



TOWN OF TYNGSBOROUGH
ANNUAL & SPECIAL TOWN MEETING

FINANCE COMMITTEE REPORT & MEETING GUIDEBOOK

May 17, 2016 | 7:00 P.M.



TYNGSBOROUGH ELEMENTARY SCHOOL
205 WESTFORD ROAD

To the Citizens of Tyngsborough:

Background

In Massachusetts, towns with a property valuation of over a million dollars are required to create a Finance Committee. Under Massachusetts General Law and Tyngsborough By-laws, a Finance Committee “shall consider any or all municipal questions for the purpose of making reports or recommendations to the town and shall submit a budget at the annual town meeting” (Massachusetts General Law, Chapter 39, section 16).

The Town of Tyngsborough By-laws state there shall be a Finance Committee consisting of five elected members. The By-laws also outline further duties of the Finance Committee including the consideration of all matters of business to be considered within the articles of any warrant and the requirements of a written report on such considerations. The Finance Committee Reports are made available at least seven days before town meeting.

FY2017 Operating Budget

During the past several months, the Finance Committee has worked diligently with various departments and boards, as well as the Town Administrator, Finance Coordinator and Town Accountant in developing the FY2017 operating budget for consideration at Town Meeting. As a starting point, revenues supporting the operating costs of the Town were allocated to Municipal Government and School Department using the same method of revenue allocation that has been previously used. Given that the budget is still in the final stages of the development process the Finance Committee will make a recommendation at Town Meeting on Article 5. Currently, the budget plan as developed adds an additional police officer for improving public safety needs. In addition, a new benefits employee will be brought on to assist with human resources for both town and school department employees. A part-time dispatcher will be assigned to provide support to the communications center. Lastly, the Information Technology director will gain more hours to support the increasing technology needs of the town.

The Finance Committee recognizes that while the spending plan for FY2017 is a modest increase from last year's budget, the Town will be able to sustain services without any reduction in programs. The Finance Committee recommends a continued conservative budget management approach.

Free Cash Policy and Stabilization Account Funding

Free Cash is a term used in municipal finance that represents the amount of the fund balance that is available for appropriation by the Town Meeting. Free Cash is generated when actual revenue collections are in excess of the revenue estimates and/or actual expenditures are less than the appropriations for a particular fiscal year. The Director of the Bureau of Accounts of the Massachusetts Department of Revenue certifies the Free Cash amount as of July 1st of each fiscal year. It is only with this certification that the Free Cash is available for appropriation.

The Board of Selectmen, working with the Finance Committee and the School Committee, has established a policy regarding the use of Free Cash to prioritize its' use toward funding expenses rather than the Operating Budget. The Board of Selectmen and Finance Committee reviewed the status of the following funds: Town Stabilization, Capital Asset Stabilization, Other Post Employment Benefits (OPEB), and the Compensated Absence Fund. Articles 9 and 10 propose the appropriation of funds to these Stabilization accounts in the following amounts:

<u>Account Name</u>	<u>Current Balance</u>	<u>Proposed Appropriation</u>
Town Stabilization	\$895,204.35	\$326,771.77
Capital Asset Stabilization	\$317,190.33	\$249,884.29
OPEB	\$91,579.24	\$52,860.14
Compensated Absence Fund	\$116,505.08	\$48,054.67

The Finance Committee strongly suggests the approval of these appropriations as they continue to strengthen the Town's financial position both for today and the future.

Financial Planning

With the economic conditions for FY2017 showing signs of modest growth, the fiscal operating condition of the Town of Tyngsborough should continue to be conservatively managed by the financial team. The Finance Committee believes the Town should have a three-year rolling budget outlook and is working to develop that for FY2018. The Finance Committee is committed to working with the other committees, boards and departments to ensure that the Town continues to meet the needs of its residents and businesses.

Respectfully Submitted,

Tyngsborough Finance Committee

Darryl Wickens, Chair
 Burt Buchman, Vice Chair
 Marie Lambert, Clerk
 Paul Morin, Member
 Christopher Mellen, Member

TOWN OF TYNGSBOROUGH BY LAWS

ARTICLE I TOWN MEETINGS

SECTION 1. The Annual Town Meeting shall be held on the third Tuesday of each May at 7:00 in the afternoon. The polls shall be open as stated in the Warrant calling said meeting.

SECTION 2. The copies of warrants for all Town Meetings shall be posted in accordance with law at the following locations: Town Hall, Community Center, Fire Station #1, Fire Station No. 2 on Lakeview Avenue and Flints Corner Plaza.

SECTION 3. The proceedings of Town Meetings shall be governed by the rules of practice contained in Robert's Rules of Order, except as modified by law or by these By-laws.

SECTION 4. A motion shall, if required by the moderator, be reduced to writing before being submitted to the meeting.

SECTION 5. No vote shall be reconsidered except by a two-thirds vote of those present and voting.

SECTION 6. On proposed amendments involving sums of money the smaller or smallest amount shall be put to the question first and an affirmative vote thereon shall be a negative vote on any larger amount.

SECTION 7. All committees shall be appointed by the moderator unless otherwise specially directed by the Meeting, and all committees shall be directed to report within a definite time.

SECTION 8. Any warrant article or motion thereunder receiving unfavorable action at any Town Meeting shall require a 3/4 vote for adoption at a Special Town Meeting. This restriction shall apply when an article or motion presented at a Special Town Meeting contains the same subject matter or would produce the same effect as one acted upon at a previous meeting. A request for a different sum of money shall not be construed as changing the subject matter of such an article or motion. Said Section 8 shall not apply, however, to amendments to the Town By-laws or Zoning By-laws.

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GENERAL ARTICLES:

Article 1. To bring in their votes by ballot for 1 Selectmen for the term of three years, 1 Assessor for the term of three years, 1 Board of Health Member for the term of three years, 1 Board of Health for the term of two years, 1 Cemetery Commissioner for the term of three years, 1 Cemetery Commission for the term of two years, 1 Cemetery Commissioner for the term of one year, 2 Finance Committee Member for the term of three years, 2 Library Trustees for the term of three years, 2 School Committee Members for the term of three years, 1 Sewer Commissioner Member for the term of three years, 1 Tax Collector for the term of three years, 1 Planning Board Member for the term of five years, 1 Tyngsborough Housing Authority Member for the term of five years.

Board of Selectmen: **X** **In Favor**
Finance Committee: **X** **In Favor**
Vote Required: Majority Vote

Article 2: Reports of the Town Officers and Committees. To see if the Town will vote to accept the reports of the Town Officers and Committees as printed, or take any other action relative thereto.

