

ANNUAL TOWN MEETING

2016
WARRANT



TOWN OF TEWKSBURY COMMONWEALTH OF MASSACHUSETTS

Finance Committee Public Hearing

April 27, 2016 7:00 P.M.
Town Hall

Annual Town Meeting

May 2, 2016 8:00 P.M.
Tewksbury Memorial High School

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

Facebook: Town of Tewksbury

Twitter: @TownofTewksbury

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, videotaping 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.

<u>Annual Town Meeting</u>	<u>Annual Town Meeting</u>	<u>Special Town Meeting</u>
MONDAY May 2, 2016 8 P.M.	WEDNESDAY May 4, 2016 8 P.M.	WEDNESDAY May 4, 2016 7 P.M.
<ul style="list-style-type: none"> • Consent Calendar Articles • Annual Budget • Budget Related Articles • Personnel Bylaw Amendments 	<ul style="list-style-type: none"> • Zoning Bylaw Amendments • Town Bylaw Amendments • General Articles 	

FACEBOOK: Library: www.facebook.com/TewksburyLib

Tewksbury Farmers Market: www.facebook.com/pages/Tewksbury-Farmers-Market/1503117429909936

Town: www.facebook.com/pages/Town-of-Tewksbury/393895750722817

TWITTER: Library: @TewksburyLib Police: @TewksburyPD Tewksbury Farmers Market: @FarmerMkt Town: @TownofTewksbury

WEBSITE: Library's Website: www.tewksburypl.org/Pages/index Town's Website: www.tewksbury-ma.gov

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 2, 2016, at 8:00 o'clock 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 School Committee for three years; One (1) member of the Planning Board for five years; Two (2) members of the Board of Health for three years; Two (2) members of the Board of Library Trustees for three years; One (1) member of the Housing Authority for five years; and One (1) member of the Shawsheen Valley Regional Technical High School Committee for three years.

SECTION 2

ARTICLE 2	Elected Official Salaries	Elected Official Salaries
ARTICLE 3	Consent Calendar	Consent Calendar
ARTICLE 4	Budget Related	Fiscal Year 2017 Budget
ARTICLE 5	Budget Related	Fiscal Year 2017 Sewer Enterprise Fund Budget
ARTICLE 6	Budget Related	Fiscal Year 2017 Water Enterprise Fund Budget
ARTICLE 7	Budget Related	Transfer \$40,760.36 to reduce Town Exempt Debt Principal
ARTICLE 8	Budget Related	Reallocate funds to undertake Transportation Projects
ARTICLE 9	Budget Related	Transfer \$25,000 from Overlay Surplus to fund a Senior and Veterans Tax Relief Work Program
ARTICLE 10	Budget Related	Reauthorize Board of Health Self-Sufficient Revolving Fund
ARTICLE 11	Budget Related	Reauthorize and Increase Funding for Geographical Information System Revolving Fund
ARTICLE 12	Budget Related	Reauthorize and Increase Funding for Council on Aging Revolving Fund
ARTICLE 13	Budget Related	Authorize the establishment of a Cable Television Public Access Enterprise Fund
ARTICLE 14	Personnel Bylaw	Amend Personnel Bylaw Section III (e) Wage Schedule Addendum D
ARTICLE 15	Personnel Bylaw	Amend Personnel Bylaw Section III (e) Library of Job Titles and Wage Schedule
ARTICLE 16	Personnel Bylaw	Amend Personnel Bylaw in its entirety with the exception of the Wage and Compensation Schedule
ARTICLE 17	Budget Related	To approve the Fiscal Year 2017 Affordable Housing Trust Fund Allocation Plan
ARTICLE 18	Budget Related	To appropriate or reserve from the Community Preservation Fund annual revenues
ARTICLE 19	Budget Related	To appropriate and transfer the sum of \$12,000 from the Tewksbury Community Preservation Fund Open Space Reserve for a Bay Circuit Trail Wetland Boardwalk.
ARTICLE 20	Budget Related	To appropriate and transfer the sum of \$35,000 Tewksbury Community Preservation Fund Open Space Reserve for Long Pond Quality Improvements

SECTION 2

ARTICLE 2

To see if the Town will vote to fix the salaries of several elected officials for the Fiscal Year 2017.

	<u>FY16</u> <u>Budgeted</u>	<u>FY17</u> <u>Requested</u>
<u>BOARD OF HEALTH</u>		
Chairman	405	405
Members (4)	315	315
<u>MODERATOR</u>		
	450	450
<u>PLANNING BOARD</u>		
Chairman	1080	1080
Members (4)	765	765
<u>SCHOOL COMMITTEE</u>		
Chairman	2700	2700
Members (4)	2250	2250
<u>SELECTMEN</u>		
Chairman	5400	5400
Members (4)	4500	4500

Town Manager

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

ARTICLE 3

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 3-21 Accept the Annual Report
 - ARTICLE 3-22 Lease/Purchase Agreements
 - ARTICLE 3-23 Authorize Chapter 90 Funds
 - ARTICLE 3-24 Re-Authorize Revolving Funds
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ARTICLE 3-21

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 2015 Town Report located on the Town's Website.

ARTICLE 3-22

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five (5) 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.

ARTICLE 3-23

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 3-24

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**

NAME	DEPARTMENT	PURPOSE	AUTHORIZATION	EXPENDITURE
Council on Aging	Council on Aging	Trips, Activities, Educations, Programs and Maintaining the Senior Center facility and Operations	Town Manager	\$50,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Board of Health	Board of Health	Public Health Programs and Vaccines	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
Solid Waste, Recycling and Household Hazardous Waste	Town Manager	Solid Waste, Recycling and Household Hazardous Waste Operations and Programs	Town Manager	\$200,000
Hydrant Markers	Town Manager	Reimbursement of damaged markers and donations to install markers	Town Manager	\$20,000
Energy efficiency of Town and School Buildings, equipment and infrastructure.	Town Manager	Rebates, grants and donations generated from energy efficiency projects and programs through the Commonwealth of Massachusetts, Public Utilities and Non-profits or Private entities.	Town Manager	\$500,000

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.

ARTICLE 4

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, 2016; or take any action relative thereto.

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
General Government					
Moderator					
<i>Salaries</i>	450	450	450	450	-
<i>Operating</i>	-	75	75	75	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Moderator Budget	450	525	525	525	-
Selectmen					
<i>Salaries</i>	26,367	26,567	26,567	26,567	-
<i>Operating</i>	120,427	123,239	124,950	124,950	1,711
<i>Capital Outlay</i>	-	-	-	-	-
Total Selectmen Budget	146,794	149,806	151,517	151,517	1,711
Town Manager					
<i>Salaries</i>	289,227	293,082	387,340	387,340	94,258
Water Enterprise Fund Allocation	(7,699)	(7,891)	(8,099)	(8,099)	(208)
Sewer Enterprise Fund Allocation	(7,699)	(7,891)	(8,099)	(8,099)	(208)
<i>Total Salaries Net of Allocations</i>	273,829	277,300	371,142	371,142	93,842
<i>Operating</i>	4,180	4,520	4,520	4,520	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Town Manager Budget	293,407	297,602	391,860	391,860	94,258
Total Town Manager Budget Net Allocations	278,009	281,820	375,662	375,662	93,842
Finance Committee					
<i>Salaries</i>	2,214	2,515	2,515	2,515	-
<i>Operating</i>	333	679	679	679	-
<i>Capital Outlay</i>	-	-	-	-	-
<i>Reserve Fund</i>	-	75,000	75,000	75,000	-
Total Finance Committee Budget	2,547	78,194	78,194	78,194	-
Town Counsel					
<i>Operating</i>	150,665	150,000	150,000	150,000	-
Total Operating	150,665	150,000	150,000	150,000	-
Administrative Services					
<i>Salaries</i>	60,463	68,257	73,711	73,711	5,454
Water Enterprise Fund Allocation	(858)	(880)	(992)	(992)	(112)
Sewer Enterprise Fund Allocation	(858)	(880)	(992)	(992)	(112)
<i>Total Salaries Net of Allocations</i>	58,747	66,497	71,727	71,727	5,230
<i>Operating</i>	21,893	15,055	15,055	15,055	-
Water Enterprise Fund Allocation	(201)	(226)	(226)	(226)	-
Sewer Enterprise Fund Allocation	(201)	(226)	(226)	(226)	-
<i>Total Operating Net of Allocations</i>	21,491	14,603	14,603	14,603	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Administrative Services Budget	82,357	83,312	88,766	88,766	5,454
Total Administrative Services Budget Net Allocations	80,239	81,100	86,330	86,330	5,230

