund to account for the revenues and expenditures of purchasing, manufacturing, and installing street and traffic regulatory signage, including pavement markings, in the Town of Tewksbury.

ARTICLE 3-33

To see if the Town will vote to authorize the Town Manager/Board of Selectmen to sell at auction a parcel of Town property described as Assessor's Map 81 Lot 43 under the provisions of the Town By-Laws. Said property was taken by tax foreclosure procedures. Or take any other action relative thereto.

William and Linda Wareham and Others

Executive Summary: The Town acquired this property by tax foreclosure on or about May 31, 2006. By allowing the town to sell this property it can be returned to the tax rolls.

ARTICLE 4

BUDGET

To see what sums the Town will raise and appropriate, transfer or otherwise provide, for its necessary and expedient purposes as designated hereafter, and to direct that these funds be expended only for such purposes under the direction of the respective boards, committees and officers for the fiscal year which begins July 1, 2007 or take any related action.

FY08 GENERAL FUND BUDGET

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
General Government				
Moderator				
Salaries	500	500	500	500
Operating	<u>-</u>	<u>75</u>	<u>75</u>	<u>75</u>
Total	500	575	575	575
Selectmen				
Salaries	18,382	28,500	28,500	28,500
Operating	153,246	133,896	137,710	137,710
Sewer Enterprise Fund Allocation	(2,483)	(2,436)	(2,494)	(2,494)
Water Enterprise Fund Allocation	<u>(2,469)</u>	<u>(2,436)</u>	<u>(2,494)</u>	<u>(2,494)</u>
Total	166,676	157,524	161,222	161,222
Town Manager				
Salaries	345,278	305,086	316,501	316,501
Operating	4,024	6,760	7,000	6,000
Sewer Enterprise Fund Allocation	(16,731)	(15,492)	(16,175)	(16,175)
Water Enterprise Fund Allocation	<u>(16,731)</u>	<u>(15,492)</u>	<u>(16,175)</u>	<u>(16,175)</u>
Total	315,840	280,862	291,151	290,151
Finance Committee				
Salaries	2,052	2,105	2,570	2,570
Operating	<u>1,320</u>	<u>1,160</u>	<u>1,455</u>	<u>1,255</u>
Total	3,372	3,265	4,025	3,825
Town Counsel				
Operating	176,178	165,000	169,950	169,950
Sewer Enterprise Fund Allocation	(4,125)	(4,125)	(4,249)	(4,249)
Water Enterprise Fund Allocation	<u>(4,125)</u>	<u>(4,125)</u>	<u>(4,249)</u>	<u>(4,249)</u>
Total	167,928	156,750	161,452	161,452
Personnel Relations Review Board				
Salaries (Escrow for Wage Increase)	-	-	278,450	230,400
Operating	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>
Total	-	200	278,650	230,600

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
Administrative Services				
Salaries	92,890	94,670	94,878	94,878
Operating	18,631	19,000	18,500	18,500
Sewer Enterprise Fund Allocation	(1,686)	(1,705)	(1,701)	(1,701)
Water Enterprise Fund Allocation	<u>(1,686)</u>	<u>(1,705)</u>	<u>(1,701)</u>	<u>(1,701)</u>
Total	108,149	110,260	109,976	109,976
Town Clerk				
Salaries	223,831	215,232	217,780	217,780
Operating	10,432	13,565	13,640	13,640
Sewer Enterprise Fund Allocation	(3,640)	(3,439)	(3,472)	(3,472)
Water Enterprise Fund Allocation	<u>(3,640)</u>	<u>(3,439)</u>	<u>(3,472)</u>	<u>(3,472)</u>
Total	226,983	221,919	224,476	224,476
Election				
Salaries	17,372	49,909	20,300	20,300
Operating	<u>6,640</u>	<u>11,350</u>	<u>7,100</u>	<u>7,100</u>
Total	24,012	61,259	27,400	27,400
Board of Registrars				
Salaries	2,850	2,850	2,850	2,850
Operating	<u>1,595</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
Total	4,445	4,450	4,450	4,450
Unclassified-Group Insurance Allocation	-	194,134	186,052	186,052
Retirement	-	118,107	127,027	127,027
Medicare	-	<u>8,604</u>	<u>8,366</u>	<u>8,366</u>
Total	-	320,845	321,445	321,445
Total General Government	1,017,905	1,317,909	1,584,822	1,535,572
Finance Department				
Accounting				
Salaries	188,507	191,678	194,400	194,400
Operating	7,986	8,612	8,637	8,137
Sewer Enterprise Fund Allocation	(4,593)	(5,007)	(5,076)	(5,076)
Water Enterprise Fund Allocation	<u>(4,593)</u>	<u>(5,007)</u>	<u>(5,076)</u>	<u>(5,076)</u>
Total	187,307	190,276	192,885	192,385
Computer Services				
Salaries	148,727	151,162	152,662	152,662
Operating	108,983	110,289	117,450	117,450
Outlay	36,642	18,000	36,000	26,000
Sewer Enterprise Fund Allocation	(4,913)	(4,662)	(3,992)	(3,992)
Water Enterprise Fund Allocation	<u>(6,247)</u>	<u>(5,777)</u>	<u>(4,707)</u>	<u>(4,707)</u>
Total	283,192	269,012	297,413	287,413

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
Assessor				
Salaries	222,641	227,494	238,141	238,141
Operating	21,729	31,863	26,200	25,200
Sewer Enterprise Fund Allocation	(11,726)	(11,927)	(12,300)	(12,300)
Water Enterprise Fund Allocation	<u>(11,726)</u>	<u>(11,927)</u>	<u>(12,300)</u>	<u>(12,300)</u>
Total	20,918	235,503	239,741	238,741
Treasurer/Collector				
Salaries	-	358,591	357,965	357,965
Operating	346,655	183,546	215,873	215,873
Outlay	185,352	-	-	-
Sewer Enterprise Fund Allocation	(56,056)	(58,195)	(61,186)	(61,186)
Water Enterprise Fund Allocation	<u>(70,855)</u>	<u>(73,753)</u>	<u>(76,677)</u>	<u>(76,677)</u>
Total	405,096	410,189	435,975	435,975
Unclassified-Group Insurance Allocation	-	213,514	183,160	183,160
Retirement	-	155,453	157,299	157,299
Medicare	-	<u>12,093</u>	<u>11,009</u>	<u>11,009</u>
Total	-	381,060	351,469	351,469
Total Finance Department	1,096,513	1,486,040	1,517,483	1,505,983
Community Services				
Cable Television				
Salaries	1,797	2,234	2,301	2,301
Operating	<u>1,257</u>	<u>10,726</u>	<u>11,000</u>	<u>11,000</u>
Total	3,054	12,960	13,301	13,301
Veteran's Services				
Salaries	38,003	39,547	39,547	39,547
Operating	<u>86,718</u>	<u>112,100</u>	<u>112,150</u>	<u>112,150</u>
Total	124,721	151,647	151,697	151,697
Exceptional Children				
Salaries	20,914	22,928	26,040	24,390
Operating	<u>14,842</u>	<u>17,422</u>	<u>22,250</u>	<u>17,850</u>
Total	35,756	40,350	48,290	42,240
Patriotic Committee				
Operating	30,837	12,340	13,090	12,590
Historical Commission				
Operating	-	500	500	500

