

# TOWN OF SHIRLEY



## ANNUAL TOWN MEETING WARRANT

*Including*  
**REPORT & RECOMMENDATIONS**  
*of the*  
**FINANCE COMMITTEE**

**7:15pm**  
**Monday, May 21, 2012**

**Ayer-Shirley Middle School Auditorium**  
**1 Hospital Road**

**PLEASE BRING THIS BOOKLET WITH YOU  
TO THE TOWN MEETING**

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## Message from the Finance Committee

May 7, 2012

To the Voters of Shirley,

As required by law a balanced budget has been recommended in this warrant. This balanced budget emphasizes affordability and sustainability. Reserves are being maintained and increases in taxes to meet immediate operational and capital needs have been avoided.

In addition, conservative budgeting coupled with good fiscal management by departments, strenuous efforts to address tax collection, and receipt of one-time revenues provided the Town with \$515,865 in Free Cash that could be considered a revenue source when preparing the budget. This was applied judiciously to help resolve the large deficit that was originally forecast, and also provide revenue for capital projects. Agreement on what Fincom considered an affordable and responsible amount for the Shirley assessment for the Ayer-Shirley Regional School District was reached following a high level of cooperation among School Management and Ayer and Shirley Town leadership. The resulting balanced budget recommendation retains services at an acceptable level while not increasing the burden on taxpayers.

### **The Fiscal Year 2013 Budget Process**

The budget process began with the projection that a significant deficit could again be anticipated for FY13, and it was requested that departments submit level-funded budget requests for FY13. Primary contributors to the deficit included: non-discretionary costs related to sewer betterments for both FY12 and FY13 had to be paid; the Nashoba Tech Regional School District assessment was forecast to increase significantly due to an increase in student enrollment; and the assessment for the Ayer-Shirley Regional School District was predicted to increase significantly because of a revenue shortfall associated with the loss of Federal stimulus grant funding.

Additionally, several budget requests above level funding had to be considered. Town employee unions had negotiated a 3.75% in union salaries for FY13, and there were strong feelings that it would be unfair to not match that salary increase for non-union employees. The Police Department had requested that an additional patrolman be hired to allow the Chief to perform his duties on a 5-2 schedule. Funding had been requested by the Council on Aging to pay six hours for the Director that had been paid by a gift in FY12. The Department of Public Works had requested an additional ten hours for their Assistant to support completion of additional workload. The Library had requested an additional five hours for the Director to match the level of effort currently required of the position. Other added costs were projected with regard to technology support and health care. With all budget requests considered the deficit was \$428,000.

From a revenue perspective, State aid to Shirley was increased by 7% in October of 2011 and MCI mitigation was also received at this time. While that money had been applied to the General Stabilization Fund when it was received, and helped improve the Town's reserve position, there was no guarantee that it would be forthcoming in FY13 and it was not considered for use in reducing the deficit. While available Free Cash was \$515,865 it was necessary to determine how it should be applied to the operating budget deficit. It was important to use only the portion of Free Cash that was considered recurring, available in FY14, to support the operating budget.

An analysis concluded that \$175,000 could be considered recurring; reducing the deficit to \$253,000, but an additional \$55,000 of non-recurring Free Cash also had to be applied to the deficit. An additional \$47,000 of Free Cash was appropriately used to pay the deferred sewer betterment bill. Following that, a \$60,000 reduction in the school assessment was applied reducing the deficit to \$91,000. Decisions concerning requests above level funding were then applied. It was decided to defer consideration of the additional patrolman, the ten hours for the DPW Assistant, and the five hours for the Library Director to the anticipated Fall Town Meeting reducing the deficit to \$22,000. Tax/title legal expense and other expense reductions balanced the

budget. It was further decided that the \$239,000 remaining in Free Cash that was considered one-time revenue could properly be applied to fund necessary capital projects.

For fiscal year 2013 (FY13), which begins July 1, 2012, the Finance Committee recommends an operating budget of \$11,030,154. This represents a spending increase of \$350,404 in relation to the budget approved at the FY12 Annual and Special Town Meetings.

Local taxation for FY13 totals \$8,904,698, a difference of \$225,992 from FY12 local taxation. Net receipts/revenue from local sources is \$983,607. Free Cash is \$515,865. Net State aid is \$1,181,037.

The budget does not recommend any additional reduction in the General Stabilization Fund to support general operating revenue requirements for FY13. Additional State provided monies were added to the fund at the special town meeting in November 2011, and the objective is that the money remain in reserve to continue to improve the Town's ability to respond to economic emergencies.

### **Omnibus Budget**

An important change to the budget approval and execution processes is the implementation of omnibus budget procedures for FY13. Simply stated, an omnibus budget is one in which budgets are approved and managed at the Department level. This means that approval of the budget at Town Meeting is significantly simplified since it requires that votes on individual budget elements take place by Department instead of by individual line item. And execution of the budget, once approved, is also simplified and supportive of department level management by allowing department heads, with Town Accountant approval, to manage their overall budgets based on the department level amount appropriated at the annual town meeting. An omnibus budget process has been approved by the Board of Selectmen and the Finance Committee to implement the budget change.

### **Salaries and Benefits**

The FY13 budget provides for a cost of living allowance of 1.5% and a merit (step) increase of 2.25% on employees' anniversary date for a total 3.75% increase in the salary rate for all Town non-union employees. This increase is consistent with increases that were negotiated with the Town's employee unions. However, Fincom feels that this level of increase is not sustainable in the long run, and will need to be closely evaluated year to year in the future.

Health care benefits for FY13 will remain the same as in FY12, with a projected 6.55% increase in cost that included a one-time credit of \$27,000 that will not be available next year.

### **Capital Planning Approach**

The capital planning committee reviewed all requests for capital spending for the five years beginning in FY13. Requests that were approved for FY13 were prioritized and had funding sources recommended. The majority of the projects recommended for FY13 were projects that had been recommended for implementation in FY12, but funding for those projects based on capital and debt exclusions were turned down by the voters. Since the objective remained to remove capital project funding from the operating budget, and since a significant portion of the available Free Cash was considered non-recurring it was considered acceptable to use that money to fund most of the much-needed capital projects. The creation of a Capital Stabilization Fund further confirms the separation of operating budget and capital budget revenues, while the approval of the debt exclusion in FY12 to fund debt payments for existing capital projects has provided much needed relief for the operating budget.

### **Conclusion**

The Finance Committee message for FY13 is one that offers cautious optimism for the future. The balanced budget includes no additional requests for tax increases to meet either operational budget or capital

requirements during FY13. Also, significantly, Town services were not reduced in this budget, and the Stabilization Fund was not used to resolve the budget deficit. However, the Town's level of reserves available to meet emergencies continues to be only 20% of what is recommended, and resolving the FY13 budget was favorably impacted in a few ways that are not likely to recur. Also, the functional deficit has not been resolved because \$55,000 of non-recurring Free Cash had to be used to balance the budget, and the entire amount of recurring Free Cash was able to be applied to the deficit because the budget for snow removal was not exceeded in FY12. If an average winter had been experienced some, or all, of the recurring Free Cash might have had to be used to resolve FY12 bills and not the deficit, further complicating the problem of balancing the budget. Also, a credit of \$27,000 for health care payments was applied to reducing the FY13 budget. This credit will not be available in FY14, and a significant increase in health care costs can be anticipated in the FY14 budget.

The economic recovery continues to look sluggish with no significant improvement expected in FY13. There are economic initiatives in progress that hold the potential for some improvement in the coming years, but no specifics can be included at this time. Town Meeting will provide you with the opportunity to better understand and consider the recommendations that will be made. We look forward to your participation.

Frank Kolarik, Chairman  
Mike Swanton, Vice Chairman  
Joe McNiff  
Roy Ellis  
Rebecca Caldbeck  
Dan Meehan  
Robert Schuler  
Bobbi Jo Colburn, Town Accountant, *ex officio*

# Free Cash

Free Cash is an annual accounting of the balance remaining after reconciling the Town's actual revenues and actual expenditures for the prior year. Free Cash can be either a positive or negative amount, depending on whether or not the actual revenues received by the Town exceeded the actual expenditures made by the Town during the prior year.

Once Free Cash has been "certified" by the State's Bureau of Accounts, the money can be appropriated by Town Meeting for any municipal purpose.

By its very nature, Free Cash is not predictable. Over the last twenty years, the Town has seen wide swings in the amount of Free Cash available.

<u>Fiscal Year</u>	<u>Certified Free Cash</u>
FY1993	\$ 201,510
FY1994	\$ 42,807
FY1995	\$ 48,163
FY1996	\$ 75,400
FY1997	\$ 488,652
FY1998	\$ 222,373
FY1999	\$ 431,340
FY2000	\$ 556,673
FY2001	\$ 629,633
FY2002	\$ 761,734
FY2003	\$ 473,754
FY2004	\$ 302,529
FY2005	\$ 400,232
FY2006	\$ 333,214
FY2007	\$ 340,570
FY2008	(\$ 57,291)
FY2009	(\$108,123)
FY2010	(\$ 53,941)
FY2011	\$ 226,051
FY2012	\$ 515,865

This demonstrates the unpredictable nature of Free Cash. This is why the Finance Committee does not, generally, recommend dependence upon significant amounts of Free Cash from the prior year to fund ongoing operational costs in the annual budget. We believe that a prudent fiscal policy is to use these funds for non-recurring expenses, such as capital items. Free Cash, when available, is also a way of maintaining the Stabilization Fund at adequate levels with no direct impact on the current year's budget.

This year, Free Cash is \$515,865. This has been broken down into recurring and non-recurring sources. Recurring sources were identified as providing \$222,000 and non-recurring or one-time sources providing \$293,000. Recurring Free Cash was applied to the deficit for FY13, and non-recurring Free Cash was applied to both the capital improvement program and the operating budget.

The Town budget continues to be extremely tight, therefore it is anticipated that there will continue to be little or no surplus available from budget accounts in FY13. Therefore, Free Cash availability should not be depended upon for future budgets.

# General Stabilization Fund

The Town of Shirley established the General Stabilization Fund to:

- Provide a source of funding for significant, extraordinary and unforeseen expenses.  
Without a General Stabilization Fund the Town would risk having to deal with a large single-year increase in the tax rate to generate enough revenue to cover the unanticipated expense.
- Provide a mechanism for “stabilizing” the annual budget in the event that an economic downturn should severely depress property values resulting in a significant decrease in tax revenue.  
Again, without a General Stabilization Fund the Town would risk having to deal with a large single-year increase in the tax rate to generate enough revenue to “make up” the loss of tax revenue due to the erosion of the tax base. Alternatively, the Town could choose to make drastic reductions in Town services in order to avoid incurring expenses not covered by the available revenues.

In order for the General Stabilization Fund to be able to provide a reasonable “safety net”, it is critical that it be adequately funded. The Finance Committee believes that a prudent fiscal policy targets a General Stabilization Fund of 5% - 10% of the annual operating budget.

The Town reaps two added financial benefits from the General Stabilization Fund:

- Better interest rates on municipal borrowing  
The on-going commitment by the Town to have and maintain an adequate General Stabilization Fund is one of the criteria used by the investment community to determine the Town’s bond rating. A General Stabilization Fund that consistently does not meet the minimum level of 5% of operating budget would have a negative effect on the Town’s Bond Rating. A lower bond rating will result in the Town paying a higher rate of interest on any municipal borrowing.
- Interest Income on Fund balance  
The General Stabilization Fund is held in interest bearing accounts, or invested, and returns interest and/or dividend income to the Town.

Any disbursement from the General Stabilization Fund requires a 2/3 vote of Town Meeting, rather than a simple majority.

The following table puts the General Stabilization Fund into perspective relative to the Town Budget. Note the significant difference between the target amount associated with 5% of the budget, and the actual amount that will remain in the General Stabilization Fund when the operating budget for FY13 is approved.

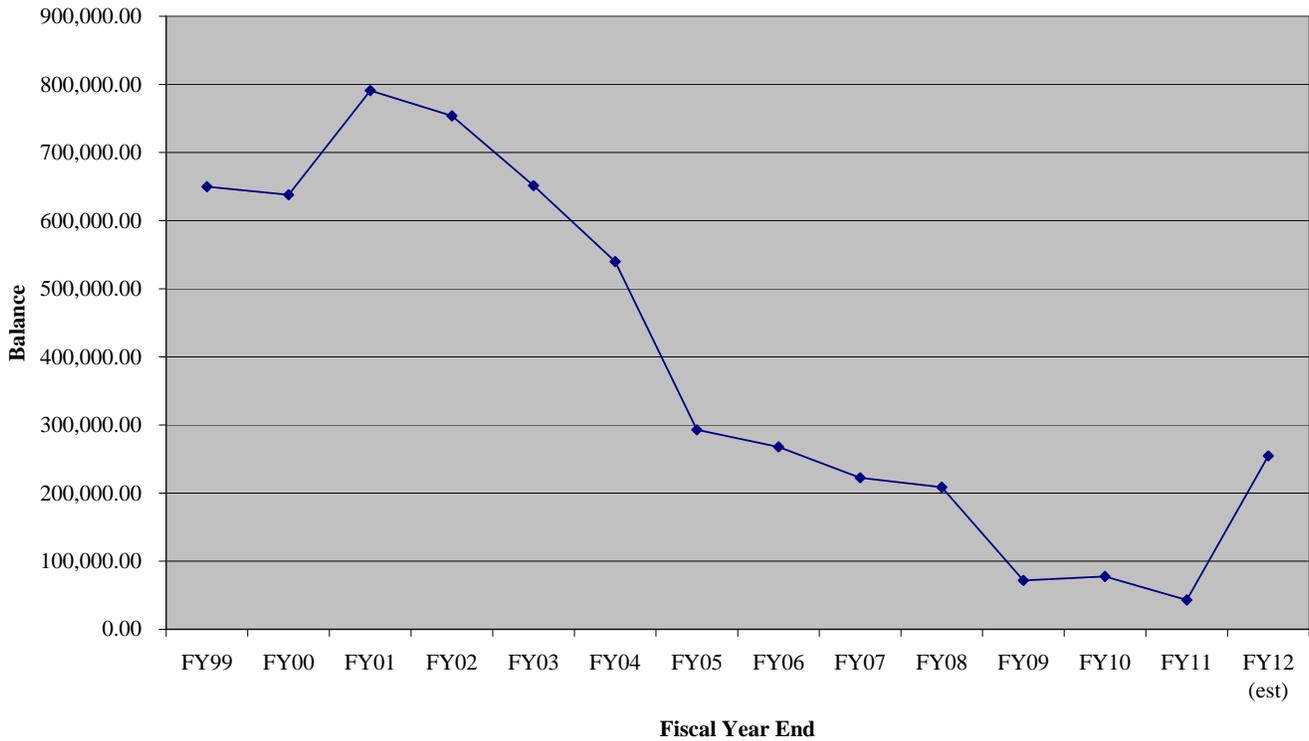
**General Stabilization Fund**  
**Funding Proposal for FY13 Operating Budget**