Submitted by: Board of Selectmen

Board of Selectmen: **X** **In Favor**
Finance Committee: **X** **In Favor**
Vote Required: Majority Vote

Article 3: Choose all Officers Not Named. To see if the Town will choose all officers not named in Article 1 of the Annual Town Election Warrant, or take any other action relative thereto.

Submitted by: Board of Selectmen

EXPLANATION: Nancy A. Johnson and Christopher Dery shall be appointed to the Memorial Day Committee

Board of Selectmen: **X** **In Favor**
Finance Committee: **X** **In Favor**
Vote Required: Majority Vote

FINANCIAL ARTICLES:

Article 4: Compensation of Elected Officials. To see if the Town will vote to fix the salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the Massachusetts General Laws, as amended, for the Fiscal Year 2017 (July 1, 2016 - June 30, 2017), or take any other action relative thereto.

Salaries of the Elected Officials are included in the Department Appropriations to be submitted within Article 5.

Submitted by: Board of Selectmen

	SALARIES	REQUEST	TOTAL
	7/01/15	7/01/16	7/01/16
	6/30/16	6/30/17	6/30/17
<u>Elective Town Officers</u>			
Moderator	\$ 0	\$ 500	\$ 500
Selectmen (5)			
Chairman	\$ 0	\$ 2,000	\$ 2,000
Members (4 each)	\$ 0	\$ 1,875	\$ 7,500
Tax Collector	\$ 64,627	\$ _____	\$ 0
Town Clerk	\$ 59,242	\$ 60,427	\$ 60,427
Assessors (3)			
Chairman	\$ 0	\$ _____	\$ 0
Member (2)	\$ 0	\$ _____	\$ 0
Board of Health			
Chairman	\$ 0	\$ 1,000	\$ 1,000
Members (4 each)	\$ 0	\$ 800	\$ 3,200
Tree Warden	\$ 0	\$ 0	\$ 0
Cemetery Commissioners (3)	\$ 0	\$ 0	\$ 0
School Committee (7)	\$ 0	\$ 0	\$ 0
Library Trustees (6)	\$ 0	\$ 0	\$ 0
Sewer Commissioners (3)			
Chairman	\$ 1,500	\$ 1,500	\$ 1,500
Member (2 each)	\$ 1,000	\$ 1,000	\$ 2,000
Planning Board (5)			
Chairman	\$ 0	\$ 1,750	\$ 1,750
Members (4 each)	\$ 0	\$ 1,500	\$ 6,000
Finance Committee (5)	\$ 0	\$ 0	\$ 0
Constables (2)	\$ 0	\$ 0	\$ 0
Greater Lowell Technical HS (1)	\$ 0	\$ 0	\$ 0

Board of Selectmen: X **In Favor (as amended in "Total Recommended" column)**
Finance Committee: X **NOT In Favor**
Vote Required: Majority Vote

Article 5: Appropriation – General Fund for Fiscal Year 2017. To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be necessary to fund town expenses for Fiscal Year 2017 (July 1, 2016 - June 30, 2017), or take any other action relative thereto.

Submitted by: Board of Selectmen and Finance Committee

DEPARTMENT/DESCRIPTION	FY 2016	FY 2017	FY 2017	FY 2017	FY 2017
	ADJUSTED BUDGET	DEPT REQUEST	TOWN ADMINISTRATOR PROPOSED	SELECTMEN PROPOSED	FINANCE COMMITTEE PROPOSED
... 1 SALARIES & WAGES:	119,293.00	114,352.00	102,447.00	92,447.00	
... 2 DEPT. EXPENSES:	19,830.00	22,750.00	22,750.00	22,750.00	
DEPT 122 SELECTMEN:	139,123.00	137,102.00	125,197.00	115,197.00	
... 1 SALARIES & WAGES:	193,052.00	192,779.00	192,779.00	192,779.00	
... 2 DEPT. EXPENSES:	3,500.00	3,500.00	3,500.00	3,500.00	
DEPT 123 TOWN ADMINISTRATOR:	196,552.00	196,279.00	196,279.00	196,279.00	
... 2 DEPT. EXPENSES:	675.00	675.00	675.00	675.00	
DEPT 131 FINANCE COMMITTEE:	675.00	675.00	675.00	675.00	
... 2 DEPT. EXPENSES:	55,000.00	50,000.00	50,000.00	50,000.00	
... LESS FY14 TRANSFERS					
DEPT 132 RESERVE FUND:	55,000.00	50,000.00	50,000.00	50,000.00	
... 1 SALARIES & WAGES:	73,309.00	102,763.00	102,763.00	102,763.00	
... 2 DEPT. EXPENSES:	11,526.00	11,900.00	11,900.00	11,900.00	
DEPT 135 ACCOUNTANT:	84,835.00	114,663.00	114,663.00	114,663.00	
... 2 DEPT. EXPENSES:	24,000.00	31,000.00	31,000.00	31,000.00	
DEPT 136 ANNUAL AUDITS:	24,000.00	31,000.00	31,000.00	31,000.00	
... 1 SALARIES & WAGES:	112,461.00	112,906.00	112,906.00	112,906.00	
... 2 DEPT. EXPENSES:	24,250.00	24,250.00	24,250.00	24,250.00	
DEPT 141 ASSESSORS:	136,711.00	137,156.00	137,156.00	137,156.00	
... 2 DEPT. EXPENSES:	24,500.00	24,500.00	24,500.00	24,500.00	
DEPT 142 REVALUATION:	24,500.00	24,500.00	24,500.00	24,500.00	
... 1 SALARIES & WAGES:	156,005.00	174,259.00	174,259.00	174,259.00	
... 2 DEPT. EXPENSES:	30,864.00	33,150.00	33,150.00	33,150.00	
DEPT 145 TREASURER:	186,869.00	207,409.00	207,409.00	207,409.00	
... 1 SALARIES & WAGES:	113,744.00	116,815.00	111,815.00	111,815.00	
... 2 DEPT. EXPENSES:	31,730.00	26,523.00	26,523.00	26,523.00	
DEPT 146 TOWN COLLECTOR:	145,474.00	143,338.00	138,338.00	138,338.00	
... 2 DEPT. EXPENSES:	64,400.00	64,400.00	64,400.00	64,400.00	
DEPT 151 TOWN COUNSEL:	64,400.00	64,400.00	64,400.00	64,400.00	
... 1 SALARIES & WAGES:	0.00	38,870.00	29,170.00	29,170.00	
... 2 DEPT. EXPENSES:	0.00	3,500.00	3,500.00	3,500.00	