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
Parks and Recreation				
Salaries	262,046	286,412	289,329	289,329
Operating	93,734	114,872	129,517	124,517
Outlay	-	<u>39,701</u>	<u>44,893</u>	<u>44,893</u>
Total	<u>355,780</u>	<u>440,985</u>	<u>463,739</u>	<u>458,739</u>
Unclassified-Group Insurance Allocation	-	49,121	44,828	44,828
Retirement	-	45,994	63,838	63,838
Medicare	-	<u>3,578</u>	<u>4,468</u>	<u>4,468</u>
Total	-	<u>98,693</u>	<u>113,134</u>	<u>113,134</u>
Total Community Services	550,148	757,475	803,751	792,201
Council on Aging				
Salaries	164,475	168,405	171,304	170,304
Operating	61,876	63,114	124,464	120,464
Outlay	-	-	-	-
Total	<u>226,351</u>	<u>231,519</u>	<u>295,768</u>	<u>290,768</u>
Unclassified-Group Insurance Allocation	-	40,626	37,063	37,063
Retirement	-	29,011	32,475	32,475
Medicare	-	<u>2,257</u>	<u>2,273</u>	<u>2,273</u>
Total	-	<u>71,894</u>	<u>71,811</u>	<u>71,811</u>
Total Council on Aging	226,351	303,413	367,579	362,579
Facilities				
Town Hall				
Salaries	14,778	17,790	20,168	20,168
Operating	52,480	57,320	60,651	60,651
Sewer Enterprise Fund Allocation	(1,268)	(2,106)	(2,020)	(2,020)
Water Enterprise Fund Allocation	<u>(1,268)</u>	<u>(2,106)</u>	<u>(2,020)</u>	<u>(2,020)</u>
Total	<u>64,722</u>	<u>70,898</u>	<u>76,779</u>	<u>76,779</u>
Auxiliary Buildings				
Operating	35,089	36,175	39,145	39,145
Sewer Enterprise Fund Allocation	(844)	(904)	(979)	(979)
Water Enterprise Fund Allocation	<u>(844)</u>	<u>(904)</u>	<u>(979)</u>	<u>(979)</u>
Total	<u>33,401</u>	<u>34,367</u>	<u>37,187</u>	<u>37,187</u>
Cemeteries				
Operating	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Facilities	101,123	108,265	116,966	116,966

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
Library				
Library				
Salaries	754,399	837,299	838,646	825,146 *
Operating	344,143	347,601	363,700	361,000 *
Capital Outlay	-	-	-	-
Total	<u>1,098,542</u>	<u>1,184,900</u>	<u>1,202,346</u>	<u>1,186,146</u>
Unclassified-Group Insurance Allocation	-	239,509	230,144	230,144
Retirement	-	130,151	144,055	144,055
Medicare	-	<u>10,125</u>	<u>10,083</u>	<u>10,083</u>
Total	-	<u>379,785</u>	<u>384,282</u>	<u>384,282</u>
Total Library	1,098,542	1,564,685	1,586,628	1,570,428
*-Transfer \$34,000 from Library State Aid (\$15,000 -Salaries, \$19,000-Operating)				
Planning and Development				
Planning (Community Development)				
Salaries	321,300	338,256	336,823	336,823
Operating	31,614	24,660	35,305	33,305
Capital Outlay	-	-	-	-
Wetlands Protection Offset	-	-	-	(10,000)
Sewer Enterprise Fund Allocation	(63,926)	(69,164)	(70,657)	(70,657)
Water Enterprise Fund Allocation	<u>(18,321)</u>	<u>(19,834)</u>	<u>(20,295)</u>	<u>(20,295)</u>
Total	<u>270,667</u>	<u>273,918</u>	<u>281,176</u>	<u>269,176</u>
Building				
Salaries	266,877	273,273	278,650	278,650
Operating	5,644	5,450	5,450	5,450
Capital Outlay	-	-	-	-
Sewer Enterprise Fund Allocation	(34,266)	(46,433)	(41,870)	(41,870)
Water Enterprise Fund Allocation	<u>(34,266)</u>	<u>(23,783)</u>	<u>(30,820)</u>	<u>(30,820)</u>
Total	<u>203,989</u>	<u>208,507</u>	<u>211,410</u>	<u>211,410</u>
Board of Health				
Salaries	245,430	270,277	272,433	271,893
Operating	29,095	39,508	39,272	39,662
Sewer Enterprise Fund Allocation	(7,936)	(7,745)	(7,793)	(7,793)
Water Enterprise Fund Allocation	<u>(7,936)</u>	<u>(7,745)</u>	<u>(7,793)</u>	<u>(7,793)</u>
Total	<u>258,653</u>	<u>294,295</u>	<u>296,119</u>	<u>295,969</u>
Unclassified-Group Insurance Allocation	-	194,931	197,958	197,958
Retirement	-	132,513	148,858	148,858
Medicare	-	<u>10,309</u>	<u>10,419</u>	<u>10,419</u>
Total	-	<u>337,753</u>	<u>357,234</u>	<u>357,234</u>
Total Planning and Development	733,309	1,114,473	1,145,939	1,133,789

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
Public Safety				
Police				
Salaries	4,846,433	4,977,395	5,358,469	5,219,726
Operating	402,276	515,233	546,780	538,180
Outlay	<u>129,819</u>	<u>135,667</u>	<u>135,900</u>	<u>135,900</u>
Total	5,378,528	5,628,295	6,041,149	5,893,806
Auxiliary Police				
Operating	1,800	1,800	1,800	1,800
Fire				
Salaries	3,843,712	3,896,772	4,050,403	4,040,403
Operating	241,718	287,760	282,350	275,850
Outlay	<u>174,679</u>	<u>199,400</u>	<u>129,677</u>	<u>129,677</u>
Total	4,260,109	4,383,932	4,462,430	4,445,930
Emergency Management				
Salaries	4,589	4,594	4,592	4,592
Operating	15,288	14,485	16,600	14,400
Capital Outlay	-	<u>1,504</u>	<u>18,479</u>	<u>18,479</u>
Total	19,877	20,583	39,671	37,471
Parking Clerk				
Salaries	4,000	4,000	4,000	4,000
Operating	<u>2,648</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	6,648	6,000	6,000	6,000
Unclassified-Group Insurance Allocation	-	2,285,789	2,064,941	2,064,941
Retirement	-	1,312,016	1,556,326	1,556,326
Medicare	-	<u>102,065</u>	<u>108,928</u>	<u>108,928</u>
Total	-	3,699,870	3,730,196	3,730,196
Total Public Safety	9,666,962	13,740,480	14,281,246	14,115,203
School Department				
Salaries	23,165,066	23,639,343	25,474,732	25,474,732
Less: Salary Offsets	-	-	<u>(163,500)</u>	<u>(163,500)</u>
Total Salaries	23,165,066		25,311,232	25,311,232
Operating	6,801,127	7,519,858	10,163,514	9,627,869
Less: Operating Offsets	-	-	<u>(1,293,351)</u>	<u>(1,293,351)</u>
Total Operating	6,801,127		8,870,163	8,334,518
Outlay	-	-	-	-
Unclassified				
Retirement	1,642,414	1,854,480	2,139,067	2,139,067
Group Insurance	5,067,528	5,394,236	6,625,986	6,625,986
Debt Service	2,614,309	2,147,460	2,160,853	2,160,853
Other	<u>424,836</u>	<u>432,104</u>	<u>478,282</u>	<u>478,282</u>
Sub-Total	39,715,280	40,987,481	45,585,583	45,049,938
Regional Vocational School	<u>3,827,375</u>	<u>3,727,375</u>	<u>4,189,879</u>	<u>4,090,425</u>
Total School Department	43,542,655	44,714,856	49,775,462	49,140,363

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
Public Works				
Department of Public Works				
Salaries	2,210,521	1,259,707	1,320,840	1,279,313
Operating	1,443,075	493,150	640,100	574,350
Outlay	252,521	254,199	222,522	218,362
Sewer Enterprise Fund Allocation	(267,110)	(158,636)	(191,442)	(191,442)
Water Enterprise Fund Allocation	<u>(1,944,698)</u>	<u>(210,569)</u>	<u>(243,375)</u>	<u>(243,375)</u>
Total	1,694,309	1,637,851	1,748,645	1,637,208
Snow and Ice				
Salaries	103,074	75,500	150,500	75,500
Operating	<u>437,005</u>	<u>124,511</u>	<u>430,000</u>	<u>126,000</u>
Total	540,079	200,011	580,500	201,500
Street Lighting				
Operating	144,021	149,000	163,900	163,900
Solid Waste Disposal				
Operating	1,952,521	2,329,202	2,389,551	2,389,551
Unclassified-Group Insurance Allocation	-	598,035	565,725	565,725
Retirement	-	161,710	196,719	196,719
Medicare	-	<u>12,580</u>	<u>13,769</u>	<u>13,769</u>
Total	-	772,325	776,213	776,213
Total Public Works	4,330,930	5,088,389	5,658,809	5,168,372
Unclassified				
Reserve Fund	-	100,000	100,000	100,000
Maturing Debt	1,867,644	820,070	903,070	903,070
Interest-Maturing Debt	713,026	384,512	427,978	427,978
Interest-Temporary Loans	158,060	74,044	10,000	10,000
Retirement	2,156,717	2,444,896	2,772,795	2,772,795
Occupational Injury Reserve	56,129	65,000	71,500	71,500
Unemployment Compensation	26,091	15,975	16,454	16,454
Group Insurance	3,584,216	3,815,659	3,914,894	3,914,894
Medicare Tax	176,456	178,000	187,000	187,000
Fire/Liability Insurance	349,166	392,544	404,320	404,320
Court Judgments	-	-	-	-
Town Health Insurance Allocation	-	(3,815,659)	(3,509,871)	(3,509,871)
Town Retirement Allocation	-	(2,084,955)	(2,426,597)	(2,426,597)
Town Medicare Allocation	-	(161,611)	(169,315)	(169,315)
Sewer Enterprise Fund Allocation	(400,301)	(285,007)	(272,607)	(272,607)
Water Enterprise Fund Allocation	<u>(2,102,579)</u>	<u>(516,453)</u>	<u>(503,800)</u>	<u>(503,800)</u>
Total Unclassified	6,584,625	1,427,015	1,925,821	1,925,821