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
Town Clerk					
Salaries	200,261	221,184	228,431	228,431	7,247
Operating	14,387	15,005	16,360	16,360	1,355
Capital Outlay	-	-	-	-	-
Total Town Clerk Budget	214,648	236,189	244,791	244,791	8,602
Election					
Salaries	14,700	15,220	40,550	40,550	25,330
Operating	5,985	8,650	10,650	10,650	2,000
Capital Outlay	-	-	-	-	-
Total Election Budget	20,685	23,870	51,200	51,200	27,330
Board of Registrars					
Salaries	2,850	2,850	2,850	2,850	-
Operating	513	700	700	700	-
Capital Outlay	-	-	-	-	-
Total Board of Registrars Budget	3,363	3,550	3,550	3,550	-
Computer Services					
Salaries	85,740	87,822	90,018	90,018	2,196
Water Enterprise Fund Allocation	(1,275)	(1,292)	(1,350)	(1,350)	(58)
Sewer Enterprise Fund Allocation	(1,275)	(1,292)	(1,350)	(1,350)	(58)
Total Salaries Net of Allocations	83,190	85,238	87,318	87,318	2,080
Operating	74,227	69,197	73,397	73,397	4,200
Capital Outlay	8,000	18,000	18,000	18,000	-
Total Computer Services Budget	167,967	175,019	181,415	181,415	6,396
Total Computer Services Budget Net Allocations	165,417	172,435	178,715	178,715	6,280
Total General Government	1,082,882	1,198,067	1,341,818	1,341,818	143,751
Total General Government Net Allocations	1,062,816	1,177,489	1,320,484	1,320,484	142,995
Finance Department					
Accounting					
Salaries	206,126	215,297	228,638	223,053	7,756
Water Enterprise Fund Allocation	(5,246)	(5,329)	(5,506)	(5,506)	(177)
Sewer Enterprise Fund Allocation	(5,246)	(5,329)	(5,506)	(5,506)	(177)
Total Salaries Net of Allocations	195,634	204,639	217,626	212,041	7,402
Operating	169,152	173,324	176,153	176,153	2,829
Water Enterprise Fund Allocation	(4,345)	(4,333)	(4,404)	(4,404)	(71)
Sewer Enterprise Fund Allocation	(4,345)	(4,333)	(4,404)	(4,404)	(71)
Total Operating Net of Allocations	160,462	164,658	167,345	167,345	2,687
Capital Outlay	-	-	-	-	-
Total Accounting Budget	375,278	388,621	404,791	399,206	10,585
Total Accounting Budget	356,096	369,297	384,971	379,386	10,089

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
Assessor					
<i>Salaries</i>	198,875	208,746	200,792	200,792	(7,954)
<i>Operating</i>	72,110	43,600	54,800	54,800	11,200
<i>Capital Outlay</i>	-	-	-	-	-
Total Assessor Budget	270,986	252,346	255,592	255,592	3,246
Treasurer/Collector					
<i>Salaries</i>	335,075	344,130	369,889	369,889	25,759
Water Enterprise Fund Allocation	(22,504)	(23,216)	(24,094)	(24,094)	(878)
Sewer Enterprise Fund Allocation	(22,504)	(23,216)	(24,094)	(24,094)	(878)
<i>Total Salaries Net of Allocations</i>	290,067	297,698	321,701	321,701	24,003
<i>Operating</i>	154,898	164,934	87,146	87,146	(77,788)
Water Enterprise Fund Allocation	(16,151)	(16,493)	(8,715)	(8,715)	7,778
Sewer Enterprise Fund Allocation	(16,151)	(16,493)	(8,715)	(8,715)	7,778
<i>Total Operating Net of Allocations</i>	122,596	131,948	69,716	69,716	(62,232)
<i>Capital Outlay</i>	-	-	-	-	-
Total Treasurer/Collector Budget	489,973	509,064	457,035	457,035	(52,029)
Total Treasurer/Collector Budget Net Allocations	412,663	429,646	391,417	391,417	(38,229)
Total Finance Department	1,136,237	1,150,031	1,117,418	1,111,833	(38,198)
Total Finance Department Net Allocations	1,039,745	1,051,289	1,031,980	1,026,395	(24,894)
Community Services					
Cable Television					
<i>Salaries</i>	-	2,160	2,160	2,160	-
<i>Operating</i>	339	969	969	969	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Cable Television Budget	339	3,129	3,129	3,129	-
Veteran's Services					
<i>Salaries</i>	43,965	49,159	52,025	52,025	2,866
<i>Operating</i>	370,734	345,943	353,465	353,465	7,522
<i>Capital Outlay</i>	-	-	-	-	-
Total Veteran's Budget	414,699	395,102	405,490	405,490	10,388
Community Events					
<i>Operating</i>	10,890	11,000	26,100	26,100	15,100
<i>Capital Outlay</i>	-	-	-	-	-
Total Community Events Budget	10,890	11,000	26,100	26,100	15,100

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
Parks and Recreation					
<i>Salaries</i>	94,120	103,809	111,503	111,503	7,695
<i>Operating</i>	40,084	41,409	42,760	42,760	1,351.00
<i>Capital Outlay</i>	-	-	-	-	-
Total Parks and Recreation Budget	134,204	145,218	154,263	154,263	9,046
Total Community Services	560,132	554,449	588,983	588,983	34,534
Council on Aging					
<i>Salaries</i>	153,316	170,991	201,920	201,920	30,929
<i>Operating</i>	77,150	116,210	109,185	109,185	(7,025)
<i>Capital Outlay</i>	-	-	-	-	-
Total Council on Aging Budget	230,467	287,201	311,105	311,105	23,904
Facilities					
Town Hall					
<i>Salaries</i>	43,258	45,355	46,555	46,555	1,200
<i>Operating</i>	40,688	51,550	90,002	90,002	38,452
<i>Capital Outlay</i>	-	-	-	-	-
Total Town Hall Budget	83,946	96,905	136,557	136,557	39,652
Auxiliary Buildings					
<i>Operating</i>	27,329	32,400	7,400	7,400	(25,000)
<i>Capital Outlay</i>	-	10,000	-	-	(10,000)
Total Auxiliary Buildings Budget	27,329	42,400	7,400	7,400	(35,000)
Cemeteries					
<i>Operating</i>	3,000	3,000	3,000	3,000	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Cemeteries Budget	3,000	3,000	3,000	3,000	-
Total Facilities	114,275	142,305	146,957	146,957	4,652
Library					
<i>Salaries</i>	693,991	770,035	827,896	827,896	57,861
<i>Operating</i>	269,703	271,411	291,004	291,004	19,593
<i>Capital Outlay</i>	-	-	45,000	10,000	10,000
Total Library Budget	963,695	1,041,446	1,163,900	1,128,900	87,454
Planning and Development					
Planning (Community Development)					
<i>Salaries</i>	236,690	246,838	265,402	265,402	18,564
<i>Operating</i>	28,198	102,040	27,560	27,560	(74,480)
<i>Capital Outlay</i>	-	-	-	-	-
Total Community Development Budget	264,888	348,878	292,962	292,962	(55,916)

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
Building Department					
<i>Salaries</i>	247,719	254,586	271,168	271,168	16,581
Water Enterprise Fund Allocation	(1,624)	-	-	-	-
Sewer Enterprise Fund Allocation	(3,789)	-	-	-	-
<i>Total Salaries Net of Allocations</i>	242,306	254,586	271,168	271,168	16,581
<i>Operating</i>	5,843	5,930	5,930	5,930	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Building Department Budget	253,562	260,516	277,098	277,098	16,581
Total Building Department Budget Net Allocations	248,149	260,516	277,098	277,098	16,581
Board of Health					
<i>Salaries</i>	211,619	227,781	227,051	227,051	(730)
<i>Operating</i>	12,335	8,225	8,225	8,225	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Board of Health Budget	223,954	236,006	235,276	235,276	(730)
Total Planning and Development	742,405	845,400	805,335	805,335	(40,065)
Total Planning and Development Net Allocations	736,992	845,400	805,335	805,335	(40,065)
Public Safety					
Police					
<i>Salaries</i>	5,538,757	5,947,069	6,152,225	6,124,577	177,508
<i>Operating</i>	445,166	443,614	609,244	532,844	89,230
<i>Capital Outlay</i>	172,849	208,035	285,980	260,954	52,919
Total Police Budget	6,156,772	6,598,718	7,047,449	6,918,375	319,657
Fire					
<i>Salaries</i>	4,567,684	4,562,336	4,906,533	4,906,533	344,197
<i>Operating</i>	282,354	298,068	368,305	368,305	70,237
<i>Capital Outlay</i>	-	-	-	-	-
Total Fire Budget	4,850,038	4,860,404	5,274,838	5,274,838	414,434
Emergency Management					
<i>Salaries</i>	-	4,637	4,637	4,637	-
<i>Operating</i>	20,134	29,290	29,290	29,290	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Emergency Mgt. Budget	20,134	33,927	33,927	33,927	-
Parking Clerk					
<i>Salaries</i>	4,000	4,000	4,000	4,000	-
<i>Operating</i>	1,434	1,200	1,200	1,200	-
<i>Capital Outlay</i>	-	-	-	-	-
Total Parking Clerk Budget	5,434	5,200	5,200	5,200	-
Total Public Safety Budget	11,032,377	11,498,249	12,361,414	12,232,340	734,091