DEPT 152 PERSONNEL:	0.00	42,370.00	32,670.00	32,670.00
... 2 DEPT. EXPENSES:	42,500.00	47,500.00	42,500.00	42,500.00
DEPT 159 SPECIAL LEGAL SERVICES:	42,500.00	47,500.00	42,500.00	42,500.00
... 1 SALARIES & WAGES:	85,291.00	87,363.00	87,363.00	87,363.00
... 2 DEPT. EXPENSES:	1,760.00	1,760.00	1,760.00	1,760.00
DEPT 160 TOWN CLERK:	87,051.00	89,123.00	89,123.00	89,123.00
... 1 SALARIES & WAGES:	8,370.00	12,275.00	12,275.00	12,275.00
... 2 DEPT. EXPENSES:	17,995.00	18,020.00	18,020.00	18,020.00
DEPT 162 ELECTION/REGISTRATION:	26,365.00	30,295.00	30,295.00	30,295.00
... 2 DEPT. EXPENSES:	375.00	400.00	400.00	400.00
DEPT 169 OTHER LICENSING & REG:	375.00	400.00	400.00	400.00
... 1 SALARIES & WAGES:	50,950.00	52,225.00	52,225.00	52,225.00
... 2 DEPT. EXPENSES:	2,750.00	2,750.00	2,750.00	2,750.00
DEPT 171 CONSERVATION COMMISSION:	53,700.00	54,975.00	54,975.00	54,975.00
... 1 SALARIES & WAGES:	21,125.00	21,830.00	21,830.00	21,830.00
... 2 DEPT. EXPENSES:	7,880.00	7,880.00	7,880.00	7,880.00
DEPT 175 PLANNING BOARD:	29,005.00	29,710.00	29,710.00	29,710.00
... 1 SALARIES & WAGES:	3,155.00	3,290.00	3,290.00	3,290.00
... 2 DEPT. EXPENSES:	6,700.00	6,700.00	6,700.00	6,700.00
DEPT 176 ZONING BD OF APPEALS:	9,855.00	9,990.00	9,990.00	9,990.00
... 1 SALARIES & WAGES:	3,000.00	6,500.00	6,500.00	6,500.00
... 2 DEPT. EXPENSES:	124,757.75	125,805.00	125,805.00	125,805.00
DEPT 192 PUBLIC BLDGS & PROPERTY:	127,757.75	132,305.00	132,305.00	132,305.00
... 1 SALARIES & WAGES:	10,102.00	66,696.00	66,696.00	66,696.00
...2 DEPT. EXPENSES:	22,020.00	40,020.00	40,020.00	40,020.00
DEPT 193 INFORMATION TECHNOLOGY	32,122.00	106,716.00	106,716.00	106,716.00
... 2 DEPT. EXPENSES:	0.00	600.00	600.00	600.00
DEPT 195 TOWN REPORTS:	0.00	600.00	600.00	600.00
... 1 SALARIES & WAGES:	55,159.00	118,295.00	118,295.00	118,295.00
...2 DEPT. EXPENSES:	45,950.00	115,900.00	115,900.00	115,900.00
DEPT 199 MEDIA & TECHNOLOGY	101,109.00	234,195.00	234,195.00	234,195.00
... 1 SALARIES & WAGES:	2,268,134.00	2,333,579.00	2,305,579.00	2,305,579.00
... 2 DEPT. EXPENSES:	274,292.00	302,675.00	259,292.00	259,292.00
DEPT 210 POLICE DEPARTMENT:	2,542,426.00	2,636,254.00	2,564,871.00	2,564,871.00
... 1 SALARIES & WAGES:	24,471.00	24,839.00	24,839.00	24,839.00
... 2 DEPT. EXPENSES:	48,900.00	51,900.00	48,900.00	48,900.00
DEPT 211 POLICE STATION:	73,371.00	76,739.00	73,739.00	73,739.00
... 1 SALARIES & WAGES:	337,480.00	357,300.00	349,461.00	349,461.00
... 2 DEPT. EXPENSES:	62,500.00	69,500.00	69,500.00	69,500.00
DEPT 215 COMMUNICATION CENTER:	399,980.00	426,800.00	418,961.00	418,961.00
... 1 SALARIES & WAGES:	513,958.00	529,927.00	529,927.00	529,927.00
... 2 DEPT. EXPENSES:	169,060.00	169,060.00	169,060.00	169,060.00

DEPT 220 FIRE DEPARTMENT:	683,018.00	698,987.00	698,987.00	698,987.00
... 1 SALARIES & WAGES:	103,797.00	106,041.00	106,041.00	106,041.00
... 2 DEPT. EXPENSES:	21,760.00	21,760.00	21,760.00	21,760.00
DEPT 241 BUILDING INSPECTOR:	125,557.00	127,801.00	127,801.00	127,801.00
... 1 SALARIES & WAGES:	12,125.00	12,482.00	12,482.00	12,482.00
... 2 DEPT. EXPENSES:	0.00	0.00	0.00	0.00
DEPT 242 GAS INSPECTOR:	12,125.00	12,482.00	12,482.00	12,482.00
... 1 SALARIES & WAGES:	12,125.00	12,482.00	12,482.00	12,482.00
... 2 DEPT. EXPENSES:	0.00	0.00	0.00	0.00
DEPT 243 PLUMBING INSPECTOR:	12,125.00	12,482.00	12,482.00	12,482.00
... 1 SALARIES & WAGES:	31,629.00	24,964.00	24,964.00	24,964.00
... 2 DEPT. EXPENSES:	0.00	0.00	0.00	0.00
DEPT 245 ELECTRICAL INSPECTOR:	31,629.00	24,964.00	24,964.00	24,964.00
... 1 SALARIES & WAGES:	1,400.00	1,400.00	1,400.00	1,400.00
... 2 DEPT. EXPENSES:	800.00	800.00	800.00	800.00
DEPT 291 EMERGENCY MANAGEMENT:	2,200.00	2,200.00	2,200.00	2,200.00
... 2 DEPT. EXPENSES:	40,300.00	40,000.00	40,000.00	40,000.00
DEPT 292 ANIMAL INSP. & CONTROL:	40,300.00	40,000.00	40,000.00	40,000.00
... 2 DEPT. EXPENSES:	7,450.00	7,450.00	7,450.00	7,450.00
DEPT 294 FORESTRY:	7,450.00	7,450.00	7,450.00	7,450.00
... 1 SALARIES & WAGES:				
... 2 DEPT. EXPENSES:				
DEPT 300 SCHOOL DEPARTMENT:	18,523,769.00	19,151,735.00	19,151,735.00	19,151,735.00
... 2 DEPT. EXPENSES:	1,180,010.00	1,266,377.00	1,266,377.00	1,266,377.00
DEPT 301 GR. LOWELL REG. SCHOOL:	1,180,010.00	1,266,377.00	1,266,377.00	1,266,377.00
... 2 DEPT. EXPENSES:	0.00	0.00	0.00	0.00
DEPT 302 ESSEX NORTH SHORE SCHOOL:	0.00	0.00	0.00	0.00
... 2 DEPT. EXPENSES:	7,000.00	7,000.00	7,000.00	7,000.00
DEPT 410 TOWN ENGINEER	7,000.00	7,000.00	7,000.00	7,000.00
... 1 SALARIES & WAGES:	20,502.00	21,272.00	21,272.00	21,272.00
... 2 DEPT. EXPENSES:	22,580.00	22,580.00	22,580.00	22,580.00
DEPT 421 HIGHWAY & STREETS ADMIN:	43,082.00	43,852.00	43,852.00	43,852.00
... 1 SALARIES & WAGES:	514,205.00	523,117.00	523,117.00	523,117.00
... 2 DEPT. EXPENSES:	121,000.00	131,000.00	131,000.00	131,000.00
DEPT 422 HWY & STREETS CONSTR/MAINT:	635,205.00	654,117.00	654,117.00	654,117.00
... 1 SALARIES & WAGES:	37,500.00	37,500.00	37,500.00	37,500.00
... 2 DEPT. EXPENSES:	212,500.00	212,500.00	212,500.00	212,500.00
DEPT 423 HWY SNOW EXPENSE:	250,000.00	250,000.00	250,000.00	250,000.00
... 2 DEPT. EXPENSES:	53,550.00	53,550.00	53,550.00	53,550.00
DEPT 424 HWY STREET LIGHTING:	53,550.00	53,550.00	53,550.00	53,550.00