<b>Current Stabilization Fund Balance</b>	<b>\$254,513.00</b>
<b>FY12 Operating Budget</b>	<b>\$10,678,750.00</b>
<b>Percent of FY12 Operating Budget</b>	<b>2.4%</b>

<b>Current Stabilization Fund Balance</b>	<b>\$254,513.00</b>
<b>FY13 Projected Operating Budget</b>	<b>\$11,030,154.00</b>
<b>Percent of FY13 Operating Budget</b>	<b>2.3%</b>
<b>5%</b>	<b>\$551,507.70</b>
<b>10%</b>	<b>\$1,103,015.40</b>
<b>Proposed Budget Consumption per Finance Committee recommendation</b>	<b>\$0.00</b>
<b>Percentage Decrease</b>	<b>0.0%</b>
<b>Proposed New Stabilization Fund Balance</b>	<b>\$254,513.00</b>
<b>Percent of Operating Budget</b>	<b>2.3%</b>

The following chart provides the history of the value of the General Stabilization Fund for the past fourteen years:

**General Stabilization Fund Balance**



As can be seen in the above chart, Shirley experienced a steady and relentless decline in its General Stabilization Fund balance between FY2001 and FY2009 when the trend began to be reversed. Since it is imperative to continue the reverse in this decline, we feel that for FY13 the Town should not utilize any monies from the General Stabilization Fund to help balance the operating budget. That is not to say that the Town services are at comfortable levels. The year after year level funding and cuts to various departments have taken their toll on Town services. Still, going forward with a successful economic plan requires that we prudently determine whether additional services are needed and affordable without impacting reserves.

# Proposition 2 ½

Proposition 2½ was adopted by the citizens of the Commonwealth of Massachusetts as an initiative petition in 1980.

Some of its principal provisions provide for the following:

- The limiting of property tax levy in a city or town to no more than 2½% of the total assessed fair cash value of all taxable real and personal property (Levy Ceiling).
- The limiting of the Annual Levy (the amount of money to be raised by property value taxation) to no more than a 2½% increase over the prior year's Annual Levy (with certain provisions for "New Growth").

Proposition 2½ contains certain provisions by which the voters can approve exceptions to the general limitations.

The Annual Levy can be increased by the adoption of an override. The voters of the city or town may vote to raise additional revenues by a specific amount. One or more override questions may be placed on the ballot in a general or special election. The increase approved by a majority of voters is permanent, and becomes part of the base for calculating future years' Annual Levy Limits. However, an override of the Proposition 2½ Annual Levy Limit does *not* allow the levy to exceed the Levy Ceiling. An override can be reversed by passage of an Underride.

The levy can also be increased by the adoption of a Capital Expenditure Exclusion (single year) or Debt Exclusion (length of the borrowing). The exclusion option is available if a community wishes to raise additional taxes to fund capital projects, which are defined as goods and/or services for which a town is authorized to borrow under M.G.L. Ch. 44 Section 7 & 8. This would include most public building and public works projects, as well as land and certain equipment purchases. These exclusions do *not* become part of the basis for calculating future years' Annual Levy Limits.

Once the amount to be raised is determined, a tax rate is calculated by dividing the amount to be raised by the total valuation of the Town.

Whether the tax rate of the Town will increase or decrease from the prior year depends on the levy decided upon by the Town and whether property values appreciate, depreciate, or remain constant.

No tax rate shall be fixed in any city or town until the Massachusetts Commissioner of Revenue has approved that rate as "in compliance" with Proposition 2½.

# Glossary of Municipal Finance Terms

**Abatement:** A complete or partial cancellation of a levy imposed by a governmental unit; applicable to both tax levies and special assessments.

**Appropriation:** An authorization granted by Town Meeting to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount and the time during which it may be expended. Any amount which is appropriated may be encumbered. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts back to the General Fund.

**Assessed Value:** The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the Town's tax levy among individual property owners in an equitable manner. It is done in accordance with the legal requirement that property be assessed at "full and fair cash value", and periodically certified by the Commonwealth of Massachusetts Commissioner of Revenue.

**Budget:** A financial operating plan that includes an estimate of proposed expenditures for a given time period, and the proposed means of financing them. A budget may be preliminary (the financial plan presented to Town Meeting) or final (the financial plan approved by Town meeting).

**Capital Expenditure Exclusion:** The Town votes to raise property taxes, for a single year only, in excess of the levy limit to fund a certain capital project.

**Capital Plan:** A plan of proposed capital outlays.

**Cherry Sheet:** The annual statement received from the Massachusetts Department of Revenue detailing the estimated receipts for the next fiscal year from the various state aid accounts, and the estimated state and county government charges payable by the assessors in setting the tax rate. The actual receipts and charges may vary from the estimates. (The cherry sheet is named for the cherry colored paper on which it was originally printed.)

**Debt Exclusion:** Exclusions are temporary property tax increases. Exclusions do not become part of the tax base and therefore do not result in permanent increases in the amount of property taxes a community can levy. The Town votes to approve a temporary increase in property taxes, in excess of the levy limit, to fund payment of special debt service costs. The additional amount of the debt exclusion vote is applied to the levy limit for each year of the life of the obligation.

**Debt Service:** Payment of interest and principal related to debt.

**Encumbrance:** Obligations such as purchase orders, contracts, or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved.

**Expenditure:** The spending of money by the Town for the programs and/or projects within the approved budget.

**Fiscal Year:** A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies. At the end of each fiscal year the Town determines its financial position and the results of its operation. The fiscal year is determined by the calendar year in which it ends; FY13 is the fiscal year that ends on June 30, 2013.

**Free Cash:** Also referred to as “undesignated fund balances”. Certified after the *close* of each fiscal year by the Commonwealth of Massachusetts, this is the portion of the Fund Balance available for appropriation. It is not cash, but rather, it is approximately the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes. As such, it must be considered a “non-recurring” source of funds. The Town cannot plan for or budget for “Free Cash”, since it cannot be predicted. Neither the availability of, nor the amount of “Free Cash” in any given year or years, can be assumed to be indicative of the availability or amount of “Free Cash” that may be certified in any subsequent year.

**General Fund:** The fund into which the general (non-earmarked) revenues of the Town are deposited, and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the Town which are backed by the full faith and credit of its taxing authority.

**Local Receipts:** Taxes and fees collected by the Town.

**Net School Spending:** The minimum total direct and allocated expenditures that the Town must spend on education, as determined by the Commonwealth of Massachusetts Department of Education.

**Overlay:** The amount raised from the property Tax Levy in excess of appropriations and other charges. It cannot exceed 5 percent of the levy, and is used to cover abatements and exemptions granted locally and on appeal.

**Overlay Surplus:** Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within ten days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer, if any. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue; in other words, it becomes a part of Free Cash.

**Override:** A vote to increase the amount of the property tax levy by more than the automatic annual 2½ percent plus new growth.

**Reserve Fund:** A fund appropriated each year that may be used by the Town for “extraordinary or unforeseen expenditures”. The Reserve Fund is, by statute, administered by the Finance Committee.

**Revolving Fund:** Those funds which may be used without appropriation and which are established for special uses. Fees (as for recreation) may be paid into a revolving fund. Revolving funds are established by state law or Town by-law.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities 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. The total of all stabilization fund balances shall not exceed ten percent of the community’s equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund. (See DOR IGR 04-201)

**Tax Levy:** The total dollars assessed in property taxes by the Town each fiscal year. The amount is computed by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed “per thousand dollars of assessed valuation”, for example:

*House value:* \$200,000  
*Tax Rate:* \$13.57 (per thousand)  
*Levy:* \$2,714 (\$13.57 multiplied by \$200,000 and divided by \$1,000)

Proposition 2½ restricts the amount of property taxes that the town can levy to 2½% of the total assessed value of its taxable property (Levy Ceiling). It also constrains the annual increase in the Annual Levy Limit to 2½% of the prior years Annual Levy Limit plus provisions for “New Growth”, plus Overrides, plus Capital Expenditure Exclusions, plus Debt Exclusions.

**Underride:** A vote to decrease the amount of the property tax levy to a level lower than the automatic annual 2½ percent plus new growth.

**Warrant:** A list of items to be voted at Town Meeting.

## Terms Associated with Proposition 2 ½

**Annual Levy Limit (Secondary Levy Limit):** Prior levy limit plus 2 ½ percent plus new growth revenue.

**Excess Levy Capacity:** The difference between the Town’s maximum annual tax levy limit, as established by Proposition 2 ½, and its actual tax levy for the current fiscal year. It is additional tax levy that the Town could raise without asking voters for an Override, a Capital Expenditure Exclusion, or Debt Exclusion.

**Levy Ceiling (Primary Levy Limit):** 2 ½ percent of the certified full or fair cash value of the taxable property.

**New Growth Revenue:** The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

# Shirley Town Meeting Procedures

George H. Knittel  
Town of Shirley Moderator  
1 June 2008

The town of Shirley holds an annual town meeting (ATM) once a year in the Spring, and other special town meetings (STMs) as needed during the year. At town meetings, voters exercise the traditional powers of the legislative branch of government – the making of bylaws and town budgets. Each town meeting is open to all who want to attend, but only Shirley registered voters may speak, make motions, and vote. Non voters may speak, at times, with permission. New England town meetings are democracy in action and a precious part of our heritage.

Procedure at town meetings is governed by Massachusetts state law, the town of Shirley bylaws, the book *Town Meeting Time: A Handbook of Parliamentary Law* (copies of which are available in the Shirley library), and this document *Shirley Town Meeting Procedures*. The town of Shirley moderator presides at all town meetings. The moderator's function, as specified in both state law and the Shirley bylaws, is to "preside, regulate the proceedings, decide all questions of order and make public declaration of all votes".

What follows is a brief summary of the most common motions and procedures at Shirley town meetings, and the moderator's policy on certain motions and procedures.

## **To participate in the meeting and vote**

1. Be checked in at the entrance to the meeting room and receive a colored voter card.
2. Sit in the voter's section of the room.

## **To speak at the meeting**

1. Raise your hand and be recognized by the moderator.
2. Go to the nearest microphone, state name and address, and speak into the microphone.

Notes:

No one may speak more than 3 times on any question unless leave of the moderator is first obtained. Please complete your remarks within 3 minutes so that others may have the opportunity to speak too. (See Appendix A) Any person employed as an attorney by another interested in a matter under discussion shall disclose the fact of his or her employment before speaking thereon.

All comments are to be addressed to the moderator, should be confined to the matter under discussion, and should relate to the facts of the matter and/or the speaker's position on the facts. No one should denigrate or impute motives to a person or board or committee.

## **To make a motion**

1. Raise your hand and be recognized by the moderator.
2. Go to the nearest microphone, state name and address, and speak into the microphone.
3. State the motion verbally, wait for a second, then present it in writing to the moderator.

Notes:

All motions, other than parliamentary motions such as “calling the question”, must be seconded and presented in writing. When possible, please prepare written motions in 4 copies before the meeting so as to save time at the meeting.

Motions must be within the scope of the warrant article under discussion. (See Appendix B)

Motions which are amendments to a main motion already under consideration take precedence over the main motion and are therefore discussed and voted upon before the main motion. Only two motions to amend may be active at any time. After one of these amendments has been voted, an additional amendment may be offered.

The main motion under an article may be somewhat different from what was published in the warrant. This is permissible as long as the motion is within scope of the article. When the main motion under an article is not the same as the published article, the mover of the motion should identify the differences so that everyone will know.

What is to be discussed and voted upon during town meeting is not the article as published, but the motion made under the article. The purpose of the article as published is to inform the voters of the matter to be considered by town meeting.

### **To second a motion**

1. Simply call out “Second” or “I second the motion.”

Notes:

This is an exception to the requirement of raising hand and being recognized before speaking.

### **To end debate and bring about a vote**

1. Raise your hand and be recognized by the moderator.
2. Go to the nearest microphone, state name and address, and speak into the microphone.
3. State “I move the previous question.” or “I call the question.”

Notes:

This motion, when seconded and approved by a 2/3 majority, ends debate on a question and brings about an immediate vote. The motion to call the question is itself not debatable.

A voter may not first speak to a question and then move to call the question. However, it is permissible to speak to a question and then at a later time, after being recognized again by the moderator, to call the question.

### **To question a non-counted vote**

1. Immediately after a non-counted vote is declared by the moderator, stand and state “I question the vote.”
2. The moderator will ask if there are 6 other people who will stand in support of your statement. If so, the moderator will ask for a show of hands to determine the vote by counting.

Notes:

This is an exception to the requirement of raising hand and being recognized before speaking. When the moderator declares a vote without counting, he or she must take a count if 7 or more people immediately stand to question the vote declaration.

### **Point of order**

1. Stand and state “point of order”.
2. The moderator will ask for an explanation of your point of order and then address it.

Notes:

This is an exception to the requirement of raising hand and being recognized before speaking. It is one of just two possible motions which may interrupt a speaker. On a point of order, a voter may raise one or more of the following questions.

- a. Is the speaker entitled to the floor?
- b. Is what the speaker is saying or proposing indecorous, frivolous, irrelevant, illegal, or contrary to proper procedure?
- c. Is any pending action frivolous, irrelevant, illegal, or contrary to proper procedure?

### **Question of privilege**

1. Stand and state “question of privilege”.
2. The moderator will ask for an explanation of your question of privilege and then address it.

