

Special Town Meeting
June 8, 2015
7:00PM



Warrant and Recommendations
Submitted by the Board of Selectmen

**THE BOARD OF SELECTMEN
2015**

THOMAS BOUSSY, CHAIR

ANN MARIE O'NEILL, VICE CHAIR

CAROLINE COLARUSSO

JOHN F. DEPINTO

FRANK VALLARELLI

ERIN SINCLAIR, OFFICE MANAGER

TABLE OF CONTENTS

GLOSSARY	3
PARLIAMENTARY PROCEDURE	5
WARRANT ARTICLE RECOMMENDATIONS	6
ARTICLES, MOTIONS AND RECOMMENDATIONS	7
EXHIBIT A FOR ARTICLE 1 (FY16 BUDGET) AFTER PAGE	7

GLOSSARY

The following is a glossary of terms often used at town meeting. Anytime someone uses a term that you don't understand, you should rise to make a "point of information" and ask for an explanation or definition. If you don't understand something, be assured that many others are puzzled as well. They are just too shy to speak up.

APPROPRIATION – An authorization by Town Meeting to spend money for a particular purpose.

ASSESSED VALUATION – The value set on real property (that is, land and buildings) or personal property by the Board of Assessors as a basis for setting the tax rate.

AVAILABLE FUNDS – (Sometimes called "Free Cash") Money left over from the previous fiscal year as a result of budget under runs and/or under estimates of revenues.

BOND ANTICIPATION NOTE (BAN) – Short-term note of a government, sold in anticipation of bond issuance. BANs are full faith and credit obligations.

BUDGET – A plan of financial operation embodying an estimate of proposed revenue and expenditures for a given period and the proposed means of financing them.

CHERRY SHEET – A form from the Massachusetts Department of Revenue showing, for the following fiscal year, all the state and county charges and reimbursements to the Town for local aid and for providing specific town services. Call the Cherry Sheet because it was originally printed on cherry-colored paper.

DEBT EXCLUSION – A vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit, which allows the Town to increase its total property tax levy above the limit set by Proposition 2 ½. The amount of the annual debt service payment is added to the levy limit for the life of the debt only. (See **Proposition 2 ½**, below.)

DEBT SERVICE – The cost of payment of interest and principle to holders of the Town's bonds and noted.

ENCUMBRANCE – Obligations in the form of purchase orders or contract or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved.

ENTERPRISE FUNDS – An accounting mechanism allowing a community to show the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy.

EXPENDITURE – The spending of money by the Town for programs within its approved operating budget.

FISCAL YEAR – Stoneham's fiscal years runs from July 1 through June 30. The moneys appropriated at the Annual Town Meeting in May for the fiscal year starting the following July 1.

FREE CASH – A dollar value, certified by the state usually in late summer, that represents unspent and unencumbered income and receivables from the previous fiscal year. Town meeting can spend this money once free cash is certified.

GENERAL FUND – The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

LOCAL RECEIPTS – Also called “Estimated Receipts”. Examples are motor vehicles excise tax, license and permit fees, and interest income; all of which must be “estimated” in projecting annual budget funding sources.

OPERATING BUDGET – The plan of proposed spending for the upcoming fiscal year. It is the Town’s “best guess” on what it will cost to operate.

OVERLAY ACCOUNT – An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. Also called Overlay Reserve.

OVERLAY SURPLUS – Any balance in the overlay account of a given fiscal year in excess of the amount remaining to be collected or abated can be transferred into this account. Overlay surplus may be appropriated for any lawful purpose.

OVERRIDE – A vote by a municipality in an election to permanently increase the levy limit (see **Proposition 2 ½**, below).

PROPOSITION 2 ½ - An initiative law approved by Massachusetts voters in 1980. Prop. 2 ½ sets a limit on the amount of real and personal property taxes a community may levy as well as a limit on the annual increase in the tax levy.