... 2 DEPT. EXPENSES:	91,750.00	91,750.00	81,750.00	81,750.00
DEPT 425 HWY VEHICLE MAINTENANCE:	91,750.00	91,750.00	81,750.00	81,750.00
... 1 SALARIES & WAGES:	500.00	500.00	500.00	500.00
... 2 DEPT. EXPENSES:	759,784.00	810,025.00	810,025.00	810,025.00
DEPT 430 WASTE COLLECTION & DISPOSAL:	760,284.00	810,525.00	810,525.00	810,525.00
... 1 SALARIES & WAGES:	23,200.00	23,200.00	23,200.00	23,200.00
... 2 DEPT. EXPENSES:	11,150.00	11,150.00	11,150.00	11,150.00
DEPT 491 CEMETERY DEPARTMENT:	34,350.00	34,350.00	34,350.00	34,350.00
... 1 SALARIES & WAGES:	56,408.00	60,715.00	57,467.00	57,467.00
... 2 DEPT. EXPENSES:	24,490.00	26,490.00	26,490.00	26,490.00
DEPT 510 BOARD OF HEALTH:	80,898.00	87,205.00	83,957.00	83,957.00
... 2 DEPT. EXPENSES:	200.00	200.00	200.00	200.00
DEPT 520 OTHER CLINICAL SERVICES:	200.00	200.00	200.00	200.00
... 1 SALARIES & WAGES:	100,590.00	105,330.00	105,330.00	105,330.00
... 2 DEPT. EXPENSES:	22,700.00	23,850.00	23,850.00	23,850.00
DEPT 541 COUNCIL ON AGING:	123,290.00	129,180.00	129,180.00	129,180.00
... 1 SALARIES & WAGES:	70,789.00	72,530.00	72,530.00	72,530.00
... 2 DEPT. EXPENSES:	244,350.00	244,350.00	224,350.00	224,350.00
DEPT 543 VETERANS AGENT:	315,139.00	316,880.00	296,880.00	296,880.00
... 1 SALARIES & WAGES:	251,180.00	252,259.00	252,259.00	252,259.00
... 2 DEPT. EXPENSES:	87,281.00	92,012.00	92,012.00	92,012.00
DEPT 610 LIBRARY:	338,461.00	344,271.00	344,271.00	344,271.00
... 1 SALARIES & WAGES:	45,239.00	46,144.00	46,144.00	46,144.00
... 2 DEPT. EXPENSES:	23,443.00	23,443.00	23,443.00	33,443.00
DEPT 630 RECREATION DEPARTMENT:	68,682.00	69,587.00	69,587.00	79,587.00
... 2 DEPT. EXPENSES:	900.00	900.00	900.00	900.00
DEPT 691 HISTORICAL COMMISSION:	900.00	900.00	900.00	900.00
... 2 DEPT. EXPENSES:	900.00	900.00	900.00	900.00
DEPT 692 MEMORIAL DAY COMM:	900.00	900.00	900.00	900.00
... 2 DEPT. EXPENSES:	661,959.00	1,328,868.00	1,328,868.00	1,328,868.00
DEPT 710 LONG TERM DEBT PRINCIPAL:	661,959.00	1,328,868.00	1,328,868.00	1,328,868.00
... 2 DEPT. EXPENSES:	212,170.00	256,527.00	256,527.00	256,527.00
DEPT 751 LONG TERM DEBT INTEREST:	212,170.00	256,527.00	256,527.00	256,527.00
... 2 DEPT. EXPENSES:	9,713.00	0.00	0.00	0.00
DEPT 760 SHORT TERM DEBT INTEREST:	9,713.00	0.00	0.00	0.00
... 2 DEPT. EXPENSES:	3,236.00	3,317.00	3,317.00	3,317.00
DEPT 840 N. MIDDX. COUNCIL OF GOV'T:	3,236.00	3,317.00	3,317.00	3,317.00
... 2 DEPT. EXPENSES:	4,780,161.00	5,472,021.00	5,472,021.00	5,472,021.00
DEPT 910 EMPLOYEE BENEFITS:	4,780,161.00	5,472,021.00	5,472,021.00	5,472,021.00
... 2 DEPT. EXPENSES:	256,214.00	256,390.00	256,390.00	256,390.00

DEPT 940 OTHER INSURANCE:	256,214.00	256,390.00	256,390.00	256,390.00
TOTALS:	33,827,973.75	36,580,362.00	36,433,287.00	36,433,287.00

SUMMARY BY FUNCTION				
GENERAL GOVERNMENT	1,466,869.75	1,884,701.00	1,853,096.00	1,843,096.00
PUBLIC SAFETY	3,930,181.00	4,066,159.00	3,983,937.00	3,983,937.00
EDUCATION	19,703,779.00	20,418,112.00	20,418,112.00	20,418,112.00
HIGHWAY & CEMETERY	1,875,221.00	1,945,144.00	1,935,144.00	1,935,144.00
HUMAN SERVICES	519,527.00	533,465.00	510,217.00	510,217.00
CULTURAL & RECREATION	408,943.00	415,658.00	415,658.00	425,658.00
DEBT	883,842.00	1,585,395.00	1,585,395.00	1,585,395.00
INTERGOVERNMENTAL	3,236.00	3,317.00	3,317.00	3,317.00
UNCLASSIFIED	<u>5,036,375.00</u>	<u>5,728,411.00</u>	<u>5,728,411.00</u>	<u>5,728,411.00</u>
TOTAL TOWN BUDGET	33,827,973.75	36,580,362.00	36,433,287.00	36,433,287.00

EXPLANATION: This Article is the Fiscal Year 2017 appropriation of funds for the Town of Tyngsborough. This annual budget is a declaration of our Town’s priorities and a statement on how we choose to allocate the limited collective resources that exist. The operating budget enables the day-to-day operation functioning of the town by paying for recurring expenditures for programs and services, employee salaries, rents, utilities, supplies, insurance and debt service. The Library, Schools, Police Department, Fire Department, Council on Aging and dozens of other town departments rely on this funding to provide services on a daily basis.