Notes:

This is an exception to the requirement of raising hand and being recognized before speaking. It is the other of just two possible motions which may interrupt a speaker. Questions of privilege relate to the safety, dignity, and integrity of the meeting, and to the rights, reputation, and conduct of the voters. Examples are noise in the room which makes it difficult to hear the speaker, and the speaker indulging in personalities.

### **Lay on the table, commit or refer, postpone indefinitely**

1. Raise your hand and be recognized by the moderator.
2. Go to the nearest microphone, state name and address, and speak into the microphone.
3. State “I move to ...”

Notes:

These are motions to defer action or eliminate action on a motion which is being considered.

A motion to “lay on the table” is not debatable and requires a 2/3 majority for approval. The motions which are laid on the table are still available and may be recalled from the table at a later time in the meeting (including a later session of the meeting) by a majority vote. When the meeting is dissolved, the motions laid on the table are lost.

A motion to “commit or refer” is debatable and requires a simple majority for approval. It sends the motions committed or referred to a board or committee or other entity for further study and report back to a future town meeting.

A motion to “postpone indefinitely” is debatable and requires a simple majority for approval. It can be made only when a main motion and no other is pending. A motion to postpone indefinitely eliminates any further action at the meeting on the motion indefinitely postponed.

### **Reconsideration and rescission**

1. Raise your hand and be recognized by the moderator.
2. Go to the nearest microphone, state name and address, and speak into the microphone.
3. State “I move to reconsider (or rescind) the motions under article ...”

Notes:

A motion to reconsider, if approved by a simple majority, brings back for renewed consideration and vote the motions under a previous article. A motion to rescind, if approved by a simple majority, annuls the motions under a previous article and brings back for renewed consideration the article under which the motions were made. No further reconsideration or rescission is permitted on a negative vote to reconsider or rescind an article, or on an article once reconsidered or rescinded.

Because of the potential for abuse of the motion to reconsider or rescind, many towns have protective procedures in place. After much thought, and review of practices in other towns, and in the absence of a relevant Shirley bylaw, your moderator has decided upon the following procedure for reconsideration or rescission in Shirley.

- a. Reconsideration or rescission may be moved by any voter at any time there is no other article on the floor, subject to the following restrictions.
- b. There should be a realistic expectation that, after further debate, a new vote may produce a different result.
- c. If a motion for reconsideration or rescission is approved by the voters, the matter will be the first order of business at the next session of the meeting. If there is no further session of the meeting, the matter will be taken up after all other articles have been considered and disposed of.
- d. A motion to reconsider or rescind may not be made for articles considered and disposed of at a previous session of the meeting.

### **Secret Ballot**

Regarding voting on a motion, Shirley tradition has it that if 7 or more voters stand to request a secret ballot, the vote shall be by secret ballot.

In order to avoid abuse of this tradition, the moderator will accept the first call for a secret ballot upon the request of 7 or more voters, but for a second or third or fourth such request will require a motion for a secret ballot which will need a simple majority to pass and be implemented.

### **Other motions**

There are several other motions which may be made at town meetings, as summarized on the inside front cover of *Town Meeting Time: A Handbook of Parliamentary Law*. The moderator is available to discuss these motions, and to assist any voter desiring help with the formulation of motions for town meeting.

### **Future revisions of this Shirley Town Meeting Procedures**

This document was updated on 1 June 2008. The moderator welcomes comments on this document and suggestions for improvement. Contact information: George H. Knittel, 5 Parker Road, Shirley MA 01464: email <george.h.knittel@verizon.net>

## **Appendix A Policy on Speaking at Town Meetings**

The Town of Shirley Bylaws state that “No person shall speak more than three times upon any question unless leave of the Moderator is first obtained.” Article I, Section 19. This bylaw limits the number of times a person may speak on a given question.

In regard to the length of time a person may speak at town meetings, there is no state law or Shirley bylaw. However, state law has: “The moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes, ...”. Chapter 39, Section 15. And *Town Meeting Time* has: “In view of the moderator’s power to regulate the proceedings, it seems clear that he or she has the power to impose limits on debate of his or her own accord, without waiting for a motion.”. Page 101, paragraph 43. Therefore, I have established a 3 minute rule for speakers.

The 3 minute rule is applicable at all Shirley town meetings for speakers participating in debate of a question. Exceptions are made for presentations pre-arranged with the moderator, such as those often made by the Finance Committee, the School Committee, and study committees reporting to the town meeting.

The 3 minute rule will be applied as follows. When a person is recognized and begins to speak, a timer will be set for 3 minutes. If the speaker has not finished after 3 minutes, when the timer beeps, he or she will be offered two options: (1) one more minute to summarize his or her remarks, or (2) a simple majority vote of the meeting to give or deny the speaker an additional 3 minutes.

The 3 minute rule has been adopted for the following reasons.

1. It seems an adequate time to express one’s position, especially given that a person may speak for 3 minutes, 3 times, on each question (unless debate is ended by a 2/3 majority vote of the meeting).
2. It encourages speakers to focus on their essential points, and gives more people an opportunity to speak.
3. It limits the few speakers who would continue for a long time.
4. It makes the meeting more efficient in completing the business at hand, and thereby encourages attendance.
5. Many Massachusetts towns have limits on a speaker’s time at town meetings.

The 3 minute rule may be modified by the meeting via a subsidiary motion to limit or extend debate. An appropriate time for such a motion is at the beginning of a meeting, after meeting procedures have been explained by the moderator. To make the motion, raise your hand or stand up, be recognized, go to a microphone, state name and address, and say “Mr. moderator, I move that debate on motions at this meeting be limited to \_\_\_ minutes for each speaker.” This motion requires a second, is not debatable itself, is not amendable, and must obtain a 2/3 majority vote to be approved.

Please comply with the 3 minute rule each time you speak. It makes meetings more efficient, and is a reasonable balance between the right of an individual to freedom of speech and the right of other individuals to speak before a meeting tires of debate on a question.

## **Appendix B Policy on Amending Appropriations Upward**

Town meetings have the power to amend, within “scope-of-the-article” limitations, appropriations published in the warrant. Scope-of-the-article limitations at town meetings are intended to protect the rights of voters who can not attend a meeting and who have certain expectations about amounts to be appropriated and matters to be discussed, based on the published warrant. Whether an amendment is within the scope of an article is a judgment call made by the moderator. This appendix is added in order to provide guidance as to what amendments to appropriations the moderator will consider to be within the scope of an article.

Prior to a town meeting, copies of the warrant are made available to all Shirley residents. This is done by posting the warrant on the town website and in several public places. In addition, for the annual town meeting, the warrant is mailed to all households in town, and for a special town meeting a summary of the warrant is published in a local newspaper. The purpose of the warrant is to inform voters of matters to be considered at the meeting and amounts of funds expected to be appropriated.

In some Massachusetts towns, appropriations published in the warrant may be amended upward by any amount at town meeting, and in some towns they may not be amended upward. In some towns, the moderator makes a judgment at the meeting as to whether any upward amendment is “within scope” of the article. All towns permit downward amendment. In New Hampshire towns which have accepted the Municipal Budget Law, the total appropriations may not exceed the budget recommended by the budget committee by more than 10 %. Connecticut towns which have boards of finance may not make any appropriation in excess of the amount recommended by the board.

In Shirley, there is no town bylaw concerning whether the appropriation amounts published in the warrant may or may not be amended upward. And, usually, the warrant itself is silent on this issue. Therefore, it falls to the moderator to establish a fair and reasonable policy. After much thought and after reviewing policies in other towns, your moderator has decided upon the following policy for Shirley. Amendments to change appropriation amounts from the warrant<sup>1</sup> amounts, if made, will be accepted up to a 10% increase or up to a \$1000 increase, whichever is more, and up to a 100% decrease. It will then be up to the meeting to debate the amendments and vote yes or no. This 10% rule is believed to be a reasonable compromise between protecting expectations of voters based on the warrant amounts, and permitting the meeting freedom to adjust the budget.

If wording in the warrant indicates "an amount not more than" or similar restrictions, amendments at town meeting to increase the amounts published in the warrant will not be accepted. But if no such restrictive wording is included in the warrant, amendments may be made for a modest increase as described above. The source of funds for the increase must be identified.

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<sup>1</sup> For the annual town meeting, “warrant” has the broader meaning of the document mailed to voters containing both the budget amounts recommended by the Finance Committee and the budget amounts requested by the various departments. The higher of these two budget amounts will be used to determine the permissible 10% increase, for each line item in the budget.

**Town of Shirley**  
**Massachusetts**



**WARRANT**

for the

**ANNUAL TOWN**  
**MEETING**

**Monday, May 21, 2012**

**7:15 PM**

**Ayer – Shirley Regional Middle School**  
**Auditorium, 1 Hospital Road, Shirley**

# Town of Shirley Warrant, Annual Town Meeting, May 21, 2012

## ORDER OF ARTICLES

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9.	Approve Five-year Capital Improvement Plan & Capital Budget for FY2013.....	28
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**NOTICE:** *If the business of this Warrant for the Annual Town Meeting is not concluded on May 21<sup>st</sup>, it is proposed to adjourn as follows, provided that the Meeting so votes: to Tuesday, May 22, 2012 at 7:15 p.m.*

### List of Warrant Articles with Recommendations

Article #	Brief Article Title	FinCom Recomm	Selectmen Recomm	Tax Impacts/\$1,000 Assessed Value
1	Accept Annual Report	FAV	FAV	NONE
2	Amend Appropriations for Current Fiscal Year		FAV	NONE
3	Amend NVTHSD Agreement	FAV	FAV	N/A
4	Appropriate Omnibus Budget for FY2013	FAV	FAV	N/A
5	Appropriate Omnibus Sewer Department Budget for FY2013	FAV	FAV	N/A
6	Appropriate Omnibus Ambulance Dept Budget for FY2013	FAV	FAV	N/A
7	Appropriate Omnibus Curbside SW/Rec Budget for FY2013	FAV	FAV	N/A
8	Establish & Fund CIP Stabilization Fund	FAV	FAV	N/A
9	Approve 5-Year CIP & Capital Budget for FY2013	FAV	FAV	N/A
10	Appropriate Capital Budget for FY2013	FAV	FAV	NONE
11	Appropriate for Cruiser for FY2013	Defer to ATM	FAV	NONE
12	Appropriate for Pick-up Truck for FY2013	Defer to ATM	FAV	NONE
13	Accept Salary Class Plan & FY2013 Wage Scale	FAV	FAV	NONE
14	Authorize Transfers for Managing Debt	FAV	FAV	N/A
15	Renew Limited Additional Property Tax Exemption	FAV	FAV	N/A
16	Adjust Eligibility Factors for Property Tax Exemption	FAV	FAV	N/A
17	Appropriate for Conversion & Adjustment of GIS Database	FAV	FAV	NONE
18	Establish/Re-establish Department Revolving Funds	FAV	FAV	NONE
19	Appropriate Chapter 90 Funds	FAV	FAV	NONE
20	Transfer to Stabilization Fund for FY2013	Defer to ATM	FAV	NONE

\*FAV = Favorable action recommended; UNFAV = Unfavorable action recommended

**Town of Shirley  
Annual Town Meeting  
May 21, 2012**

**WARRANT**

COMMONWEALTH OF MASSACHUSETTS  
MIDDLESEX, ss.

To any of the Constables of the Town of Shirley in said County,

Greetings:

In the name of the Commonwealth aforesaid, you are hereby required to notify and warn the Inhabitants of said Town, qualified to vote in Town affairs, to assemble in the Auditorium of the Ayer - Shirley Regional Middle School at 1 Hospital Road in Shirley Village on:

**Monday, the Twenty-first Day of May, 2012, at 7:15 p.m.,**

then and there to act on the following Articles:

**Article 1. Accept Annual Town Report**

To see if the Town will vote to accept the Reports of the Selectmen and other Town Officers for the Fiscal Year July 1, 2010 through June 30, 2011, as published and promulgated, a copy having been filed in the Office of the Town Clerk; or take any other action relative thereto.

Article 1. Accept Annual Town Report - Explanation:

*MGL c. 40, s. 49 requires the Selectmen to publish an Annual Report. It must include reports of the Selectmen, the School Committee, the Accountant, and the Treasurer, while participation by other boards, committees, commissions, officials, and departments is voluntary. This article provides for formal acceptance of the compiled Annual Report, copies having been made available in advance of Town Meeting.*

*A majority vote is required for the passage of this article.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	NONE

**Article 2. Amend Appropriations for the Current Fiscal Year**

To see if the Town will vote to amend the amounts appropriated under Article 6 of the Warrant for the June 6, 2011 Annual Town Meeting to include, but not be limited to, the items listed below, said appropriations to be transferred from available funds; or take any other action relative thereto.

<b>TOWN OF SHIRLEY FY2012 BUDGET</b>				
<b>Line Item Number</b>	<b>Department/Account Name</b>	<b>FY2012 Approved</b>	<b>Proposed (Reduction)/ Increase</b>	<b>FY2012 Revised Budget</b>
<b>192</b>	<b>Public Buildings</b>	\$0	\$47,313.18	\$47,313.18

Article 2. Amend Appropriations for the Current Fiscal Year - Explanation:

**Line Item 192 Public Buildings:** \$47,313.18 from Free Cash to cover postponed annual Town Sewer Assessment.

If any item utilizes Stabilization Fund money, a two-thirds vote is required for this article; a majority vote is required if no Stabilization Fund money is utilized.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	NONE

**Article 3. Amend Nashoba Valley Technical High School District Agreement (Add Ayer to District; see Appendix A)**

To see if the Town will vote to accept the proposal of the Nashoba Valley Technical High School District School Committee passed on October 11, 2011 to amend the agreement establishing the Nashoba Valley Technical School District as amended (see Appendix A for amended agreement):

- a) by providing for the admission to the District of the Town of Ayer as a vote to accept the agreement as amended;
- b) by providing that members of the Committee shall be appointed by an appointing committee in each town consisting of the moderator, selectmen and local school committee members;
- c) by providing that membership on the Committee shall be as follows: Chelmsford - 3 members, Groton – 1 member, Littleton - 1 member, Westford – 2 members, Pepperell – 3 members, Shirley – 1 member, Townsend – 2 members, Ayer – 1 member (if Ayer joins the district);
- d) by providing that each member town will have an alternate member to the committee who can serve in the absence or disability of a member from the town involved;
- e) by providing that the admission of a new town or towns to the District shall result in the re-apportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon;
- f) by providing that the capital costs of any subsequent capital improvements of the District shall be apportioned among all the member towns on the basis of their respective pupil enrollments in the District school;
- g) by providing that in each case where the apportionment of capital costs is to be based on pupil enrollments in the District school, each member town shall be deemed to have an enrollment of at least five pupils;
- h) by conforming the dates on which payments to the District by the member towns are due to a July 1 - June 30 fiscal year; and,
- i) by making technical changes incidental to the foregoing amendments;

or take any other action relative thereto. (Such amendment will not become effective until the amendment is accepted by two-thirds of the member towns, approved by the Town of Ayer, and upon the authorization of the Commissioner of Elementary and Secondary Education). A copy of the agreement as amended and proposed to be amended, as described in this article, is available at the offices of the Town Clerks; and in Appendix A of this warrant.