	<u>FY06 Actual</u>	<u>FY07 Adopted</u>	<u>FY08 Dept Requests</u>	<u>FY08 Mgr Recommend</u>
General Fund Budget Classification				
Total Budget Before Transfers	68,949,063	71,623,000	78,764,505	77,367,276
Transfers				
To Special Revenue	85,400	20,000		
To Trust Funds	-	35,000		80,000
To Sewer Enterprise	<u>352,647</u>	<u>344,769</u>	<u>337,317</u>	<u>337,317</u>
Total Transfers	438,047	399,769	337,317	417,317
ATM Total General Fund Budget	<u>69,387,110</u>	<u>72,022,769</u>	<u>79,101,822</u>	<u>77,784,593</u>

ARTICLE 5

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the sewer enterprise fund or take any other action relative thereto.

**TOWN OF TEWKSBURY
SEWER ENTERPRISE FUND
FISCAL YEAR 2008 PROPOSED BUDGET**

Budget Presentation:

REVENUES

User Fees	2,914,410
Sewer Liens	75,000
Connection Fees	1,330,000
Application Fees	15,000
Interest/Demands	10,000
Investment Income	400,000
Use of PY Surplus	1,580,895
Transfer from GF	<u>337,317</u>
Total	6,662,622

EXPENSES

Direct

Salaries	203,256
Operating Expenses	310,240
Lowell Sewer	550,000
Reserve Fund	50,000
Capital Outlay	67,114
Debt	
Principal - Maturing Debt	1,838,465
Interest - Maturing Debt	2,014,641
Interest - Temporary	<u>930,895</u>
Total	5,964,611

Indirect

Board of Selectmen	2,493
Town Manager	16,175
Accounting	5,076
Computer Services	3,992
Assessor	12,300
Treasurer/Collector	61,187
Town Counsel	4,249
Administrative Services	1,701
Town Clerk	3,471
Community Development	70,656

Budget Recommendation:

Recommend that the following sums be appropriated to operate the sewer enterprise fund

Salaries	203,256
Expenses	310,240
Capital Outlay	67,114
Lowell Sewer	550,000
Reserve Fund	50,000
Debt	<u>4,784,001</u>
Subtotal	5,964,611

Board of Selectmen	2,493
Town Manager	16,175
Accounting	5,076
Computer Services	3,992
Assessor	12,300
Treasurer/Collector	61,187
Town Counsel	4,249
Administrative Services	1,701
Town Clerk	3,471
Community Development	70,656
Town Hall	2,020
Auxiliary Buildings	979
Building Dept	41,870
Dept of Public Works	191,442
Health Dept	7,793
Group Insurance	146,138
Retirement	121,418
Medicare	<u>5,051</u>
Subtotal	698,011

Total \$ 6,662,622

Budget Presentation:

Town Hall	2,020
Auxiliary Buildings	979
Building Dept	41,870
Dept of Public Works	191,442
Health Dept	7,793
Group Insurance	146,138
Retirement	121,418
Medicare	<u>5,051</u>
Total Indirect Expenses	698,011
Total Expenses	<u>6,662,622</u>
Surplus/Deficit	<u><u>(0)</u></u>

Budget Recommendation:

\$4,744,410 to come from sewer enterprise revenues, \$337,317 to be transferred from the general fund to fund exempt sewer debt raised through taxes and \$1,580,895 to come from Free Cash

Budget Article:

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the sewer enterprise fund or take any other action thereon.

Voted:

That the following sums be appropriated for the sewer enterprise fund.

Direct Expenses	
Salaries	203,256
Expenses	910,240
Capital Outlay	67,114
Debt	<u>4,784,001</u>
Subtotal	5,964,611
Indirect Expenses	<u>698,011</u>
Total	<u><u>\$ 6,662,622</u></u>

And that \$6,662,622 be raised as follows:

Department receipts	\$ 4,744,410
Transfer from GF	\$ 337,317
Free Cash	\$1,580,895

NOTE: FY08 BUDGET ASSUMES SEWER BY-LAW CLARIFICATION - \$600 SEWER CONNECTION FEE PAID EACH YEAR

Executive Summary: The purpose of this article is to fund the Sewer Enterprise Fund for FY 2008

ARTICLE 6

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the water enterprise fund or take any other action relative thereto.

**TOWN OF TEWKSBURY
WATER ENTERPRISE FUND
FISCAL YEAR 2008 PROPOSED BUDGET**

Budget Presentation:

Budget Recommendation:

REVENUES

User Fees	4,724,397
Water Liens	175,000
Connection Fees	15,000
Investment Income	50,000
Other Income	<u>19,000</u>
Total	4,983,397

EXPENSES

Direct

Salaries	1,039,033
Operating Expenses	1,094,911
Capital Outlay	53,270
Reserve Fund	50,000
Debt	
Principal - Maturing Debt	1,234,985
Interest - Maturing Debt	552,944
Interest - Temporary	<u>22,322</u>
Total	4,047,465

Indirect

Board of Selectmen	2,493
Town Manager	16,175
Accounting	5,076
Computer Services	4,707
Assessor	12,300
Treasurer/Collector	76,678
Town Counsel	4,249
Administrative Services	1,701
Town Clerk	3,471
Community Development	20,295
Town Hall	2,020
Auxiliary Buildings	979
Building Dept	30,820
Dept of Public Works	243,375
Health Dept	7,793
Group Insurance	258,885

Recommend that the following sums be appropriated to operate the water enterprise fund

Salaries	1,039,033
Operating Expenses	1,094,911
Capital Outlay	53,270
Reserve Fund	50,000
Debt	<u>1,810,251</u>
Subtotal	4,047,465

Board of Selectmen	2,493
Town Manager	16,175
Accounting	5,076
Computer Services	4,707
Assessor	12,300
Treasurer/Collector	76,678
Town Counsel	4,249
Administrative Services	1,701
Town Clerk	3,471
Community Development	20,295
Town Hall	2,020
Auxiliary Buildings	979
Building Dept	30,820
Dept of Public Works	243,375
Health Dept	7,793
Group Insurance	258,885
Retirement	232,280
Medicare	<u>12,635</u>
Subtotal	935,932

Total \$ 4,983,397

\$4,983,397 to come from water enterprise revenues.

Budget Presentation:

Retirement	232,280
Medicare	<u>12,635</u>
Total Indirect Expenses	935,932
Total Expenses	<u>4,983,397</u>
Surplus/Deficit	<u> -</u>

Budget Article:

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the water enterprise fund or take any other action thereon.

Voted:

That the following sums be appropriated for the water enterprise fund.

Direct Expenses	
Salaries	1,039,033
Operating Expenses	1,094,911
Capital Outlay	53,270
Reserve Fund	50,000
Debt	<u>1,810,251</u>
Subtotal	4,047,465
Indirect Expenses	<u>935,932</u>
Total	<u>\$4,983,397</u>

And that \$4,983,397 be raised as follows:

Department receipts	\$4,983,397
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Executive Summary: The purpose of this article is to fund the Water Enterprise Fund for FY 2008

ARTICLE 7

To see if the Town will vote to transfer from the E & D account the total sum of \$1,300,000 to be used by the Assessors to reduce the current tax levy, or take any other action relative thereto.

Town Manager

Executive Summary: This article allows the Town to utilize funds that were considered available as of June 30, 2006, to balance the FY08 general fund budget.

ARTICLE 8

To see if the Town will vote to transfer from the certified sewer enterprise fund free cash the sum of \$1,300,000 to be used to fund the sewer enterprise fund appropriations in FY08, or take any other action relative thereto.