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
School Departments					
Tewksbury					
Salaries	27,383,569	28,286,705	30,090,622	30,090,622	1,803,917
Operating	11,591,608	12,031,392	12,364,339	12,364,339	332,947
Capital Outlay	-	200,000	200,000	200,000	-
Total School Operating Budget	38,975,177	40,518,097	42,654,961	42,654,961	2,136,864
Offsets	-	-	-	-	-
Net School Operating Budget	38,975,177	40,518,097	42,654,961	42,654,961	2,136,864
Fixed Costs					
Health	7,717,679	8,769,747	8,185,915	8,185,915	(583,832)
Retirement	1,021,723	1,102,138	1,171,188	1,171,188	69,050
Medicare	383,469	383,469	393,056	393,056	9,587
Unemployment	50,000	50,000	75,000	75,000	25,000
Insurance	164,387	156,736	187,944	187,944	31,208
Principal	11,910	10,955	5,925	5,925	(5,030)
Long Term Interest	1,105	522	278	278	(244)
Short Term Interest	-	-	-	-	-
Total Fixed Costs	9,350,273	10,473,567	10,019,306	10,019,306	(454,261)
Town Tewksbury School Budget	48,325,450	50,991,664	52,674,267	52,674,267	1,682,603
Exempt School Debt Principal	1,996,110	2,132,625	2,123,815	2,123,815	(8,810)
Exempt School Exempt Interest	1,036,064	1,084,474	1,020,271	1,020,271	(64,202)
Shawsheen Regional Vocational School	5,838,185	5,671,070	5,646,988	5,646,988	(24,082)
Essex North Shore Agricultural and Tech. School District	168,574	160,271	140,039	140,039	(20,232)
Total School Departments	57,364,383	60,040,104	61,605,380	61,605,380	1,565,276
Department of Public Works					
DPW Administration					
<i>Salaries</i>	315,080	324,418	338,408	338,408	13,990
Water Enterprise Fund Allocation	(70,081)	(71,845)	(76,692)	(76,692)	(4,847)
Sewer Enterprise Fund Allocation	(70,081)	(71,845)	(76,692)	(76,692)	(4,847)
<i>Total Salaries Net of Allocations</i>	<i>174,918</i>	<i>180,728</i>	<i>185,024</i>	<i>185,024</i>	<i>4,296</i>
<i>Operating</i>	129,078	124,870	132,530	132,530	7,660
Water Enterprise Fund Allocation	(29,558)	(31,218)	(32,008)	(32,008)	(790)
Sewer Enterprise Fund Allocation	(29,558)	(31,218)	(32,008)	(32,008)	(790)
<i>Total Operating Net of Allocations</i>	<i>69,962</i>	<i>62,434</i>	<i>68,514</i>	<i>68,514</i>	<i>6,080</i>
<i>Capital Outlay</i>	-	10,000	15,000	-	(10,000)
Total DPW Administration Budget	444,158	459,288	485,938	470,938	11,650
Total DPW Administration Budget Net Allocations	244,880	253,162	268,538	253,538	376
DPW Engineering					
<i>Salaries</i>	194,621	372,758	416,384	416,384	43,626
Water Enterprise Fund Allocation	(53,637)	(123,643)	(141,153)	(141,153)	(17,510)
Sewer Enterprise Fund Allocation	(53,109)	(117,349)	(132,791)	(132,791)	(15,442)
<i>Total Salaries Net of Allocations</i>	<i>87,875</i>	<i>131,766</i>	<i>142,440</i>	<i>142,440</i>	<i>10,674</i>
<i>Operating</i>	9,769	18,165	26,665	26,665	8,500
Water Enterprise Fund Allocation	(3,253)	(7,629)	(8,469)	(8,469)	(840)
Sewer Enterprise Fund Allocation	(2,633)	(6,176)	(6,856)	(6,856)	(680)
<i>Total Operating Net of Allocations</i>	<i>3,883</i>	<i>4,360</i>	<i>11,340</i>	<i>11,340</i>	<i>6,980</i>
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Engineering Budget	204,390	390,923	443,049	443,049	52,126
Total DPW Engineering Budget Net Allocations	91,758	136,126	153,780	153,780	17,654

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
DPW Highway					
<i>Salaries</i>	487,732	559,221	690,141	690,141	130,920
<i>Operating</i>	207,409	195,500	206,925	206,925	11,425
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Highway Budget	695,141	754,721	897,066	897,066	142,345
DPW Forestry					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	100,251	62,400	59,700	59,700	(2,700)
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Forestry Budget	100,251	62,400	59,700	59,700	(2,700)
DPW Fleet Maintenance					
<i>Salaries</i>	231,571	250,502	275,730	275,730	-
Water Enterprise Fund Allocation	(31,796)	(33,200)	(33,814)	(33,814)	-
Sewer Enterprise Fund Allocation	(31,796)	(33,200)	(33,814)	(33,814)	-
<i>Total Salaries Net of Allocations</i>	167,979	184,102	208,102	208,102	-
<i>Operating</i>	430,193	433,103	449,500	449,500	16,397
Water Enterprise Fund Allocation	(37,051)	(37,051)	(40,600)	(40,600)	(3,549)
Sewer Enterprise Fund Allocation	(37,051)	(37,051)	(40,600)	(40,600)	(3,549)
<i>Total Operating Net of Allocations</i>	356,091	359,001	368,300	368,300	9,299
<i>Capital Outlay</i>	-	132,000	35,000	-	(132,000)
Water Enterprise Fund Allocation	-	-	-	-	-
Sewer Enterprise Fund Allocation	-	-	-	-	-
<i>Total Capital Outlay Net of Allocations</i>	-	132,000	35,000	-	(132,000)
Total DPW Fleet Maint, Budget	661,764	815,605	760,230	725,230	(115,603)
Total DPW Fleet Maint, Budget Net Allocations	524,070	675,103	611,402	576,402	(122,701)
DPW Electrician					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Electrician Budget	-	-	-	-	-
DPW Snow and Ice					
<i>Salaries</i>	144,803	95,000	95,000	95,000	-
<i>Operating</i>	1,070,657	161,000	161,000	161,000	-
<i>Capital Outlay</i>	-	-	-	-	-
Total DPW Snow and Ice Budget	1,215,459	256,000	256,000	256,000	-

General Fund Budget Classification	FY2015 EXPENDED	FY2016 BUDGETED	FY2017 DEPT REQ	FY2017 TM REC	BUDGET INC/DEC
Street Lighting					
<i>Operating</i>	177,521	160,000	160,000	160,000	-
Total Street Lighting Budget	177,521	160,000	160,000	160,000	-
Solid Waste					
<i>Operating</i>	2,368,364	2,402,747	2,381,597	2,381,597	(21,150)
Total Solid Waste Budget	2,368,364	2,402,747	2,381,597	2,381,597	(21,150)
Total DPW Budget	5,867,048	5,301,684	5,443,578	5,393,579	91,896
Total DPW Budget Net Allocations	5,417,444	4,700,259	4,788,081	4,738,082	37,824
Unclassified					
Non-Exempt Principal Maturing Debt	105,615	84,975	79,330	79,330	(5,645)
Non Exempt Interest-Maturing Debt	16,018	8,990	6,665	6,665	(2,325)
Interest-Temporary Loans	1,000	1,000	1,000	1,000	-
Exempt Principal Maturing Debt	2,718,005	2,960,043	3,096,234	3,096,234	136,191
Exempt Interest-Maturing Debt	1,891,263	1,814,978	1,712,901	1,712,901	(102,077)
<i>Middlesex Retirement Assmt.</i>	5,282,287	5,484,198	5,822,653	5,822,653	338,455
Water Enterprise Fund Allocation	(330,375)	(315,432)	(315,432)	(315,432)	-
Sewer Enterprise Fund Allocation	(111,894)	(78,201)	(71,084)	(71,084)	7,117
<i>Total Retirement</i>	4,840,018	5,090,565	5,436,137	5,436,137	345,572
Occupational Injury Reserve	125,000	125,000	125,000	125,000	-
Unemployment Compensation	15,200	15,000	15,000	15,000	-
Group Insurance	4,659,315	5,047,348	4,914,245	4,914,245	(133,103)
Water Allocation	(247,265)	(267,315)	(281,440)	(281,440)	(14,125)
Sewer Allocation	(80,289)	(66,115)	(92,120)	(92,120)	(26,005)
<i>Total Group Insurance</i>	4,331,761	4,713,918	4,540,685	4,540,685	(173,233)
<i>Medicare Tax</i>	193,800	199,800	204,397	204,397	4,597
Water Enterprise Fund Allocation	(10,246)	(15,514)	(16,363)	(16,363)	(849)
Sewer Enterprise Fund Allocation	(4,070)	(4,924)	(5,698)	(5,698)	(774)
<i>Total Medicare Tax</i>	179,484	179,362	182,336	182,336	2,974
<i>Fire and Liability Insurance</i>	326,776	364,967	414,557	414,557	49,590
Water Enterprise Fund Allocation	-	-	(55,151)	(55,151)	(55,151)
Water Enterprise Fund Allocation	-	-	(9,485)	(9,485)	(9,485)
<i>Total Fire and Liability</i>	326,776	364,967	349,921	349,921	(15,046)
Total Unclassified Budget	15,334,279	16,106,299	16,391,982	16,391,982	285,683
Total Unclassified Budget Net Allocations	14,550,140	15,358,798	15,545,209	15,545,209	251,047
Total Budget Before Transfers, Allocations and Offsets	94,428,179	98,165,235	101,277,871	101,058,213	2,892,978
Total Budget Before Transfers Net Allocations/Offsets	93,072,465	96,696,989	99,668,829	99,449,171	2,752,182
Transfers					
To the Sewer Enterprise Fund	263,794	253,724	248,775	248,775	(4,949)
To the Water Enterprise Fund	-	-	-	-	-
Special Revenue	-	-	-	-	-
Town Trust Funds	-	-	-	-	-
Total Transfers	263,794	253,724	248,775	248,775	(4,949)
ATM General Fund Budget	93,336,259	96,950,713	99,917,603	99,697,945	2,747,233

ARTICLE 5

To see if the Town will vote to raise and appropriate \$ 5,953,255 to be expended by the Town Manager to operate the Sewer Enterprise Fund; or take any other action relative thereto.