Article 3. Amend NVTHSD Agreement (Add Ayer to District) - Explanation:

*This article, if adopted by two-thirds (2/3's) of the current members of the District, will allow the Town of Ayer to become part of the Nashoba Valley Technical High School District. Currently, the Town of Ayer is not affiliated with any technical school district. Students in Ayer seeking this type of education have been attending the Nashoba Valley Technical High School through non-residential tuition. The NVTHS Committee strongly feels that Ayer should be given the opportunity to join the District as a full voting member. This identical article will be put before all Town Meetings of the current member communities for consideration and adoption.*

*A majority vote is required for the passage of this article.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	N/A

**Article 4. Appropriate Omnibus Operating Budget for FY2013 (See Appendix B)**

To see if the Town will vote to appropriate a sum of money as and for the Omnibus Operating Budget of the Town for the period beginning July 1, 2012 and ending June 30, 2013, to defray the operations and other necessary and proper charges, costs, and expenses of the Boards, Commissions, Committees, Officers, and Departments of the Town, together with the payment of debt service, for said Fiscal Year 2013, with the *total* for each line item number (department, etc.) considered to be a separate appropriation, all as set forth in Appendix B; and further, that the Town authorize the Board of Selectmen, with the concurrence of the Finance Committee, to transfer funds *between* line item numbers (departments, etc.) defined within the budget, provided that such transfers shall only occur within the last two months of the fiscal year, and the total transfer amount shall not be more than 1% of the total budget amount, and provided further, that any such transfer shall require a majority vote of each of the Board of Selectmen and the Finance Committee at a duly posted public meeting.

Such amounts to be provided by taxation and/or by transfer from available funds; or take any other action relative thereto.

Article 4. Appropriate Omnibus General Operating Budget for FY2013 - Explanation:

*This article presents the proposed omnibus operating budget of the Town for FY2013, together with prior year approvals for spending comparisons (see Appendix B for the detailed line item budget).*

*The adoption of an “omnibus” budget this year means that the amount being voted for each line item number (department, etc.) is the total budget for that line item; the vote is not for each individual account within or under that line item number. Town Meeting may still review and debate individual accounts within or under that line item number, but amendments to change the amount of an individual account will not be accepted. Voting the total for each line item number places the management of each budget in the hands of each manager, allowing the manager to transfer funds between accounts under each line item number. Since each budget is an estimate, it is possible that changing circumstances and other factors may result in the need to transfer funds between accounts under each line item number. The Selectmen have, however, adopted procedures to closely control such transfers: all such transfers must be reviewed and approved by the Town Accountant, with oversight by the Selectmen and Finance Committee. In addition, transfers within salary and wage accounts are controlled by the certification of these amounts at the beginning of each fiscal year.*

*A two-thirds vote is required for any item using Stabilization Fund money to fund it; a majority is required for other items.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	N/A

## Article 5. Appropriate Omnibus Sewer Department Budget for FY2013

To see if the Town will vote to appropriate \$1,530,290 to be expended by the Sewer Commissioners as and for the budget of the Sewer Department for the period from July 1, 2012 through June 30, 2013, to defray the operations and other necessary and proper charges, costs, and expenses of the Sewer Department for said Fiscal Year 2013, as set forth below; such amounts to be provided from estimated revenues of \$882,150 from Betterment Assessments, and an estimated \$448,059 from User Fees, and \$200,000 from Retained Earnings; or take any other action relative thereto.

### LINE 442: FY2013 SEWER DEPARTMENT BUDGETS

<b>Description</b>	<b>Appropriated FY12</b>	<b>Requested FY13</b>
Wages, Hourly	\$ 29,836	\$ 30,955
Health Insurance	\$ 15,771	\$ 16,560
Medicare	\$ 528	\$ 554
Contracted Services/Operations & Maintenance	\$ 543,374	\$ 483,290
General Operations/User Expenses	\$ 86,700	\$ 86,700
Reserve Fund	\$ 30,000	\$ 30,000
<u>Capital Assessments &amp; Debt Service/Betterment Expenses</u>	<u>\$ 885,352</u>	<u>\$ 882,150</u>
<b>Total Sewer Department</b>	<b>\$1,591,561</b>	<b>\$1,530,209</b>
<u>Indirect Cost Expenses</u>	<u>\$40,429</u>	<u>\$40,429</u>
<b><u>Total Sewer Department Spending</u></b>	<b><u>\$1,631,990</u></b>	<b><u>\$1,570,638</u></b>

Article 5. Appropriate Sewer Department Budget for FY2013 - Explanation:

The budget of the Sewer Department has been set up under MGL c. 44, s. 53F1/2 as an enterprise fund, essentially making it a self-contained operation through generation of its own revenues to support its expenses. This article presents the proposed budget for the Sewer Commission for FY2013. Like FY2012, indirect costs have been added to the Sewer Fund to support those costs incurred by the Town on behalf of the Enterprise Fund, with the funds being deposited into the General Fund. Please note that the indirect costs are formula driven.

A majority vote is required for the passage of this article.

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	N/A

**Article 6. Appropriate Omnibus Ambulance Department Budget for FY2013**

To see if the Town will vote to appropriate \$121,038 to be expended by the Ambulance Department for the period from July 1, 2012 through June 30, 2013 in order to defray the operations and other necessary and proper charges, costs, and expenses of the Ambulance Department for said Fiscal Year 2013, as set forth below; such amounts to be provided from \$41,038 in retained earnings, and estimated receipts of \$80,000 in User Fees to be charged by the Ambulance Department.); or take any other action relative thereto.

**LINE 231: FY2013 AMBULANCE DEPARTMENT BUDGETS**

<u>Description</u>	<u>Appropriated FY12</u>	<u>Requested FY13</u>
Salary, Ambulance Director	\$ 12,735	\$ 12,735
Wages, Hourly – On-call EMT’s, Billing Clerk	\$ 33,851	\$ 38,851
EMT Stipends	\$ 4,350	\$ 1,800
Health Insurance	\$ 31,542	\$ 32,652
Medicare	\$ 750	\$ 750
Expenses	\$ 26,000	\$ 29,250
<u>Reserve Fund</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
<b>Total Ambulance Department</b>	<b>\$114,228</b>	<b>\$ 121,038</b>
<u>Indirect Cost Expenses</u>	<u>\$49,967</u>	<u>\$49,967</u>
<b><u>Total Ambulance Department Spending</u></b>	<b><u>\$164,195</u></b>	<b><u>\$171,005</u></b>

*Article 6. Appropriate Ambulance Department Budget for FY2013 - Explanation:*

*In FY2002 the Town converted the financing of the Ambulance Department from a revolving account to an enterprise fund. This article represents the proposed budget for the Ambulance Department for FY2013. Funds to support this article are provided from the proceeds of user fees to be charged by the Ambulance Department and the Ambulance Enterprise Fund Retained Earnings (Free Cash). Like FY2012, indirect costs have been added to the Ambulance Fund to support those costs incurred by the Town on behalf of the enterprise fund, with the funds being deposited into the General Fund. Please note that the indirect costs are formula driven.*

*A majority vote is required for the passage of this article.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	N/A

**Article 7. Appropriate Omnibus Curbside Solid Waste/Recycling Budget for FY2013**

To see if the Town will vote to appropriate \$224,464 to be expended by the Board of Health for the period of July 1, 2012 through June 30, 2013 to defray the operations and other necessary and proper charges, costs, and expenses associated with the Solid Waste/Recycling Curbside Collection Program; such amount to be provided from an estimated \$164,512 in user fees, and \$59,952 in retained earnings; or take any other action relative thereto.

**LINE 433: FY2013 SOLID WASTE/RECYCLING CURBSIDE COLLECTION BUDGETS**

<u>Description</u>	<u>Appropriated FY12</u>	<u>Requested FY13</u>
<u>Expenses</u>	<u>\$224,464</u>	<u>\$224,464</u>
<b>Total Solid Waste/Recycling Curbside Collection</b>	<b>\$224,464</b>	<b>\$224,464</b>

Article 7. Appropriate Curbside Solid Waste/Recycling Budget for FY2013 - Explanation:

Beginning in FY2010 the Board of Health proposed a change in the manner in which we handled our solid waste. Specifically, the Board of Health proposed the “SMART” Program (Save Money And Reduce Trash) whereby recycling is strongly recommended to reduce our solid waste disposal costs. This objective was accomplished with the implementation of the “pay-as-you-throw” policy on our solid waste curbside collection, with curbside recycling collection still remaining free of charge. This enterprise fund receives fees associated with the “pay-as-you-throw” program and is utilized to pay for the direct “tonnage” cost for the solid waste pickup. It is estimated that the enterprise fund expenditures combined with the \$50,000 (the cost of transportation) recommended appropriation in Article 4; Line Item 433, will support the Town’s Solid Waste/Recycling Curbside Collection for FY2013.

A majority vote is required for the passage of this article.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	N/A

**Article 8. Establish & Fund Capital Improvement Plan (CIP) Stabilization Fund**

To see if the Town will vote to establish a “Capital Improvement Plan (CIP) Stabilization Fund” pursuant to MGL c. 40, s. 5B, to be used to fund capital items, capital equipment, and capital projects from the Town’s approved 5-year Capital Improvement Plan; and further vote to transfer funds into said fund from available funds; or take any other action relative thereto.

Article 8. Establish & Fund Capital Improvement Plan (CIP) Stabilization Fund - Explanation:

This article utilizes a useful planning tool by creating a special purpose fund that will assist the Town in meeting its short and long-term capital needs. Such a fund serves many purposes: it encourages the voters to think long-term; it helps the Town to save money by encouraging it to set aside smaller sums of money each year in anticipation of larger purchases; it helps the Town to manage its debt; and, by accomplishing the foregoing, it helps build the citizens’ confidence in their local government. In addition, by saving for capital items, the Town earns interest on its savings rather than paying for debt and its costs. Over the long term it is recommended that this CIP Stabilization Fund be funded from a variety of one-time funding sources.

A two-thirds majority vote is required for the passage of this article.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	N/A

**Article 9. Approve Five-Year Capital Improvement Plan & Capital Budget for FY2013 (See Appendix C)**

To see if the Town will vote to approve the FY2013 Capital Budget, together with the ensuing four years, said five-year plan known as the Capital Improvement Plan, as set forth in Appendices C; or take any other action relative thereto.

Article 9. Approve Five-Year Capital Improvement Plan - Explanation:

This article summarizes and organizes the capital costs (any item costing more than \$10,000 with a life expectancy of at least three years) projected for the next five years. The Finance Committee compiles the Capital Improvement Plan with the guidance and assistance of the Capital Improvement Plan Work Group, which consists of the Chief Administrative Officer, the Treasurer, and a representative from each of the Board of Selectmen and the Finance Committee. Additionally, in accordance with Town by-law, this capital spending and the associated debt service must be at least 2% of the Town’s annual operating budget (2% of the annual budget for FY2012 equals \$266,684, compared to \$696,585 for capital in FY2013, and \$2,304,588 for the five years of the capital plan). Please be advised that this is a capital plan, and approval of this plan does not constitute spending authority for departments. Funding (with identified funding sources) for all or some of the FY2013 recommended capital items occurs in Articles 11, 12, and 13.

A majority vote is required for the passage of this article.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	N/A

**Article 10. Appropriate for FY2013 Capital Budget by Transfer from Receipts Reserved Account & from CIP Stabilization Fund (See Appendix D)**

To see if the Town will vote to appropriate: \$28,736 from the receipts reserved account (from insurance proceeds); and \$233,766 from the CIP Stabilization Fund established by the vote under Article 9 of this warrant, as follows:

- a) \$50,000 to purchase a one-ton dump truck, with a plow, to be expended by the Department of Public Works;
- b) \$4,764 (to supplement the \$28,736 from receipts reserved) to purchase a police cruiser, to be expended by the Police Department;
- c) \$80,000 to purchase a federally-mandated narrow band radio system, to be expended by the Police Department;
- d) \$6,807 to supplement a \$129,333 grant to purchase air packs for firefighters, to be expended by the Fire Department;
- e) \$92,195 to replace and update the Town’s information technology system, to be expended by the Board of Selectmen;

or take any other action relative thereto.

Article 10. Appropriate for FY2013 Capital Budget by Transfer from CIP Stabilization Fund - Explanation:  
This article transfers funds from the CIP Stabilization Fund created and funded in the previous article. The transfers are based on the FY2013 Capital Budget presented in Article 10 and Appendix D.

A two-thirds majority vote is required for the passage of this article.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	NONE

**Article 11. Appropriate for Police Cruiser for FY2013**

To see if the Town will vote to appropriate the sum of \$33,500 from available funds to purchase a police cruiser; or take any other action relative thereto.

Article 11. Appropriate for Police Cruiser for FY2013 (\$33,500) - Explanation:  
This article provides funding for one of two police cruisers. Since the Town has not purchased police cruisers on its regular schedule in the recent past, it is recommended to replace two cruisers in FY2013 (see the FY2013 Capital Budget in Appendix D). The purchase is contingent upon the availability of funds. The source of funds will be specified in the motion.