Town Manager

Executive Summary: This article allows the Town to utilize funds that were considered available as of June 30, 2006, to balance the FY08 sewer enterprise budget.

ARTICLE 9

To see if the Town will vote to appropriate the sum of \$187,000 to be expended by the Town Manager, for the purpose of making improvements to the Town's water system, including the payment of all costs incidental and related thereto and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing, or to take any action relative thereto.

Town Manager

Motion: That the Town hereby appropriates the sum of \$187,000 to pay the costs of making improvements to the Town's water system and for the payment of all other costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Sections 7 and 8 of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Executive Summary: This article will allow the Town to borrow funds for the replacement and upgrade of water mains throughout the Town of

Tewksbury in conjunction with Phase 11 of the Master Sewer Construction program.

ARTICLE 10

To see if the Town will vote to appropriate the sum of \$120,000 to be expended by the Town Manager for the cost of purchasing and installing new fire hydrants in the Town of Tewksbury, including the payment of all costs incidental and related thereto and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing, or take any other action relative thereto.

Town Manager

Motion: That the Town hereby appropriates the sum of \$120,000 to pay the costs of purchasing and installing new fire hydrants for residential customers of the Town of Tewksbury and for the payment of all costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(7C) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Executive Summary: This article authorizes the Town to borrow funds to purchase and install new fire hydrants in the Town of Tewksbury. Many of the Town's current hydrants are past their useful lives and in need of replacement. It is anticipated that this program will be implemented over ten years and that an annual town meeting appropriation will be submitted each year to continue the program. This request is to fund the third year of the replacement program.

ARTICLE 11

To see if the Town will vote to appropriate the sum of \$500,000 to be expended by the Town Manager for the cost of purchasing and installing new water meters for residential customers of the Town of Tewksbury, including the payment of all costs incidental and related thereto and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing, or take any other action relative thereto.

Town Manager

Motion: That the Town hereby appropriates the sum of \$500,000 to pay

the costs of purchasing and installing new water meters for residential customers of the Town of Tewksbury and for the payment of all costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(7C) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Executive Summary: This article authorizes the Town to borrow funds to purchase and install new water meters for residential customers of the Town of Tewksbury. Many of the Town's current meters are past their useful lives and, as such, the periodic readings may not be entirely accurate. It is anticipated that this program will be implemented over six years and that an annual town meeting appropriation will be submitted each year to continue the program. This request is to fund the third year of the replacement program.

ARTICLE 12

To see if the Town will vote to appropriate a total of \$75,000 for the design and construction of sidewalks on various streets in the Town. The Town Manager is authorized to expend these sums on behalf of the Town to acquire any fee, easement, or other interest in land by purchase, gift or otherwise, and that to raise this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow an additional \$75,000 under and pursuant to Chapter 44 Section 7(5), of the Massachusetts General Laws, , or any other enabling authority, and to issue bonds or notes of the Town therefore, and that the Town Manager be authorized to apply for, accept and expend any federal, state or other grants that may be available for the projects, or take any other action relative thereto.

Sidewalk Committee

Motion: That the Town hereby appropriates the sum of \$75,000 to pay the costs for the design and construction of sidewalks and for all other costs incidental and related thereto, the Town Manager is authorized to expend these sums on behalf of the Town to acquire any fee, easement, or other interest in land by purchase, gift or otherwise, and that to meet this appropriation the Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said funds under and pursuant to Chapter 44 Section 7(5) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefore.

Executive Summary: The purpose of this article is to authorize the second of five borrowing installments so that the sidewalk improvements can con-

tinue to be implemented in compliance with the long range Town-wide Sidewalk Improvement Plan developed by the Sidewalk Committee.

ARTICLE 13

To see if the Town will vote to establish a new Stabilization Fund titled “Fire Equipment” and vote to appropriate and transfer \$70,000 to the Fire Equipment Stabilization Fund or take any action related thereto.

Town Manager

Executive Summary: This new Stabilization Fund will be used to accumulate funds to purchase or make lease payments on equipment needed by the Tewksbury Fire Dept. Since equipment requirements and costs can vary significantly from one fiscal year to the next this fund will be used to accumulate funds to stabilize the impact on future Fire Dept capital outlay budgets. Expenditures from this fund require a 2/3 town meeting vote.

ARTICLE 14

To see if the Town will vote to establish a new Stabilization Fund titled “Fire Department Protective Gear ” and vote to appropriate and transfer \$10,000 to the Fire Protective Gear Stabilization Fund or take any action related thereto.

Town Manager

Executive Summary: This new Stabilization Fund will be used to accumulate funds to purchase protective gear for the Tewksbury Fire Dept. Currently the Town appropriates funds in the annual budget and a portion of the gear is purchased each year. The establishment of the Fire Dept Protective Gear Stabilization fund will allow the department to accumulate funds so that all of the gear can be purchased at the same time thereby ensuring that all of the gear is standardized. Expenditures from this fund require a 2/3 town meeting vote.

ARTICLE 15

To see if the Town will vote to appropriate the sum of \$2,400,000 to be expended by the Town Manager for the cost of making repairs and per-

forming long-term maintenance to the Town's sewer pump stations, including the payment of all costs incidental and related thereto, that the Town Manager is authorized to apply for, accept and expend any federal, state or private grants or contributions that may be available with respect to the project, all of which contributions and grants shall be applied to the project in addition to the sums appropriated by the Town for such purposes and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing, or take any action relative thereto.

Town Manager

Motion: That the Town hereby appropriates the sum of \$2,400,000 to be expended by the Town Manager to pay the costs of making repairs and performing long-term maintenance to the Town's sewer pump stations and for the payment of all costs incidental, that the Town Manager is authorized to apply for, accept and expend any federal, state or private grants or contributions that may be available with respect to the project, all of which contributions and grants shall be applied to the project in addition to the sums appropriated by the Town for such purposes and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 7(1) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Executive Summary: This article authorizes the Town to borrow funds to make repairs to various sewer pump stations in the Town of Tewksbury. Many of the Town's current sewer pump stations are aging and in need of repairs and/or maintenance. The future debt service will be paid from the Sewer Enterprise Fund.

ARTICLE 16

To see if the Town (Inhabitants of the Town of Tewksbury) will vote to authorize the Board of Selectmen to accept an easement for the purpose of providing a subsurface electrical conduit [to a Town wireless communications facility located on Town property off Catamount Road in the Town of Tewksbury]. Such easement location is shown on a plan entitled, "Map 65, Lots 32, 79, and 80, Easement Plan, Public Safety Antenna, Catamount Road, Tewksbury, MA," prepared by Cuoco & Cormier Engineering Associates, Inc., for Tewksbury Fire Department, November 29, 2006, or take any action relative thereto. A copy of the plan may be viewed at the Town Clerk's Office, Town Hall, 1009 Main Street, and at the Central Fire Station, 21 Town Hall Avenue.

Town Manager

Executive Summary: The purpose of this article is to accept easements from two property owners to facilitate the installation of electric service to the Town's Microwave facility being constructed on Catamount Road.

ARTICLE 17

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase or take by eminent domain easements of land for Fire Department wireless communications purposes, namely, the installation of subsurface electrical conduit facilities connected therewith, in accordance with Chapter 40, Section 14, and Chapter 79 of the General Laws as amended, of a certain parcel of land situated on the southerly side of, but not adjoining, Catamount Road and belonging to John E. Hurley and Donna C. Hurley, 124 Catamount Road, situated on Assessors Map 65, Lot 79, containing 151 square feet of land, and a certain parcel of land situated on the southerly side of, but not adjoining, Catamount Road and belonging to Ronald K. Magee and Robin L. Magee, 130 Catamount Road, Assessors Map 65, Lot 80, containing 204 square feet of land, as shown on a plan of Land entitled, "Easement Plan, Public Safety Antenna, Catamount Road, Tewksbury, Massachusetts," prepared by Cuoco & Cormier Engineering Associates, Inc., for the Tewksbury Fire Department, dated November 29, 2006, a copy of which is on file at the Office of the Town Clerk.

And to raise and appropriate or transfer from available funds the sum of \$120.00 for the purposes of said Article, including surveys and legal costs, or to take any action relative thereto.

Town Manager

Executive Summary: The purpose of this article is to acquire by eminent domain two easements to provide electric service to the Town's Microwave facility being constructed on Catamount Road.