The *levy limit* is a restriction on the amount of property tax a community may levy. Under Prop. 2 ½, a community may not increase taxes more than 2 ½% over the previous year’s levy (plus the value of any new growth that has occurred in the Town) and may not levy more than 2 ½% of the total full and fair cash value of all taxable real and personal property in the community (the *levy ceiling*).

Prop. 2 ½ allows cities and towns to vote in an election to exclude certain costs as well as to increase its annual levy limit. See **Debt exclusion and Override**, above.

RESERVE FUND – A sum appropriated at Town Meeting, not to exceed 5% of the tax levy for that fiscal year. This fund is to provide for extraordinary or unforeseen expenditures. No direct drafts against this fund can be made, but transfers from the Fund may be voted by the Finance and Advisory Board.

REVOLVING FUNDS – These accounts can contain money either from specific sources or from taxation or both. The Treasurer can draw money from these accounts without an appropriation by town meeting vote. None of these funds go to Surplus Revenue on June 30th.

STABILIZATION FUND – Essentially a “rainy day” fund. It is a special reserve account created primarily to provide for capital improvements and unforeseen circumstances. It requires a two-thirds vote of town meeting to take money from this fund and appropriate it for expenditure.

PARLIAMENTARY PROCEDURE: A REFERENCE SHEET FOR TOWN MEETING

Parliamentary law is based on the premise that a deliberating body of persons is a free agent that the will of the majority prevails, but that the rights of all members of the group are respected.

The descriptions below pertain to some major elements and rules and methods used when a meeting follows parliamentary procedure, such as a Town Meeting. It was drawn up abbreviated in this form to assist you in understanding and participating in the procedures at Town Meeting.

- 1.) A **MOTION** is a proposal that the assembly take a certain action or position. It is necessary to obtain the floor before one can make a specific motion and open it for discussion by the group. The motion must also be submitted in writing. Most motions must be seconded. (An exception would be a question of order, or an inquiry, etc.)
- 2.) **TO OBTAIN THE FLOOR** it is necessary to be recognized by the Moderator. One should stand, address the chair: "Mr. Moderator" and be acknowledged. The speaker should state his name and address for the record. A member who has already had the floor in debate of a certain pending question may not debate the question again, provided the floor is claimed by one who has not yet spoken on that question.
- 3.) **AN AMENDMENT** is a secondary motion, which charges the original motion somewhat (by adding or deleting a word or phrase, or substituting word or words). The amendment is voted on, the debate returns to the original motion, as amended, if the amendment is approved.
- 4.) **DEBATE** refers to the discussion of the merits of the proposal or opposition to it; sometimes the Moderator will alternate speakers for and against the motion. Debate must pertain to the immediate pending question only - - the motion on the floor. Irrelevant issues are out of order.
- 5.) **MOVE OR CALL THE QUESTION** is a motion that supersedes a previous motion and is a method to end debate. When the question has been moved, the Moderator calls for a vote to end debate; if two-thirds of the assembly votes yes, the debate is ended, and the group must then vote on the pending question. If the vote fails, debate resumes.
- 6.) **PUTTING THE QUESTION** – when the debate ends, the Moderator asks if the group is ready for the question, fully states the motion to be voted on, and then calls for the "ayes" and "nays".
- 7.) **MOVE FOR RECONSIDERATION** – A motion can only be reconsidered once, so, often at Town Meetings proponents of a motion which has passed will move to reconsider, and ask that the assembly vote no, so that the matter is closed. However, if an assembly agrees by a two-thirds vote to reconsider a proposal, the debate opens as if the previous debate has not already taken place.

Prepared by the League of Women Voters of Stoneham. Roberts Rules of Order – Revised was used as a reference.

**RECOMMENDATIONS
JUNE 8, 2015
SPECIAL TOWN MEETING**

#	Article Description	Board of Selectmen	Finance Board
1	FY16 Budget	FAVORABLE	
2	Appropriate Flu Vaccine for BOH	N/A	

WARRANT FOR SPECIAL TOWN MEETING

MONDAY, JUNE 8, 2015

To either of the Constables of the Town of Stoneham in the County of Middlesex, Greeting:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stoneham qualified to vote in elections and Town affairs to meet in the **Town Hall, 35 Central Street**, on

Monday, June 8, 2015

at 7:00 o'clock in the evening to act upon the following articles of this Warrant:

Article 1. To see if the Town will vote to raise and appropriate from taxation or by transfer from available funds, such sums as may be necessary to defray Town charges for the ensuing year, including debt and interest and a reserve fund, or do anything in relation thereto.