A majority vote is required for the passage of this article, unless the funds are from a stabilization fund, in which case a two-thirds majority is required for passage of this article.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Defer to Town Meeting	Favorable Action	NONE

## Article 12. Appropriate for Pick-up Truck for FY2013

To see if the Town will vote to appropriate the sum of \$40,250 from available funds to purchase a pick-up truck with a plow; or take any other action relative thereto.

Article 12. Appropriate for Pick-up Truck for FY2013 (\$40,250) - Explanation:

*This article provides funding for a much-needed pick-up truck with a plow. Since the Town has not purchased such trucks on its regular schedule in the recent past, it is recommended to purchase this truck to replace older, damaged trucks (see the FY2013 Capital Budget in Appendix D). The purchase is contingent upon the availability of funds. The source of funds will be specified in the motion.*

*A majority vote is required for the passage of this article, unless the funds are from a stabilization fund, in which case a two-thirds majority is required for passage of this article.*

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Defer to Town Meeting	Favorable Action	NONE

## Article 13. Accept Salary Classification Plan and FY2013 Wage Scale (See Appendices E, F, & G)

To see if the Town will vote to:

- a) amend the Salary Classification Plan, as set forth in Appendix E;
- b) amend the FY2012 Wage Scale (see Appendix F) by increasing the rates of pay for each grade and step by one and one-half percent (1.5%), effective July 1, 2012, as set forth in Appendix G; and,
- c) transfer from available funds \$36,000 to be expended by the respective departments, in order to fund the said percentage increase and merit increases for elected personnel, and all contractual and non-contractual, and non-union employees, or take any other action relative thereto.

Article 13. Accept Salary Classification Plan and FY2013 Wage Scale - Explanation:

*The Town adopted a salary classification plan and wage scale at the 1998 Annual Town Meeting; the plan and scale have been revised regularly since then.*

*This article proposes three different actions, all recommended by the Personnel Board:*

- a) *Amend the Salary Classification Plan, as follows (see Appendix E): Change of grade for the Executive Assistant to the Board of Selectmen from Grade 6 to Grade 7; change in the title of "Conservation Administrator" to "Conservation Agent" (see Appendix E).*
- b) *Adjust the FY2012 Wage Scale (see Appendix F) for FY2013 by 1.5% (see Appendix G), effective July 1, 2012.*
- c) *This article further authorizes and appropriates \$36,000 to be expended by the respective Departments, in order to fund the percentage increase and merit increases associated with paragraph a) of this Article, and for increases for all elected personnel, and all contractual and non-contractual, and no-union employees of the Town.*

*A majority vote is required for the passage of this article.*

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	NONE

## Article 14. Authorize Transfers for Managing Debt

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen and the Finance Committee, to transfer funds between Line Item #711, Debt Service (Long-term Principal and Interest and Short Term Interest), and Line #712, Debt Issue Cost (Expense) in the budget for Fiscal Year 2013; provided that such transfers remain within the total appropriations for these line items and sub-accounts; or take any other action relative thereto.

Article 14. Authorize Transfer for Managing Debt - Explanation:

*The Town Treasurer will borrow on a short-term basis (fewer than 2 years) for relatively small items in the Capital Improvement Program until they total \$1 million, when he will “roll” them into a long-term (3 or more years) bond issue. Interest rates and debt-issue costs are more advantageous at the \$1 million level.*

*For multi-million-dollar projects, the Treasurer may borrow short term until all the bills are in. When the total actual cost is certain, net of any up-front reimbursements, the short-term notes will similarly be “rolled over”. The Treasurer knows generally when these consolidations are likely to occur, but it is neither possible nor wise to establish any more than a target date in advance. Delays happen beyond his control, and market conditions may dictate acceleration or deferral.*

*The Treasurer becomes locked into line items in the budget for short-term and long-term debt. As a result, it is advisable for the Town to provide a controlled measure of flexibility in financial management, which is the purpose of this article. If more short-term interest must be expended during a particular fiscal year, less long-term interest will be, and vice versa. There is also a relationship between when the Town issues long-term debt and when the first payment of principal is due.*

*A majority vote is required for the passage of this article.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	N/A

## Article 15. Renew Limited Additional Property Tax Exemption

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 73 of the Acts of 1986, to grant additional real estate tax exemptions of 100% for fiscal year 2013 to persons who qualify for property tax exemptions under Clauses 17D, 22, 22A, 22B, 22C, 22E, 37A, and 41C of Section 5 of Chapter 59; or take any other action relative thereto.

Article 15. Renew Limited Additional Property Tax Exemption for Qualified Persons - Explanation:

*The Commonwealth of Massachusetts allows exemptions to qualified persons that help to defray the amount of property taxes to be paid. Each exemption has requirements that the applicant must meet in order to be eligible. Exemption must be approved by the Assessors. This article provides that the Town grant an additional exemption, above the statutory amount, not to exceed 100%, provided that an applicant cannot pay less than what was paid in the preceding year on the property.*

*A majority vote is required for the passage of this article.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	N/A

## Article 16. Adjust Eligibility Factors for Property Tax Exemption

To see if the Town will vote to adjust the eligibility factors for the property tax exemption for senior citizens under General Laws Chapter 59, Section 5, Clause 41C, in accordance with Section 51 of Chapter 184 of the Acts of 2002, by increasing the allowable gross receipts for applicants from \$15,663.52 to \$18,000 if single, and from \$18,073.29 to \$20,000 if married; or take any other action relative thereto.

Article 16. Renew Limited Additional Property Tax Exemption - Explanation:

*The purpose of this article is to adjust the income requirements seniors must meet in order to qualify for the Clause 41C exemption, making it slightly easier for seniors to qualify. The Assessors believe the overlay allowance will continue to be sufficient to fund the cost of additional persons we expect to qualify. The changes voted shall be in effect as of FY2013. Please note acceptance of Massachusetts General Laws Chapter 59, Section 5, Clause 41D remains in effect, adding an annual cost of living allowance to the annual limits for whole estate and gross receipts for applicants under 41C.*

A majority vote is required for the passage of this article.

Finance Com Recom	Selectmen Recom	Tax Impact
Favorable Action	Favorable Action	N/A

## Article 17. Appropriate for Conversion & Adjustment of GIS Database

To see if the Town will vote to appropriate the sum of \$5,800 to be expended by the Board of Assessors for the purpose of converting and adjusting the text to set up the data for tax map production in conjunction with the geographic information system (GIS) database format; such appropriation to be provided by a transfer from Overlay Surplus; or take any other action relative thereto.

Article 17. Appropriate for Conversion & Adjustment of GIS Database - Explanation:

*The Massachusetts geographic information system (MassGIS) is implementing and funding a state-wide project to develop a parcel layer for each municipality in GIS format. As a result, a consolidated parcel layer in GIS database format will be created for each community. This parcel layer will include parcel lines only and **not** any text, including parcel ID's, acreages, dimensions, etc., which are required for use on tax maps. The Assessors would like to piggyback off this project by converting and adjusting the necessary text to use this GIS database for our tax maps. This conversion and adjustment would greatly enhance the accuracy and potential uses of our tax maps. Also, since MassGIS is proceeding with this project for its own purposes, its parcel layer (without text) will exist, and be available to the public, and will be more accurate and appear different from our current tax maps, should they not be updated into GIS, thus causing all sorts of concerns for taxpayers due to the differences between the maps and levels of accuracy of the maps.*

A majority vote is required for the passage of this article.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	NONE

## Article 18. Establish & Re-establish Departmental Revolving Funds

To see if the Town will vote to establish and re-establish the following Departmental Revolving Funds for Fiscal Year 2012 in accordance with Chapter 44, Section 53E 1/2, of the Massachusetts General Laws.); or take any other action relative thereto:

**a) Council on Aging Van Service (Re-establish)**

Fiscal Year Expenditure Limit: \$43,000  
 Authorized Department: Council on Aging  
 Program or Purpose: Van service for transporting the elderly and disabled  
 Revenue Source: Fees, fares or reimbursement from Montachusett Regional Transportation Authority

**b) Advertising & Postage Costs Advanced by Applicants (Re-establish)**

Fiscal Year Expenditure Limit: \$5,000  
Authorized Department: Relevant departments  
Program or Purpose: Pass-through account for legal advertisements and postage funded by applicants for licenses, permits, etc.  
Revenue Source: Charges, costs, and fees advanced or reimbursed by applicants in connection with applications for licenses, permits, variances, or other matters

**c) Dog Licensing & Other Expenses (Re-establish)**

Fiscal Year Expenditure Limit: \$5,000  
Authorized Department: Town Clerk, Dog Officer  
Program or Purpose: Dog licensing & other expenses relating to dogs  
Revenue Source: Fees for licensing dogs

**d) Boarding & Caring for Impounded Dogs (Re-establish)**

Fiscal Year Expenditure Limit: \$5,000  
Authorized Department: Police Department  
Program or Purpose: Boarding and caring for impounded dogs  
Revenue Source: Fines and payments by owners for boarding dogs

**e) Wetlands By-law Expenses (Re-establish)**

Fiscal Year Expenditure Limit: \$25,000  
Authorized Department: Conservation Commission  
Program or Purpose: Pass-through account for expert engineering and consulting services retained by the Conservation Commission for review of applications under the Wetlands Bylaw  
Revenue Source: Costs and fees advanced by applicants

**f) Fees & Expenses of Animal Control Officer (Re-establish)**

Fiscal Year Expenditure Limit: \$3,000  
Authorized Department: Board of Health  
Program or Purpose: Pass-through account for paying the Animal Control Officer's stipend, fees, and other expenses  
Revenue Source: Fees and charges assessed to owners for the inspection of domestic animals in accordance with Massachusetts General Laws Chapter 129, Section 19

**g) Fees for Deputy Collector (Re-establish)**

Fiscal Year Expenditure Limit: \$15,000  
Authorized Department: Town Collector  
Program or Purpose: Pass-through account to pay statutory fees earned by the Town's Deputy Collector (independent contractor)  
Revenue Source: Fees added to, and paid with, overdue bills

**h) Fees & Expenses of Field Driver (Re-establish)**

Fiscal Year Expenditure Limit: \$2,000  
Authorized Department: Police Department  
Program or Purpose: Pass-through account for paying the fees and expenses of the Town's Field Driver

Revenue Source: Charges assessed to owners for collecting, transporting, and impounding their strayed animals

**i) Fees & Expenses of Police Lock-up (Re-establish).**

Fiscal Year Expenditure Limit: \$5,000  
Authorized Department: Police Department  
Program or Purpose: Pass-through account for providing lock-up facilities to other governmental entities  
Revenue Source: Fees paid for use of cells

**j) Expenses of Planning Board (Re-establish)**

Fiscal Year Expenditure Limit: \$40,000  
Authorized Department: Planning Board  
Program or Purpose: Pass-through account for expert engineering and other consulting services, and for required legal advertising, and for expenses incurred by the Planning Board for review of applications under its Subdivision Control Regulations  
Revenue Source: Costs and fees advanced by applicants

**k) Expenses of Recycling (Re-establish)**

Fiscal Year Expenditure Limit: \$3,000  
Authorized Department: Board of Health  
Program or Purpose: Pass-through account for expenses of recycling cardboard, glass, metals, paper, plastics, etc.  
Revenue Source: Payments for recycled materials

**l) Expenses of Recreational Fields (Re-establish)**

Fiscal Year Expenditure Limit: \$25,000  
Authorized Department: Recreation Fields Committee  
Program or Purpose: For the costs of maintenance, equipment, and supplies, renovations and/or improvements to any and all Town-owned Recreation fields, including related design services  
Revenue Source: Fees, donations, gifts

**m) Council on Aging Medical Transport Expenses (Re-establish)**

Fiscal Year Expenditure Limit: \$5,000  
Authorized Department: Council on Aging  
Program or Purpose: For the costs of transportation to medical events for the elderly that supplements services already provided by the MART van  
Revenue Source: Grants, donations, fares

**n) Council on Aging Newsletter Printing Expenses (Establish)**

Fiscal Year Expenditure Limit: \$4,000  
Authorized Department: Council on Aging  
Program or Purpose: For the costs of advertising and printing the monthly COA newsletter  
Revenue Source: Revenue from advertisements; grants, donations

Article 18. Establish and Re-establish Departmental Revolving Funds - Explanation:

Some of the Town’s governmental functions are able to produce enough revenue, through fees, grants, and the like, to support particular expenses. Formerly the Town had to raise the expense money at Town Meeting and then offset the appropriation with estimated receipts to keep the tax rate at a minimum. More recently state law has provided for the use of revolving funds, and now this article has become a standard article in Shirley.

The result is essentially the same, but the balancing is demystified. The voter can clearly see what is happening, rather than worry whether a particular revenue stream is truly being used to fund the service for which it is received versus some other unrelated function. The law requires that revolving funds generally be voted at an Annual Town Meeting and renewed annually. Each fund is limited to 1% of the Town’s tax levy.

All of these revolving funds, except for one, were approved in FY2012, and are being recommended for re-establishment for FY2013. The exception is the last one, the COA Newsletter Printing Expenses fund, which will be used to assist with the printing of the monthly COA newsletter.

A majority vote is required for the passage of this article.

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	NONE

### **Article 19. Appropriate Chapter 90 Funds**

To see if the Town will vote to appropriate, directly for expenditure by the Public Works Department, for such purposes as may be approved by the Massachusetts Highway Department for capital expenditures, all highway aid received from the Commonwealth during Fiscal Year 2013, in accordance with Chapter 90 of the Massachusetts General Laws; or take any other action relative thereto.

Article 19. Appropriate Chapter 90 Funds - Explanation:

Chapter 90 aid from the Commonwealth can be used only for the paving or reconstruction of roads, and related capital projects and purposes, not for general highway operations. These monies are separate from the budget cycle, and are made available to municipalities by drawdown against invoices for projects or purchases approved in advance by the Massachusetts Highway Department.

A majority vote is required for the passage of this article.

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	NONE

### **Article 20. Transfer to the Stabilization Fund for FY2013**

To see if the Town will vote to transfer a sum of money to the Stabilization Fund by a transfer from available funds; or take any other action relative thereto.