ARTICLE 18

To see if the Town will vote to appropriate or reserve from the Community Preservation FY08 estimated revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2008, with each item to be considered a separate appropriation:

Reserves:

Open Space	\$106,800
Community Housing	\$ 26,800
Historic Preservation	\$106,800
FY 2008 Budgeted Reserve	\$500,000
Total Reserves	\$740,400

Appropriations:

Community Housing - Affordable Housing Buydown Program	\$ 80,000
Community Housing – Consulting Services	\$ 20,000
Community Housing – Affordable Housing Construction	\$150,000
Administrative Costs	\$ <u>53,400</u>
Total Appropriations:	\$303,400
Total Reservations and Appropriations:	\$1,043,800

Or take any other action related thereto.

Community Preservation Committee

Executive Summary: Massachusetts General Law, Chapter 44B requires that the Town appropriate for spending, or reserve for future spending, from the fund balance at least 10% for open space, 10% for historic preservation, and 10% for community housing.

The recommended reserves for open space, historic preservation meet the 10% minimum, while community housing exceeds the minimum 10% (\$106,800) with \$26,800 recommended as a reserve and \$250,000 being appropriated from the Community Preservation FY08 estimated revenues. The total CPA Estimated FY08 revenue is \$1,068,000.

ARTICLE 19

To see if the Town will vote to appropriate \$80,000 from the Community Preservation FY08 estimated revenues for Community Housing by transferring to the Town's Affordable Housing Trust Fund to be expended by the Local Housing Partnership with the Board of Selectmen's approval for the purpose of buying down expiring uses on MGL Chapter 40B units or assisting in purchasing of units that will be added to the Town's Subsidized Housing Inventory as proposed by the Tewksbury Local Housing Partner-

ship and recommended for adoption by the Community Preservation Committee.

Community Preservation Committee

Executive Summary: Community Housing Buydown Program \$ 80,000 (FY 08). The Tewksbury Local Housing Partnership seeks funds for its Affordable Housing Buydown Program. This program allows for the Partnership to act quickly in preserving affordable units on the State's Subsidized Housing Inventory (SHI). The units of housing on the SHI counts toward the MGL Chapter 40B 10% threshold for affordable housing. By transferring the requested amount to the Town's Affordable Housing Trust Fund, the Partnership and Board of Selectmen can move quickly to keep or add units on the SHI when available, thereby continuing to move forward the 10% goal.

ARTICLE 20

To see if the Town will vote to appropriate \$20,000 from the Community Preservation FY08 estimated revenues for Community Housing to be expended by the Local Housing Partnership with the Board of Selectmen's approval by transferring to the Affordable Housing Trust Fund and to be utilized for community housing consulting services in assisting the preparation of grant applications as proposed by the Tewksbury Local Housing Partnership and recommended for adoption by the Community Preservation Committee.

Community Preservation Committee

Executive Summary: Community Housing Consulting Services \$20,000 (FY 08). This appropriation would allow for housing consulting services, such as in the preparation of grant applications. The services would provide expertise and leverage grant opportunities.

ARTICLE 21

To see if the Town will vote to appropriate \$150,000 from the Community Preservation FY08 estimated revenues to be expended by the Local Housing Partnership (LHP) with the Board of Selectmen's approval for Community Housing purposes towards constructing six affordable special needs housing units at the Tewksbury Housing Authority's property on Pondview Lane as proposed by the Tewksbury Local Housing Partnership subject to a

successful grant application and recommended for adoption by the Community Preservation Committee.

Community Preservation Committee

Executive Summary: Community Housing Special Needs Construction at Pondview \$150,000 (FY 08) This proposal will produce six units for the Town's subsidized housing inventory. The Tewksbury Housing Authority and the Local Housing Partnership are currently in the process of applying for a \$500,000 grant from the State. The \$150,000 would demonstrate the Town's willingness to support the project and meet construction expenses as it is anticipated that the total cost will exceed the \$500,000 cap from the grant. The LHP would be using these funds to pay an average of \$25,000 per unit of affordable housing. This project would utilize a current town (Housing Authority) asset. Spending of these CPA funds is subject to a successful grant application. If the grant is not awarded, the CPA funds will not be disbursed.

ARTICLE 22

To see if the Town will vote to appropriate \$53,400 from the Community Preservation FY08 estimated revenues for Administration and Operating Expenses as proposed and recommended for adoption by the Community Preservation Committee.

Community Preservation Committee

Executive Summary: Administrative and Operating Expenses \$53,400 (FY 08). The requested appropriation is 5% of the FY 2008 estimated revenues in the community preservation fund as provided in the M.G.L. Ch. 44B, S. 6 (local surcharge and State trust fund receipt) for administrative and legal support services for the Community Preservation Committee and Program.

ARTICLE 23

To see if the Town will vote to approve the FY 2008 Affordable Housing Trust Fund Allocation Plan as follows:

ALLOCATION PLAN	for FY 2008
Starting Balance:	\$80,780
Anticipated Revenue from FY07:	\$137,830 Additional payment at Preservation Lane \$6,892 Administrative fee for Preservation Lane \$6,892 Administrative fee for Preservation Lane
Shawsheen Woods Contribution	\$24,000
Anticipated Revenue from FY08:	
CPA- Buydown Program	\$80,000
CPA- Housing Services Grant Writing	\$20,000
Total Anticipated Funds Available FY08	\$356,394
Expenses	
Audit of 2 Local Initiative Projects (\$15,000 per project)	\$30,000
Creation of New Units/ Buydown of Existing units	\$306,394
Housing Services Grant Writing	\$20,000
Total Projected Expenses	\$356,394

Town Manager
Local Housing Partnership

Executive Summary: According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation submitted to and approved at the Annual Town Meeting. The 2008 allocation plan meets the expenditure requirements of the Special Act.

ARTICLE 24

To see if the Town will vote to amend the Personnel By-Laws, Section III (e) Salaries and Wages by adding the following paragraph k, Wage Deferral Program to be effective July 1, 2006 as follows:

ADD:

(k) Wage Deferral Program: Each full or permanent part time employee employed as of 7/1/06 shall have 3.5% added to their base pay effective 36 months prior to the effective date of their separation from service excluding involuntary termination with just cause. This 3.5% raise is in addition to any wage increase(s). If any member is unable to provide 36 months notice of intent to separate from service due to extenuating circumstances, the town shall provide 3.5%

wage increase retroactively to 36 months prior to the effective date of such member's separation from service excluding involuntary termination with just cause. It is understood that all members will seek to provide the town with 36 months notice of their expected separation from service excluding involuntary termination with just cause. In no event shall members be entitled to the 3.5% increase for any period of time prior to July 1st, 2006.

This 3.5% wage increase is not intended as a retirement bonus. It is to provide members with a reasonable wage increase for fiscal year 2007. The members have agreed that due to the town's financial issues it shall postpone the implementation of the 3.5% increase until 36 months prior to separation from service excluding involuntary termination with just cause of each full or permanent part time employee employed as of July 1st, 2006.

Wages: For Groups A, B and C of the Addendum A, Library of Job Titles.

Group A Job Titles will remain as a merit system.

June 30 th , 2007	1% increase
July 1 st , 2007	2.25% increase
July 1 st 2008	2.25% increase
January 1 st , 2009	2% increase

Or take any other action relative thereto.

Town Manager

Executive Summary: The proposed warrant article would give non union employees comparable benefits to other union employees.

ARTICLE 25

To see if the Town will vote to amend the Personnel By-Laws, Section IV – Fringe Benefits paragraph (j) Terminal Leave: paragraph 2 by changing the language as follows: Effective July 1, 2006.

DELETE:

Employees hired after January 1, 1989 shall have their terminal leave capped at 135 days of accumulated sick leave.

ADD:

Sick Leave Incentive Program: Any employee hired after January 1, 1989 that reaches the 165 day maximum sick cap and uses four (4) days or less sick time between July 1st and June 30th of the preceding year, may convert

the excess accumulated sick days over the 165 day sick cap as follows:

Sick Leave Used during fiscal year		Sick Leave to be converted to Vacation Time
0	up to	5 days
1	up to	4 days
2	up to	3 days
3	up to	2 days
4		1 day

These converted sick days will reduce the available sick time. The converted vacation days will be treated as normal vacation time and must be used by June 30th of the following year or they will be lost. The employee must request in writing to the Department Head his/her intent to use excess sick days prior to the start of the next fiscal year (July 1).

Or take any other action relative thereto.