The operating budget consists of local aid received from the Commonwealth, our local taxes (property, excise and business) and other fees collected by the Town. All Town activities, not specifically directed to other accounts such as the Sewer or Ambulance Enterprise Funds, are funded through this budget. As a result, most of the Town’s operating expenditures are paid through this appropriation.

Board of Selectmen: X In Favor (as Printed under “Selectmen Proposed” column)
Finance Committee: Recommendation to be Made at Town Meeting
Vote Required: Majority Vote

Article 6: Transfer of Funds. To see if the Town will vote to appropriate by transfer from the Billboard Stabilization Fund the sum of \$20,000.00 to be expended by the Board of Selectmen to be used to stabilize the tax rate for Fiscal Year 2017 by funding recreational, public safety, or other public purposes, or take any other action relative thereto.

Submitted by: Board of Selectmen

Board of Selectmen: X In Favor
Finance Committee: X In Favor
Vote Required: Two-thirds (2/3) Vote

Article 7: Transfer of Funds. To see if the Town will vote to appropriate by transfer the sum of \$5,000.00 from the Wetland Protection Fund to stabilize the tax rate for FY 2017, or take any other action relative thereto.

Submitted by: Board of Selectmen

EXPLANATION: This transfer is part of the overall funding to support the conservation department.

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
Vote Required: Majority Vote

Article 8: Transfer of Funds. To see if the Town will vote to appropriate by transfer the sum of \$242,140.00 from the PEG Fund to stabilize the tax rate for FY 2017, or take any other action relative thereto.

Submitted by: Board of Selectmen

EXPLANATION: This Department of Revenue (DOR) now requires towns to annually appropriate funds received in connection with a franchise agreement between the Town’s cable operators and the Town. These monies shall only be appropriated for cable related purposes consistent with the franchise agreement, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitoring compliance of the cable operator with the franchise agreement; or (iii) preparing for renewal of the franchise license, or take any other action related thereto. This will now be a regular article at our Annual Town Meeting. This change was introduced by the DOR for purposes of review, measurement and over-sight.

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
Vote Required: Majority Vote

Article 9: Transfer to Stabilization. To see if the Town will vote to appropriate by transfer the sum of \$576,656.06 from Free Cash to the following funds, or take any other action relative thereto.

Transfer from:	Free Cash	\$576,656.06
Transfer to:	Stabilization Fund	\$326,771.77
	Capital Asset Stabilization Fund	\$249,884.29

Submitted by: Board of Selectmen

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
Vote Required: Two-thirds (2/3) Vote

EXPLANATION: This article seeks to move funds into the Town’s savings account, called a Stabilization Fund. This is a fund designed to accumulate amounts for future spending purposes, although it may be appropriated for any lawful purpose (MGL c40, §5B). Town’s may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year’s tax levy. Any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money from the fund.

Article 10: Transfer of Funds. To see if the Town will vote to appropriate by transfer the sum of \$100,914.81 from Free Cash to the following funds, or take any other action relative thereto.

Transfer from:	Free Cash	<u>\$100,914.81</u>
Transfer to:	Other Post-Employment Benefits Liability Trust Fund	\$52,860.14
	Compensated Absence Fund	\$48,054.67

Submitted by: Board of Selectmen

EXPLANATION: The Other Post-Employment Benefits (OPEB) Liability Trust Fund was established by vote of Annual Town Meeting of 2010 to reserve funds to offset the liability resulting from providing health insurance benefits to employees after they retire.

The Compensated Absence Fund was established by vote of Annual Town Meeting of 2012 to reserve funds to offset the liability resulting from retiring employees vacation and sick-time benefits when they retire.

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
 Vote Required: Majority Vote

Article 11: Appropriation – Capital Improvements for Fiscal Year 2017. To see if the Town will vote to transfer from **Free Cash** the sum of \$283,522.00, and that the Town be authorized to accept any available grant dollars, for the following purposes:

<u>Department</u>	<u>Project</u>	<u>Amount Not to Exceed</u>	<u>Expended by</u>
Fire Department	Portable Radios	\$24,000	Selectmen
Police Department	Portable Radios	\$30,676	Selectmen
Highway	¾-Ton Truck with Plow	\$50,000	Selectmen
Selectmen	Town Offices Improvements	\$62,846	Selectmen
Information Tech.	Town Hall Phone system	\$21,000	Selectmen
School	Technology Replacement	\$50,000	School Committee
School	Maintenance vehicle	\$45,000	School Committee
		\$283,522	

for a total of \$283,522.00, or take any other action relative thereto.

Submitted by: Board of Selectmen and Capital Asset Management Committee

EXPLANATION: Capital improvement projects are major, non-routine expenditures for new construction, major equipment purchase, or improvement to existing buildings, facilities, land or infrastructure with an estimated useful life of five years or more. Items in this plan are typically funded by debt. For Fiscal Year 2017 the Capital Asset Management Committee is recommending using free cash rather than borrowing.

Board of Selectmen: X **In Favor (as Printed in this Guidebook)**
Finance Committee: X **In Favor (as Printed in this Guidebook)**
 Vote Required: Majority Vote

Article 12: Appropriation – Sewer Enterprise Fund for Fiscal Year 2017. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Sewer Commission to operate the Sewer Enterprise Fund for Fiscal Year 2017 as follows, or to take any action relative thereto **and that the following sums shall be appropriated.:**

Salaries	\$ 198,524.00
Expenses	\$ 745,096.00
Capital Outlay – Year 1	\$ 1,093,750.00
Debt	\$ 67,367.00
Subtotal	\$ 2,104,737.00
Indirect Costs to the General Fund	\$ 127,190.00
TOTAL	\$2,231,927.00

That \$1,319,100.00 be raised through Department Receipts and \$912,827.00 through Retained Earnings

Department Receipts	\$ 1,319,100.00
Retained Earnings	\$ 912,827.00
TOTAL	\$2,231,927.00

That \$127,190.00 be included in appropriations from the General Fund for indirect costs and be allocated to the Sewer Enterprise Fund for funding, or take any other action relative thereto.