**TOWN OF TEWKSBURY
SEWER ENTERPRISE FUND
FISCAL YEAR 2017 PROPOSED BUDGET**

<u>Direct Expenses</u>	<u>FY15 Expended</u>	<u>FY16 Approved</u>	<u>FY17 Recommended</u>	<u>Inc(Dec)</u>
Salaries	262,617	296,393	333,726	37,333
Expenses	361,955	332,356	344,400	12,044
Capital Outlay	-	-	-	-
Lowell Sewer	1,283,550	1,541,202	1,818,203	277,001
Reserve Fund	-	60,000	60,000	-
Debt	3,016,318	3,201,958	2,836,702	(365,255)
Subtotal	4,924,441	5,431,909	5,393,031	(38,877)
Indirect Expenses				
Town Manager	7,699	7,891	8,099	208
Accounting	9,590	9,662	9,910	248
Computer Services	1,286	1,292	1,350	58
Treasurer/Collector	38,656	39,709	34,008	(5,701)
Administrative Services	1,060	1,106	1,218	112
Building Dept.	3,789	-	-	-
Dept. of Public Works	224,228	296,839	322,761	25,922
Group Insurance	80,289	66,115	96,609	30,494
Retirement	111,894	78,201	71,084	(7,117)
Medicare	4,070	4,924	5,698	774
Property and Liability Insurance	-	-	9,485	9,485
Subtotal	482,561	505,739	560,223	54,484
Total	5,407,002	5,937,648	5,953,255	15,607
Projected Sewer Revenue	FY15 Collected	FY16 Projected	FY17 Projected	Inc(Dec)
User Fees	4,707,856	5,170,693	5,156,856	(13,837)
New Connections	56,552	59,932	60,675	743
All Sewer Liens/Interest/Fees	500,000	500,000	450,000	(50,000)
Connection Fees	172,800	-	50,000	50,000
All Other	7,000	7,000	25,000	18,000
Prior Year Surplus	-	-	-	-
Transfer From General Fund	263,794	253,724	248,775	(4,949)
Total	5,708,002	5,991,349	5,991,305	(44)
Operating Deficit/Surplus	301,000	53,702	38,051	(15,651)
Capital Expenditures	-	-	-	-
Net Deficit/Surplus After Capital	301,000	53,702	38,051	(15,651)

Town Manager

Executive Summary: The purpose of this article is to fund the Sewer Enterprise Fund for Fiscal Year 2017.

ARTICLE 6

To see if the Town will vote to raise and appropriate \$ 6,890,460 to be expended by the Town Manager to operate the Water Enterprise Fund; or take any action relative thereto.

**TOWN OF TEWKSBURY
WATER ENTERPRISE FUND
FISCAL YEAR 2017 PROPOSED BUDGET**

<u>Direct Expenses</u>	<u>FY15 Expended</u>	<u>FY16 Approved</u>	<u>FY17 Recommended</u>	<u>Inc(Dec)</u>
Salaries	1,301,184	1,319,292	1,438,841	119,549
Expenses	1,422,773	1,451,264	1,505,832	54,568
Capital Outlay	-	-	-	-
Reserve Fund	-	25,000	25,000	-
Debt	2,005,239	2,352,442	2,846,639	494,197
Subtotal	4,729,196	5,147,998	5,816,312	668,314
Indirect Expenses				
Town Manager	7,699	7,891	8,098.96	207.96
Accounting	9,590	9,662	9,910.15	248.15
Computer Services	1,286	1,292	1,350.26	58.26
Treasurer/Collector	38,656	39,709	32,808.21	(6,900.79)
Administrative Services	1,060	1,106	1,217.81	111.81
Building Dept.	1,624	-	-	-
Dept. of Public Works	225,376	304,586	332,736.27	28,150.27
Group Insurance	247,265	267,315	301,080.57	33,765.57
Retirement	330,375	315,432	315,432.00	-
Medicare	10,246	15,514	16,363.38	849.38
Property and Liability	-	-	55,151.15	55,151.15
Subtotal	873,177	962,507	1,074,149	111,642
Total	5,602,373	6,110,505	6,890,460	779,956
<u>Projected Water Revenue</u>	<u>FY15 Collected</u>	<u>FY16 Projected</u>	<u>FY17 Projected</u>	<u>Inc(Dec)</u>
User Fees	5,766,432	6,010,586	6,063,525	52,940
Water Liens	650,000	650,000	650,000	-
All Other Fees	15,000	15,000	200,000	185,000
Total	6,431,432	6,675,586	6,913,525	237,940
Operating Deficit/Surplus	829,059	565,081	23,065	(542,016)
Capital Expenditures	-	235,300	-	(235,300)
Net Deficit/Surplus After Capital	829,059	329,781	23,065	(306,716)

Town Manager

Executive Summary: The purpose of this article is to fund the Water Enterprise Fund for Fiscal Year 2017.

ARTICLE 7

To see if the Town will vote to transfer from the Bond Proceeds the sum of \$40,760.36 to reduce Town Exempt Debt Principal; or take any action relative thereto.

Town Manager

Executive Summary: This article transfers funds available from Bond Proceeds to reduce the amount of Exempt Debt Service Principal.

ARTICLE 8

To see if the Town will vote to re-allocate funds to be expended by the Town Manager from the following accounts which are available and will be used for transportation projects; or take any action relative thereto.

Strongwater Brook Hazard Mitigation Project, Fund # 3228:	\$64,263.50
River Rd Storm Damage, Fund # 3309:	\$9,958.19

Town Manager

Executive Summary: This article requests Town Meeting to approve funds that were reimbursed to the Town for the above purpose to be reallocated to the Town's transportation projects.

ARTICLE 9

To see if the Town will vote to transfer the sum of \$25,000 to be expended by the Town Manager from Overlay Surplus to fund a Senior Tax Relief Work Program and a Veterans Tax Relief 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/Veterans Tax Relief Program that allows eligible Senior Citizens /Veterans of the Town to work for Town and School offices and receive a reduction in their property tax bill.

ARTICLE 10

To see if the Town will vote to authorize pursuant to the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, to amend an existing revolving fund, an account for the revenues and expenditures relating to activities sponsored by the Town of Tewksbury Health Department/Board of Health. The fund shall be credited with all amounts received relating to vaccines and medical related reimbursements that the Tewksbury Health Department/Board of Health receives. Expenditures of the fund shall be authorized by the Health Department Director and the Town Manager or his/her designee. These expenditures will include but not be limited to vaccines and medical related health programs. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$10,000; or take any related action relative thereto.

Town Manager

Executive Summary: This article authorizes the Town of Tewksbury Health Department/Board of Health to amend an existing self-sufficient fund to account for Fiscal Year 2017 revenues and expenditures relating to vaccines and medical related reimbursements that the Tewksbury Health Department/Board of Health receives.

ARTICLE 11

To see if the Town will vote to reauthorize pursuant to the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, a self-sufficient revolving fund to account for revenues and expenditures relating to the operation of a Geographical Information System (GIS) in the Town of Tewksbury. The fund shall be credited with all amounts received over the base fee for such items as building permits, certificates of occupancy, zoning applications and other permits, applications and other information generated by Town departments as applicable and as determined by the Town Manager as relating to the GIS program. 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 \$50,000; or take any other action relative thereto.

Town Manager

Executive Summary: This article authorizes the Town to continue a self-sufficient revolving fund to account for the revenues and expenditures of maintaining a GIS program in the Town of Tewksbury for FY17 with an increase to its funding authorization from \$25,000 to \$50,000.

ARTICLE 12

To see if the Town will vote to reauthorize pursuant to the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, a self-sufficient revolving fund to account for revenues and expenditures relating to activities, educational programs, and maintaining the Senior Center facility and operations run by the Town of Tewksbury Council On Aging. The fund shall be credited with all amounts received as fees to participate in certain activities and trips run by the Council on Aging. 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 \$150,000; or take any other action relative thereto.

Town Manager

Executive Summary: This article authorizes the Town to continue a self-sufficient revolving fund to account for the revenues and expenditures of activities run by the Tewksbury Council on Aging for FY17 with an increase to its funding authorization from \$50,000 to \$150,000.

ARTICLE 13

To see if the Town will accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing Cable Television Public Access as an Enterprise Fund effective July 1, 2016 (Fiscal Year 2017); or take any other action relative thereto.

Town Manager

Executive Summary: This article authorizes the Town to create an Enterprise Fund to account for the revenues and expenditures of all operations and activities for Cable Access Television.

ARTICLE 14

To see if the Town will vote to amend the Personnel Bylaw, Section III (e) Wage Schedule by amending Addendum D Library of Job Titles and Wage Scales replacing as follows; or take any other action relative thereto.

From:		To:	
Junior Counselor	9.2250	Junior Counselor	11.00
Library Page	9.2250	Library Page	11.00
Recreation Counselor	9.2250	Recreation Counselor	11.00
Rider	9.2250	Rider	11.00
Transportation Escort	9.2250	Transportation Escort	
Video Assistant	9.2250	Video Assistant	11.00
Add new position:		Van Driver	11.00
Add new position:		Librarian	23.00
Add new position:		Library Clerical Assistant	15.75

Town Manager

Executive Summary: This article amends Addendum D of the Personnel Bylaw by deleting the positions no longer needed, adding new positions, and also increasing hourly wages recommended by Municipal Resources, Inc.

ARTICLE 15

To see if the Town will vote to amend the Personnel Bylaw, Section III (e) Wage Schedule by amending the Library of Job Titles and Wage Scales as follows; or take any other action relative thereto.

Addendum A

GRADE 7	1	2	3	4	5	6	7	8	9	10
Local Building Inspector	55,645.20	57,044.16	58,464.00	59,925.60	61,428.96	62,974.08	64,540.08	66,147.84	67,797.36	69,488.64
Town Planner										
GRADE 8	1	2	3	4	5	6	7	8	9	10
Town Planner	60,656.40	62,180.64	63,725.76	65,312.64	66,941.28	68,611.68	70,323.84	72,077.76	73,873.44	75,710.88
GRADE 10	1	2	3	4	5	6	7	8	9	10
Facilities Manager	72,056.88	73,852.56	75,690.00	77,590.08	79,531.92	81,515.52	83,561.76	85,649.76	87,800.40	89,992.80
GRADE 13	1	2	3	4	5	6	7	8	9	10
Assistant Town Manager	93,333.60	95,672.16	98,073.36	100,516.32	103,021.92	105,590.16	108,221.04	110,935.44	113,712.48	116,552.16

Addendum B

GRADE 1	1	2	3	4	5	6	7	8	9	10
Activities Coordinator	31,099.72	31,868.10	32,670.94	33,493.09	34,334.55	35,195.85	36,076.99	36,977.44	37,897.20	38,836.80
GRADE 2	1	2	3	4	5	6	7	8	9	10
Community Outreach Coordinator	33,903.90	34,745.89	35,607.19	36,487.80	37,408.09	38,347.69	39,306.60	40,285.35	41,283.94	42,321.15

Addendum C

	1	2	3	4	5	6	7	8	9	10
Local Building Inspector	26.65	27.32	28.00	28.70	29.42	30.16	30.91	31.68	32.47	33.28

Town Manager

Executive Summary: This article amends Addendums of the Personnel Bylaw to add new Job Titles and Classifications.