Town Manager

Executive Summary: This article would provide an incentive for employees not to use their sick time, which may be converted into vacation time and also increases the terminal leave cap.

ARTICLE 26

To see if the Town will vote to amend the Personnel By Laws, Section III (e) Salaries and Wages by adding the following new position and annual salary to Group D of Addendum A library of job titles to be effective July 1, 2006:

Municipal Hearing Officer

Under MGL Chapter 148A Section 5 the stipend shall be not less than \$2,500 a year.

Or take any other action relative thereto.

Town Manager

Executive Summary: This position will allow the Town's to hold hearings without conflict of interest. The Town of Billerica and Town of Tewksbury split the stipend of \$2,500.

ARTICLE 27

To see if the Town will vote to amend the hourly rate of the temporary part-time Activities/Volunteer Coordinator under the Personnel By Law wage schedule as follows:

From: Activities/Volunteer Coordinator - \$12.00 per hour

To: Activities/Volunteer Coordinator - \$12.50 per hour

Council on Aging

Executive Summary: This temporary part-time position was established by the Council on Aging; and, has always been funded by State COA Formula Grant Funds. Filling this position is contingent on the award of these funds. When said funds are depleted the position is terminated. The hourly rate for this position has not been increased for over ten years.

ANY ARTICLES VOTED TO BE REMOVED FROM THE CONSENT CALENDAR SHALL BE RESTORED TO ITS ORIGINAL NUMBERED PLACE IN THE WARRANT.

- ARTICLE 3-28
- ARTICLE 3-29
- ARTICLE 3-30
- ARTICLE 3-31
- ARTICLE 3-32
- ARTICLE 3-33

SECTION 3

- ARTICLE 34 Salem Road Easements
- ARTICLE 35 Petition State Legislature
- ARTICLE 36 Amend Town By-Laws Sec. 12.04.420
Fee Connection Payments
- ARTICLE 37 Amend Town By-Laws Sec. 6.04.110 Public Nuisances
- ARTICLE 38 Amend Town By-Laws Chap. 2.08 Weights and Measures
- ARTICLE 39 Amend Town By-Laws Sec. 8.04.090 False Alarms
- ARTICLE 40 Street Acceptance Old Stagecoach Road
- ARTICLE 41 Grant of Easement
- ARTICLE 42 Grant of Easement

ARTICLE 34

To see if the Town will vote to authorize the Town Manager to acquire by purchase or by taking by eminent domain or otherwise, in fee simple and/or by easement or other interest in land along Salem Road as shown on a plan entitled “Roadway and Sidewalk Improvements, Salem Road, Tewksbury, Massachusetts” prepared by Coughlin Environmental Services, LLC for the Town of Tewksbury dated March 2007, for the purpose of constructing a sidewalk on Salem Road and any slope easements, necessary therefore, in accordance with Chapter 40, Section 14, ad Chapter 79 of the General Laws of Massachusetts, as amended.

(Said plans and description are on file in the office of the Town Clerk and in the Community Development Office in DPW Building.)

Town Manager

Executive Summary: This Article allows the Town to acquire sidewalk and slope easements along, Salem Road in order to adjust grade, improve drainage, install drainage, install retaining walls and curbs, enhance access or otherwise alter terrain within private or common ways, drives or properties that is aligned outside of the existing Right of Way. Funds to pay the costs for the taking of land and for all other costs incidental and related thereto, will come from the Town’s Sidewalk Committee.

ARTICLE 35

To see if the Town will authorize the Board of Selectmen to petition the State Legislature to exempt the Town from a reversionary clause in the deed of the Police Station at 935 Main Street and allow the Town to sell the property with a deed restriction that any new owner of the property shall create and reserve twenty parking spaces at the rear of the parcel for residents of the Tewksbury Housing Authority Carnation Drive Housing site with an adequate buffer and said parking area shall be maintained by the Tewksbury Housing Authority.

Town Manager

Executive Summary: In 1996 Town Meeting approved an article authorizing the Board of Selectmen to petition the State Legislature to exempt the Town from the Reversionary Clause in the deed sending the property back to the Commonwealth if the Town had no public use for it. Over the years the Town has tried to negotiate this issue with various State Administra-

tions and the State legislature. Due to the passage of time, it has been recommended that this issue be addressed again by Town Meeting so that there can be some clarity from the Town concerning this issue.

ARTICLE 36

To see if the Town will vote to amend the Town By-Laws, Section 12.04.420, Connection Fee Payments, by deleting therefrom Paragraph 2, Lump Sum Payment, in its entirety and Paragraph 3, Apportionment of Connection Fee, in its entirety and inserting, in lieu, the following new section:

Payment of Connection Fee

- 2.1. Within sixty (60) days of date of billing by the town, property owners shall pay a sewer connection fee either by electing to make payment;
 - 2.1.1. in one lump sum; or,
 - 2.1.2. over a (5) year period in five (5) equal installments.
- 2.2. If electing to pay in five (5) equal installments, the initial installment shall be due within sixty (60) days of date of billing by the town. All subsequent installments will be due on or before the first day of September of each subsequent fiscal year.
- 2.3. If the installment payment option is selected by the property owner, interest shall not be due and payable, provided however, if any installment payment is received after the due date, the annual installment shall be due and payable and shall be committed to the real estate tax bill for said property with interest also due from the due date until committal to the real estate tax bill at a rate proscribed by the town; and further provided, in the event the property is conveyed to a third party, the entire balance shall become due and payable.
- 2.4. Property owners who have sewer available after January 1, 2003 but prior to July 1, 2007 and have not yet paid the connection fee in full, shall henceforth pay an installment each year equal to one-fifth of the total connection fee, commencing with the next installment due on or before the first day of September 2007. Upon the fifth (5th) anniversary date of each property owner's initial sewer billing date, the property owner shall pay the entire outstanding balance due.

In no instance shall a property owner have more than five (5) years from

initial sewer billing to pay the entire connection fee.

Board of Selectmen
Town Manager

Executive Summary: The current By-Law was intended to assess a connection fee and give property owners the option to pay in one sum at the onset of sewer availability or in five equal annual payments. It was interpreted to allow deferral of the lump sum until the fifth anniversary date. This proposed clarification requires either lump sum payment or the initiation of five equal annual payments upon the first notice from the town. Interest shall not be charged to property owners making timely installments, but interest will be accrued based upon late installments.

ARTICLE 37

To see if the Town will vote to amend the Town By-Law, Dogs 6.04.110, PUBLIC NUISANCES, to add the following new paragraph and insert after the first paragraph.

Every Owner or keeper of said dog, who allows a dog in their control or possession to continuously bark for more than ten (10) consecutive minutes shall be deemed a PUBLIC NUSIANCE. Or take any other action relative thereto.

Lou-Ann C. Clement
Director of Public Health

Executive Summary: The addition of this paragraph identifies another description and clarification to the Town By-Law, Dogs 6.04.110 Public Nuisances.

ARTICLE 38

To see if the Town will vote to amend the Town By-Laws of the Town of Tewksbury by deleting the existing Chapter 2.08.010, and by adding a new Chapter 2.08.010 to modify the weights and measures fee schedule as follows:

2.08.010 Weighing and Measures Fee Schedule.

Weighing and Measuring Devices

	<i>Current</i>	<i>Proposed</i>
Scales		
Over 10,000 lbs	\$100.00	\$150.00
5,000 to 10,000 lbs	\$50.00	\$60.00
1,000 to 5,000 lbs	\$30.00	\$40.00
100 to 1,000 lbs	\$20.00	\$25.00
10 to 100 lbs	\$10.00	\$15.00
Less than 10 lbs	\$5.00	\$7.00
Apothecary	\$5.00	\$12.00
Gasoline Stations – Liquid Measuring Meters ½” – 1” each	\$12.00	\$20.00
Adjusting Charges – Liquid Measuring Meter (Per Meter)		\$15.00
Fuel Oil Vehicle Tank Pump	\$40.00	\$50.00
Adjusting Charges – Fuel Oil Vehicle Tank Pump (Per Vehicle)		\$25.00
Fuel Bulk Storage	\$30.00	\$40.00
Taxi Meters	\$15.00	\$20.00
Fabric Measuring	\$7.00	\$10.00
Wire – Rope and Cordage	\$7.00	\$10.00
Yardsticks/Tapes	\$2.00	\$5.00
Re-inspection (Per Device)		\$15.00
Scanner Systems	*Note: These fees are the State Minimum.	
1 to 3 Devices	\$75	
4 to 11 Devices	\$150	
12 or More Devices	\$250	

**Scanner checks done once every two years

Town Manager
Building Commissioner

Executive Summary: The weights and measures fees have not been updated since 1998 and this adjustment will make the fees compatible with other municipalities throughout the Commonwealth.