Board of Selectmen

Motion for Article 1.

Move that the Town vote to raise and appropriate from taxation or by transfer from available funds, the sum of Sixty-Nine Million Seven Hundred Sixteen Thousand Six Hundred Ten Dollars (\$69,716,610) to defray Town charges for the ensuing year, including the Town operating budget for the year beginning July 1, 2015 through June 30, 2016; said sum as itemized on Exhibit A.

Board of Selectmen

ARTICLE 1 – THE BOARD OF SELECTMEN RECOMMENDS FAVORABLE ACTION.

**ARTICLE 1 - THE FINANCE AND ADVISORY BOARD RECOMMENDS FAVORABLE
 UNFAVORABLE**

PASSED () DEFEATED () POSTPONED INDEFINITELY () OTHER ()

JUNE 8, 2015 SPECIAL TOWN MEETING ARTICLE #1-(EXHIBIT A)

DEPARTMENT	FY16 BUDGET		
	PERSONNEL	OPERATING	TOTAL
114 Town Moderator	\$0	\$220	\$220
122 Board of Selectmen	\$80,268	\$10,000	\$90,268
123 Town Administrator	\$330,926	\$42,500	\$373,426
132 Reserve Fund	\$0	\$0	\$0
135 Town Accountant	\$188,119	\$1,550	\$189,669
141 Board of Assessors	\$126,264	\$4,800	\$131,064
145 Treasurer	\$249,428	\$18,350	\$267,778
151 Town Counsel	\$110,732	\$6,725	\$117,457
155 GIS/MIS	\$109,175	\$130,721	\$239,896
161 Town Clerk	\$119,992	\$4,200	\$124,192
162 Elections & Registrations	\$69,311	\$18,100	\$87,411
172 Whiphill Park	\$0	\$10,950	\$10,950
182 Planning Bd/BOA/Conserv.	\$41,543	\$1,160	\$42,703
185 Economic and Comm Dev	\$68,224	\$30,000	\$98,224
192 Public Property Maint.	\$500	\$80,612	\$81,112
210 Police Department	\$3,554,075	\$323,870	\$3,877,945
211 Traffic Directors	\$137,030	\$4,500	\$141,530
212 Dispatchers	\$381,380	\$17,440	\$398,820
220 Fire Department	\$2,716,616	\$124,850	\$2,841,466
241 Building & Wire	\$182,822	\$6,900	\$189,722
291 Civil Defense	\$2,000	\$0	\$2,000
300 Public Schools	\$0	\$25,803,516	\$25,803,516
397 Essex North Shore Agricultural & Technical School	\$0	\$300,000	\$300,000
398 Minuteman Voc. School	\$0	\$50,000	\$50,000
399 Northeast Voc. School	\$0	\$1,076,254	\$1,076,254
400 Public Works Admin.	\$738,719	\$889,700	\$1,628,419
440 Sewer	\$665,877	\$4,591,059	\$5,256,936
450 Water	\$571,558	\$3,599,951	\$4,171,509
510 Board of Health	\$144,023	\$5,140	\$149,163
541 Council on Aging	\$102,193	\$33,500	\$135,693
543 Veterans	\$41,276	\$177,700	\$218,976
610 Public Library	\$553,371	\$207,850	\$761,221
630 Unicorn Golf	\$139,017	\$275,850	\$414,867
631 Arena	\$175,067	\$259,280	\$434,347
710 Maturing Debt & Interest	\$0	\$5,044,305	\$5,044,305
911 Contributory Pension	\$0	\$5,135,261	\$5,135,261
912 Health Insurance	\$0	\$8,058,126	\$8,058,126
918 Capital	\$0	\$300,000	\$300,000
919 Unclassified	\$19,079	\$1,416,000	\$1,435,079
920 Non-Departmental	\$0	\$37,085	\$37,085
Total Budgets:	\$11,618,585	\$58,098,025	\$69,716,610

