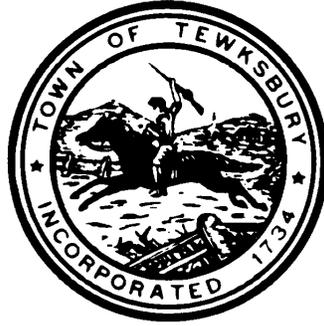


# ANNUAL TOWN MEETING

## 2012 WARRANT



### TOWN OF TEWKSBURY COMMONWEALTH OF MASSACHUSETTS

#### **Finance Committee Public Hearing**

April 25, 2012 7:00 p.m.  
Town Hall Auditorium

#### **Annual Town Meeting**

May 7, 2012 8:00 p.m.  
Tewksbury Memorial High School

Town of Tewksbury Website: <http://www.tewksbury-ma.gov>

**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.**

**For further information please call 978-640-4355.**

**CART services need to be requested as early as possible, as CART providers often fill their schedule 2-3 months in advance. Other reasonable accommodations for disability related needs will be provided upon request.**

<b><u>Annual Town Meeting</u></b>	<b><u>Special Town Meeting</u></b>	<b><u>Annual Town Meeting</u></b>	<b><u>Special Town Meeting</u></b>
MONDAY May 7, 2012 8 P.M.	TUESDAY May 8, 2012 7 P.M.	WEDNESDAY May 9, 2012 8 P.M.	WEDNESDAY May 9, 2012 7 P.M.
<ul style="list-style-type: none"> <li>• Consent Calendar Articles</li> <li>• Annual Budget</li> <li>• Budget Related Articles</li> <li>• Personnel By-Law Amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Special Act Charter</li> </ul>	<ul style="list-style-type: none"> <li>• Zoning By-Law Amendments</li> <li>• Town By-Law Amendments</li> <li>• General Articles</li> </ul>	

Middlesex, s.s.

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, 320 Pleasant Street, in said Tewksbury on Monday, May 7, 2012, at 8:00 o'clock p.m. to act on the following articles:

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**SECTION 1**

**ARTICLE 1**

To choose all necessary Town Officers, by ballot,

To choose all necessary Town Officers, by ballot, Two (2) members of the Board of Selectmen for three (3) years; Two (2) members of the Board of Health for three (3) years; One (1) member of the Planning Board for five (5) years; Two (2) members of the School Committee for three (3) years; Two (2) Library Trustees for three (3) years; and One (1) position on the Regional Tech School Committee three (3) years.

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**SECTION 2**

Article 2 Elected Officials Salaries

Article 3 Consent Calendar

Article 4 Budget

Article 5 Budget Related Police Patrolman's Associations Collective Bargaining Agreement

Article 6 Budget Related Police Department Superior Officers Collective Bargaining Agreement

Article 7 Budget Related Firefighters Collective Bargaining Agreement

Article 8 Budget Related AFSCME Collective Bargaining Agreement

Article 9 Budget Related Sewer Enterprise Fund for FY13

Article 10 Budget Related Water Enterprise Fund for FY13

Article 11 Budget Related Free Cash Transfer for Town One-time Expenditures

Article 12 Budget Related Free Cash Transfer for School One-time Expenditures

Article 13 Budget Related Water Enterprise Fund Transfer to pay off Existing Leases

Article 14 Budget Related Water Treatment Plant Vehicle and New Fire Hydrants

Article 15 Budget Related Sewer Enterprise Fund Transfer to pay off Existing Leases

Article 16	Budget Related	Sewer Pump Station Upgrades and Inflow/Infiltration
Article 17	Budget Related	Install and Replace Water Lines
Article 18	Budget Related	Fund Revaluation of the Town's Residential and Commercial Properties
Article 19	Budget Related	Senior Tax Relief Work Program
Article 20	Budget Related	Community Preservation Funds Expenses for FY13
Article 21	Budget Related	Affordable Housing Trust Fund Allocation Plan
Article 22	Personnel By-Laws	Amend Personnel By-Law: Wage Scale
Article 23	Personnel By-Laws	Amend Personnel By-Law: Personal Days
Article 24	Personnel By-Laws	Amend Personnel By-Law: Vacations
Article 25	Personnel By-Laws	Amend Personnel By-Law: Sick Leave Incentive Program
Article 26	Personnel By-Laws	Amend Personnel By-Law: Funeral Leave
Article 27	Personnel By-Laws	Amend Personnel By-Law: Sick Bank
Article 28	Personnel By-Laws	Amend Personnel By-Law: Wage Deferral

**ARTICLE 2**

To see if the Town will vote to fix the salaries of several elected officials for the fiscal year 2013.

	<b><u>FY12</u></b>	<b><u>FY13</u></b>
	<b><u>Present</u></b>	<b><u>Requested</u></b>
<b><u>BOARD OF HEALTH</u></b>		
Chairman	405	405
Members (4)	315	315
<b><u>MODERATOR</u></b>		
	450	450
<b><u>PLANNING BOARD</u></b>		
Chairman	1080	1080
Members (4)	765	765
<b><u>SCHOOL</u></b>		
<b><u>COMMITTEE</u></b>		
Chairman	2700	2700
Members (4)	2250	2250
<b><u>SELECTMEN</u></b>		
Chairman	5400	5400
Members (4)	4500	4500

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

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**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 3-29 Accept the Annual Report

Article 3-30 Lease/Purchase Agreement

Article 3-31 Authorize Chapter 90 Funds

Article 3-32 Re-Authorize Revolving Funds

**ARTICLE 3-29**

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 are in the 2011 Town Report located on the Town's Website.

**ARTICLE 3-30**

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 action relative thereto.

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.

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**ARTICLE 3-31**

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 thereof; and (4) to determine whether said 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 3-32**

To see if the Town will vote to re-authorize under the provisions of Chapter 44 Section 53E1/2 of the Massachusetts General Laws, the following self-sufficient revolving funds as noted below. The funds shall be credited with all amounts received relating to the activities listed below. Expenditures of the funds shall be authorized by the person(s) noted below or their designee. The total amount which may be expended from the funds in any given fiscal year shall be limited to the individual amounts listed below; or take any action relative thereto.

**TOWN OF TEWKSBURY  
REVOLVING FUNDS**

<b><u>NAME</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>PURPOSE</u></b>	<b><u>AUTHORIZATION</u></b>	<b><u>EXPENDITURE</u></b>
Council on Aging	Council on Aging	Trips and Activities	Town Manager	\$50,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Emergency 72 Hour Go Kits	Board of Health	Purchase and Sell "Emergency 72 Hour Go Kits" to Tewksbury Residents	Health Director and Town Manager	\$10,000
Traffic Signage	Dept. of Public Works	Purchase, Manufacture and Installation of Street and Traffic Signage, including Pavement Markings	Town Manager	\$10,000
GIS	Community Development	Operate a Geographical Information System	Town Manager	\$25,000
Stormwater	Dept. of Public Works	Maintain Stormwater	Town Manager	\$50,000
Records Preservation	Town Clerk	Preservation and Safe Keeping of Historic Records	Town Clerk	\$20,000

Town Manager

**Executive Summary:** This article reauthorizes the Town to continue self-sufficient revolving fund accounts for the items listed above in the Town of Tewksbury. This article is always in the Annual Town Meeting as separate articles and was combined for simplicity.

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**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, 2012; or take any action relative thereto.