Article 20. Transfer to the Stabilization Fund for FY2013 - Explanation:

This article transfers to the Stabilization Fund surplus funds realized as a result of any other actions taken in the previous articles of this warrant. Additionally, should additional revenues be recognized or state aid increase after the signing of this warrant, the Town has the means to “capture” those revenues with this article, and deposit those receipts into the Stabilization Fund.

A two-thirds vote is required for passage of this article.

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Defer to Town Meeting	Favorable Action	NONE

**APPENDIX A – ARTICLE 3**  
**Nashoba Valley Technical School District**  
Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

**Amendment**

**SECTION I.**

This Amendment amends the agreement among the towns of Chelmsford, Groton, Littleton, and Westford entitled “Agreement Between the Towns of Chelmsford, Groton, Littleton, and Westford, Massachusetts, With Respect to the Establishment of a Regional Vocational High School District” dated April 1, 1979 as amended (the “agreement”) as follows:

A.

This agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford and, in accordance with the provisions of Section VIII, such of the town of Ayer as shall accept this agreement, hereinafter sometimes referred to as the member towns.

B.

(A) Composition

The powers and duties of the regional vocational school district shall be vested in and exercised by a regional district school committee, hereinafter sometimes referred to as the Committee. The Committee shall be composed of not less than one member and not more than four members from each member town as provided in subsection 1(B). All members shall be appointed as provided in subsection 1(B). All members shall serve until their respective successors are appointed and qualified.

(B) Appointed Members

Each member town shall, subject to the last paragraph of this subsection, have the following number of members of the Committee:

- (1) Chelmsford – 3 members
- (2) Groton – 1 member
- (3) Littleton – 1 member
- (4) Westford – 2 members
- (5) Pepperell – 3 members
- (6) Shirley – 1 member
- (7) Townsend – 2 members
- (8) Ayer – 1 member

An appointing committee, from the town of Ayer upon acceptance of this agreement, consisting of the moderator, selectmen and local school committee members, shall within 30 days of the effective date of this section appoint the required number of members from such town to serve on the Committee until April 1, 2014. The moderator shall in each case serve as chairman of such appointing committee.

## APPENDIX A – ARTICLE 3

### Nashoba Valley Technical School District

Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

Prior to April 1, **2012**, an appointing committee in each member town, consisting of the moderator, selectmen and local school committee members, shall appoint the required number of members from such town to serve on the Committee beginning April 1, **2012**. The moderator shall in each case serve as Chairman of such appointing committee. Every year in which the term of office of one or more members expires, the appointing committee of the member town involved shall appoint, to the extent necessary to comply with the first paragraph of this subsection, one member to serve for a term of three years. The term of each such member shall commence on April 1 of the year of such appointment.

Commencing with the ten year period beginning April 1, **2010** and every ten years thereafter, the composition of the Committee for the ensuing ten years shall be determined in the following manner. The average enrollment of pupils in the regional district school from each member town on October 1 during the preceding ten year period shall be computed for each town. A similar average for the enrollment from all the member towns in the regional district school shall be computed. A percentage of enrollments of pupils from each member town for such ten year period shall be computed by dividing the average enrollment of a member town by the average enrollment of all the member towns. Any town with a percentage of less than ten shall be entitled to one member; any town with a percentage of ten or more but less than twenty shall be entitled to two members; any town with a percentage of twenty or more but less than forty shall be entitled to three members; and any town with a percentage of forty or more shall be entitled to four members. When a town is entitled to increase its membership on the Committee, an additional member shall be appointed for a three year term. When the foregoing computations require a reduction in the number of Committee members to which a town is entitled, the town shall refrain from appointing a successor to fill the term of office which expires next after the making of the computation requiring such reduction.

#### (C) Alternate Members

Every three years thereafter the appointing committee of each member town shall appoint an alternate member to the Committee for a three year term. In the event that a member of the Committee is unable to perform his duties because of disability or absence, or in the event there is a vacancy, the alternate member from the town involved shall have all the rights, powers and duties of such member, provided, however, that an alternate member shall have the rights, powers and duties of only one such member at any given time.

#### (D) Vacancies

If a vacancy occurs among the members or alternate members of the Committee, the appointing committee of the town involved shall appoint a member or alternate member as the case may be to serve for the balance of the unexpired term.

#### (E) Organization

Promptly upon the appointment and qualification of members initially appointed under subsection I(B), and annually thereafter, upon the appointment and qualification of successors, the Committee shall organize and choose by ballot a chairman and a vice chairman from its own

## APPENDIX A – ARTICLE 3

### Nashoba Valley Technical School District

Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

membership. At the same meeting or at any other meeting the Committee shall appoint a treasurer and a secretary who may be the same person but who need not be members of the Committee, choose such other officers as it deems advisable, determine the terms of office of its officers (except the chairman and the vice chairman who shall be elected as provided above) and prescribe the powers and duties of any of its officers, fix the time and place for its regular meetings, and provide for the calling of special meetings.

(F) Powers and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this agreement, and such other additional powers and duties as are specified in Sections 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments thereof or additions thereto or hereafter enacted, or as may be specified in any other applicable general or special law.

(G) Quorum

The quorum for the transaction of business shall be a majority of the Committee, but a number less than the majority may adjourn.

C. Subsection IV (D) of the agreement is amended to read:

(D) Apportionment of Capital Costs

Capital costs shall be apportioned annually for the ensuing fiscal year on the following basis: Capital costs incurred prior to July 1, 2005 shall be apportioned among the towns of Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford on the basis of pupil enrollment as hereinafter defined. For the purpose of this paragraph, pupil enrollment shall be defined as the number of pupils in grades one through twelve residing in any such town and receiving education at the town's expense. Without limiting the generality of the foregoing definition, pupils residing in any such town and attending grades one through twelve in any regional school district of which the town is a member

shall be deemed to be included within the said definition. Each such town's share of such capital costs for each fiscal year shall be determined by computing the ratio which its pupil enrollment on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollments from all such towns on the same date.

Capital costs incurred on the subsequent to July 1, 2005 but prior to July 1, 2011 shall be apportioned among the towns of Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford on the basis of their respective pupil enrollments in the district school. Each such town's share of such capital costs for each fiscal year shall be determined by computing the ratio which its pupil enrollment in the district school on October 1 of the fiscal year next preceding the

## **APPENDIX A – ARTICLE 3**

### **Nashoba Valley Technical School District**

Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

fiscal year for which the apportionment is determined bears to the total pupil enrollment from all such towns in the district school on the same date, such town shall be deemed to have an enrollment of five pupils in the district schools. In computing the apportionment under this paragraph the “persons” referred to in subsection IV (F) shall be excluded.

Capital costs incurred on or subsequent to July 1, 2005 relating to the addition to the district school authorized by a vote of the Committee passed October 11, 2011 shall be apportioned among such of the town of Ayer as shall accept this agreement on the basis of their respective pupil enrollment in the district school. Such town’s share of such capital costs for each fiscal year shall be determined by computing the ratio which its pupil enrollment in the district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all such towns in the district school on the same date, except that if there is an enrollment of less than five pupils from any such town in the district school on such date, such town shall be deemed to have an enrollment of five pupils in the district school. Notwithstanding the foregoing, in apportioning such capital costs for the fiscal year beginning July 1, 2012, such capital costs shall be apportioned on the basis of estimated pupil enrollments from each such town in the district school for such year, such estimate to be made by the Committee. In computing the apportionment under this paragraph, the “persons” referred to in subsection IV (F) shall be excluded.

Capital costs incurred on or subsequent to July 1, 2012 to which the preceding paragraph is not applicable shall be apportioned among the member towns on the basis of their respective pupil enrollments in the district school. Each member town’s share of such capital costs for each fiscal year shall be determined by computing the ratio which its

pupil enrollment in the district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all member towns in the district school on the same date, except that if there is an enrollment of less than five pupils from any member town in the district school on such date, such town shall be deemed to have an enrollment of five pupils in the district school. Notwithstanding the foregoing, apportioning such capital costs for the fiscal year beginning July 1, 2012, the pupil enrollments, for such of the town of Ayer, as shall accept this agreement, used in making such apportionment shall be the estimated pupil enrollments from each such town in the district school for such year, such estimate to be made by the Committee. In computing the apportionment under this paragraph, the “persons” referred to in subsection IV (F) shall be excluded.

## APPENDIX A – ARTICLE 3

### Nashoba Valley Technical School District

Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

D. Subsection IV (E) of the agreement is amended to read:

(E) Apportionment of Operating Costs

All operating costs, except those described in subsection IV (E), shall be apportioned annually for the ensuing fiscal year among the member towns on the basis of their respective pupil enrollments in the district school. Each member town's share of such operating costs for each fiscal year shall be determined by computing the ratio which its pupil enrollment in the district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollments from all member towns in the district school on the same date. Notwithstanding the foregoing, in apportioning operating costs for the fiscal year beginning July 1, 2012 the pupil enrollments, for such of the town of Ayer as shall accept the agreement, used in making such apportionment shall be the estimated pupil enrollments from such town in the district school for such year, such estimate to be made by the Committee. In computing the apportionment under this paragraph, the "persons" referred to in subsection IV (F) shall be excluded.

E. Subsection IV(F) of the agreement is amended to read:

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year of any evening trade extension courses or any other types of courses which are offered by the District to persons other than the pupils attending the regular day regional vocational school. Each member town's share of such operating costs shall be determined by computing the ratio which that town's enrollment of persons in such courses on November 30 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total enrollment of persons such courses from all the member towns on the same date. Notwithstanding the foregoing, in apportioning special operating costs for the fiscal year beginning July 1, 2012, the enrollment of persons in such courses, for such of the town of Ayer as shall accept the agreement, used in making such apportionment shall be the estimated enrollment from each such town in such courses for such year, such estimate to be made by the Committee.

**APPENDIX A – ARTICLE 3**  
**Nashoba Valley Technical School District**  
Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

F. Subsection IV(G) of the agreement is amended to read:

(G) Times of Payment of Apportioned Costs

Each member town shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V(C), of the capital, operating and special operating costs. Except as otherwise provided in subsection V(A), the annual share of each member town shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

July 1	25%
October 1	50%
January 1	75%
April 1	100%

G. Subsection V(C) of the agreement is amended to read:

(C) Final Operating and Maintenance Budget

The Committee shall adopt an annual operating and maintenance budget, including debt and interest charges and any other current capital costs as separate items, at least forty-five days prior to the earliest scheduled town meeting before the ensuing fiscal year, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member town shall be certified by the Regional School District Treasurer to the Treasurer of each member town, within 30 days from the date on which the budget is adopted by two-thirds vote of the Regional School Committee, but not later than April thirtieth (M.G.L. Chapter 71 § 16B).

SECTION II.

**APPENDIX A – ARTICLE 3**  
**Nashoba Valley Technical School District**  
Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

The provisions of this Amendment shall take effect, upon acceptance of this Amendment by the towns of Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, Westford and Ayer.

Clause (8) of the first paragraph and the tenth sentence of the third paragraph of subsection 1(B) of the agreement as amended by this Amendment shall in addition take effect only upon acceptance of this Amendment of the town of Ayer.

**After accepting** this Amendment, the town of Ayer shall be considered a member town for the purpose of being entitled to send students to the District School commencing with the fiscal year beginning July 1, 2012.

**The clerk of each member town shall report town meeting action on the amendment by providing the wording of the article, the vote, and date of such meeting.**