ARTICLE 16

To see if the Town will vote to amend the Personnel Bylaw by deleting the entire Bylaw, with the exception of the wage and compensation schedule, and replacing the Bylaw with the following; or take any other action relative thereto.

CHAPTER 1 PURPOSE AND SCOPE

- (a) The purpose of this Personnel Bylaw is to establish an equitable and fair system of personnel administration for the Town of Tewksbury.
- (b) Coverage: All employees of the Town shall be subject to the provisions of this bylaw, except employees with personal contracts, employees covered by a collective bargaining agreement and employees of the school department.

CHAPTER 2 DUTIES AND RESPONSIBILITIES OF THE TOWN MANAGER AND BOARD OF SELECTMEN

- (a) The Town Manager shall be responsible for personnel administration and management of employees within the Town and shall be accountable to the Board of Selectmen, consistent with the Town Charter.
- (b) The Town Manager shall be responsible for establishing, maintaining, and administering a Classification and Compensation Plan for employees covered under this bylaw.
- (c) The Town Manager or his designee may promulgate and publish amendments to the classification and compensation plan, as well as personnel policies and procedures in order to carry out his/her responsibilities under the Town Charter and this Bylaw.
- (d) The Town Manager shall promulgate, publish and, from time to time, amend the policies and procedures of the Town (collectively, "The Personnel Administration Plan"), consistent with the powers and duties of the Town Manager and other bylaws, subject to the approval of the Board of Selectmen.

CHAPTER 3 CLASSIFICATION AND COMPENSATION PLAN

The Town Manager shall be responsible for preparing, maintaining, and administering a Classification and Compensation Plan appearing in Schedule A and made a part of hereof, for employees covered by this bylaw.

- (a) The classification plan shall include all approved titles and shall provide for a uniform and fair system for grouping positions into classifications based on the nature and complexity of the duties and the minimum qualifications required to perform those duties.
- (b) The compensation plan shall include a schedule of wage and salary rates that relate to positions covered under this bylaw. Each rate range consists of a minimum rate and a maximum rate, and will provide for intermediate step rates of pay. The wage and salary rates are subject to appropriation of necessary funds by Town Meeting.
- (c) Employees who have been permanently appointed or promoted for one (1) year or longer shall be eligible for a step increase subject to approval of the Town Manager. Thereafter, the employee shall have this next subsequent step increase date as his/her anniversary date for the purpose of future annual step increases.
- (d) The Town Manager, in establishing the compensation plan, shall take into account the classification of the position, prevailing market rates for the position, cost of living and the ability of the Town to recruit qualified applicants to the position.
- (e) Changes to the wage and salary rates contained in the Classification and Compensation plan established pursuant to the authority of the Town Manager may be authorized by Town Meeting which shall include the appropriation of funds required to finance such changes.

**CHAPTER 4
THE PERSONNEL ADMINISTRATION PLAN**

The Town Manager shall adopt and administer policies and procedures governing: (1) recruitment and selection, (2) hours of work (3) vacation, holiday and sick leave, (4) standards of conduct and discipline, (5) evaluation procedures and (6) fringe benefit programs, among other personnel matters not inconsistent with his/her powers and duties under the Town Charter or law.

**CHAPTER 5
ENFORCEMENT AND SEVERABILITY**

The provisions of this bylaw are to be interpreted in a manner consistent with the rights and responsibilities of the Town Manager and the Town's employees under the Town's Charter. To the extent that any of these provisions or their application under any circumstances materially conflict with the Town's Charter, the provisions of the Charter shall prevail; however, any such conflict or invalidity of one provision shall not affect the validity or legality of any of the remaining provisions of this Bylaw.

Town Manager

Executive Summary: This article amends the Personnel Bylaw to maintain the current Job Titles and Classifications, and also replaces the remaining Bylaw with the language within the article to reflect updates that are consistent with the Town Charter and more flexible for administration and oversight.

ARTICLE 17

To see if the Town will vote to approve the FY 2017 Affordable Housing Trust Fund Allocation Plan as follows:

ALLOCATION PLAN	for FY 2017
Starting Balance:	\$3,271,537
Shawsheen Place Buydown (77 units)	(\$1,700,000)
15 fee in lieu of affordable units (\$124,165/unit)	\$1,862,475
Balsam Place (\$181,250/ bldg. x 2)	\$362,500
Residence @ Joan's Farm (\$87,500/ bldg. x 2)	175,000
Total Available Funds FY17	\$3,971,512
Expenses	
Creation of New Units/ Buydown of existing units	\$3,971,512
Total Projected Expenses for FY17	\$3,971,512

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 submitted to and approved at the Annual Town Meeting. The Fiscal Year 2017 allocation plan meets the expenditure requirements of the Special Act.

ARTICLE 18

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 2017, with each item to be considered a separate appropriation:

Appropriations:

Administrative Costs	\$ 43,925.78
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Reserves:

Open Space	\$ 87,851.55
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Community Housing	\$ 87,851.55
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Historic Preservation	-----
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FY2015 Budgeted Reserve	\$ 650,000.00
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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. FY2017 Historic 10% Reserve will be achieved with the Town Hall Rehabilitation Bond payment.

The total CPA Estimated FY16 revenue is \$878,515.51

ARTICLE 19

To see if the Town of Tewksbury will vote to appropriate and transfer from the Tewksbury Community Preservation Fund Open Space Reserve the sum of \$12,000 for Bay Circuit Trail Wetland Boardwalks; pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds are to be expended under the direction of the Community Preservation Committee; or to take any other action thereon.

Community Preservation Committee

Executive Summary: The CPC seeks approval for CPC funds, as submitted by the Town Conservation Agent, to complete 3 wetland boardwalks on Town owned open space to provide connection of 7 miles of walkable trails on the Bay Circuit Trail, running North to South in the Town, connecting the trail with Andover and Billerica's existing Trail. The funds will also provide for 2 kiosks along the trail with information about the Trail's location and history. Volunteers, such as scouts and trail users, will construct the boardwalks. Creation of this recreational use is sought in the Tewksbury Master Plan and Open Space Plan.

ARTICLE 20

To see if the Town of Tewksbury will vote to appropriate and transfer from the Tewksbury Community Preservation Fund Open Space Reserve the sum of \$35,000 for Long Pond Water Quality Improvements; pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds are to be expended under the direction of the Community Preservation Committee; or to take any other action thereon.

Community Preservation Committee

Executive Summary: The CPC seeks approval for CPC funds, as submitted by the Town Conservation Agent, to restore Long Pond’s water quality in order that it be used for recreational purposes. A recent water quality report revealed the pond is not suitable for recreational activities, such as boating, due to the bacterial levels. These funds will be used to chemically treat the pond to correct nutrient and algae levels, for aquatic plant management and investigate remedies for long term health of the Pond. Long Pond is a designated Great Pond in Massachusetts and a recreational asset for residents.

ARTICLE 3

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

- ARTICLE 3-21
- ARTICLE 3-22
- ARTICLE 3-23
- ARTICLE 3-24

SECTION 3

ARTICLE 25	Zoning Bylaw	Amend Zoning Bylaw Section 6700
ARTICLE 26	Zoning Bylaw	Amend Zoning Bylaw Section 7100
ARTICLE 27	Zoning Bylaw	Amend Zoning Bylaw Section 7533 and 7254a
ARTICLE 28	Zoning Bylaw	Amend Zoning Bylaw Sections 8120 and 2300
ARTICLE 29	Zoning Bylaw	Amend Zoning Bylaw Sections 8606, 8624, 8644, and 8660
ARTICLE 30	Zoning Bylaw	Amend Zoning Map for parcels shown on Assessor’s Map 66 Lots 11 and 12 and Map 51 Lot 7 from Office/Research(OR) to Multi-Family District(MFD)
ARTICLE 31	Zoning Bylaw	Amend Zoning Bylaw and Map by adding Parcel Map 61 Lot 66, Lots 1 and 2 on East Street to the Village Mixed-Use Overlay District and additional language to 8651
ARTICLE 32	General Bylaw	Amend General Bylaw Section 2.04.010
ARTICLE 33	General Bylaw	Amend General Bylaw by deleting Section 2.04.200
ARTICLE 34	General Article	Authorize the sale of 1057 South Street, Map 109 Parcel 71
ARTICLE 35	General Article	Accept the title to Livingston Street Recreation Fields

ARTICLE 25

To see if the Town will vote to amend Section 6700 of the Tewksbury Zoning Bylaw by adding the underlined section below:

6707. Dimensional Requirements are as found in Appendix B of the Tewksbury Zoning Bylaw. The Planning Board, in considering a project under a Site Plan Special Permit issued pursuant to Section 6705 of the Westside Neighborhood District (WNBD), may allow for waivers of Appendix B, Table of Dimensional Requirements, by means of a special permit. The waiver request must be specific in nature and the Planning Board must make specific findings to waive this requirement to the degree that it shall deem reasonable. Consideration will be given as to the necessity to meet the realistic requirements of the proposed development and satisfy the objectives of the Zoning Bylaw. The Planning Board will base its findings on the stated purposes of Section 6701 of the bylaw.