**TOWN OF TEWKSBURY  
FY13 GENERAL FUND BUDGET**

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<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>General Government</b>				
<b>Moderator</b>				
<i>Salaries</i>	338	450	450	450
<i>Operating</i>	-	-	75	75
<i>Capital Outlay</i>	-	-	-	-
<b>Total Moderator Budget</b>	<b>338</b>	<b>450</b>	<b>525</b>	<b>525</b>
<b>Selectmen</b>				
<i>Salaries</i>	27,129	26,384	26,384	26,384
Water Enterprise Fund Allocation	(396)	-	-	-
Sewer Enterprise Fund Allocation	(396)	-	-	-
<i>Total Salaries Net of Allocations</i>	26,337	26,384	26,384	26,384
<i>Operating</i>	177,394	102,605	112,413	112,413
Water Enterprise Fund Allocation	(1,726)	-	-	-
Sewer Enterprise Fund Allocation	(1,726)	-	-	-
<i>Total Operating Net of Allocations</i>	173,942	102,605	112,413	112,413
<i>Capital Outlay</i>	-	-	-	-
<b>Total Selectmen Budget</b>	<b>204,523</b>	<b>128,989</b>	<b>138,797</b>	<b>138,797</b>
<b>Total Selectmen Budget Net Allocations</b>	<b>200,279</b>	<b>128,989</b>	<b>138,797</b>	<b>138,797</b>