Said Sum to be raised or transferred as follows:

Revenue of the Current Year	\$58,334,180
By transfer from the 225 Fallon Road Fund	\$27,088
By transfer from the Cemetery Perpetual Income Fund	\$21,000
By transfer from the Sale of Lots & Graves Res. For Approp.	\$50,000
By transfer from the Sale of Dog License Fund	\$7,077
By transfer from the Whip Hill Trust	\$10,000
By transfer from the BOS Stockwell Trust	\$3,500
By transfer from the RCN/Verizon Operating Cable Funds	\$32,500
By transfer from the Capital Stabilization Fund	\$450,000
By transfer from the Estimated Sewer Receipts to:	
Department #440 Sewer Department	\$5,256,936
Department #710 Debt Service	\$112,750
Department #135 Town Accountant	\$14,375
Department #145 Town Treasurer	\$22,038
Department #155 MIS/GIS Department	\$19,063
Department #911 Contributory Pension	\$245,863
Department #912 Health Insurance	\$143,641
Department #919 Unclassified Budget	\$82,568
By transfer from the Estimated Water Receipts to:	
Department #450 Water Department	\$4,171,509
Department #710 Debt Service	\$273,636
Department #135 Town Accountant	\$12,122
Department #145 Town Treasurer	\$18,584
Department #155 MIS/GIS Department	\$16,075
Department #911 Contributory Pension	\$211,234
Department #912 Health Insurance	\$114,323
Department #919 Unclassified Budget	\$66,548
Total Estimated Revenues	\$69,716,610

Article 2. To see if the Town will vote to appropriate the sum of \$10,000.00 for the purpose of purchasing flu vaccine or anything in relation thereto.

Board of Health

Motion for Article 2.

Move that the Town vote to indefinitely postpone the subject matter of Article No. 2.

Board of Health

ARTICLE 2 – THE BOARD OF SELECTMEN DID NOT MAKE RECOMMENDATION.

**ARTICLE 2 - THE FINANCE AND ADVISORY BOARD RECOMMENDS FAVORABLE
 UNFAVORABLE**

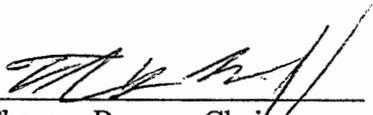
PASSED () DEFEATED () POSTPONED INDEFINITELY () OTHER ()

And you are directed to serve this Warrant by posting attested copies in at least ten (10) public places in the Town fourteen (14) days at least before the time for holding said meeting and by causing an attested copy to be published in some newspaper in the town, the publication to be not less than three (3) days before said meeting.

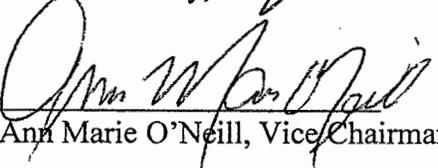
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at the time and place aforesaid.

Given unto our hands this 21st day of May in the year of our Lord two thousand fifteen.

Board of Selectmen



Thomas Boussy, Chairman



Ann Marie O'Neill, Vice Chairman

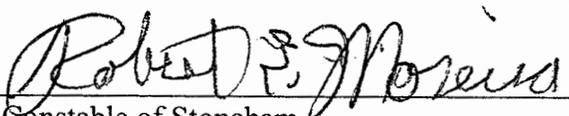
Caroline Colarusso



John F. DePinto

Frank Vallarelli

Pursuant to the within warrant I have notified and warned the inhabitants of the Town of Stoneham qualified to vote in elections and Town affairs of the within meeting by posting attested copies of the said Warrant in at least ten (10) public places in the Town on May 21, 2015 and by publishing duly attested copy of said Warrant in the Stoneham Independent on May 27, 2015.

A true copy. Attest: 

Constable of Stoneham