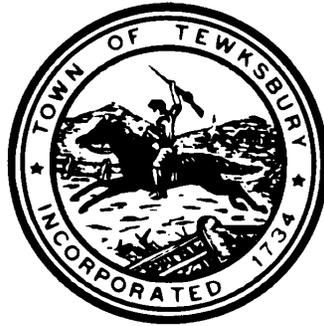


# **SPECIAL TOWN MEETING**

**2020  
WARRANT**



## **TOWN OF TEWKSBURY COMMONWEALTH OF MASSACHUSETTS**

### **Finance Committee Public Hearing**

**June 10, 2020 7:00 P.M.**  
Town Hall

### **Special Town Meeting**

**June 24, 2020 7:00 P.M.**  
Tewksbury Memorial High School

Middlesex, ss:

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

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Tewksbury, qualified to vote in Town affairs, to meet and assemble at Tewksbury Memorial High School, 320 Pleasant Street, in said Tewksbury on Wednesday, June 24, 2020 at 7:00 P.M. to act on the following articles:

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**ARTICLE 1**

To see if the Town will vote to transfer funds into the Following FY2020 Departmental Budgets; or take any action related thereto:

DEPT	ACCOUNT		BUDGET
	ORG	OBJECT	SHORTFALL
Town Hall Energy Utilities	1011922	5210	10,000
Town Hall Leases and Contracts	1011922	5270	39,000
Town Hall Repairs and Maintenance	1011922	5240	3,119
Computer Services Computer Equipment	1011362	5429	9,000
Town Interest on Bond Anticipation Notes	1127522	5926	10,649
Town Facilities and Grounds Salaries	1096301	5111	4,657
Town Facilities and Grounds All Other	1096302	5423	14,200
Solid Waste Disposal	1074252	5292	10,000
Town Medicare Tax	1109152	5740	15,800
Middlesex Retirement System	1109102	5721	9,849
<b>TOTAL SHORTFALL</b>			<b>126,274</b>

Said sum to be transferred from the following available funds:

DEPT	ACCOUNT		BUDGET
	ORG	OBJECT	SURPLUS
Town Group Insurance	1109142	5711	59,000
Town Property and Liability Insurance	1109452	5760	45,730
Essex North Shore Agricultural and Tech. School District	10858402	5652	21,544
<b>TOTAL SURPLUS</b>			<b>126,274</b>

Town Manager

**Executive Summary:** This article transfers funds from accounts with a projected surplus to accounts with a projected deficit or to accounts to allow for the purchase of needed items or services.

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**ARTICLE 2**

To see if the Town will vote to re-allocate \$220,000 from the original appropriation of \$850,000.00 as approved at the May 1, 2017 Annual Town Meeting, Article 10 for the purpose of purchasing temporary locker rooms, temporary field lights and to construct a permanent press box at the Tewksbury Memorial High School; or take any action relative thereto.

Town Manager

**Executive Summary:** At Annual Town Meeting on May 1, 2017, \$850,000 was transferred from the Stabilization Fund to replace the current Doucette Field bleachers, new restrooms, press box, and fencing. Since that project is not taking place, this re-allocation of funds will be used to purchase temporary locker rooms, temporary field lights and to construct a permanent press box at Tewksbury Memorial High School for High School Sports.

**ARTICLE 3**

To see if the Town will vote to transfer the remaining \$630,000 from the original appropriation of \$850,000.00 that was approved at the May 1, 2017 Annual Town Meeting, Article 10 back into the Stabilization Fund which was the original funding source for; or take any action relative thereto.

Town Manager

**Executive Summary:** At Annual Town Meeting on May 1, 2017, \$850,000 was transferred from the Stabilization Fund to replace the current Doucette Field bleachers, new restrooms, press box, and fencing. Since that project is not taking place, and only \$220,000 is needed for Article 2, the remaining \$630,000 balance can be transferred back to the Stabilization Fund.

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**ARTICLE 4**

To see if the Town will vote to transfer \$373,604 into the FY2020 DPW Snow & Ice Budget as follows; or take any action relative thereto.

Department	Account	Amount
DPW Snow & Ice-Salaries	1064231-5130	70,864
DPW Snow & Ice-Operating	Various Accounts	302,740
DPW Snow & Ice-Capital Outlay	1064233-5890	-
<b>Total Transfers In</b>		<b>373,604</b>

Said sum to be transferred from the following available funds:

Fund	Account	Amount
July 1, 2019 Certified Free Cash (Surplus Revenue)	1-3590	<b>373,604</b>
<b>Total Transfers Out</b>		<b>373,604</b>

Town Manager

**Executive Summary:** This article utilizes Free Cash certified as of July 1, 2019 to fund Department of Public Works - Snow and Ice due to the amount of snow and ice events during the winter which exceeded the amount budgeted.

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**ARTICLE 5**

To see if the Town will vote to transfer \$226,396 from Free Cash to fund the following items; or take any action relative thereto.

Fire Administrative Car	45,000
Resurface Basketball and Tennis Courts Livingston Recreation complex	26,736
Assessors Software	44,000
Design and Engineering Traffic Lights Pleasant Street and Main Street Intersection	<u>110,660</u>
<b>Total</b>	<b>226,396</b>

Town Manager

**Executive Summary:** This article utilizes Free Cash certified as of July 1, 2019 to fund various one-time Town Capital expenditures.

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**ARTICLE 6**

To see if the Town will vote to transfer from the sum of \$7,962.41 from Town Property and Liability Insurance to pay for the following outstanding bill from the previous year; or take any action relative thereto.

Middlesex Retirement System	7,962.41
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Town Manager

**Executive Summary:** According to Massachusetts General Laws Chapter 44 § 64, bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid.

**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)

\_\_\_\_\_  
\_\_\_\_\_

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

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 on 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](http://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: 978-851-7373

## **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 voter's signatures for insertion in the Annual Town Meeting Warrant, and one hundred (100) or more registered voter's 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.

**Procedure for voting on appropriations:** No appropriations or transfers of money in excess of one hundred thousand dollars (\$100,000.00) by the Town at an Annual or Special Town Meeting shall be valid, when the Finance Committee has recommended a lesser amount than the Department Head has submitted to said Committee, unless the vote for said appropriation or transfer be taken by secret ballot. In no event shall a secret ballot be required for items under the budget article for a vote on the items.

**Amendment to Personnel By-Laws:** In any case where an amendment to the personnel By-Laws is proposed and such amendment changes the salaries of Town employees, the vote of said amendment shall be by secret ballot.