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<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>Town Manager</b>				
<i>Salaries</i>	352,526	259,629	274,175	274,175
Water Enterprise Fund Allocation	(16,183)	(7,950)	(7,400)	(7,400)
Sewer Enterprise Fund Allocation	(16,183)	(7,950)	(7,400)	(7,400)
<i>Total Salaries Net of Allocations</i>	320,160	243,729	259,375	259,375
<i>Operating</i>	3,606	4,498	4,498	4,498
Water Enterprise Fund Allocation	(291)	-	-	-
Sewer Enterprise Fund Allocation	(291)	-	-	-
<i>Total Operating Net of Allocations</i>	3,024	4,498	4,498	4,498
<i>Capital Outlay</i>	-	-	-	-
<b>Total Town Manager Budget</b>	<b>356,132</b>	<b>264,127</b>	<b>278,673</b>	<b>278,673</b>
<b>Total Town Manager Budget Net Allocations</b>	<b>323,184</b>	<b>248,227</b>	<b>263,873</b>	<b>263,873</b>
<b>Finance Committee</b>				
<i>Salaries</i>	2,503	2,515	2,515	2,515
<i>Operating</i>	787	679	679	679
<i>Capital Outlay</i>	-	-	-	-
<b>Total Finance Committee Budget</b>	<b>3,291</b>	<b>3,194</b>	<b>3,194</b>	<b>3,194</b>
<b>Town Counsel</b>				
<i>Operating</i>	142,607	150,000	150,000	150,000
Water Enterprise Fund Allocation	(9,188)	-	-	-
Sewer Enterprise Fund Allocation	(4,823)	-	-	-
<b>Total Operating Net of Allocations</b>	<b>128,596</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Administrative Services</b>				
<i>Salaries</i>	68,232	32,238	44,926	44,926
Water Enterprise Fund Allocation	(1,341)	(484)	(674)	(674)
Sewer Enterprise Fund Allocation	(1,341)	(484)	(674)	(674)
Health Insurance Trust	-	-	-	-
<i>Total Salaries Net of Allocations</i>	65,550	31,270	43,578	43,578
<i>Operating</i>	14,947	12,000	12,950	12,950
Water Enterprise Fund Allocation	(203)	(180)	(194)	(194)
Sewer Enterprise Fund Allocation	(203)	(180)	(194)	(194)
<i>Total Operating Net of Allocations</i>	14,541	11,640	12,562	12,562
<i>Capital Outlay</i>	-	-	-	-
<b>Total Administrative Services Budget</b>	<b>83,178</b>	<b>44,238</b>	<b>57,876</b>	<b>57,876</b>
<b>Total Administrative Services Budget Net Allocations</b>	<b>80,090</b>	<b>42,910</b>	<b>56,140</b>	<b>56,140</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>Town Clerk</b>				
<i>Salaries</i>	169,430	184,939	173,242	173,242
Water Enterprise Fund Allocation	(2,358)	-	-	-
Sewer Enterprise Fund Allocation	(2,358)	-	-	-
<i>Total Salaries Net of Allocations</i>	164,714	184,939	173,242	173,242
<i>Operating</i>	15,975	12,165	12,165	12,165
Water Enterprise Fund Allocation	(213)	-	-	-
Sewer Enterprise Fund Allocation	(213)	-	-	-
<i>Total Operating Net of Allocations</i>	15,549	12,165	12,165	12,165
<i>Capital Outlay</i>	-	-	-	-
<b>Total Town Clerk Budget</b>	<b>185,405</b>	<b>197,104</b>	<b>185,407</b>	<b>185,407</b>
<b>Total Town Clerk Budget Net Allocations</b>	<b>180,263</b>	<b>197,104</b>	<b>185,407</b>	<b>185,407</b>
<b>Election</b>				
<i>Salaries</i>	28,803	21,500	37,600	37,600
<i>Operating</i>	8,533	8,050	10,750	10,750
<i>Capital Outlay</i>	-	-	-	-
<b>Total Election Budget</b>	<b>37,336</b>	<b>29,550</b>	<b>48,350</b>	<b>48,350</b>
<b>Board of Registrars</b>				
<i>Salaries</i>	2,850	2,850	2,850	2,850
<i>Operating</i>	1,349	700	700	700
<i>Capital Outlay</i>	-	-	-	-
<b>Total Board of Registrars Budget</b>	<b>4,199</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>
<b>Total General Government</b>	<b>1,017,008</b>	<b>821,202</b>	<b>866,371</b>	<b>866,371</b>
<b>Total General Government Net Allocations</b>	<b>957,575</b>	<b>803,974</b>	<b>849,835</b>	<b>849,835</b>
<b>Finance Department</b>				
<b>Accounting</b>				
<i>Salaries</i>	218,268	203,817	198,313	198,313
Water Enterprise Fund Allocation	(5,377)	(5,095)	(4,958)	(4,958)
Sewer Enterprise Fund Allocation	(5,377)	(5,095)	(4,958)	(4,958)
<i>Total Salaries Net of Allocations</i>	207,514	193,627	188,397	188,397
<i>Operating</i>	4,449	4,660	5,275	5,275
Water Enterprise Fund Allocation	(160)	(116)	(132)	(132)
Sewer Enterprise Fund Allocation	(160)	(116)	(132)	(132)
<i>Total Operating Net of Allocations</i>	4,129	4,428	5,011	5,011
<i>Capital Outlay</i>	-	-	-	-
<b>Total Accounting Budget</b>	<b>222,717</b>	<b>208,477</b>	<b>203,588</b>	<b>203,588</b>
<b>Total Accounting Budget</b>	<b>211,643</b>	<b>198,055</b>	<b>193,409</b>	<b>193,409</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>Computer Services</b>				
<i>Salaries</i>	157,447	159,207	159,207	159,207
Water Enterprise Fund Allocation	(2,336)	(2,388)	(2,333)	(2,333)
Sewer Enterprise Fund Allocation	(2,336)	(2,388)	(2,333)	(2,333)
<i>Total Salaries Net of Allocations</i>	152,775	154,431	154,542	154,542
<i>Operating</i>	70,874	210,612	233,932	233,932
Water Enterprise Fund Allocation	(287)	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-
<i>Total Operating Net of Allocations</i>	70,587	210,612	233,932	233,932
<i>Capital Outlay</i>	168,475	8,000	8,000	8,000
<b>Total Computer Services Budget</b>	<b>396,796</b>	<b>377,819</b>	<b>401,139</b>	<b>401,139</b>
<b>Total Computer Services Budget</b>	<b>391,837</b>	<b>373,043</b>	<b>396,474</b>	<b>396,474</b>
<b>Assessor</b>				
<i>Salaries</i>	224,113	237,768	212,085	212,085
Water Enterprise Fund Allocation	(11,204)	-	-	-
Sewer Enterprise Fund Allocation	(11,204)	-	-	-
<i>Total Salaries Net of Allocations</i>	201,705	237,768	212,085	212,085
<i>Operating</i>	26,545	21,165	21,165	21,165
Water Enterprise Fund Allocation	(425)	-	-	-
Sewer Enterprise Fund Allocation	(425)	-	-	-
<i>Total Operating Net of Allocations</i>	25,695	21,165	21,165	21,165
<i>Total Capital Outlay</i>	-	-	-	-
<b>Total Assessor Budget</b>	<b>250,658</b>	<b>258,933</b>	<b>233,250</b>	<b>233,250</b>
<b>Total Assessor Budget Net Allocations</b>	<b>227,400</b>	<b>258,933</b>	<b>233,250</b>	<b>233,250</b>
<b>Treasurer/Collector</b>				
<i>Salaries</i>	339,078	327,921	296,786	289,983
Water Enterprise Fund Allocation	(54,592)	(16,926)	(17,932)	(17,932)
Sewer Enterprise Fund Allocation	(39,593)	(16,926)	(17,932)	(17,932)
<i>Total Salaries Net of Allocations</i>	244,893	294,069	260,922	254,119
<i>Operating</i>	165,960	131,917	168,576	130,576
Water Enterprise Fund Allocation	(17,572)	(13,192)	(9,450)	(9,450)
Sewer Enterprise Fund Allocation	(17,572)	(13,192)	(9,450)	(9,450)
<i>Total Operating Net of Allocations</i>	130,816	105,533	149,676	111,676
<i>Capital Outlay</i>	-	-	-	-
<b>Total Treasurer/Collector Budget</b>	<b>505,038</b>	<b>459,838</b>	<b>465,362</b>	<b>420,559</b>
<b>Total Treasurer/Collector Budget Net Allocations</b>	<b>375,709</b>	<b>399,602</b>	<b>410,598</b>	<b>365,795</b>
<b>Total Finance Department</b>	<b>1,375,210</b>	<b>1,305,067</b>	<b>1,303,339</b>	<b>1,258,536</b>
<b>Total Finance Department Net Allocations</b>	<b>1,206,590</b>	<b>1,229,633</b>	<b>1,233,730</b>	<b>1,188,928</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>Community Services</b>				
<b>Cable Television</b>				
<i>Salaries</i>	2,794	2,160	2,160	2,160
<i>Operating</i>	1,386	969	969	969
<i>Capital Outlay</i>	-	-	-	-
<b>Total Cable Television Budget</b>	<b>4,180</b>	<b>3,129</b>	<b>3,129</b>	<b>3,129</b>
<b>Veteran's Services</b>				
<i>Salaries</i>	48,016	49,411	49,411	49,411
<i>Operating</i>	185,747	122,350	148,350	148,350
<i>Capital Outlay</i>	-	-	-	-
<b>Total Veteran's Budget</b>	<b>233,763</b>	<b>171,761</b>	<b>197,761</b>	<b>197,761</b>
<b>Exceptional Children</b>				
<i>Salaries</i>	-	-	-	-
<i>Operating</i>	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-
<b>Total Exceptional Children Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Patriotic Committee</b>				
<i>Operating</i>	1,299	-	3,100	3,100
<i>Capital Outlay</i>	-	-	-	-
<b>Total Patriotic Committee Budget</b>	<b>1,299</b>	<b>-</b>	<b>3,100</b>	<b>3,100</b>
<b>Parks and Recreation</b>				
<i>Salaries</i>	170,279	55,278	80,480	80,480
<i>Operating</i>	97,569	46,300	48,680	48,680
<i>Capital Outlay</i>	29,081	9,867	-	-
<b>Total Parks and Recreation Budget</b>	<b>296,929</b>	<b>111,445</b>	<b>129,160</b>	<b>129,160</b>
<b>Total Community Services</b>	<b>536,171</b>	<b>286,335</b>	<b>333,150</b>	<b>333,150</b>
<b>Council on Aging</b>				
<i>Salaries</i>	123,249	122,504	152,764	152,464
<i>Operating</i>	88,006	72,730	72,730	72,730
<i>Capital Outlay</i>	-	-	-	-
<b>Total Council on Aging Budget</b>	<b>211,255</b>	<b>195,234</b>	<b>225,494</b>	<b>225,194</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>Facilities</b>				
<b>Town Hall</b>				
<i>Salaries</i>	19,675	30,811	41,266	41,266
Water Enterprise Fund Allocation	(491)	-	-	-
Sewer Enterprise Fund Allocation	(491)	-	-	-
<i>Total Salaries Net of Allocations</i>	18,693	30,811	41,266	41,266
 <i>Operating</i>	 53,250	 33,870	 33,870	 33,870
Water Enterprise Fund Allocation	(1,517)	-	-	-
Sewer Enterprise Fund Allocation	(1,517)	-	-	-
<i>Total Operating Net of Allocations</i>	50,216	33,870	33,870	33,870
 <i>Capital Outlay</i>	 -	 -	 -	 -
<b>Total Town Hall Budget</b>	<b>72,925</b>	<b>64,681</b>	<b>75,136</b>	<b>75,136</b>
<b>Total Town Hall Budget Net Allocations</b>	<b>68,909</b>	<b>64,681</b>	<b>75,136</b>	<b>75,136</b>
 <b>Auxiliary Buildings</b>				
<i>Operating</i>	39,001	32,400	32,400	32,400
Water Enterprise Fund Allocation	(1,067)	-	-	-
Sewer Enterprise Fund Allocation	(1,067)	-	-	-
<b>Total Operating Net of Allocations</b>	<b>36,867</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>
 <b>Cemeteries</b>				
Operating	3,000	3,000	3,000	3,000
 <i>Capital Outlay</i>	 -	 -	 -	 -
<b>Total Cemeteries Budget</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
 <b>Total Facilities</b>	 <b>114,926</b>	 <b>100,081</b>	 <b>110,536</b>	 <b>110,536</b>
<b>Total Facilities Budget Net Allocations</b>	<b>108,776</b>	<b>100,081</b>	<b>110,536</b>	<b>110,536</b>
 <b>Library</b>				
<i>Salaries</i>	630,765	622,900	676,547	676,547
 <i>Operating</i>	 261,760	 239,452	 246,778	 246,778
 <i>Capital Outlay</i>	 -	 -	 -	 -
<b>Total Library Budget</b>	<b>892,525</b>	<b>862,352</b>	<b>923,325</b>	<b>923,325</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>Planning and Development</b>				
<b>Planning (Community Development)</b>				
<i>Salaries</i>	233,747	221,604	226,163	226,163
Water Enterprise Fund Allocation	(2,869)	-	-	-
Sewer Enterprise Fund Allocation	(3,113)	-	-	-
Wetlands Protection Allocation	(10,000)	(10,000)	-	-
Total Salaries Net of Allocations	217,765	211,604	226,163	226,163
<i>Operating</i>	15,159	19,465	20,785	20,785
Water Enterprise Fund Allocation	(244)	-	-	-
Sewer Enterprise Fund Allocation	(244)	-	-	-
Total Operating Net of Allocations	14,671	19,465	20,785	20,785
<i>Capital Outlay</i>	-	-	-	-
<b>Total Community Development Budget</b>	<b>248,906</b>	<b>241,069</b>	<b>246,948</b>	<b>246,948</b>
<b>Total Community Development Budget Net Allocations</b>	<b>232,436</b>	<b>231,069</b>	<b>246,948</b>	<b>246,948</b>
<b>Building Department</b>				
<i>Salaries</i>	215,451	213,402	231,460	231,460
Water Enterprise Fund Allocation	(29,150)	(2,025)	(1,525)	(1,525)
Sewer Enterprise Fund Allocation	(39,623)	(5,570)	(3,557)	(3,557)
Total Salaries Net of Allocations	146,678	205,807	226,378	226,378
<i>Operating</i>	5,157	4,350	5,010	5,010
Water Enterprise Fund Allocation	(82)	-	-	-
Sewer Enterprise Fund Allocation	(82)	-	-	-
Total Operating Net of Allocations	4,993	4,350	5,010	5,010
<i>Capital Outlay</i>	-	-	-	-
<b>Total Building Department Budget</b>	<b>220,608</b>	<b>217,752</b>	<b>236,470</b>	<b>236,470</b>
<b>Total Building Department Budget Net Allocations</b>	<b>151,671</b>	<b>210,157</b>	<b>231,388</b>	<b>231,388</b>
<b>Board of Health</b>				
<i>Salaries</i>	223,539	207,136	208,101	208,101
Water Enterprise Fund Allocation	(6,686)	-	-	-
Sewer Enterprise Fund Allocation	(6,686)	-	-	-
Total Salaries Net of Allocations	210,167	207,136	208,101	208,101
Total Operating	16,309	9,125	6,925	6,225
Water Enterprise Fund Allocation	(294)	-	-	-
Sewer Enterprise Fund Allocation	(294)	-	-	-
Total Operating Net of Allocations	15,721	9,125	6,925	6,225
<i>Capital Outlay</i>	-	-	-	-
<b>Total Board of Health Budget</b>	<b>239,848</b>	<b>216,261</b>	<b>215,026</b>	<b>214,326</b>
<b>Total Board of Health Budget Net Allocations</b>	<b>225,888</b>	<b>216,261</b>	<b>215,026</b>	<b>214,326</b>
<b>Total Planning and Development</b>	<b>709,362</b>	<b>675,082</b>	<b>698,443</b>	<b>697,743</b>
<b>Total Planning and Development Net Allocations</b>	<b>609,995</b>	<b>657,487</b>	<b>693,361</b>	<b>692,661</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>Public Safety</b>				
<b>Police</b>				
<i>Salaries</i>	4,744,036	4,903,723	5,011,047	5,011,047
<i>Operating</i>	554,683	491,490	481,490	481,490
<i>Capital Outlay</i>	80,907	96,900	151,063	114,117
<b>Total Police Budget</b>	<b>5,379,627</b>	<b>5,492,113</b>	<b>5,643,599</b>	<b>5,606,653</b>
<b>Fire</b>				
<i>Salaries</i>	3,890,896	3,837,271	3,923,313	3,889,012
Water Enterprise Fund Allocation	-	-	-	-
Total Salaries Net of Allocations	3,890,896	3,837,271	3,923,313	3,889,012
<i>Operating</i>	310,528	235,044	282,487	281,221
<i>Capital Outlay</i>	206,945	213,381	186,374	-
<b>Total Fire Budget</b>	<b>4,408,368</b>	<b>4,285,697</b>	<b>4,392,175</b>	<b>4,170,233</b>
<b>Total Fire Budget Net Allocations</b>	<b>4,408,368</b>	<b>4,285,697</b>	<b>4,392,175</b>	<b>4,170,233</b>
<b>Emergency Management</b>				
<i>Salaries</i>	4,772	4,837	4,837	4,837
<i>Operating</i>	25,881	24,885	29,435	26,435
<i>Capital Outlay</i>	41,317	13,750	8,100	-
<b>Total Emergency Mgt. Budget</b>	<b>71,970</b>	<b>43,472</b>	<b>42,372</b>	<b>31,272</b>
<b>Parking Clerk</b>				
<i>Salaries</i>	4,000	4,000	4,000	4,000
<i>Operating</i>	727	1,200	1,200	1,200
<i>Capital Outlay</i>	-	-	-	-
<b>Total Parking Clerk Budget</b>	<b>4,727</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>
<b>Total Public Safety Budget</b>	<b>9,864,693</b>	<b>9,826,481</b>	<b>10,083,346</b>	<b>9,813,359</b>
<b>Total Public Safety Budget Net Allocations</b>	<b>9,864,693</b>	<b>9,826,481</b>	<b>10,083,346</b>	<b>9,813,359</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>School Departments</b>				
<b>Tewksbury</b>				
Salaries	23,845,251	24,578,563	25,038,621	25,338,760
Operating	11,639,953	11,905,082	11,905,082	12,243,226
Capital Outlay	40,000	20,000	20,000	20,000
<b>Total School Operating Budget</b>	<b>35,525,204</b>	<b>36,503,645</b>	<b>36,963,703</b>	<b>37,601,986</b>
Offsets	(1,370,450)	(1,615,300)	(1,615,300)	(1,857,000)
<b>Net School Operating Budget</b>	<b>34,154,754</b>	<b>34,888,345</b>	<b>35,348,403</b>	<b>35,744,986</b>
<b>Fixed Costs</b>				
Health	7,198,873	7,552,860	7,740,957	7,740,957
Retirement	906,356	866,844	903,772	903,772
Medicare	300,709	345,000	365,000	365,000
Unemployment	40,000	57,000	40,000	40,000
Insurance	162,300	112,951	112,951	112,951
Principal	35,000	10,000	10,000	10,000
Long Term Interest	2,838	1,575	1,325	1,325
Short Term Interest	17,000	-	-	-
<b>Total Fixed Costs</b>	<b>8,663,076</b>	<b>8,946,230</b>	<b>9,174,005</b>	<b>9,174,005</b>
<b>Town Tewksbury School Budget</b>	<b>42,817,830</b>	<b>43,834,575</b>	<b>44,522,408</b>	<b>44,918,991</b>
<b>Exempt School Debt Principal</b>	<b>502,000</b>	<b>2,101,000</b>	<b>1,975,000</b>	<b>1,975,000</b>
<b>Exempt School Exempt Interest</b>	<b>275,832</b>	<b>632,695</b>	<b>1,199,064</b>	<b>1,199,064</b>
<b>Regional Vocational School</b>	<b>5,077,953</b>	<b>5,470,783</b>	<b>5,625,001</b>	<b>5,625,001</b>
<b>Total School Departments</b>	<b>48,673,614</b>	<b>52,039,053</b>	<b>53,321,473</b>	<b>53,718,056</b>
<b>Department of Public Works</b>				
<b>DPW Administration</b>				
<i>Salaries</i>	197,494	160,994	273,104	266,923
Water Enterprise Fund Allocation	(55,460)	(40,248)	(65,756)	(65,756)
Sewer Enterprise Fund Allocation	(55,460)	(40,248)	(65,756)	(65,756)
<i>Total Salaries Net of Allocations</i>	86,574	80,498	141,593	135,412
<i>Operating</i>	155,148	120,130	120,130	120,130
Water Enterprise Fund Allocation	(41,694)	(30,149)	(30,033)	(30,033)
Sewer Enterprise Fund Allocation	(41,694)	(30,149)	(30,033)	(30,033)
<i>Total Operating Net of Allocations</i>	71,760	59,832	60,065	60,065
<i>Capital Outlay</i>	-	-	-	-
<b>Total DPW Administration Budget</b>	<b>352,642</b>	<b>281,124</b>	<b>393,234</b>	<b>387,053</b>
<b>Total DPW Administration Budget Net Allocations</b>	<b>158,334</b>	<b>140,330</b>	<b>201,658</b>	<b>195,477</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>DPW Engineering</b>				
<i>Salaries</i>	183,908	180,232	186,201	186,201
Water Enterprise Fund Allocation	(70,494)	(74,798)	(77,315)	(77,315)
Sewer Enterprise Fund Allocation	(70,494)	(42,298)	(46,307)	(46,307)
<i>Total Salaries Net of Allocations</i>	42,920	63,136	62,579	62,579
 <i>Operating</i>	 11,430	 7,145	 7,145	 7,145
Water Enterprise Fund Allocation	(3,099)	(2,500)	(3,001)	(3,001)
Sewer Enterprise Fund Allocation	(3,099)	(2,500)	(2,429)	(2,429)
<i>Total Operating Net of Allocations</i>	5,232	2,145	1,715	1,715
 <i>Capital Outlay</i>	 -	 -	 -	 -
<b>Total DPW Engineering Budget</b>	<b>195,339</b>	<b>187,377</b>	<b>193,346</b>	<b>193,346</b>
<b>Total DPW Engineering Budget Net Allocations</b>	<b>48,153</b>	<b>65,281</b>	<b>64,294</b>	<b>64,294</b>
 <b>DPW Highway</b>				
<i>Salaries</i>	424,640	531,541	498,684	498,684
 <i>Operating</i>	 162,764	 106,300	 167,340	 167,340
 <i>Capital Outlay</i>	 82,159	 79,419	 -	 -
<b>Total DPW Highway Budget</b>	<b>669,563</b>	<b>717,260</b>	<b>666,024</b>	<b>666,024</b>
 <b>DPW Forestry</b>				
<i>Salaries</i>	-	-	-	-
 <i>Operating</i>	 49,433	 42,450	 61,450	 61,450
 <i>Capital Outlay</i>	 27,701	 27,306	 -	 -
<b>Total DPW Forestry Budget</b>	<b>77,134</b>	<b>69,756</b>	<b>61,450</b>	<b>61,450</b>
 <b>DPW Fleet Maintenance</b>				
<i>Salaries</i>	186,223	189,041	176,099	176,099
Water Enterprise Fund Allocation	(31,809)	(31,570)	(29,409)	(29,409)
Sewer Enterprise Fund Allocation	(31,809)	(31,570)	(29,409)	(29,409)
<i>Total Salaries Net of Allocations</i>	122,605	125,901	117,282	117,282
 <i>Operating</i>	 188,360	 175,000	 175,000	 175,000
Water Enterprise Fund Allocation	(37,600)	(35,000)	(35,000)	(35,000)
Sewer Enterprise Fund Allocation	(37,600)	(35,000)	(35,000)	(35,000)
<i>Total Operating Net of Allocations</i>	113,160	105,000	105,000	105,000
 <i>Capital Outlay</i>	 32,972	 32,510	 16,792	 -
Water Enterprise Fund Allocation	(3,939)	(6,502)	(4,611)	-
Sewer Enterprise Fund Allocation	(3,939)	(6,502)	(4,611)	-
<i>Total Capital Outlay Net of Allocations</i>	25,094	19,506	7,571	-
<b>Total DPW Fleet Maint, Budget</b>	<b>407,555</b>	<b>396,551</b>	<b>367,891</b>	<b>351,099</b>
<b>Total DPW Fleet Maint, Budget Net Allocations</b>	<b>260,859</b>	<b>250,407</b>	<b>229,853</b>	<b>222,282</b>