Town of Shirley Proposed FY13 Omnibus Operating Budget									
Line #	Department/Account Name	FY10 Actual	FY11 Actual	FY12 Appropriated	FY13 Total Requested	FinCom Recommended Reductions	Adjusted FinCom Recommended	Comments	
114	MODERATOR								
	Expenses	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00		Cost of Annual Moderator meeting requested to be returned to budget by Moderator
	<b>Total</b>	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00		
122	SELECTMEN								
	Salaries, Elected Officials	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00		
	Appointed Salary	\$ 39,672.00	\$ 39,672.00	\$ 40,674.24	\$ 40,674.24	\$ -	\$ 40,674.24		Gr 7, Step 5 requested & approved by Personnel Board - funded in Article 13
	Financial Audit	\$ 24,750.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ -	\$ 23,000.00		
	Other Audit Services	\$ 1.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
	Legal Notices	\$ 1,000.00	\$ 500.66	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
	Expenses	\$ 2,187.86	\$ 2,072.71	\$ 2,270.00	\$ 2,270.00	\$ -	\$ 2,270.00		
	Town Report	\$ 707.65	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total</b>	\$ 68,618.51	\$ 65,545.37	\$ 67,744.24	\$ 67,744.24	\$ -	\$ 67,744.24		
124	PERSONNEL BOARD								
	Expenses	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	\$ 200.00		
	<b>Total</b>	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	\$ 200.00		
129	CHIEF ADMINISTRATIVE OFFICER								
	Salary, Appointed Position	\$ 73,956.96	\$ 60,071.08	\$ 95,365.22	\$ 95,365.22	\$ -	\$ 95,365.22		BOS vote 4/23/12 to keep salary at \$95k (52.2 wks)
	Expenses	\$ -	\$ -	\$ 1,000.00	\$ 500.00	\$ -	\$ 500.00		
	<b>Total</b>	\$ 73,956.96	\$ 60,071.08	\$ 96,365.22	\$ 95,865.22	\$ -	\$ 95,865.22		
131	FINANCE COMMITTEE								
	Annual Town Meeting Warrant	\$ 83.58	\$ 287.81	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
	Expenses	\$ 170.00	\$ 170.00	\$ 1,700.00	\$ 1,700.00	\$ -	\$ 1,700.00		
	<b>Total</b>	\$ 253.58	\$ 457.81	\$ 1,170.00	\$ 1,170.00	\$ -	\$ 1,170.00		
132	RESERVE FUND *								
	Expenses	\$ 39,931.99	\$ 25,876.77	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00		
	<b>Total</b>	\$ 39,931.99	\$ 25,876.77	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00		
135	TOWN ACCOUNTANT								
	Salary, Appointed Position	\$ 53,306.64	\$ 53,306.63	\$ 54,873.36	\$ 54,873.36	\$ -	\$ 54,873.36		Step + COLA funded in Article 13
	Wages Hourly, Appointed	\$ 36,351.96	\$ 36,350.11	\$ 37,251.49	\$ 37,251.49	\$ -	\$ 37,251.49		Step + COLA funded in Article 13
	Expenses	\$ 1,253.51	\$ 1,583.88	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00		
	<b>Total</b>	\$ 90,912.11	\$ 91,240.62	\$ 95,124.85	\$ 95,124.85	\$ -	\$ 95,124.85		
141	ASSESSORS								
	Salaries, Elected Officials	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00		
	Salary, Appointed Position	\$ 40,975.08	\$ 51,928.56	\$ 53,223.26	\$ 53,223.26	\$ -	\$ 53,223.26		Step + COLA funded in Article 13
	Wages Hourly	\$ 5,389.80	\$ 4,498.41	\$ 5,174.06	\$ 5,174.06	\$ -	\$ 5,174.06		Step + COLA funded in Article 13
	Mapping Services	\$ 3,277.70	\$ 3,609.70	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 3,750.00		
	Contract Services	\$ 22,500.00	\$ 25,825.00	\$ 25,825.00	\$ 25,825.00	\$ -	\$ 25,825.00		
	Expenses	\$ 3,881.01	\$ 3,854.29	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00		
	<b>Total</b>	\$ 76,323.59	\$ 90,015.96	\$ 92,272.32	\$ 92,272.32	\$ -	\$ 92,272.32		
145	TREASURER								
	Salary, Appointed Position	\$ 54,308.88	\$ 54,308.88	\$ 55,645.20	\$ 55,645.20	\$ -	\$ 55,645.20		Step + COLA funded in Article 13
	Wages Hourly, Appointed	\$ 34,002.90	\$ 34,001.16	\$ 34,843.50	\$ 34,843.50	\$ -	\$ 34,843.50		Step + COLA funded in Article 13
	Tax Title/Foreclosure Expenses	\$ 48,000.00	\$ 3,061.80	\$ 28,000.00	\$ 10,000.00	\$ -	\$ 10,000.00		
	Expenses	\$ 4,495.28	\$ 4,973.90	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00		
	<b>Total</b>	\$ 140,807.06	\$ 96,345.74	\$ 122,988.70	\$ 104,988.70	\$ -	\$ 104,988.70		
146	TOWN COLLECTOR								
	Salary, Elected Position	\$ 54,308.88	\$ 54,308.88	\$ 55,645.20	\$ 55,645.20	\$ -	\$ 55,645.20		Step + COLA funded in Article 13
	Wages Hourly, Appointed	\$ 22,795.86	\$ 22,728.54	\$ 23,363.68	\$ 23,363.68	\$ -	\$ 23,363.68		Step + COLA funded in Article 13
	Tax Title	\$ 3,966.80	\$ 3,311.80	\$ 3,612.00	\$ 3,675.00	\$ -	\$ 3,675.00		Non-discretionary increase
	Expenses	\$ 9,810.32	\$ 12,052.98	\$ 14,988.00	\$ 15,363.00	\$ -	\$ 15,363.00		Increase in software & postage
	<b>Total</b>	\$ 90,881.86	\$ 92,402.20	\$ 97,608.88	\$ 98,046.88	\$ -	\$ 98,046.88		

**APPENDIX B - Article 4  
Town of Shirley Proposed FY13 Omnibus Operating Budget**

Line #	Department/Account Name	FY10 Actual	FY11 Actual	FY12 Appropriated	FY13 Total Requested	FinCom Recommended Reductions	Adjusted FinCom Recommended	Comments
151	LEGAL EXPENSE							
	Expenses	\$ 23,681.74	\$ 26,139.11	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	
	<b>Total</b>	<b>\$ 23,681.74</b>	<b>\$ 26,139.11</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	
155	COMPUTER OPERATIONS							
	Salary, Technology Administrator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Computer Technician - Consulting Exp	\$ 34,975.29	\$ 19,534.05	\$ 68,000.00	\$ 68,000.00	\$ -	\$ 68,000.00	
	Computer Operations Expense	\$ 37,153.27	\$ 52,736.72	\$ 50,966.00	\$ 60,966.00	\$ -	\$ 60,966.00	Increases for email, etc.
	Equipment	\$ 1,040.22	\$ 445.85	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00	
	<b>Total</b>	<b>\$ 73,168.78</b>	<b>\$ 72,716.62</b>	<b>\$ 125,966.00</b>	<b>\$ 135,966.00</b>	<b>\$ -</b>	<b>\$ 135,966.00</b>	
159	OFFICE MACHINES							
	Expenses	\$ 4,679.99	\$ 4,680.25	\$ 5,875.00	\$ 7,508.00	\$ -	\$ 7,508.00	Increase in contractual rentals & leases
	<b>Total</b>	<b>\$ 4,679.99</b>	<b>\$ 4,680.25</b>	<b>\$ 5,875.00</b>	<b>\$ 7,508.00</b>	<b>\$ -</b>	<b>\$ 7,508.00</b>	
161	TOWN CLERK							
	Salary, Elected Position	\$ 53,118.72	\$ 53,118.72	\$ 54,455.04	\$ 54,455.04	\$ -	\$ 54,455.04	Step + COLA funded in Article 13
	Expenses	\$ 1,129.27	\$ 929.29	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	
	<b>Total</b>	<b>\$ 54,247.99</b>	<b>\$ 54,048.01</b>	<b>\$ 55,655.04</b>	<b>\$ 55,655.04</b>	<b>\$ -</b>	<b>\$ 55,655.04</b>	
162	CONDUCT OF ELECTIONS							
	Wages, Hourly	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	
	Expenses	\$ 7,666.97	\$ 12,505.98	\$ 8,150.00	\$ 4,650.00	\$ -	\$ 4,650.00	
	<b>Total</b>	<b>\$ 7,666.97</b>	<b>\$ 12,505.98</b>	<b>\$ 8,150.00</b>	<b>\$ 8,150.00</b>	<b>\$ -</b>	<b>\$ 8,150.00</b>	
171	CONSERVATION COMMISSION							
	Wages Hourly, Agent	\$ 10,064.00	\$ 8,759.25	\$ 10,650.00	\$ 10,650.00	\$ -	\$ 10,650.00	Step + COLA funded in Article 13
	Wages Hourly, Secretary	\$ -	\$ -	\$ 7,215.00	\$ 7,215.00	\$ -	\$ 7,215.00	Step + COLA funded in Article 13
	Expenses	\$ 1,040.14	\$ 1,545.02	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	
	<b>Total</b>	<b>\$ 11,104.14</b>	<b>\$ 10,304.27</b>	<b>\$ 19,365.00</b>	<b>\$ 19,365.00</b>	<b>\$ -</b>	<b>\$ 19,365.00</b>	
175	PLANNING BOARD							
	Wages Hourly, Appointed	\$ 25,446.57	\$ 25,447.36	\$ 17,393.04	\$ 17,393.04	\$ -	\$ 17,393.04	Step + COLA funded in Article 13
	Expenses	\$ 952.68	\$ 996.24	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	
	<b>Total</b>	<b>\$ 26,399.25</b>	<b>\$ 26,443.60</b>	<b>\$ 18,393.04</b>	<b>\$ 18,393.04</b>	<b>\$ -</b>	<b>\$ 18,393.04</b>	
176	ZONING BOARD OF APPEALS							
	Wages Hourly, Secretary	\$ -	\$ -	\$ 4,608.00	\$ 4,608.00	\$ -	\$ 4,608.00	Step + COLA funded in Article 13
	Expenses	\$ 481.01	\$ 302.54	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	
	<b>Total</b>	<b>\$ 481.01</b>	<b>\$ 302.54</b>	<b>\$ 5,108.00</b>	<b>\$ 5,108.00</b>	<b>\$ -</b>	<b>\$ 5,108.00</b>	
192	PUBLIC BUILDINGS							
	Expenses	\$ 51,531.09	\$ 69,464.36	\$ 84,358.00	\$ 85,929.00	\$ -	\$ 85,929.00	Increase in utilities, etc.
	Town Sewer Assessment	\$ -	\$ -	\$ -	\$ 46,538.00	\$ -	\$ 46,538.00	
	War Memorial Bldg Sewer Expense	\$ 2,235.75	\$ 2,981.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	
	<b>Total</b>	<b>\$ 53,766.84</b>	<b>\$ 72,445.36</b>	<b>\$ 87,358.00</b>	<b>\$ 135,467.00</b>	<b>\$ -</b>	<b>\$ 135,467.00</b>	
211	POLICE DEPARTMENT							
	Appointed Position, Salary Chief	\$ 10,400.00	\$ 10,440.00	\$ 80,220.96	\$ 81,220.96	\$ -	\$ 81,220.96	\$1,000 EMT educ stipends-Step+COLA funded in Art 13
	Appointed Position, Salary Lt	\$ 60,113.52	\$ 60,113.52	\$ -	\$ -	\$ -	\$ -	
	Appointed, Salary Exec Seer	\$ 44,599.68	\$ 44,599.68	\$ 45,685.44	\$ 45,685.44	\$ -	\$ 45,685.44	Step + COLA funded in Article 13
	Wages, Hourly Custodian	\$ 6,525.47	\$ 6,525.47	\$ 6,827.76	\$ 6,827.76	\$ -	\$ 6,827.76	Step + COLA funded in Article 13
	Salaries, Wages & Hourly (Union)	\$ 520,171.19	\$ 542,126.98	\$ 552,610.00	\$ 588,021.00	\$ -	\$ 588,021.00	Steps + COLA + Related sal costs (OT, etc)
	Expenses	\$ 78,817.33	\$ 83,651.15	\$ 86,794.00	\$ 92,010.00	\$ -	\$ 92,010.00	Increase for fuel, uniforms, etc.
	<b>Total</b>	<b>\$ 720,627.19</b>	<b>\$ 747,456.80</b>	<b>\$ 773,138.16</b>	<b>\$ 813,765.16</b>	<b>\$ -</b>	<b>\$ 813,765.16</b>	
221	FIRE DEPARTMENT							
	Appointed Position, Salary Chief	\$ 66,189.60	\$ 66,189.60	\$ 68,841.36	\$ 68,841.36	\$ -	\$ 68,841.36	Step + COLA funded in Article 13
	Wages Hourly, Full-Time	\$ 95,921.85	\$ 96,942.28	\$ 100,866.00	\$ 100,866.00	\$ -	\$ 100,866.00	1.5% COLA=\$1,512.99, but no steps (hours reduction);
	Wages Hourly-On-Call	\$ 18,063.32	\$ 23,677.45	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	unless non-union employees do not get any increase
	Expenses	\$ 43,688.00	\$ 43,688.00	\$ 43,688.00	\$ 44,125.00	\$ -	\$ 44,125.00	1% increase for fuel, etc.
	<b>Total</b>	<b>\$ 223,862.77</b>	<b>\$ 230,497.33</b>	<b>\$ 243,395.36</b>	<b>\$ 243,832.36</b>	<b>\$ -</b>	<b>\$ 243,832.36</b>	

