

SPECIAL TOWN MEETING

2018
WARRANT



TOWN OF TEWKSBURY COMMONWEALTH OF MASSACHUSETTS

Finance Committee Public Hearing

April 25, 2018 7:00 P.M.
Town Hall

Special Town Meeting

May 9, 2018 7:00 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.

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, 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, May 9, 2018, at 7:00 P.M. to act on the following articles:

ARTICLE 1

To see if the Town will vote to transfer funds into the Following FY2018 Departmental Budgets; or take any action related thereto:

Department	Account	Amount
FB Reserve Fund	1011322-5555	\$31,700.00
Town Hall-Utilities	1011922-5210	\$15,000.00
Town Hall-Non Energy Utilities	1011922-5230	\$8,300.00
Police-Capital	1042103-5825	\$56,100.00
School-Capital	1053003-5890	\$75,000.00
DPW Highway-Overtime	10640031-5130	\$30,000.00
DPW Fleet-Overtime	10640061-5130	\$25,550.00
Street Lighting-Utilities	1064242-5210	\$20,000.00
Street Lighting-Professional Services	1064242-5310	\$60,000.00
Community Events-All Other	1095462-5381	\$7,500.00
Unclassified-Town Medicare	1109152-5740	\$5,000.00
General Fund Total		\$334,150.00
Water Distribution-Overtime	82004501-5130	\$16,000.00
Water Treatment Plant-Overtime	82004601-5130	\$27,500.00
Water Treatment Plant-Sick Leave Buyback	82004601-5160	\$7,500.00
Water Enterprise Fund Total		\$51,000.00
Total Transfers In		\$385,150.00

Said sum to be transferred from the following available funds:

Department	Account	Amount
Accounting-Salaries	1011351-5120	\$2,800.00
Accounting-MUNIS Software	1011352-5501	\$7,375.00
Assessors-Salaries	1011411-5120	\$10,800.00
Assessors-Professional Services	1011412-5310	\$4,000.00
Treasurer-Office Supplies	1011452-5420	\$3,000.00
Treasurer-Capital (Printer)	1011453-5814	\$1,950.00
Town Clerk-Capital (Voting Tabulators)	1011613-582405	\$3,968.00
Town Clerk-Capital (Dog License Software)	1011613-5862	\$2,000.00
Fire-Communications	1042202-5340	\$8,300.00
Emergency Mgt-Part Time Salary	1042911-5120	\$1,653.00
Emergency Mgt-Professional Services	1042912-5310	\$3,850.00
Emergency Mgt-Communications	1042912-5340	\$500.00
Emergency Mgt-All Other	1042912-5381	\$500.00
Emergency Mgt-Maintenance Supplies	1042912-5402	\$1,000.00
Emergency Mgt-Other Supplies	1042912-5423	\$1,200.00
DPW Engineering-Regular Salaries	10640021-5111	\$10,000.00
DPW Highway-Regular Salaries	10640031-5111	\$20,000.00
DPW Fleet-Regular Salaries	10640061-5111	\$20,550.00
DPW Fleet-Gas/Diesel	10640062-5440	\$5,000.00
Essex North Shore Agricultural & Tech. School	10858402-5652	\$21,600.00
Unclassified-Town Unemployment	1109132-5750	\$13,000.00
Unclassified-Property & Liability Insurance	1109452-5760	\$32,786.00
Unclassified-Town Health Insurance	1109142-5711	\$81,000.00
Unclassified-School Health Insurance	1053002-5711	\$75,000.00
5/4/16 STM (Article #6)-Constellation Energy	1002125-5210	\$2,318.00
General Fund Total		\$334,150.00
Water Distribution-Regular Salaries	82004501-5111	\$6,000.00
Water Distribution-Leases & Contracts	82004502-5270	\$10,000.00
Water Treatment Plant-Regular Salary	82004601-5111	\$15,000.00
Water Treatment Plant-Energy Utilities	82004602-5210	\$10,000.00
Water Treatment Plant-Chemicals	82004602-5441	\$10,000.00
Water Enterprise Fund Total		\$51,000.00
Total Transfers Out		\$385,150.00

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.

ARTICLE 2

To see if the Town will vote to transfer \$719,000 into the FY2018 DPW Snow & Ice Budget as follows or take any action relative thereto.

Department	Account	Amount
DPW Snow & Ice-Salaries	1064231-5130	\$88,000.00
DPW Snow & Ice-Operating	Various Accounts	\$631,000.00
Total Transfers In		\$719,000.00

Said sum to be transferred from the following available funds:

Department	Account	Amount
July 1, 2017 Certified Free Cash (Surplus Revenue)	1-3590	\$600,000.00
Unclassified-Town Health Insurance	1109142-5711	\$119,000.00
Total Transfers Out		\$719,000.00

Town Manager

Executive Summary: This article utilizes Free Cash certified as of July 1, 2017 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.

ARTICLE 3

To see if the Town will vote to transfer from FY18 Emergency Management Salaries the sum of \$2,984.00 in order to pay for the following outstanding bills from the previous year; or take any action relative thereto.

Middlesex Retirement	\$889.00
MHQ Inc.	\$2,095.00
Total	\$2,984.00

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. Funds are available in FY18 Emergency Management Salaries since the position of Emergency Management Director is vacant.

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.