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
<b>DPW Electrician</b>				
<i>Salaries</i>	-	-	-	-
Water Enterprise Fund Allocation	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-
Total Salaries Net of Allocations	-	-	-	-
<i>Operating</i>	15,998	5,000	5,000	5,000
Water Allocation	(1,125)	-	-	-
Sewer Allocation	(1,125)	-	-	-
Total Operating Net of Allocations	13,748	5,000	5,000	5,000
<i>Capital Outlay</i>	-	-	-	-
Water Enterprise Fund Allocation	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-
<i>Total Capital Outlay Net of Allocations</i>	-	-	-	-
<b>Total DPW Electrician Budget</b>	<b>15,998</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total DPW Electrician Budget Net Allocations</b>	<b>13,748</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>DPW Snow and Ice</b>				
<i>Salaries</i>	178,006	75,500	95,000	95,000
<i>Operating</i>	714,110	126,000	146,000	146,000
<i>Capital Outlay</i>	-	-	-	-
<b>Total DPW Snow and Ice Budget</b>	<b>892,115</b>	<b>201,500</b>	<b>241,000</b>	<b>241,000</b>
<b>Street Lighting</b>				
<i>Operating</i>	164,999	160,000	160,000	160,000
<b>Total Street Lighting Budget</b>	<b>164,999</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>Solid Waste Disposal</b>				
<i>Operating</i>	2,127,930	2,215,739	2,406,517	2,406,517
<b>Total Solid Waste Budget</b>	<b>2,127,930</b>	<b>2,215,739</b>	<b>2,406,517</b>	<b>2,406,517</b>
<b>Total DPW Budget</b>	<b>4,903,275</b>	<b>4,234,307</b>	<b>4,494,463</b>	<b>4,471,490</b>
<b>Total DPW Budget Net Allocations</b>	<b>4,412,835</b>	<b>3,825,273</b>	<b>4,035,795</b>	<b>4,022,044</b>
<b>Unclassified</b>				
Reserve Fund	-	73,444	70,344	70,344
Non-Exempt Principal Maturing Debt	176,080	122,330	114,330	114,330
Non Exempt Interest-Maturing Debt	34,254	26,888	24,028	24,028
Interest-Temporary Loans	1,265	1,000	1,000	1,000
Exempt Principal Maturing Debt	713,750	2,208,590	2,225,219	2,225,219
Exempt Interest-Maturing Debt	232,006	2,131,705	2,055,430	2,055,430
<i>Middlesex Retirement Assmt.</i>	4,817,619	4,487,591	4,664,837	4,664,837
Water Enterprise Fund Allocation	(501,299)	(258,523)	(275,770)	(275,770)
Sewer Enterprise Fund Allocation	(203,693)	(76,857)	(87,023)	(87,023)
<i>Total Retirement</i>	4,112,627	4,152,211	4,302,044	4,302,044