Submitted by: Sewer Commissioners

Board of Selectmen: X **In Favor (as Printed in this Guidebook)**
Finance Committee: **Recommendation to be Made at Town Meeting**
Vote Required: Majority Vote

EXPLANATION: The purpose of this article is to fund the Sewer Enterprise Fund. The Fund is supported by sewer usage charges. The sewer rate is set by the Sewer Commission and is established based on the total expenses of the department, including debt service, direct and indirect expenses and the use of sewer services by residents and businesses. Indirect costs are associated with General Government costs and fringe benefits that are related to the operation of the Sewer Department and are expensed through the General Fund, or operating budget. An affirmative or yes vote will ensure the operation of the department according to projected needs.

Article 13: Appropriation – Ambulance Enterprise Fund for Fiscal Year 2017. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Board of Fire Engineers to operate the Ambulance Enterprise Fund for Fiscal Year 2017 as follows, **and that the following sums shall be appropriated:**

Salaries	\$ 253,352.00
Expenses	\$ 30,000.00
Capital Outlay – Year 1	\$ 40,000.00
Subtotal	\$ 323,352.00
Indirect Costs to the General Fund	\$ 48,722.00
TOTAL	\$372,074.00

That \$372,074.00 be raised through Department Receipts

Department Receipts	\$372,074.00
TOTAL	\$372,074.00

That \$48,722.00 be included in appropriations from the General Fund for indirect costs and be allocated to the Ambulance Enterprise Fund for funding, or take any other action relative thereto.

Submitted by: Board of Selectmen

EXPLANATION: The purpose of this article is to fund the Ambulance Enterprise Fund. The Fund is supported by fees collected through ambulance charges. The Board of Fire Engineers establishes the total expenses of the department, including debt service, direct and indirect expenses. Indirect costs are associated with General Government costs and fringe benefits that are related to the operation of the ambulance service and are expensed through the General Fund, or operating budget. An affirmative or yes vote will ensure the operation of the ambulance service.

Board of Selectmen: X **In Favor (as Printed in this Guidebook)**
Finance Committee: X **In Favor**
 Vote Required: Majority Vote

Article 14: Authorization of the Board of Selectmen Regarding Contracts in Excess of Three Years. To see if the Town will vote to authorize the Board of Selectmen to enter into Lease/Purchase Agreements up to five years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations, or take any other action relative thereto.

Submitted by: Board of Selectmen

EXPLANATION: This article would authorize the Board of Selectmen to enter into lease purchase agreements for items including office equipment, vehicles, or other equipment. Massachusetts General Law requires town meeting approval to enter into a contract in excess of three years.

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
 Vote Required: Majority Vote

Article 15: Authorization of the School Committee Regarding a Transportation Contracts in Excess of Three Years.

To see if the Town will vote to authorize the School Committee to enter into an Agreement up to five years to provide transportation services for the school department. Said contracts shall be subject to annual appropriations, or take any other action relative thereto.

Submitted by: School Committee

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
Vote Required: Majority Vote

EXPLANATION: This article would authorize the School Committee to enter into up to five years to provide transportation services (school bus transportation). Massachusetts General Law requires town meeting approval to enter into a contract in excess of three years.

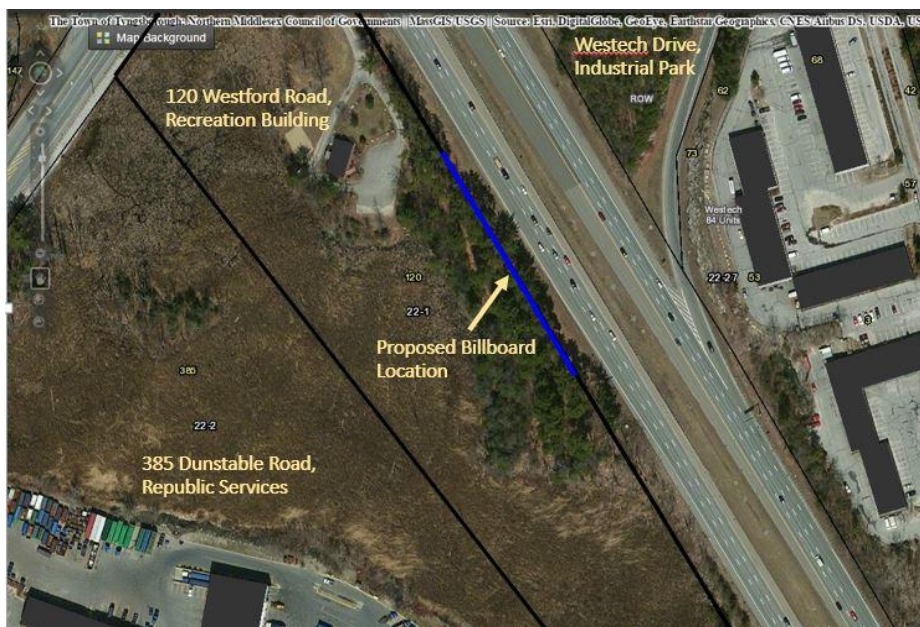
Article 16: Authorization for the Board of Selectmen to Lease Property for a Billboard.

To see if the Town will vote to authorize the Board of Selectmen to enter into any and all necessary agreements to let and/or lease the property for the construction, installation, operation and maintenance of a billboard, on such terms and conditions as the Board of Selectmen deem appropriate, property identified as 120 Westford Road, shown as Assessors Map 22, Parcel 1-0, containing approximately 14.61 acres of land, zoned Industrial 1 Light (I-1), recorded in Middlesex North Registry of Deeds in Book 2652, Page 722, or take any other action relative thereto.

Submitted by: Board of Selectmen

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
Vote Required: Majority Vote

EXPLANATION: Massachusetts General Law requires town meeting approval to enter into a contract in excess of three years. A typical land lease for a billboard is 20-25 years.



Article 17: Authorization to Accept Chapter 90 Funds. To see if the Town will vote to accept the State Grant of Chapter 90 Highway Funds and authorize the Board of Selectmen to expend said funds for Highway purposes in accordance with the terms of said grants; or take any other action relative thereto.