Planning Board

Executive Summary: The Westside Neighborhood Business District was created in 2014 after studying the unique balance of residential and commercial uses in this area which was previously zoned Heavy Industrial District. This article will provide flexibility on dimension requirements for new projects that are under the Planning Board’s site plan special permit review process so long as the requests meet the purposes of Section 6701 such as; acknowledge the balance of residential and commercial uses, promote compact development, minimize impacts on public services and provide well designed small businesses and services that support economic development.

ARTICLE 26

To see if the Town will vote to amend the Tewksbury Zoning Bylaw, Section 7100 as identified below with additions noted as underlined text and deletions noted as strikeout text:

7100. MULTIPLE FAMILY DWELLINGS.

7110. Purpose. This section is intended to regulate the development of multiple family dwellings by establishing eligibility requirements and reasonable conditions for construction in the MFD. This section is not intended to supersede, modify or conflict with the powers and duties delegated to the Planning Board pursuant to the Subdivision Control Law, M.G.L. c. 41, ss: 81K - 81GG.

7120. Special Permit Required. Multiple-family dwellings will be permitted only upon the issuance of a special permit by the Planning Board. The following eligibility standards apply:

7121. Where proposed for multiple family dwellings, the site shall have a minimum lot area of 4 acres with the 150 feet of frontage on a public or private way that is open for public use. By special permit, the Planning Board may vary the requirement of 150 feet of frontage on a public way to not less than 40 feet of frontage on a public way provided that a suitable private access road into the site area can be constructed with the reduced frontage. These provisions shall not apply to the development of single-family dwellings.

7130. Application. An application for a special permit shall be filed in accordance with the regulations set forth in Section 9300.

7140. Parking. Provision shall be made for not less than two (2) parking spaces per unit, one (1) of which shall be completely enclosed. Detached parking garages will be permitted and designed so as to complement the building design and site layout, but shall not be constructed within the setback areas.

7141. Enclosed parking spaces shall be 10 feet in width and 20 feet in length; unenclosed parking spaces shall be not less than 9 feet wide and 18.5 feet in length.

7142. Additional enclosed or unenclosed parking spaces shall be provided for guests and recreational areas as indicated below:

Guest	1 parking space per two dwelling units
Tennis Court	2 parking spaces per court
Recreation buildings/swimming pools	1 parking space per 10 dwelling units, but not less than 10 parking spaces

7150. Design Standards. A multiple family dwelling shall meet the following standards:

7151. Commercial and industrial uses are prohibited.

7152. All lighting shall be directed away from adjoining property.

7153. Services.

- a) All utilities shall be installed underground using standards promulgated by the Planning, Health, Building and DPW Departments of the Town of Tewksbury and sewage shall be disposed of by means of adequate connections as required by State and local Departments and Board of Health.
- b) If curbside pick-up of trash and recycling materials is not viable, then shared waste disposal facilities (such as dumpsters for household trash and dumpsters for recycling) shall be adequately sized for the development as recommended by the Board of Health.

7154. There shall not be more than a maximum of seven (7) units per acre nor more than fourteen (14) bedrooms per acre. This will allow for flexibility in the number of bedrooms per unit to vary from 1 to 3 bedrooms. The ratio of three (3) bedroom market rate units to three (3) bedroom Affordable Housing Units shall be 1 to 1. No more than 5% of the total MFD site area within the wetlands and/or flood plain shall be used in calculating the density requirements of site. If more than 5% of the total MFD site area is in wetlands and/or flood plains that exceeds the 5% requirement shall be deleted from the area used to determine density requirements.

a. **Affordable Housing Requirement.**

An application for a Multiple Family Dwelling Special Permit shall be subject to the Affordable Housing Requirements of Section 7010 of the Town of Tewksbury Zoning Bylaws as follows:

Such application shall require that at least fifteen (15) percent of the total Dwelling Units be established as Affordable Housing Units (Section 7013.a) in perpetuity.

The calculation of the number of affordable units shall be rounded to the next whole number for units equal to 0.5 or greater.

7155. The maximum coverage of the site available for use by all buildings, including garages, and carports shall not exceed 30 percent of the site area.

7156. The maximum building height shall be ~~35~~ 45 feet. ~~measured from base floor level.~~

7157. Any roadway/driveway located in an area that is within 50 feet of a property line shall be shielded from the property line by a planting of shielding type trees satisfactory to the Planning Board between the roadway and property line for the entire length of the roadway within the 50 foot area. This planting shall be in addition to any existing vegetation between the property line and the proposed roadway and shall be placed a maximum of 10 feet apart.

7158. Walkways, tables, benches, flowering bushes/trees may be allowed in 50 to 100 foot buffer areas at the discretion of the Planning Board to improve the aesthetics of the site area.

7159. Television, radio and communications services shall be supplied by a central system with underground connections.

7160. Distance Parameters. The Planning Board shall determine the distance between the buildings that are structurally connected together by roofing, fencing or other means but not enclosed or heated. The distance parameters will be determined on the aesthetics, created by the design, practicality of design, and the effect on the development by the design. The Planning Board shall determine any distance parameters between buildings not covered under this Zoning By-Law.

7161. No building within the site area shall be constructed within 50 feet of any perimeter border of site.

~~7170. Reserved.~~ The Planning Board may waive sections 7121, 7141, 7156 and 7181, based upon findings that the waivers will provide for; improved aesthetics created by the design; and practicality of design to lessen environmental, neighborhood and public service impacts.

7180. Open Space.

7181. Suitable recreational facilities shall be provided on the required open space. Not less than 60% of the upland area of the site available for use shall remain free from structures, parking and drives, and such area shall be left either in its natural state, attractively landscaped, or developed for uncovered recreational facilities.

7182. The owner or owners shall be responsible for the maintenance of common areas, including but not limited to snow plowing within the site limits and rubbish disposal. No outside burning of rubbish or inside incineration shall be permitted.

Planning Board

Executive Summary: This article adds the ability for multi-family developments on private ways, it adds a cross reference to Section 7010 the affordability requirement of the bylaw, changes the building height to match what is in the Dimensional Table, and it adds the ability to waive certain portions of this section of the bylaw.

ARTICLE 27

To see if the Town will vote to amend the Zoning Bylaw by adding section 7533 to the Open Space Residential Design section of the bylaw and section 7254 to the Multiple Family in the MFD/55 Special Permit as identified below:

7533. Affordable Housing Requirement.

An application for an Open Space Residential Design Special Permit shall be subject to the Affordable Housing Requirements of Section 7010 of the Town of Tewksbury Zoning Bylaws as follows:

Such application shall require that at least ten (10) percent of the total Dwelling Units be established as Affordable Housing Units (Section 7013.a) in perpetuity.

The calculation of the number of affordable units shall be rounded to the next whole number for units equal to 0.5 or greater.

7254 a. Affordable Housing Requirement.

An application for a Multiple Family Over 55 Dwelling Unit Special Permit shall be subject to the Affordable Housing Requirements of Section 7010 of the Town of Tewksbury Zoning Bylaws as follows:

Such application shall require that at least fifteen (15) percent of the total Dwelling Units be established as Affordable Housing Units (Section 7013.a) in perpetuity.

The calculation of the number of affordable units shall be rounded to the next whole number for units equal to 0.5 or greater.

Planning Board

Executive Summary: This article is a housekeeping item to insert a cross reference to Section 7010 the Affordable Housing Requirement in both the Open Space Residential Design section of the Bylaw and the MFD 55 section of the Bylaw. It consolidates the Affordable Housing requirements within those sections for clarity.

ARTICLE 28

To see if the Town will vote to amend the Tewksbury Zoning Bylaw with the following underlined insertions and strikeouts as grey highlights as shown below:

8120. Floodplain District Boundaries.

The Floodplain District is herein established as an overlay district. The District includes all the special flood hazard areas within the Town of Tewksbury designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the NFIP. The map panels of the Middlesex R FIRM are wholly or partially within the Town of Tewksbury are panel numbers 25017C0142E, 25017C0144E, 25017C0163E, 25017C0164, 25017C0276EF, 25017C0277EF, 25017C0278EF, 25017C0279EF, 25017C0281EF, and 25017C0283EF dated June 4, 2010 July 6, 2016; and 25017C0256F, 25017C0257F, 25017C0259F dated July 7, 2014 or most recent maps approved by FEMA. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014 July 6, 2016 or most recent maps approved by FEMA. The FIRM and FIS are incorporated herein by reference and are

on file with the Town Clerk, Planning Board, Building Commissioner, Conservation Commission and the Town Engineer. The above referenced maps and study booklet may be amended from time to time.

2300. MAP. The districts identified in Section 2100 are shown, defined and bounded on the map accompanying this bylaw entitled "Town of Tewksbury Zoning Map, Underlying Districts" (map 1 of 2) dated March 25, 2005, and on file with the Town Clerk.

The overlay districts identified in Section 2200, with the exception of the Flood Plain District, are shown on a map accompanying this bylaw entitled "Town of Tewksbury Zoning Map, Overlay Districts" (map 2 of 2) dated March 25, 2005 and on file with the Town Clerk.

The Flood Plain District includes all special flood hazard areas within the Town of Tewksbury designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Tewksbury are panel numbers 25017C0142E, 25017C0144E, 25017C0163E, 25017C0164E, 25017C0276EF, 25017C0277EF, 25017C0278EF, 25017C0279EF, 25017C0281EF, and 25017C0283EF dated June 4, 2010, July 6, 2016; and 25017C0256F, 25017C0257F, and 25017C0259F dated July 7, 2014 or most recent maps as approved by FEMA. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014, July 6, 2016 or most recent maps approved by FEMA. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Commissioner, Conservation Commission and the Town Engineer.