<b>General Fund Budget Classification</b>	<b>FY2011 EXPENDED</b>	<b>FY2012 BUDGETED</b>	<b>FY2013 DEPT REQ</b>	<b>FY2013 TM REC</b>
Unemployment Compensation	39,729	10,000	10,000	10,000
Group Insurance	4,209,535	4,501,141	4,742,069	4,742,069
Water Allocation	(311,444)	(206,378)	(227,067)	(227,067)
Sewer Allocation	(143,526)	(72,198)	(70,364)	(70,364)
<i>Total Group Insurance</i>	<b>3,754,565</b>	<b>4,222,565</b>	<b>4,444,638</b>	<b>4,444,638</b>
Medicare Tax	180,071	195,000	195,000	195,000
Water Enterprise Fund Allocation	(14,584)	(13,117)	(9,291)	(9,291)
Sewer Enterprise Fund Allocation	(6,621)	(2,457)	(3,465)	(3,465)
<i>Total Medicare Tax</i>	<b>158,866</b>	<b>179,426</b>	<b>182,243</b>	<b>182,243</b>
Fire and Liability Insurance	307,933	341,900	331,900	331,900
<b>Total Unclassified Budget</b>	<b>10,793,037</b>	<b>14,180,383</b>	<b>14,514,952</b>	<b>14,514,952</b>
<b>Total Unclassified Budget Net Allocations</b>	<b>9,611,870</b>	<b>13,550,853</b>	<b>13,841,972</b>	<b>13,841,972</b>
<b>Total Budget Before Transfers</b>	<b>79,091,075</b>	<b>84,525,578</b>	<b>86,874,892</b>	<b>86,932,712</b>
<b>Total Budget Before Transfers Net Allocations</b>	<b>77,085,898</b>	<b>83,376,757</b>	<b>85,652,017</b>	<b>85,719,059</b>
<b>Transfers</b>				
To the Sewer Enterprise Fund	299,976	296,089	296,089	281,485
To the Water Enterprise Fund		-	-	-
Special Revenue		-	-	-
Town Trust Funds	25,000			
<b>Total Transfers</b>	<b>324,976</b>	<b>296,089</b>	<b>296,089</b>	<b>281,485</b>
<b>ATM General Fund Budget</b>	<b>77,410,874</b>	<b>83,672,846</b>	<b>85,948,106</b>	<b>86,000,544</b>

**ARTICLE 5**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

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**ARTICLE 6**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Police Department Superior Officers beginning July 1, 2012; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Police Department Superior Officers and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

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**ARTICLE 7**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 beginning July 1, 2012; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate funds for a new labor agreement with the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

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**ARTICLE 8**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2012; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME)

and implement the labor agreement and distribute funds in FY13. (A funding source and amount will be included in the Town Meeting motion.)

**ARTICLE 9**

To see if the Town will vote to raise and appropriate \$6,056,620 to operate the sewer enterprise fund; or take any other action relative thereto.