ARTICLE 39

To see if the Town will vote to amend the Town By-Laws, Section 8.04.090 Fines and cancellation service, subsection 9.2:

by deleting the current 9.2:

If an automatic protection device is activated with the exception of the above 9.1, the owner shall be allowed up to four (4) false alarms per year. After the four false alarms, the owner will be charged \$15.00 for each additional alarm until a yearly total of nine (9) at which time his alarm may be disconnected from the Town Board upon notification of the chief of the department. If a defective alarm is received by special trunk line, the owner will be required to disconnect such device until it has been satisfactorily repaired.

and adding the following new 9.2:

If an automatic protection device is activated with the exception of the above 9.1, the owner shall be allowed up to five false alarms per year. After the five false alarms, the owner will be charged \$25.00 for each alarm up to and including the tenth false alarm, a fine of \$50.00 will be charged to the owner for the 11th false alarm and each additional false alarm up to and including the 15th false alarm. A fine of \$100.00 will be charged to the owner for each and every additional false alarm above the 15th false alarm.

Town Manager
Chief of Police

Executive Summary: The By-Law amendment changes the amount of false alarms per year; changes the fine amount and deletes the defective alarm/disconnect statement.

ARTICLE 40

To see if the Town will vote to accept Old Stagecoach Road as a Town Way as recommended by the Planning Board and laid out by the Board of Selectmen under the provisions of M.G.L. Chapter 82, as amended, relating to the laying out, alterations, relocations, and discontinuance for public ways and specific repairs thereon, which layout plan is filed in the Office of the Town Clerk; and said plan is referred to for more particular description and to authorize the said Board of Selectmen to take by eminent domain, an easement, or in fee, and further to raise and appropriate or transfer from available funds a sum of money for the purpose thereof, or take any other action relative thereto.

Said plans and description are on file in the office of the Town Clerk and in the DPW Building.

Town Manager

Motion: That the Town hereby initiate the process for the taking of land and for all other costs incidental and related thereto, the Town Manager is authorized to expend these sums on behalf of the Town to acquire any fee, easement, or other interest in land by purchase, gift or otherwise.

Executive Summary: This article allows the Town to acquire a strip of land along existing Old Stage Coach Road, in order to pave the existing dirt road that is aligned outside of the existing Right of Way. Funds to pay the costs for the taking of land and for all other costs incidental and related thereto, will come from the Town's Master Sewer Project.

ARTICLE 41

To see if the Town will vote to grant to Roger F. LaFreniere of Tewksbury, County of Middlesex, Massachusetts ("Grantee"), the perpetual, non-exclusive right and easement to pass and repass by vehicular traffic or otherwise within the land area more particularly described in Exhibit A, attached hereto and incorporated herein, which may be incidental to any use of said land of the Grantee in said Tewksbury. The land to which the foregoing right and easement is appurtenant is the land owned of record by the Grantee and shown marked "Parcel A and Map 61, Parcel 115" on a plan entitled "Subdivision Plan of Land in Tewksbury, Mass. For Commonwealth of Massachusetts, dated July 12, 2006, prepared by Troy, Mede & Associates, 1455 Main Street, Tewksbury, Mass.," recorded with Middlesex North District Registry of Deeds in Plan Book 222, Page 117.

The land area in which the aforesaid right an easement is granted is shown as "Driveway Easement" containing 859 square feet in area on plan entitled "Easement Plan of Land, Tewksbury, Mass., For Robert LaFreniere, Scale: 1"=40' ", Dated December 27, 2006, Prepared by Troy, Mede & Associates, 1455 Main Street, Tewksbury, MA, said plan to be recorded at the Middlesex North Registry of Deeds, and is conveyed subject to the right hereby expressly reserved by the Town as Grantor to continue to enjoy the use of said land area for all purposes not adverse to the rights herein granted to the Grantee.

If and when the Grantee ceases to utilize the Driveway Easement for access purposes for a period for two of more years, this easement shall extinguish without further action by any party.

Pursuant to this Article, the Town, acting by and through the Town Manager, is further authorized to take all necessary measures to finalize the granting of said access easement with said Grantee, including, but not lim-

ited to, the signing of said access easement on behalf of the Town and the recording of same at the Middlesex North Registry of Deeds.

EXHIBIT A

The Driveway Easement in Tewksbury, Middlesex County, Massachusetts, being shown as "Driveway Easement" on a plan entitled, Easement Plan of Land, Tewksbury, Mass., Robert LaFreniere, Scale: 1" = 40', Date: December 27 2006, Troy, Mede & Associates, Tewksbury, MA, to be recorded at the Middlesex North Registry of Deeds.

Beginning at a point at a Stone Bound at the Northeast corner of land of Robert LaFreniere and the Commonwealth Of Massachusetts and the Town of Tewksbury as shown on said plan.

THENCE: South 48°36'30" East, by land of the Town of Tewksbury, a distance of four and 00/100 feet (4.00') to a point.

THENCE: By land of the Town of Tewksbury, on a curve to the left, having a radius of fifty four and 53/100 feet (54.53') a distance of seventy seven and 73/100 feet (77.73') to a point.

THENCE: South 40°16'43" East, by land of the Town of Tewksbury, a distance of four and 28/100 feet (4.28') to a point.

THENCE: South 49°43'17" west, by land of the Town of Tewksbury, a distance of four and 00/100 feet (4.00') to a point at land of Robert LaFreniere.

THENCE: North 40°16'43" West, by land of Robert LaFreniere, a distance of fifty four and 86/100 feet (54.86') to a point.

THENCE: North 41°23'30" East, by land of Robert LaFreniere, a distance of fifty and 58/100 feet (50.58') to the point of beginning.

Said easement containing 859 square feet.

Robert LaFreniere and Others

Executive Summary: The purpose of this Article is to enlarge by 859 square feet a presently existing driveway access easement previously granted by abutting landowners. The enlarged access easement will give to Mr. LaFreniere improved access to his existing driveway located on land formerly owned by the Commonwealth of Massachusetts and recently transferred to Mr. LaFreniere.

ARTICLE 42

To see if the Town will vote to grant to Roger F. LaFreniere of Tewksbury, County of Middlesex, Massachusetts (“Grantee”), the perpetual, non-exclusive right and easement to pass and repass by vehicular traffic or otherwise within the land area more particularly described in Exhibit A, attached hereto and incorporated herein, which may be incidental to any use of said land of the Grantee in said Tewksbury. The land to which the foregoing right and easement is appurtenant is the land owned of record by the Grantee and shown marked “Parcel A and Map 61, Parcel 115” on a plan entitled “Subdivision Plan of Land in Tewksbury, Mass. For Commonwealth of Massachusetts, dated July 12, 2006, prepared by Troy, Mede & Associates, 1455 Main Street, Tewksbury, Mass.”, recorded with Middlesex North District Registry of Deeds in Plan Book 222, Page 117.

The land area in which the aforesaid right an easement is granted is shown as “Driveway Easement” containing 859 square feet in area on plan entitled “Easement Plan of Land, Tewksbury, Mass., For Robert LaFreniere, Scale: 1”=40’ ”, Dated December 27, 2006, Prepared by Troy, Mede & Associates, 1455 Main Street, Tewksbury, MA, said plan to be recorded at the Middlesex North Registry of Deeds, and is conveyed subject to the right hereby expressly reserved by the Town as Grantor to continue to enjoy the use of said land area for all purposes not adverse to the rights herein granted to the Grantee.

If and when the Grantee ceases to utilize the Driveway Easement for access purposes for a period for two of more years, this easement shall extinguish without further action by any party.

Pursuant to this Article, the Town, acting by and through the Town Manager, is further authorized to take all necessary measures to finalize the granting of said access easement with said Grantee, including, but not limited to, the signing of said access easement on behalf of the Town and the recording of same at the Middlesex North Registry of Deeds.

Any such grant of easement is nevertheless with the conditions that Roger F. LaFreniere shall petition the legislature for a special act amending Chapter 840 of the Acts of 1977, permitting the grant of such an easement for non-senior citizens educational drop-in center purposes; and further provided, Roger F. LaFreniere shall pay as consideration the fair market value of said easement as determined by the Town in its sole and absolute discretion; and, further provided, the grantee shall agree to and the easement shall provide, for the protection of the Town, a hold harmless, defend and indemnification agreement as determined by the Town in its sole and absolute discretion.