Town Manager

Executive Summary: In order to continue participation in the Flood Plain Insurance Program, the above referenced floodplain map needs to be incorporated into the Town's Floodplain Overlay District. These maps are updating previously existing maps already on file.

ARTICLE 29

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by adding the underlined text to certain sections of the Bylaw:

8606. 4. Mixed use development: A single building with the ground floor used primarily for retail, commercial, service or office and the upper floor(s) used for residential use or a building or buildings, used for retail, commercial, service or office, with residential housing in a separate building or buildings.

8624. 4. Mixed use development: A single building with the ground floor used primarily for retail, commercial, service or office and the upper floor(s) used for residential use or a building or buildings, used for retail, commercial, service or office, with residential housing in a separate building or buildings.

8644. 4. Mixed use development: A single building with the ground floor used primarily for retail, commercial, service or office and the upper floor(s) used for residential use or a building or buildings, used for retail, commercial, service or office, with residential housing in a separate building or buildings.

8660. 4. Mixed use development: A single building with the ground floor used primarily for retail, commercial, service or office and the upper floor(s) used for residential use or a building or buildings, used for retail, commercial, service or office, with residential housing in a separate building or buildings.

Planning Board

Executive Summary: This article expands the definition of mixed use development so that housing need not necessarily be a part of the commercial building, but could be accomplished with other building(s) on site. The change is proposed for the Town Center Overlay District, Village Residential Overlay District, Village Mixed-Use District and the South Village Overlay District.

ARTICLE 30

To see if the Town will vote to amend the Zoning Map for parcels shown on Assessor’s Map 66 Lots 11 & 12 and Map 51 Lot 7, said parcels are further describes as Lots 355 on Land Court Plan 27170-21 and Lots 389 & 390 on Land Court Plan 27170 -23, from Office/Research (OR) to Multi-Family District (MFD).

Marc P. Ginsburg & Arnie Martel and Others

Executive Summary: The purpose of the article is to re-zone land currently zone Office / Research to Multi Family Dwellings.

ARTICLE 31

To see if the Town of Tewksbury will vote to amend the Tewksbury Zoning Bylaw and the Zoning Map by adding the land Area described below to the zoning map comprising a portion of Mixed-Use Overlay District (VMOD), Section 8640, or do anything in relation thereto, Map 61 Lot 66 Lots 1 and 2. Also the following language shall be added to the end of section 8651 of the Tewksbury Zoning Bylaw: “In addition to criteria set forth herein, in the event the Planning Board is considering a request for VMOD Special Permit for premises located at Tewksbury Town Assessor Map 61 Lot 61 Lots 1 and 2, the Planning Board must make a determination that the requested VMOD Special Permit involves a plan to relocate the primary structure known as the “Pike House” which was once located at 464 Main Street, Tewksbury Massachusetts to said permit locus site otherwise said request for said VMOD Special Permit must be denied.

James Andella and Others

Executive Summary: The adoption of this article will include the land above in a new zoning overlay district along East Street. This Overlay District recognizes the existing nature of the land described above and allows for this as well as other uses, while underlying zoning rights remain intact.

ARTICLE 32

To see if the Town will vote to amend the Town’s General Bylaws Article I Town Meeting Procedures by amending Section 2.04.010 Schedule established.

2.04.010 Schedule established.

A. The Annual Town Meeting for the election of Town Officials shall be held on the first Saturday of April, and polls shall be opened from 8:00 A.M. to 8:00 P.M., except when Easter Sunday falls on the day following the first Saturday of April the said election shall be held on the second Saturday of April as above provided.

B. The Annual Town Meeting for consideration of warrant articles shall begin on the first Monday in May at 8:00 P.M. and conclude at 11:00 P.M., except as provided below. Subsequent meetings shall begin at 8:00 P.M. on Wednesday and Thursday of the same week and conclude at 11:00 P.M., except as provided below. The same schedule shall be observed in following weeks, if necessary. No business shall be conducted after 11:00 P.M. at any session except to complete action on the article or departmental budget then under discussion. at a time determined by the Board of Selectmen.

C. The Annual Town Meeting shall be divided into three sections.

Section One:

Article 1. Annual Town Election—Accomplished in April

Section Two:

Article 2. Elected Official Salaries

Article 3. Consent Calendar

Article 4. Budget Article

Article(s). Budget Related Articles

Article(s). Amend Personnel Bylaws

If Section Two is completed before 11:00 P.M., the Annual Town Meeting shall adjourn to Wednesday at 8:00 P.M. to act on Section Three articles.

Section Three:

Amend Zoning Bylaws

Amend Town Bylaws

Town Manager

Executive Summary: The purpose of this article is to delete the time in which Town meeting starts on the first Monday in May and subsequent meetings to allow the Board of Selectmen to choose the time.

ARTICLE 33

To see if the Town will vote to amend the Town's General Bylaws Article I Town Meeting Procedures by deleting Section 2.04.200 Amendment to personnel bylaws.

~~2.04.200 Amendment to personnel bylaws.~~

~~"In any case where an amendment to the personnel ByLaws is proposed and such amendment changes the salaries of Town employees, the vote of said amendment shall be by secret ballot." (ByLaws Art. I § 20).~~

Town Manager

Executive Summary: The purpose of this article is to delete the need for a secret ballot for personnel bylaw changes at Town Meeting.

ARTICLE 34

To see if the Town will vote to authorize the Board of Selectmen to accept all or a portion of a certain parcel of land located at 1057 South Street, Map 109 Parcel 71, as shown on the current Assessor's Map, for affordable housing purposes; or take any action relative thereto.

Town Manager

Executive Summary: This article would transfer a parcel of land to be used for building and selling affordable home(s). The parcel located at 1057 South Street, Map 109 Parcel 71 is approximately 2.86 acres and will be sold through a public procurement process.

ARTICLE 35

To see if the Town will vote to accept the deed and land transfer from the Commonwealth as follows:

THE COMMONWEALTH OF MASSACHUSETTS Release Deed

The COMMONWEALTH OF MASSACHUSETTS ("Grantor"), acting by and through the Commissioner of its Division of Capital Asset Management and Maintenance with a mailing address of One Ashburton Place, Boston, Massachusetts 02108, in consultation with the Commissioner of its Department of Public Health, as authorized by Chapter 244 of the Acts of 2010 ("the Act"), a copy of which is attached hereto and incorporated herein, for the consideration described below, does hereby release and convey without warranties or covenants of title to the Inhabitants of the Town of Tewksbury ("Grantee"), their successors and assigns, with a mailing address of Board of Selectmen, Tewksbury Town Hall, 1009 Main Street, Tewksbury, Massachusetts 01876, subject to the condition described below, all right, title and interest of Grantor, if any, in a parcel of land located on the west side of Livingston Street in Tewksbury, Middlesex County, Commonwealth of Massachusetts (the "Premises") shown as Parcel A on the plan (the "Plan") described below.

The Premises conveyed herein are identified as "Parcel A" on the Plan entitled "PLAN OF LAND IN THE TOWN OF TEWKSBURY, (MIDDLESEX COUNTY) MASSACHUSETTS OWNED BY THE COMMONWEALTH OF MASSACHUSETTS PREPARED FOR: THE DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE ON BEHALF OF THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH," dated January 15, 2016 and prepared by Nitsch Engineering Inc., Boston, Ma. 02108, to be recorded herewith in the Middlesex North District Registry of Deeds in Plan Book _____, Page _____. Said Parcel A is the same parcel that is identified in section 1 of the Act.

Said Premises are conveyed subject to the restriction that they shall be designated and used by the Grantee solely for recreational and open space purposes. Grantee shall also be responsible for all costs, liabilities and expenses of any nature and kind in connection with the operation, maintenance and ownership of the Premises.

If the Premises cease at any time to be used for recreation and open space purposes or if the Grantee does not maintain and protect the cemetery on the adjacent Commonwealth land in accordance with the requirements of the "Tewksbury State Hospital Anatomical Cemetery Off Of Livingston Street, Tewksbury Standards For The Protection and Perpetual Maintenance Of A Historical Cemetery" dated _____, that have been developed by the Grantor pursuant to section 2 of the Act, title to the parcel shall, at the election of the Grantor, after the giving of notice to the Grantee and an opportunity to cure, revert to the Grantor. A copy of such standards is on file with the Division of Capital Asset Management and Maintenance and has been delivered to the Grantee. Recordation of a certification by the Grantor to the effect that one or more of the foregoing conditions have been breached, that the required notice has been given, that the breach has not been cured and that the title has reverted to the Grantor shall be conclusive evidence of the matters stated therein.