<b>TOWN OF TEWKSBURY</b>	
<b>SEWER ENTERPRISE FUND</b>	
<b>FISCAL YEAR 2013 PROPOSED BUDGET</b>	
Direct Expenses	
Salaries	\$ 257,812
Expenses	\$ 257,200
Capital Outlay	\$ -
Lowell Sewer	\$ 1,380,000
Reserve Fund	\$ 60,000
Debt	<u>\$ 3,685,132</u>
Subtotal	\$ 5,640,144
Indirect Expenses	
Town Manager	\$ 7,400
Accounting	\$ 5,090
Computer Services	\$ 2,333
Treasurer/Collector	\$ 27,382
Administrative Services	\$ 868
Building Dept.	\$ 3,557
Dept. of Public Works	\$ 208,934
Group Insurance	\$ 70,364
Retirement	\$ 87,083
Medicare	<u>\$ 3,465</u>
Subtotal	\$ 416,476
<b>Total</b>	<b><u>\$ 6,056,620</u></b>
Projected Sewer Revenue	
User Fees	\$ 4,222,849
New Connections	\$ 18,015
Sewer Liens	\$ 150,000
Sewer Connection Liens	\$ 200,000
Connection Fees	\$ 1,288,554
Application Fees	\$ 15,000
Interest/Demands	\$ 10,000
Investment Income	\$ 30,000
Prior Year Surplus	\$ -
Transfer From General Fund	<u>\$ 281,485</u>
<b>Total</b>	<b><u>\$ 6,215,902</u></b>
Deficit/Surplus	\$ 159,282

Town Manager

**Executive Summary:** The purpose of this article is to fund the Sewer Enterprise Fund for FY13.

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**ARTICLE 10**

To see if the Town will vote to raise and appropriate \$5,603,174 to operate the water enterprise fund; or take any action relative thereto.

<b>TOWN OF TEWKSBURY</b>	
<b>WATER ENTERPRISE FUND</b>	
<b>FISCAL YEAR 2013 PROPOSED BUDGET</b>	
Direct Expenses	
Salaries	\$ 1,295,650
Expenses	\$ 1,291,249
Capital Outlay	\$ -
Reserve Fund	\$ 25,000
Debt	\$ 2,178,598
Subtotal	\$ 4,790,497
Indirect Expenses	
Town Manager	\$ 7,400
Accounting	\$ 5,090
Computer Services	\$ 2,333
Treasurer/Collector	\$ 27,382
Administrative Services	\$ 868
Building Dept	\$ 1,525
Dept of Public Works	\$ 240,514
Group Insurance	\$ 227,067
Retirement	\$ 275,770
Medicare	\$ 9,291
Subtotal	\$ 797,240
<b>Total</b>	<b><u>\$ 5,587,737</u></b>
Projected Water Revenue	
User Fees	\$ 5,797,202
Water Liens	\$ 200,000
Connection Fees	\$ 15,000
Meter Replacement Fee	\$ -
Investment Income	\$ 20,000
Other Income	\$ 2,000
Prior Year Surplus	\$ -
<b>Total</b>	<b><u>\$ 6,034,202</u></b>
Deficit/Surplus	\$ 446,465

Town Manager

**Executive Summary:** The purpose of this article is to fund the Water Enterprise Fund for FY13.

**ARTICLE 11**

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$906,224 for the following for purposes; or take any action relative thereto.

Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility.	46,000
DPW Facility Upgrades	65,000
DPW Elgin Sweeper	170,000
Purchase Police SUV for Police Department	38,661
Purchase New Fire Vehicle	28,290
Pay for Sick Leave Buy Backs	47,470
Pay-off outstanding Town Leases	510,803
<b>Total</b>	<b>\$906,224</b>

Town Manager

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. A summary of each item is as follows: SWPPPs: This project is required under the up-coming storm-water NPDES permit to be issued by the EPA/DEP (2012). The Town must develop Storm Water Pollution Prevention Plans (SWPPP) for each municipal facility. The funding requested would allow a consultant to develop a plan for each of the (7) facilities and the Town Hall complex. The facilities include: Police, Fire (North and South), the Town Hall Complex (Annex, Town Hall and Central Fire), DPW, Senior Center, Library and Water Treatment Plant. The cost per facility is \$5,000.00, with an incremental increase for the DPW and Town Hall Complex given the size of these two facilities. DPW Facility Upgrades: This project addresses building envelope concerns outlined in an annual inspection report conducted by the Town's insurance provider (MIIA) for the Department of Public Works facility, located at 999 Whipple Road. Elgin Sweeper: Funds will replace the current 2001 Elgin Pelican Street Sweeper. This piece of equipment will be 12 years old before a replacement can be delivered. Police SUV: Funds will replace a 2004 Ford Explorer with 99,573 miles. The vehicle is unmarked/and used by the Deputy Chief. Fire Vehicle: Funds will be used to Replace Chief's vehicle (Car 1). The Department would purchase an all-wheel drive Ford Taurus through the State or Plymouth County Cooperate or Metropolitan Area Planning Council bid process. Lease Pay-off: Funds will be used to pay existing town leases that have been paid from within various Departments Annual Operating Budgets. By using a portion of the funds to pay these leases off the Town will save \$34,868 in interest costs. Sick Leave Buy-back: Funds will be used to pay for sick leave buy back as required in the Town's Collective Bargaining Agreements or Personnel By-Law.

**ARTICLE 12**

To see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$656,835 for the following purposes; or take any action relative thereto.

School Buildings and Maintenance	\$180,994
School Technology	\$221,880
School Instructional	\$253,961
<b>Total</b>	<b>\$656,835</b>

Town Manager

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. These expenditures have been identified and prioritized by both School Administration and the School Committee and are needed in order to maintain School facilities/infrastructure while providing students with a quality educational experience.

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**ARTICLE 13**

To see if the Town will vote to transfer from the certified Water Enterprise Fund Retained Earnings the sum of \$125,265 for the purpose of paying for existing leases; or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011 in the Water Enterprise Fund. Retained Earnings were \$714,427 and by using a portion of the funds to pay these leases off, the Town will save \$6,472.in interest costs.

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**ARTICLE 14**

To see if the Town will vote to raise and appropriate the sum of \$275,000 from the Water Enterprise fund to undertake the following:

New Vehicle for Water Treatment Plant:	\$25,000
Purchase and Installation of New Fire Hydrants:	\$100,000
Replace chain and drive in Sludge Collection System	\$150,000

Or take any action relative thereto.

Town Manager

**Executive Summary:** This article raises funds within the Water Enterprise Fund to be used to replace a 2001 Ford Taurus with a F150 pickup, for the continuation of an ongoing program of Hydrant Replacement at various locations based upon survey of the current inventory and will be used to replace chain and drive in Sludge collection system at the Water Treatment Plant.

**ARTICLE 15**

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum of \$111,931 for the purpose of paying for existing leases; or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011 in the Sewer Enterprise Fund to pay off existing leases. Retained Earnings were \$867,435 and by using a portion of the funds to pay these leases off the Town will save \$6,472 in interest costs.

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**ARTICLE 16**

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum of \$125,000 for the following purposes;

Sewer Pump Station Upgrades	\$75,000
Inflow and Infiltration	\$50,000

Or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2011, for the above one-time expenditures. Funds will be used to purchase and install one (1) grinder pump for the Florence Ave Pump Station; to purchase Flush Valves at ten (10) various pump stations and to conduct camera investigations, manhole inspections and assessments of the sewer system to determine areas on inflow and infiltration and to make improvements at Burham Rd and East St Sub-basins.

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**ARTICLE 17**

To see if the Town will vote to appropriate the sum of \$1,000,000, for the cost of installing and replacing waterlines in the Town, and 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.

**Motion:** That the Town hereby appropriates the sum of \$1,000,000, for the cost of installing and replacing waterlines in the Town, 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(5) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Town Manager

**Executive Summary:** This article authorizes the Town to borrow funds for the cost to remove approximately 8,200 feet of 6-inch and 8-inch asbestos cement water main and replace with 12 inch ductile iron water main on East Street (from Maple Street to Andover Town line) and on Shawsheen Street (from East Street to approximately 400 feet on Shawsheen Street). The cost of this work is projected to be \$825,000; and Replace 2-inch mains and AC pipe at various locations based on the town's water model and the balance of funds from the East Street water main project. The upgrades will improve areas of trouble pipe and improve fire protection; work is projected to cost \$175,000.