Submitted by: Board of Selectmen

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
 Vote Required: Majority Vote

Article 18: Continue and Approve Revolving Funds. To see if the Town will vote to authorize pursuant to the authority granted under Massachusetts General Laws Chapter 44, Section 53E½ the following revolving funds for the purpose of receiving fees and making disbursements in connection with the duties of the following town entities or as so specified below, and that any surplus revenue accumulated in FY2016 and FY2017 shall remain in the revolving accounts for each of the following town entities:

Fund	Programs and Purposes	Departmental Receipts	Authorization	Max. Annual Expenditure
Fire Department	Fire programs and materials	Hazmat fees	Board of Fire Engineers	\$10,000.00
Ambulance	Ambulance programs and materials	Fees	Board of Fire Engineers	\$50,000.00
Recreation Committee	Recreational programs and activities	Fees collected from participants	Board of Selectmen	\$120,000.00
Old Town Hall	Old Town Hall operation and maintenance	Fees	Board of Selectmen	\$25,000.00
School Field Use Committee	Field maintenance	Field use fees	School Field Use Committee	\$50,000.00
Board of Health	Recycling programs and materials	Fees collected from participants	Board of Health	\$7,000.00
Board of Health	Collection and disposal of bulky items	Fees collected from Republic Services and participants	Board of Health	\$40,000.00
Board of Health	Reimbursement program for Medicare Plan members	Medicare reimbursements	Board of Health	\$6,000.00
Conservation Commission	Conservation Commission activities	Fees from local Wetland Protection By-law	Conservation Commission	\$5,000.00
Sealer of Weights and Measures	Inspection activities	Fees collected from participants	Board of Selectmen	\$3,000.00

or take any other action relative thereto.

Submitted by: Town Entities as shown

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
 Vote Required: Majority Vote

EXPLANATION: This article authorizes the revolving funds shown above for certain Town departments under Massachusetts General Laws, Chapter 44, §53E½ for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017.

Article 19: Establish a Police Detail Revolving Fund. To see if the Town will vote to establish a Traffic Police Detail Revolving Fund as authorized by Chapter 44, §53E½ of the Massachusetts General Laws. This fund shall be funded by citations and other traffic violations charged. These funds may be expended without further appropriation for wages and expenses related to traffic and roadway safety. The Board of Selectmen may expend from this account an amount not to exceed \$30,000 for the fiscal year beginning July 1, 2016, or take any action in relation thereto.

Submitted by: Board of Selectmen

EXPLANATION: This article will establish a Traffic Police Detail Revolving Fund to be funded by “citations and other traffic violations charged” and will authorize the Police Department to expend up to \$30,000 for expenses related to traffic and roadway safety.

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
 Vote Required: Majority Vote

Article 20: Transfer Funds. To see if the Town will vote to transfer an amount in FY16 from Stabilization Fund for Debt & Debt Assessment and said funds be used by the Treasurer to be used towards the payment of debt principal and interest for the Early Childhood Center (ECC) Roof, 135 Coburn Road, and the Greater Lowell Technical High School for Debt Assessment; or to take any other action relative thereto.

Transfer from:	Stabilization Fund for Debt & Debt Assessment	\$57,395.00
Transfer to:	Long Term Debt Principal	\$50,000.00
	Long Term Debt Interest	\$ 7,395.00
Transfer from:	Stabilization Fund for Debt & Debt Assessment	\$69,378.00
Transfer to:	Technical School Assessment	\$69,378.00

Submitted by: Board of Selectmen

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
 Vote Required: Two-thirds (2/3) Vote

Article 21: Appropriation from Community Preservation Committee Fund. To see if the Town will vote that the following sums be appropriated or reserved from estimated annual revenues of the Community Preservation Fund for the fiscal year 2017, with each item to be considered a separate appropriation, for the payment of administrative expenses of the Community Preservation Committee, debt service, community preservation projects, and all other necessary and proper expenses, or take any other action relative thereto.

Reserves	Amount
Reserve for Historic Preservation	\$ 57,225.00
Reserve for Affordable Housing	\$ 57,225.00
Reserve for Open Space	<u>\$ 57,225.00</u>
FY 2017 Budgeted Reserve	\$ 171,675.00

Appropriations	Amount	Fund Category
Administrative Expenses	\$ 25,000.00	Administrative
Lake Mascuppic Weed Control Program	\$ 7,000.00	Open Space/Rec
Flint Pond Restoration	\$ 35,000.00	Open Space/Rec
First Parish Fence	\$ 9,913.75	Open Space/Rec
Winslow School	\$ 30,000.00	Historic
Artifact Display Cabinet	\$ 4,000.00	Historic
Tyngsborough Housing Authority Study	\$ 30,000.00	Housing
Long-Term Debt – Principal Red Pines	\$ 400,000.00	
Long-Term Debt – Principal First Parish	\$ 470,000.00	
Long-Term Debt – Principal Old Town Hall	\$ 375,000.00	
Total CPC Appropriations	\$ 1,385,913.75	

or take any other action relative thereto.

Submitted by: Community Preservation Committee

EXPLANATION: The Community Preservation Committee (CPC) recommends how funds should be spent or set aside for future spending among the allowable categories of (a) open space; (b) historic preservation; and (c) affordable housing. This article allows the Town to set aside Community Preservation Funds into the category for open space. In addition, a maximum of 5% may be spent on administrative expenses by the CPC. Town Meeting may either approve or reduce the recommended expenditures, but cannot add to them. Tyngsborough received State matching funds from the Commonwealth.

Board of Selectmen: **X** **In Favor**
Finance Committee: **X** **In Favor**
Vote Required: Majority Vote

MISCELLANEOUS ARTICLES

Article 22: Authorization to Sell Surplus Property. To see if the Town will vote to authorize the Board of Selectmen to convey to direct abutters a parcel of land situated on Lakeview Avenue, having approximately 1.7 acres of land and shown on Assessors Map 25, Block 21, Lot 0, and also recorded in the Middlesex North Registry of Deeds, Book 6084 Page 347, such land having been determined to be no longer needed for any municipal purposes, upon such terms and conditions as determined by the Selectmen, or take any other action relative thereto.

Submitted by: Board of Selectmen

EXPLANATION: This parcel (shown in red) was taken through tax title on 9/1/1992. The property is zoned Residential (R1) and assessed at approximately \$140,000. If approved, the Board of Selectmen will have the property appraised and solicit proposals to sell the property to direct abutters in accordance with Massachusetts General Laws Chapter 30B, the Uniform Procurement Act. The town owns abutting property to the west and the remaining three abutting properties (shown in blue) are currently owned by the same individual. The parcel will remain R1 and no non-conforming uses will be allowed to expand onto this parcel.