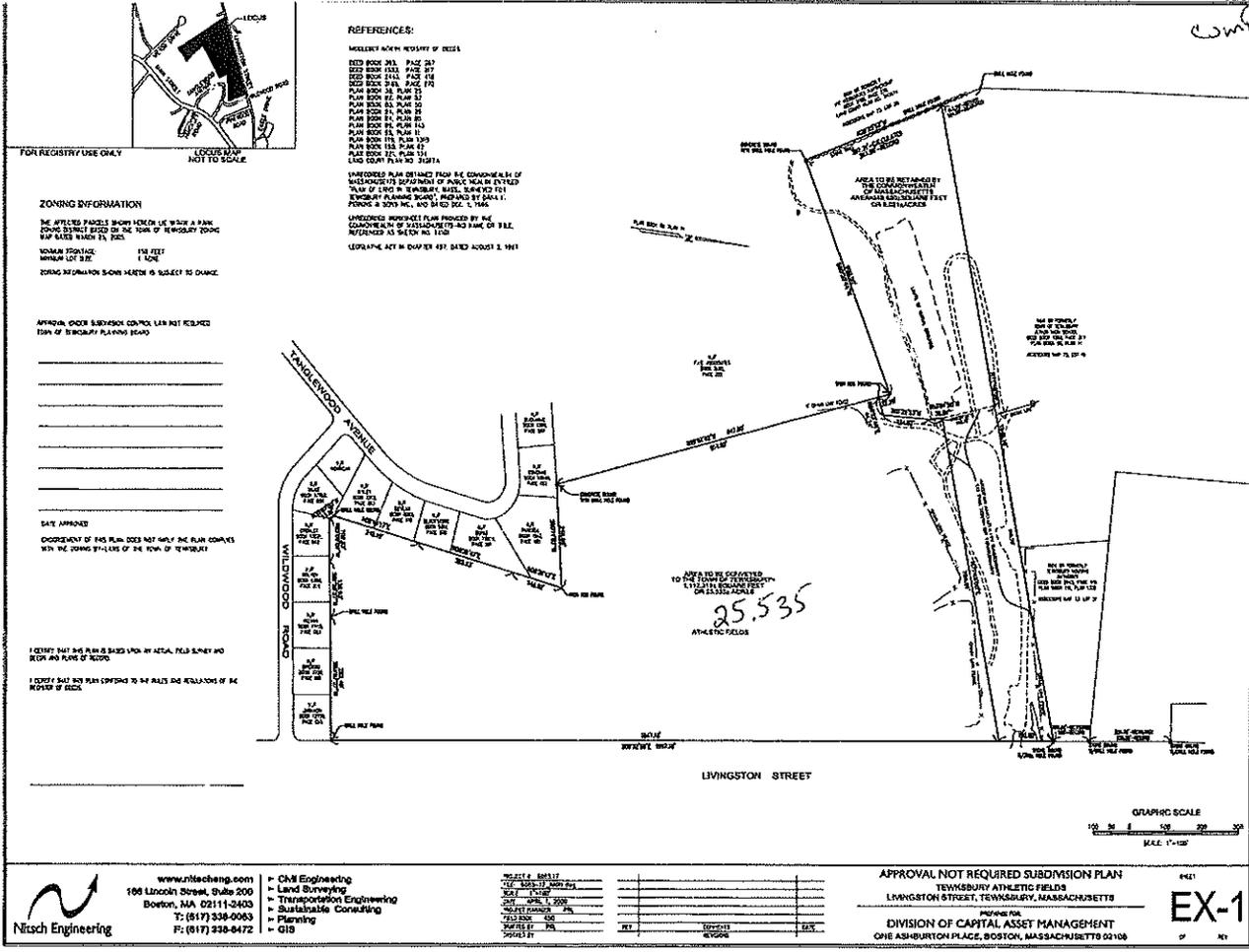
The consideration for this conveyance is the Grantee's agreement, evidenced by the Grantee's acceptance and recording of this deed, to the requirement of the Act that the Grantee shall maintain and shall be responsible for any costs, liabilities or expenses of any kind for the maintenance and protection of the Grantor's cemetery in accordance with the maintenance standards referenced above. Should the Grantee fail to maintain and protect the cemetery in accordance with such standards, then, in addition to and not in limitation of any other remedies available to the Grantor, the Grantor may take action to cure the Grantee's failure, and the Grantee shall reimburse the Grantor upon demand for the cost incurred by the Grantor in curing such failure.

The Premises are a portion of the land conveyed to the Grantor in a deed from George Pillsbury dated July 23, 1906 recorded in said Registry of Deeds in Book 393, Page 267.

The Premises are conveyed in their existing condition and, notwithstanding any general or special law to the contrary, the Grantor shall not retain any liability or responsibility for the same.

This conveyance is made subject to and with the benefit of all rights, restrictions and easements of record, if any, in said Registry of Deeds insofar as the same remain in force and applicable.

The Town's Acceptance of Deed and Town Meeting vote authorizing the acceptance are attached hereto and incorporated herein.



REFERENCES:

MILBERRY AND W. H. HENNINGER OF FIELD
 DEED BOOK 241, PAGE 247
 DEED BOOK 242, PAGE 242
 DEED BOOK 243, PAGE 176
 DEED BOOK 244, PAGE 176
 PLAN BOOK 21, PLAN 17
 PLAN BOOK 21, PLAN 18
 PLAN BOOK 21, PLAN 19
 PLAN BOOK 21, PLAN 20
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 PLAN BOOK 21, PLAN 94
 PLAN BOOK 21, PLAN 95
 PLAN BOOK 21, PLAN 96
 PLAN BOOK 21, PLAN 97
 PLAN BOOK 21, PLAN 98
 PLAN BOOK 21, PLAN 99
 PLAN BOOK 21, PLAN 100

FOR REGISTRY USE ONLY
 LOCUS PLAN
 NOT TO SCALE

ZONING INFORMATION
 THE AFFECTED PARCELS SHOW HEREIN USE UNDER A PARK ZONING DISTRICT ESTABLISHED BY THE TOWN OF TEWKSbury PLANNING BOARD MAP DATED MARCH 23, 1985.

MINIMUM FRONTAGE: 150 FEET
 MINIMUM LOT AREA: 1 ACRE
 ZONING INFORMATION SHOWN HEREIN IS SUBJECT TO CHANGE.

APPROVAL UNDER SUBDIVISION CONTROL LAW NOT REQUIRED
 TOWN OF TEWKSbury PLANNING BOARD

DATE APPROVED: _____
 DEPARTMENT OF HAS PLAN DOES NOT VIOLATE THE PLAN COMPATIBLE WITH THE ZONING BY-LAWS OF THE TOWN OF TEWKSbury

I CERTIFY THAT THIS PLAN IS BASED UPON AN ACCURATE FIELD SURVEY AND DEED AND PLANS OF RECORD.

I CERTIFY THAT THIS PLAN OFFERS TO BE MAILED THE RESULTS OF THE REVIEW OF DEEDS.

Nitsch Engineering
 www.nitsch.com
 188 Lincoln Street, Suite 2000
 Boston, MA 02111-2403
 T: (617) 338-0063
 F: (617) 338-6472

• CMI Engineering
 • Land Surveying
 • Transportation Engineering
 • Sustainable Consulting
 • Planning
 • GIS

NO.	DATE	DESCRIPTION	BY	CHKD.
1	03-17-2009	PLAN		
2	04-17-2009	PLAN		
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APPROVAL NOT REQUIRED SUBDIVISION PLAN
 TEWKSbury ATHLETIC FIELDS
 LIVINGSTON STREET, TEWKSbury, MASSACHUSETTS
 PREPARED FOR:
 DIVISION OF CAPITAL ASSET MANAGEMENT
 ONE ASH-BURTON PLACE, BOSTON, MASSACHUSETTS 02108

EX-1

Town Manager

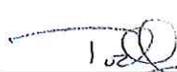
Executive Summary: By accepting this deed, the Town will receive the title to Livingston Street recreation fields.

And you are directed to serve the within Warrant by posting up true and attested copies thereof upon the Town Hall and in each precinct, fourteen (14) days at least before the time of holding said meeting; also, leaving additional 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 29th day of March in the Year of Our Lord, Two Thousand and Sixteen.

BOARD OF SELECTMEN



Todd R. Johnson, Chairman



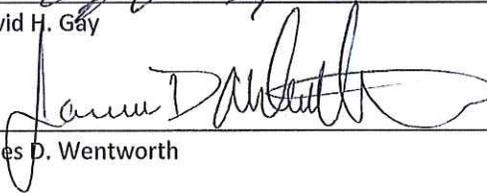
Bruce Panilaitis, Vice Chairman



Mark Kratman, Clerk



David H. Gay



James D. Wentworth

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: _____

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

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/Pages/TewksburyMA_Fire/hydrant

Thank You for your support!

What is a "File of Life"?

A "File of Life" is a mini medical history posted on the outside of one's refrigerator, or personally carried 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.



Please take a moment to sign up to be notified by your local emergency response team in the event of emergency situations or critical community alerts. Examples include: evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports: <http://cne.coderedweb.com/>

Unwanted Medication Kiosk available 24/7

The Unwanted Medication Kiosk is located in the Tewksbury Police Station lobby, 918 Main Street. The kiosk is available 24/7. Please place unwanted medication in plastic sealed bags that will fit in Kiosk slot only. Do not include liquids or sharps. Please contact the Police Department with any questions or concerns: 978-640-7373

FACEBOOK: Library: www.facebook.com/TewksburyLib
Tewksbury Farmers Market: www.facebook.com/pages/Tewksbury-Farmers-Market/1503117429909936
Town: www.facebook.com/pages/Town-of-Tewksbury/393895750722817
TWITTER: Library: @TewksburyLib Police: @TewksburyPD Tewksbury Farmers Market: @FarmerMkt Town: @TownofTewksbury
WEBSITE: Library's Website: www.tewksburypl.org/Pages/index Town's Website: www.tewksbury-ma.gov

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, bylaw 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, on the Town's Website <http://www.tewksbury-ma.gov/board-of-selectmen/pages/town-warrants> 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 Bylaw 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 Bylaws 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.

FACEBOOK: Library: www.facebook.com/TewksburyLib

Tewksbury Farmers Market: www.facebook.com/pages/Tewksbury-Farmers-Market/1503117429909936

Town: www.facebook.com/pages/Town-of-Tewksbury/393895750722817

TWITTER: Library: @TewksburyLib Police: @TewksburyPD Tewksbury Farmers Market: @FarmerMkt Town: @TownofTewksbury

WEBSITE: Library's Website: www.tewksburypl.org/Pages/index Town's Website: www.tewksbury-ma.gov