**ARTICLE 18**

To see if the Town will vote to transfer the sum of \$100,000 from overlay surplus to fund the Fiscal Year 2013 revaluation of the Town’s residential and commercial properties; or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds considered surplus from Assessors Overlay Reserve to fund revaluation of the Town’s residential and commercial properties as required by the Massachusetts Department of Revenue.

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**ARTICLE 19**

To see if the Town will vote to transfer the sum of \$25,000 from overlay surplus to fund a Senior Tax Relief Work Program; or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds considered surplus from Assessors Overlay Reserve to fund a Senior Tax Relief Program that allows eligible Senior Citizens of the Town to work for Town and School offices and receive a reduction in their property tax bill.

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**ARTICLE 20**

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2013, with each item to be considered a separate appropriation:

Appropriations:

Administrative Costs	\$ 34,987
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Reserves:

Open Space	\$ 69,975
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Community Housing	\$ 69,975
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Historic Preservation	\$ 69,975
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FY2013 Budgeted Reserve	\$ 450,000
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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 total CPA Estimated FY13 revenue is \$699,750.

**ARTICLE 21**

To see if the Town will vote to approve the FY 2013 Affordable Housing Trust Fund Allocation Plan as follows:

There were no expenditures out of the Affordable Housing Trust Fund for FY2012.

<b>ALLOCATION PLAN</b>	for FY 2013
<b>Starting Balance:</b>	\$2,245,784
<b>Total Available Funds FY13</b>	<b>\$2,245,784</b>
<b>Expenses</b>	
LHP Consulting Services	\$40,000
Audit of 3 Local Initiative Projects (\$7,500 per project)	\$22,500
Creation of New Units/ Buydown of existing units	<u>\$2,183,284</u>
<b>Total Projected Expenses for FY13</b>	<b>\$2,245,784</b>

Town Manager  
Community Development Director

**Executive Summary:** According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation plan submitted to and approved at the Annual Town Meeting. The 2013 allocation plan meets the expenditure requirements of the Special Act.

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**ARTICLE 22**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to provide a two percent (2%) salary increase effective July 1, 2012 for all positions listed within Section III of the Town's Personnel By-Law and to provide up to a two percent (2%) for a salary increase effective July 1, 2013 for all positions listed within Section III of the Town's Personnel By-Law and to further provide an increase of up to two percent (2%) for a salary increase effective July 1, 2014 for all positions listed within Section III of the Town's Personnel By-Law; or take any other action relative thereto.

Personnel Relations Review Board

**Executive Summary:** The intent of this article is to provide the non-union employees covered by the Personnel By-Law a salary increase for FY13 and additional increases in FY14 and FY15

## ARTICLE 23

To see if the Town will vote to amend the Personnel By-Law, Section IV (d) by replacing the existing language:

- (d) **Personal Days:** Permanent employees are entitled to two (2) personal day's leave per year to be used upon approval by the Department Head. **Personal days shall not be awarded in the event of termination or retirement.** Personal days shall not be accumulated from year to year. (Rev. ATM 5/6/02)

**With the following language:**

**Personal Days:** Permanent employees will be awarded two- (2) personal day's leave per year on July 1<sup>st</sup> to be used upon approval by the Department Head. Personal days must be taken before June 30<sup>th</sup> of each year. New hires will receive two (2) personal days after the successful completion of the six month probation period and must be used by June 30<sup>th</sup>. Personal days shall not be awarded in the event of termination or retirement. Personal days shall not be accumulated from year to year.

Personnel Relations Review Board

**Executive Summary:** This amendment adds treatment of new hires and gives a set standard for computing the accrual.

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## ARTICLE 24

To see if the Town will vote to amend the Personnel By-Law, Section IV (b) by replacing the existing language:

- (b) **Vacations:**

All members of the Personnel By-Law shall be entitled to an annual vacation leave in accordance with and subject to the following provisions. A probationary employee shall be entitled to use five days vacation upon completing the probationary period. Vacation shall accrue upon completion of six months service but with effect upon the first day of service at .83 days per month

**With the following language:**

- (b) **Vacations:**

All members of the Personnel By-Law shall be entitled to an annual vacation leave in accordance with and subject to the following provisions. A probationary employee shall accrue vacation time effective the first day of service at .83 days per month and shall be entitled to use five vacation days upon completing the probationary period. Employees may request to use vacation time earned within the probationary period, however all requests will need approval at both a supervisory and Town Manager level. Requests may not be granted if it puts a burden on the department.

Personnel Relations Review Board

**Executive Summary:** This amendment adds flexibility of vacation time for newly hired employees.

**ARTICLE 25**

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

**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 1<sup>st</sup> and June 30<sup>th</sup> 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	up to	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 30<sup>th</sup> 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). Rev. ATM 5/7/2007

**With the following language:**

**Sick Leave Incentive Program:** Any employee hired after January 1, 1989 that reaches the 165 day maximum sick cap and uses no more than four (4) days of sick time between July 1<sup>st</sup> and June 30<sup>th</sup> of the preceding year, may convert the excess accumulated sick days over 165 day sick cap to vacation days or pay at the following rates:

Sick Leave used during fiscal year	Sick Leave converted to Vacation or Pay
0 days	5 days
1 day	4 days
2 days	3 days
3 days	2 days
4 days	1 day

Converted days will reduce available sick time. Converted vacation days will be treated as normal vacation time and must be used by June 30<sup>th</sup> of the following year or they will be forfeited. Any employee wishing to take advantage of the Sick Leave Incentive Plan must state his or her intent to use excess sick days in writing to the Department Head prior to the start of the next fiscal year (September 1).

Personnel Relations Review Board

**Executive Summary:** This amendment allows for sick leave to be converted into pay so that it will be aligned with union contracts.

## ARTICLE 26

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

### **Funeral Leave:**

All employees shall be granted, if desired, a maximum of (3) three workdays of leave, not to be deducted from sick leave or vacation time, to attend to the affairs of a deceased member of their immediate family. At the discretion of the Department Head (2) two additional days may be granted.

Immediate family shall be defined as: father, mother, spouse, son, daughter, sister, brother, mother-in-law, father-in-law, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, and any other relative living in the employee's household

### **With the following language:**

### **Funeral Leave:**

In the event of death for an immediate family member, all employees shall be granted a maximum of (5) five workdays of leave, not to be deducted from sick or vacation leave in order to attend to the affairs for the following immediate family members; parents, spouse, domestic partners, children and siblings. (This could include: step parents/children/siblings)

In the event of death for extended immediate family members, all employees shall be granted (3) three workdays to attend to the affairs of their grandparents, parents-in-laws, siblings-in-law, grandchildren, guardians, and any other relative residing in the household. At the Department Heads discretion an additional (2) two workdays may be granted.

Leave with pay for up to (1) one workday may be granted to attend the funeral of other close relatives with Department Head approval.

Personnel Relations Review Board

**Executive Summary:** This amendment gives the maximum amount of 5 days of bereavement at the department heads discretion and updates family members covered under this provision of the By-Law.