Board of Selectmen:	<u> X </u> In Favor
Finance Committee:	Recommendation to be Made at Town Meeting
Vote Required:	Majority Vote

Article 23: Amend the Wetland Bylaw. To see if the Town will vote to amend the Wetlands Bylaw, Article XXXIII, Section 5.1 by amending the following language by deleting the underlined words and replacing them with the **BOLD FACED** words;

5.1 Any person filing a permit application or a RDA with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested) **Certificate of Mailing** or hand delivered, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors,”

or to take any other action relative thereto

Submitted by: Conservation Commission

EXPLANATION: A Certificate of Mail is allowed by the Massachusetts Department of Environmental Protection. This article amends the Wetland Bylaw to be consistent with what is allowed under State law.

Board of Selectmen: **X** **In Favor**
Finance Committee: **X** **In Favor**
Vote Required: Majority Vote

CITIZEN PETITION:

Article 24: Citizen Petition to Amend the Zoning Bylaw. To see if the town will vote to amend the zoning map from Business (B3) to Industrial One (I1) with respect to a certain portion of land situated in Tyngsborough, Middlesex County, Massachusetts, known as 324 Middlesex Road and being shown on a Zoning Extension Plan dated April 5, 2016 prepared by LandPlex Civil Engineering & Surveying containing the following metes and bounds:

Beginning at a point on the southerly side of a twenty-five foot wide Right of Way known as Chisholm Road, at the northwest corner of the premises;

Thence running N 78°51’57”E along the southerly side of said Right of Way a distance of 164.54’ ;
Thence running S 26°36’40”E a distance of 1,046.05’ ;
Thence running S 63°23’20”W a distance of 328.66’ ;
Thence running N 38°08’52”W a distance of 70.89’ ;
Thence running along a curve to the right of radius 600.00' a length of 120.72’ ;
Thence running N 26°37’11”W a distance of 227.19’ ;
Thence running N 44°01’59”E a distance of 118.46’ ;
Thence running N 19°00’27”W a distance of 639.76’ to the point of beginning.
The remaining portion of the property shall remain zoned as currently designated.

The property is more particularly described in a deed to Tyngsboro D.J.D., LLC recorded at Book 29698, Page 69 on December 29, 2015 in the North Middlesex District Registry of Deeds, or to take any other action relative thereto.

Citizen Petition

Board of Selectmen: **No Action Taken**
Finance Committee: **Recommendation to be Made at Town Meeting**
Planning Board: **X** **In Favor**
Vote Required: Two-thirds (2/3) Vote

EXPLANATION: To be provided by the petitioner.



TOWN OF TYNGSBOROUGH

SPECIAL TOWN MEETING WARRANT

May 17, 2016

7:30 PM

Article 1: Department Transfers from Available Funds. To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds, and/or appropriate by transfer from one or more municipal government accounts a sum of money to supplement various municipal government groups for fiscal year 2016, or take any other action relative thereto.

Submitted by: Board of Selectmen

FROM:

122	Selectmen Salaries & Wages	\$39,095.00
123	Town Administrator Salaries & Wages	\$18,000.00
135	Town Accountant Salaries and Wages	\$5,000.00
159	Other Legal Services	\$8,000.00
210	Police Department Salaries & Wages	\$27,500.00
215	Communication Center Salaries and Wages	\$2,500.00
410	Engineering	\$3,000.00
425	Vehicle Maintenance Expenses	\$3,000.00
543	Veterans Services Expenses	\$10,000.00
711	Long Term Debt Interest	<u>\$101,350.00</u>

TOTAL:

\$217,445.00

TO:

122	Selectmen Expenses	\$2,000.00
135	Town Accountant Expenses	\$16,000.00
145	Town Treasurer Salaries and Wages	\$10,000.00
146	Town Collector Salaries and Wages	\$1,200.00
146	Town Collector Expenses	\$4,000.00
171	Conservation Expenses	\$500.00
192	Public Buildings & Property Expenses	\$5,000.00
193	Information Technology Salaries	\$9,100.00
210	Police Department Expenses	\$18,000.00
211	Police Station Expenses	\$4,000.00
215	Communication Center Expenses	\$8,000.00

292	Animal Inspection and Control	\$195.00
421	Highway and Streets - Admin Salaries and Wages	\$3,000.00
424	Street Lighting Expenses	\$8,000.00
430	Waste Collection and Disposal Expenses	\$22,000.00
541	Council on Aging Expenses	\$4,500.00
543	Veterans Services Salaries & Wages	\$2,600.00
710	Long Term Debt Principal	<u>\$101,350.00</u>

TOTAL: **\$217,445.00**

FROM: Community Preservation Administrative Expenses \$18,000.00

TO: Community Preservation Flint Pond Weed Control \$18,000.00

Board of Selectmen: X **In Favor (as Printed in this Guidebook)**
Finance Committee: **Recommendation to be Made at Town Meeting**
Vote Required: Majority Vote

Article 2: Transfer of Funds for Town Collector Retirement. To see if the Town will vote to transfer from available funds \$10,813.62 for the Town Collector’s planned retirement in May 2016, or to take any other action thereto.

Submitted by: Board of Selectmen

EXPLANATION: This article allows the retired Collector to be paid for unused vacation and sick time that was earned while employed by the Town for 24-years.

Board of Selectmen: X **In Favor**
Finance Committee: X **NOT In Favor**
Vote Required: Majority Vote

Article 3: Transfer of Funds for School Medicaid. To see if the Town will vote to appropriate by transfer from Free Cash (available funds) the sum of \$139,965.56 to supplement the Tyngsborough School Budget for fiscal year 2016 to be expended by the School Committee. Said amount represents reimbursements made through June 30, 2015 from the Municipal Medicaid Program for school services provided to eligible residents, or take any other action relative thereto.

Submitted by: Board of Selectmen and School Committee

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
Vote Required: Majority Vote

Article 4: Approve Payment of Prior Year Unpaid Bills.

To see if the Town will vote to appropriate by transfer from Fiscal Year 2016 departmental appropriations the following amounts to pay prior years' bills, or to take any other action relative thereto.

Prior Year	Invoices/Vendor	Amount	Department
FY15	The Lowell Publishing Co.	266.64	Planning Board
FY15	The Lowell Publishing Co.	266.64	Planning Board

Submitted by: Board of Selectmen

Board of Selectmen: X **In Favor**
Finance Committee: X **In Favor**
Vote Required: Nine-tenths (9/10) Vote

EXPLANATION: Any prior fiscal year unpaid bills must be approved by Town Meeting in order to be processed for payment. All listed bills will be paid from the current year's budget; no additional appropriation is needed. This type of Article has a special voting requirement of 9/10th at a Special Town Meeting.

Article 5: Sewer Enterprise Fund Transfer. No Action Needed.

To see if the Town will vote to raise and appropriate, appropriate by transfer from available funds, and/or appropriate by transfer from one or more municipal government accounts an amount to be expended by the Sewer Commissioners, or to take any other action relative thereto.

Petition of the Sewer Commissioners