EXHIBIT A

The Driveway Easement in Tewksbury, Middlesex County, Massachusetts, being shown as "Driveway Easement" on a plan entitled, Easement Plan of Land, Tewksbury, Mass., Robert LaFreniere, Scale: 1" = 40', Date: December 27 2006, Troy, Mede & Associates, Tewksbury, MA, to be recorded at the Middlesex North Registry of Deeds.

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THENCE: South 48°36'30" East, by land of the Town of Tewksbury, a distance of four and 00/100 feet (4.00') to a point.

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THENCE: South 40°16'43" East, by land of the Town of Tewksbury, a distance of four and 28/100 feet (4.28') to a point.

THENCE: South 49°43'17" west, by land of the Town of Tewksbury, a distance of four and 00/100 feet (4.00') to a point at land of Robert LaFreniere.

THENCE: North 40°16'43" West, by land of Robert LaFreniere, a distance of fifty four and 86/100 feet (54.86') to a point.

THENCE: North 41°23'30" East, by land of Robert LaFreniere, a distance of fifty and 58/100 feet (50.58') to the point of beginning.

Said easement containing 859 square feet.

Town Manager

Executive Summary: The purpose of this Article is to enlarge by 859 square feet a presently existing driveway access easement previously granted by abutting landowners. The enlarged access easement will give to Mr. LaFreniere improved access to his existing driveway located on land formerly owned by the Commonwealth of Massachusetts and recently transferred to Mr. LaFreniere.

And you are directed to serve the within Warrant by posting up true and attested copies hereof upon the Town Hall and in each precinct, seven (7) days at least before the time of holding said meeting; also, leaving at least 500 copies at the Town Hall or at such convenient places as the Selectmen shall think proper in said Town of Tewksbury.

HEREOF, FAIL NOT, AND MAKE DUE RETURNS OF THIS WARRANT, with your doings thereon, to the Town Clerk at the time and place of meeting aforesaid.

Given under our hands this sixth day of March in the year of our Lord, two thousand and seven.

BOARD OF SELECTMEN

Charles E. Coldwell, Chairman

John Mackey, Vice Chairman

John Ryan, Clerk

Joseph P. Gill, Jr.

Jerome E. Selissen

NOTES

Tewksbury “Adopt A Hydrant” Program

The **Tewksbury Fire Department** has partnered with **Hy-Viz Inc.** to bring fiberglass hydrant markers to the community. These highly reflective hydrant markers will allow hydrants to be visible, day or night, from a great distance. The markers will help locate snow covered hydrants during the winter months and tree and shrub obstructed hydrants during the warmer months. **Hy-Viz** markers have a stainless steel spring and ring mount for years of maintenance free service. We have chosen the "Patriot Banding" design for use in Tewksbury.

Donation Made by: _____ Date: _____
Address: _____ Phone: _____

Street Address of Hydrant(s) to be adopted:
(I.e. in front of 123 Main Street)

Cost of each marker: \$ 14.99
of hydrant markers purchased: x _____
Total: = _____

Once a group of orders have been placed, the Fire Department will locate the adopted hydrants and place the reflective markers with "Patriot Banding" design. In the event that there are multiple requests for marking the same hydrant, we will place the marker one of the many critical hydrants that we have in town that may be overlooked. We will notify residents or businesses of our placement once the marker is in place.

For additional information visit www.tewksbury.info/fire.

Thank You for your support!

Tewksbury Fire Department
c/o: Adopt a Hydrant Program
21 Town Hall Avenue
Tewksbury, MA 01876

What is a “File of Life”?

A “File of Life” is a mini medical history posted on the outside of ones refrigerator, or personally carries in a person’s wallet. The “File of Life” card enables EMT’s to obtain a quick medical history when the patient, who, in a frightened state, may forget to mention something important.

The card which is kept in a red plastic pocket labeled “File of Life”, lists the patients name, emergency medical contacts, insurance policy and social security number, health problems, medications, dosages, allergies, recent surgeries, doctors name and a health care proxy. The entire pocket is held with a magnet to the outside of the refrigerator. Details will be provided at the fire stations or call 978-640-4410.

Who should have one?

-Anyone who has many or complicated medical problems and or takes many medications.

GLOSSARY OF TERMS

Town Meeting:

A duly called meeting in which all Town of Tewksbury registered voters are eligible to participate to act upon fiscal issues, zoning changes, by-law amendments, and other matters affecting the Town. Each voter has one vote in the decision making process.

The Annual Town Meeting is held each May to decide issues for the fiscal year starting July first. Special Town Meeting(s) may be called at other times, to address issues that cannot wait for the next Annual Town Meeting, a Special Town Meeting is called by the Board of Selectmen; or by a petition of 200 registered voters.

Warrant:

Public notice of business to be considered at the Town Meeting. It is publicly posted in each Precinct throughout the Town. The Warrant is mailed to each dwelling in the Town in which a registered voter resides and describes all of the Articles which will be acted upon at the Town Meeting.

Article(s):

Individual subjects are described in the articles so that all voters are warned of potential action to be taken. The scope of each article sets the bounds of action that may be taken. Articles are submitted by the Town Departments or by voter petitions. Articles submitted by voter petitions require ten (10) or more registered voters signatures for insertion in the Annual Town Meeting Warrant, and one hundred (100) or more registered voters signatures for insertion in a Special Town Meeting Warrant.

General Information:

The Moderator presides at the Town Meeting and is responsible for the ruling on procedural matters, overseeing an orderly debate, announcing the result of all votes and preserving decorum.

The proceedings are governed by Town Meeting Time, a handbook of parliamentary law prepared under the auspices of the Massachusetts Moderators Association. This guide may be simpler and easier to understand than the more widely known and consulted Robert's Rules of Order. Copies are available for reference at the Town Clerk's Office, Board of Selectmen's Office and the Tewksbury Public Library.

Registered voters are entitled to attend, address and vote at the Meeting. Visitors may attend the meeting and shall sit in the "reserved for visitors" section.

A voter desiring to speak should approach the microphone, await recognition by the Moderator, and identify him or herself when recognized by name and address.

Motions, Motions to Amend, and Votes Required:

An Article in the Warrant states a question for the Town Meeting voters to answer. Separate issues are described in the Town Meeting Articles so that all voters are warned of potential action to be taken. The scope or intent of each Article set the bounds of action that may be taken.

Customarily the Finance Committee Chairman makes the first or Main Motion or if the Article relates to the Zoning By-Law the Planning Board Chairman will make the first or Main Motion. The sponsor or Petitioner of an article also may make the first or Main Motion.

The Motion is then open for discussion by the assembly.

Motions to Amend the Main Motion, which is within the scope or intent of the Article, may be made on the Town Meeting floor.

Ordinarily motions require a majority vote of the voters present and voting for an Article to pass. Certain motions require a 2/3, 4/5 or a 9/10 vote to pass because of the provisions of the Town By-Laws or Massachusetts General Laws. The Moderator will announce the voting requirement before each vote requiring more than a majority vote.

Motions For Indefinite Postponement of an Article:

A motion to Indefinitely Postpone an Article is equivalent to a motion to take no action on the Article. If the Motion to Indefinitely Postpone the Article is Adopted; the Article is defeated.

Reconsideration of an Article:

No vote on a prior Article shall be Reconsidered except to correct a procedural defect, scrivener's error or an oversight. Reconsideration for the above exceptions requires a majority vote.

Move the Question:

The voters have heard all the discussion that they wish to hear on the pending Article and prefer to vote at once.

The Moderator shall allow those presently standing, at the time of the motion, the opportunity to be heard and then he or she will take the vote to Move the Question.

Rules to Govern Speakers:

No voter shall speak twice on any one subject, if any other voter who has not spoken already and is standing to be recognized by the moderator. No voter shall speak for more than five minutes at one time, except by vote of permission of the assembly.

CAR.-RT.
PRESORT
BULK RATE
U.S. POSTAGE
PAID
Tewksbury, MA
PERMIT NO. 33

**RESIDENTIAL CUSTOMER
RURAL ROUTE BOX HOLDER**

**PLEASE TAKE THIS WARRANT
WITH YOU TO TOWN MEETING**