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## ARTICLE 27

To see if the Town will vote to amend the Personnel By-Law, Section IV by replacing the existing language:

**Sick Bank:** The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary by departments. Employees of a department may contribute sick time they have accrued to the sick bank in the amount as a specific number of hours. All hours donated shall be an hour for an hour and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The donated time shall be shown on a monthly form from the Department Head to the Personnel Board under the heading "Sick Bank" and any time being taken from the bank will be shown on the same form and reduced from the running total of donated hours available. The sick bank shall never allow the taking of time not available, i.e.: no minus (-) value shall exist. All participating employees shall sign a form for their Department Head when joining or

leaving the sick bank. All participating employees shall sign a form when donating hours to the sick bank stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. (1995 ATM ART.25)

**With the following language:**

**Sick Bank:** The Town of Tewksbury employees entitled to Non-Occupational sick leave may form a Sick Bank. Participation in the sick bank shall be voluntary for all eligible PRRB members. Employees may contribute sick time they have accrued to the sick bank as a specific number of hours. All hours donated shall be an hour for an hour basis and shall not be pro-rated in any way. The donated accrued sick time shall only be used by an employee who is a member of the sick bank and has used all of his/her own sick days, personal time, compensatory time, vacation days, or available time off from any source. The sick bank shall never allow the taking of time not available, i.e.: no negative (-) value shall exist. All participating employees shall sign a form when joining or leaving the sick bank, stating that they understand the hours will be deducted from their individual accumulated sick time and that it is donated time and cannot be taken back or given back for any reason except for the use of a member employee taking a sick day from the sick bank under the conditions of this section of the Personnel By-Law. The Sick Bank shall be operated by the PRRB. The Board will make decisions on the use of Sick Bank time on a case by case basis, based on written request for withdrawal by a member.

Personnel Relations Review Board

**Executive Summary:** This amendment removes the sick bank from a department level and places it at a town-wide level for those employees covered by the Personnel By-Law.

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**ARTICLE 28**

To see if the Town will vote to amend the Personnel By-Law, Section III (k) by adding a new sentence at the end of the Section that reads as follows:

If an employee does not separate from service after the thirty six month wage deferral is granted, his or her salary will be reduced by 3.5%.

Personnel Relations Review Board

**Executive Summary:** This amendment clarifies how an employee's salary will be treated upon expiration of the 36 months when the employee does not separate from employment.

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

Article 3-29

Article 3-30

Article 3-31

Article 3-32

### SECTION 3

- Article 33 Amend Wetland By-Law: Abutters
- Article 34 Amend Wetland By-Law: Notice and hearings
- Article 35 Amend Wetland By-Law: Definition of structure
- Article 36 Amend Wetland By-Law: Stormwater
- Article 37 Amend Zoning By-Laws: Electronic Message Boards
- Article 38 Amend Town By-Laws – Finance Committee
- Article 39 Amend Town By-Laws – Town Clerk

### ARTICLE 33

To see if the Town will vote to amend the Town Code known as the Tewksbury By-Laws, Chapter 18, Conservation Commission Wetlands Protection By-law by changing the definition of abutter from 300 feet to 100 feet in the following Sections:

18.04.020 Definitions- “Abutter” means the owner of any property any portion of which lies within ~~300~~ 100 feet radially from any lot line....

18.04.060 Notice and hearings- Any person filing an application for permit or a Request for Determination with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) or hand delivery to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way and abutters to the abutters within ~~300~~ 100 feet....

18.04.060 Public Utilities (Easements). Permit applications for constructing or maintaining public utilities located within property easements shall provide written notification to property owners of the easement and all abutters within ~~300~~ 100 feet in all directions of the easement right-of-way for the extent of the easement that is located within the 100-foot buffer zone.

Conservation Commission

**Executive Summary:** This amendment aligns the Wetlands Protection By-Law definition of abutter with the State Wetland Protection Act definition.

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### ARTICLE 34

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law by adding certificate of mailing to the requirement of notification to abutters as noted in the following Sections:

**18.04.060 Notice and hearings** Any person filing an application for permit or a Request for Determination with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested), or hand delivery...

Delete the 2<sup>nd</sup> sentence 4<sup>th</sup> Paragraph- “In the event that the hearing is postponed due to the request of the applicant or the Commission, the applicant shall renotify all of the abutters via certified mail, or hand delivery informing them of the new hearing date and time.”

Conservation Commission

**Executive Summary:** This amendment aligns the Wetlands Protection By-Law abutter notice requirement with the State Wetland Protection Act notice requirement.

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### **ARTICLE 35**

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law Section 18.04.020 Definitions, by adding the following definition:

“Structure”- A combination of materials assembled at a fixed location to give support or shelter such as a building, house, barn, garage, or shed. The word “Structure” shall be construed, where the context requires, as though followed by the words “or part or parts thereof”. However, in reference to the No Build Zone, “Structure” shall not include fences, retaining walls, decks, patios, gazebos, lawn furniture, children’s toys such as sandboxes and swing-sets, rip-rapped areas, driveways, parking areas, sheds (not to exceed 120 square feet in floor area), or the like.

Conservation Commission

**Executive Summary:** The 2009 revision of the Wetlands Protection By-Law makes a number of references to the term structure which was not defined in the By-Law. This article provides the definition of structure.

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### **ARTICLE 36**

To see if the Town will vote to amend the Town Code, Chapter 18, known as the Tewksbury By-Laws, Conservation Commission Wetlands Protection By-Law by adding a new subparagraph to Section 18.04.30 Jurisdiction as follows:

(9) For stormwater management purposes, the Commission may allow encroachment into the no build zone.

Conservation Commission

**Executive Summary:** This addition allows for stormwater management systems to encroach into the no build zone as these systems may need to be linked to resource areas.

### ARTICLE 37

To see if the Town will vote to amend the Zoning By-Laws by adding the following to Section 5200, Signs, as paragraph 5232.d in Section 5232 Signs – Standards – Illumination.

d. Signs containing Electronic Message Boards, which means a digital sign which exhibits changing or moving illumination effects, or a sign with moving letters, symbols or changing messages which are displayed via light emitting diodes (LED), liquid crystal display (LCD), plasma, or similar display technologies, shall not be allowed except by Special Permit from the Planning Board based upon findings that:

1. The business(es) utilizing the electronic message board are located on a site of over 10 acres of land.
2. The buildings and public entrances to the businesses are located at least 125 feet from the street.
3. There will be no interference with traffic patterns, traffic lights or public safety.
4. The dimensions of the message board area shall not be over 41” H x 63” W.
5. Electronic message boards shall not be allowed in the Town Center Overlay District.
6. There shall be no scrolling, flashing or movement of messages or other displays.
7. The electronic message board letters will be amber color only, with a black background.
8. Any message must be displayed for a set period of time as determined by the Planning Board.
9. The Planning Board may set further conditions based upon circumstances of specific site conditions.
10. The Planning Board may waive items 1-7 above upon findings of special circumstances as determined solely by the Planning Board.

Planning Board

**Executive Summary:** The adoption of this article will provide the Planning Board a standard for reviewing Special Permit applications for digital Electronic Message Boards.

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### ARTICLE 38

To see if the Town will vote to amend the Town General By-Law Chapter 2:20: Finance Committee, section 2:20.010: Composition, by:

Deleting the word “nine” in the first sentence and inserting the word “seven”;

Deleting the second sentence:

“The terms of appointment will be staggered so that three (3) terms of service will expire at the end of fiscal year.”

And replacing it with:

“The terms of appointment will be staggered so that three (3) terms of service will expire at the end of every third fiscal year beginning with fiscal year 2012 and two (2) terms of service will expire at the end of each of the two (2) subsequent fiscal years.”

or to take any other related action.

Board of Selectmen  
Finance Committee

**Executive Summary:** This article amends the Town General By-Laws to reduce the number of members on the Finance Committee from nine (9) to seven (7). It also changes the terms of appointment to reflect the new number of members.

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### **ARTICLE 39**

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 54 Section 16A, which provides that if the warden, clerk or inspector, or the deputy of any such officer, if any, is not present at the opening of the polls, the city or town clerk may appoint a person to fill such vacancy who shall be an enrolled voter of the same political party as the absent officer, if any competent person enrolled in such party is present and willing to serve, or take any action relative thereto.

Town Clerk

**Executive Summary:** Massachusetts General Laws, Chapter 54, Section 16A provides for the appointment of an election official by the city or town clerk in the event of an unexpected or sudden absence of an election official at the opening of the polls.

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, fourteen (14) days at least before the time of holding said meeting 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 twenty-seventh day of March in the year of Our Lord, two thousand and twelve.

BOARD OF SELECTMEN

Todd R. Johnson, Chairman

David H. Gay, Vice Chairman

Douglas W. Sears, Clerk

Anne Marie Stronach

Scott Wilson

**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](http://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.