**APPENDIX B - Article 4**

Town of Shirley Proposed FY13 Omnibus Operating Budget									
Line #	Department/Account Name	FY10 Actual	FY11 Actual	FY12 Appropriated	FY13 Total Requested	FinCom Recommended Reductions	Adjusted FinCom Recommended	Comments	
241	<b>BUILDING INSPECTOR</b>								
	Salary Appointed Position	\$ 47,230.56	\$ 47,230.56	\$ 48,420.72	\$ 48,420.72	\$ -	\$ 48,420.72		Step + COLA funded in Article 13
	Wages Hourly	\$ 24,649.84	\$ 24,652.77	\$ 25,257.49	\$ 25,257.49	\$ -	\$ 25,257.49		Step + COLA funded in Article 13
	Seal of Weights and Measures	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00		
	Salary, Part-time Building Inspector	\$ 648.25	\$ 450.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
242	Expenses	\$ 713.29	\$ 913.43	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
	<b>Total</b>	<b>\$ 74,741.94</b>	<b>\$ 74,726.76</b>	<b>\$ 76,678.21</b>	<b>\$ 76,678.21</b>	<b>\$ -</b>	<b>\$ 76,678.21</b>		
	<b>GAS/PLUMBING INSPECTOR</b>								
	Salary, Appointed Position	\$ 9,999.95	\$ 9,999.96	\$ 10,249.99	\$ 10,249.99	\$ -	\$ 10,249.99		COLA funded in Article 13
243	Expenses	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
	<b>Total</b>	<b>\$ 9,999.95</b>	<b>\$ 9,999.96</b>	<b>\$ 10,749.99</b>	<b>\$ 10,749.99</b>	<b>\$ -</b>	<b>\$ 10,749.99</b>		
	<b>WIRING INSPECTOR</b>								
	Salary, Appointed Position	\$ 9,999.95	\$ 9,999.96	\$ 10,249.99	\$ 10,249.99	\$ -	\$ 10,249.99		COLA funded in Article 13
244	Expenses	\$ 663.30	\$ 634.41	\$ 800.00	\$ 800.00	\$ -	\$ 800.00		
	<b>Total</b>	<b>\$ 10,663.25</b>	<b>\$ 10,634.37</b>	<b>\$ 11,049.99</b>	<b>\$ 11,049.99</b>	<b>\$ -</b>	<b>\$ 11,049.99</b>		
	<b>COMMUNICATION CENTER</b>								
	Wages Hourly	\$ 182,772.59	\$ 168,899.34	\$ 177,903.00	\$ 176,486.00	\$ -	\$ 176,486.00		Step + COLA
245	Expenses	\$ 7,995.82	\$ 7,954.59	\$ 8,707.00	\$ 8,794.00	\$ -	\$ 8,794.00		% for uniforms, etc.
	<b>Total</b>	<b>\$ 190,768.41</b>	<b>\$ 176,853.93</b>	<b>\$ 186,610.00</b>	<b>\$ 185,280.00</b>	<b>\$ -</b>	<b>\$ 185,280.00</b>		
	<b>DOG OFFICER</b>								
	Salary, Appointed Position	\$ 6,999.49	\$ 6,874.31	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00		COLA funded in Article 13
246	<b>Total</b>	<b>\$ 6,999.49</b>	<b>\$ 6,874.31</b>	<b>\$ 7,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>		
	<b>NASHOBA VALLEY TECH. H.S.</b>								
	Expenses	\$ 404,206.00	\$ 468,751.00	\$ 595,814.00	\$ 708,721.00	\$ -	\$ 708,721.00		
	<b>Total</b>	<b>\$ 404,206.00</b>	<b>\$ 468,751.00</b>	<b>\$ 595,814.00</b>	<b>\$ 708,721.00</b>	<b>\$ -</b>	<b>\$ 708,721.00</b>		
247	<b>MINUTEMAN TECH H.S.</b>								
	Expenses	\$ 8,250.00	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total</b>	<b>\$ 8,250.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
	<b>SCHOOL DEPARTMENT</b>								
248	School District Expenses	\$ 6,343,081.77	\$ 6,165,451.00	\$ -	\$ -	\$ -	\$ -		
	<b>Total</b>	<b>\$ 6,343,081.77</b>	<b>\$ 6,165,451.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
	<b>AYER SHIRLEY REGIONAL SCHOOL DISTRICT</b>								
	Transportation Assessment	\$ -	\$ 180,342.00	\$ -	\$ -	\$ -	\$ -		
249	Regional School Assessment	\$ -	\$ -	\$ 4,709,291.00	\$ 4,950,000.00	\$ -	\$ 4,950,000.00		
	<b>Total</b>	<b>\$ -</b>	<b>\$ 180,342.00</b>	<b>\$ 4,709,291.00</b>	<b>\$ 4,950,000.00</b>	<b>\$ -</b>	<b>\$ 4,950,000.00</b>		Assessment certified 4/18/12
	<b>DEPARTMENT OF PUBLIC WORKS</b>								
	Salary, Appointed Position	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
250	Wages Hourly, Public Works Assistant	\$ 19,433.44	\$ 16,446.06	\$ 16,265.52	\$ 16,265.52	\$ -	\$ 16,265.52		Step + COLA funded in Article 13
	Wages Hourly, AdH1 PW Assistant Hrs	\$ -	\$ -	\$ 799.44	\$ -	\$ -	\$ -		
	Wages Hourly, Custodian	\$ -	\$ -	\$ 1,472.04	\$ 1,472.04	\$ -	\$ 1,472.04		Step + COLA funded in Article 13
	Wages Hourly (Union)	\$ 150,335.16	\$ 147,576.94	\$ 154,240.00	\$ 160,024.00	\$ -	\$ 160,024.00		Step + COLA
	Wages Hourly (Union Overtime)	\$ 1,449.86	\$ 1,519.28	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00		
251	Expenses	\$ 37,784.34	\$ 38,027.24	\$ 49,900.00	\$ 50,399.00	\$ -	\$ 50,399.00		1% increase
	<b>Total</b>	<b>\$ 209,002.80</b>	<b>\$ 203,569.52</b>	<b>\$ 224,677.00</b>	<b>\$ 230,160.56</b>	<b>\$ -</b>	<b>\$ 230,160.56</b>		
	<b>SNOW &amp; ICE REMOVAL</b>								
	Wages Hourly	\$ 12,561.96	\$ 27,471.09	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00		
252	Overtime	\$ 13,861.08	\$ 20,433.86	\$ 11,000.00	\$ 11,000.00	\$ -	\$ 11,000.00		
	Expenses	\$ 84,768.48	\$ 165,648.49	\$ 64,500.00	\$ 64,500.00	\$ -	\$ 64,500.00		
	<b>Total</b>	<b>\$ 111,191.52</b>	<b>\$ 213,553.44</b>	<b>\$ 79,000.00</b>	<b>\$ 79,000.00</b>	<b>\$ -</b>	<b>\$ 79,000.00</b>		
	<b>STREET LIGHTS</b>								
253	Expenses	\$ 26,604.43	\$ 25,806.26	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00		
	<b>Total</b>	<b>\$ 26,604.43</b>	<b>\$ 25,806.26</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>		

APPENDIX B - Article 4									
Town of Shirley Proposed FY13 Omnibus Operating Budget									
Line #	Department/Account Name	FY10 Actual	FY11 Actual	FY12 Appropriated	FY13 Total Requested	FinCom Recommended Reductions	Adjusted FinCom Recommended	Comments	
426	ROAD & GROUNDS MAINTENANCE								
	Expenses	\$ 32,886.69	\$ 32,899.52	\$ 33,000.00	\$ 33,000.00	\$ -	\$ 33,000.00		
	<b>Total</b>	<b>\$ 32,886.69</b>	<b>\$ 32,899.52</b>	<b>\$ 33,000.00</b>	<b>\$ 33,000.00</b>	<b>\$ -</b>	<b>\$ 33,000.00</b>		
433	B.O.H/TRASH COLLECTION								
	Trash Collection/Recycling	\$ 196,566.40	\$ 180,402.04	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00		
	<b>Total</b>	<b>\$ 196,566.40</b>	<b>\$ 180,402.04</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>		
491	CEMETERIES								
	Burial Agent	\$ 2,015.90	\$ -	\$ -	\$ -	\$ -	\$ -		
	Wages Hourly	\$ 7,198.56	\$ 6,583.37	\$ 7,200.00	\$ 7,200.00	\$ -	\$ 7,200.00		
	Expenses	\$ 1,159.89	\$ 2,966.38	\$ 6,300.00	\$ 6,300.00	\$ -	\$ 6,300.00		
	<b>Total</b>	<b>\$ 10,374.35</b>	<b>\$ 9,549.75</b>	<b>\$ 13,500.00</b>	<b>\$ 13,500.00</b>	<b>\$ -</b>	<b>\$ 13,500.00</b>		Funded by perpetual care/sale of graves
492	BOARD OF HEALTH/LANDFILL								
	Expenses	\$ 750.00	\$ 1,141.50	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 1,250.00		
	<b>Total</b>	<b>\$ 11,350.00</b>	<b>\$ 4,712.50</b>	<b>\$ 8,380.00</b>	<b>\$ 8,380.00</b>	<b>\$ -</b>	<b>\$ 8,380.00</b>		
511	BOARD OF HEALTH								
	Wages Hourly	\$ 13,322.00	\$ 13,235.55	\$ 13,600.19	\$ 13,600.19	\$ -	\$ 13,600.19		Step + COLA funded in Article 13
	Expenses	\$ 522.90	\$ 488.81	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
	<b>Total</b>	<b>\$ 13,844.90</b>	<b>\$ 13,724.36</b>	<b>\$ 14,100.19</b>	<b>\$ 14,100.19</b>	<b>\$ -</b>	<b>\$ 14,100.19</b>		
512	BOARD OF HEALTH/RECYCLING								
	Wages Hourly	\$ 4,867.74	\$ 4,270.63	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00		
	<b>Total</b>	<b>\$ 6,124.29</b>	<b>\$ 5,286.88</b>	<b>\$ 6,500.00</b>	<b>\$ 6,500.00</b>	<b>\$ -</b>	<b>\$ 6,500.00</b>		
514	NASHOBA BOARD OF HEALTH								
	Expenses, Health Services	\$ 15,354.00	\$ 15,354.00	\$ 15,354.00	\$ 15,354.00	\$ -	\$ 15,354.00		
	Expenses, Home Care Services	\$ 8,260.00	\$ 8,260.00	\$ 8,260.00	\$ 8,260.00	\$ -	\$ 8,260.00		
	<b>Total</b>	<b>\$ 23,614.00</b>	<b>\$ 23,614.00</b>	<b>\$ 23,614.00</b>	<b>\$ 23,614.00</b>	<b>\$ -</b>	<b>\$ 23,614.00</b>		
541	COUNCIL ON AGING								
	Wages Hourly, Director	\$ 12,996.00	\$ 12,996.00	\$ 13,227.04	\$ 13,227.04	\$ -	\$ 13,227.04		Step + COLA plus 6 additional hrs funded in Article 13
	Expenses	\$ 979.30	\$ 998.38	\$ 17,030.00	\$ 17,030.00	\$ -	\$ 17,030.00		
	Building Operations	\$ -	\$ 14,839.40	\$ -	\$ -	\$ -	\$ -		
	Meals on Wheels Expenses	\$ 1,195.17	\$ 1,236.15	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00		
	<b>Total</b>	<b>\$ 15,170.47</b>	<b>\$ 30,069.93</b>	<b>\$ 31,757.04</b>	<b>\$ 31,757.04</b>	<b>\$ -</b>	<b>\$ 31,757.04</b>		
543	VETERANS								
	Salary, Appointed Position	\$ 6,075.04	\$ 6,075.03	\$ 6,226.94	\$ 6,226.94	\$ -	\$ 6,226.94		COLA funded in Article 13
	Expenses	\$ 22.00	\$ 1,051.86	\$ 550.00	\$ 550.00	\$ -	\$ 550.00		
	Benefits	\$ 24,301.20	\$ 27,228.47	\$ 26,000.00	\$ 26,000.00	\$ -	\$ 26,000.00		
	<b>Total</b>	<b>\$ 30,398.24</b>	<b>\$ 34,355.36</b>	<b>\$ 32,776.94</b>	<b>\$ 32,776.94</b>	<b>\$ -</b>	<b>\$ 32,776.94</b>		
611	LIBRARY								
	Salary, Appointed Position	\$ 40,413.24	\$ 40,413.24	\$ 41,436.36	\$ 47,641.82	\$ (6,205.46)	\$ 41,436.36		Step + COLA funded in Article 13, request = 5 add'l hrs
	Wages Hourly	\$ 79,087.19	\$ 85,497.89	\$ 88,219.04	\$ 88,219.04	\$ -	\$ 88,219.04		Step + COLA funded in Article 13
	<b>Total</b>	<b>\$ 184,698.43</b>	<b>\$ 189,099.13</b>	<b>\$ 190,785.00</b>	<b>\$ 196,990.46</b>	<b>\$ (6,205.46)</b>	<b>\$ 190,785.00</b>		
630	RECREATION								
	Wages Hourly	\$ 4,589.93	\$ 4,573.85	\$ 4,702.70	\$ 4,702.70	\$ -	\$ 4,702.70		COLA funded in Article 13
	Expenses	\$ 49.02	\$ 578.69	\$ 750.00	\$ 750.00	\$ -	\$ 750.00		
	Basketball Expense	\$ 7,430.00	\$ 3,550.00	\$ 3,600.00	\$ 3,600.00	\$ -	\$ 3,600.00		
	<b>Total</b>	<b>\$ 14,868.95</b>	<b>\$ 11,482.54</b>	<b>\$ 11,852.70</b>	<b>\$ 11,852.70</b>	<b>\$ -</b>	<b>\$ 11,852.70</b>		Funded by revolving fund
650	BENJAMIN HILL PARK COMMITTEE								
	Wages	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00		
	<b>Total</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ 6,000.00</b>		Funded by revolving fund

**APPENDIX B - Article 4**

Town of Shirley Proposed FY13 Omnibus Operating Budget									
Line #	Department/Account Name	FY10 Actual	FY11 Actual	FY12 Appropriated	FY13 Total Requested	FinCom Recommended Reductions	Adjusted FinCom Recommended	Comments	
691	HISTORICAL COMMISSION								
	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
692	MEMORIAL DAY								
	Expenses	\$ 349.44	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
	<b>Total</b>	\$ 349.44	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
694	CENTER TOWN HALL COMMITTEE								
	Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
711	GENERAL FUND DEBT SERVICE								
	Long Term Principal, Debt Excl 6/28/11	\$ 267,652.00	\$ 259,402.00	\$ 235,651.00	\$ 221,767.00	\$ -	\$ 221,767.00		
	Long Term Interest, Debt Excl 6/28/11	\$ 87,707.00	\$ 76,150.57	\$ 64,705.00	\$ 53,935.00	\$ -	\$ 53,935.00		
	Short Term Interest, Debt Excl 6/28/11	\$ 48,142.39	\$ 72,227.53	\$ 128,420.00	\$ 129,921.00	\$ -	\$ 129,921.00		
	School Bldg Principal Debt Excl	\$ 199,500.00	\$ 197,750.00	\$ 197,500.00	\$ 197,500.00	\$ -	\$ 197,500.00		
	School Bldg Interest Debt Excl	\$ 135,745.70	\$ 127,765.70	\$ 119,856.00	\$ 111,462.00	\$ -	\$ 111,462.00		
	Library Principal Debt Exclusion	\$ 50,151.00	\$ 50,151.00	\$ 51,151.00	\$ 50,151.00	\$ -	\$ 50,151.00		
	Library Interest Debt Exclusion	\$ 18,753.38	\$ 16,096.17	\$ 8,743.00	\$ 5,719.00	\$ -	\$ 5,719.00		
	<b>Total</b>	\$ 807,651.47	\$ 799,542.97	\$ 806,026.00	\$ 770,455.00	\$ -	\$ 770,455.00		
712	DEBT ISSUE COST								
	Expense	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00		
	<b>Total</b>	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00		
840	MONTACHUSETT REG. PLAN.								
	Assessment	\$ 1,488.54	\$ 1,525.76	\$ 1,564.00	\$ 1,696.00	\$ -	\$ 1,696.00		
	<b>Total</b>	\$ 1,488.54	\$ 1,525.76	\$ 1,564.00	\$ 1,696.00	\$ -	\$ 1,696.00		
911	MIDDLESEX CO RETIREMENT								
	Assessment	\$ 589,230.00	\$ 613,395.00	\$ 568,130.00	\$ 592,323.00	\$ -	\$ 592,323.00		
	<b>Total</b>	\$ 589,230.00	\$ 613,395.00	\$ 568,130.00	\$ 592,323.00	\$ -	\$ 592,323.00		
913	UNEMPLOYMENT INSURANCE								
	Expenses	\$ 104,230.69	\$ 38,025.77	\$ 44,000.00	\$ 5,000.00	\$ -	\$ 5,000.00		
	Contract Services	\$ 1,360.00	\$ 1,360.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,400.00		
	<b>Total</b>	\$ 105,590.69	\$ 39,385.77	\$ 45,400.00	\$ 6,400.00	\$ -	\$ 6,400.00		
914	GROUP HEALTH/LIFE INSURANCE								
	Expenses	\$ 1,335,577.17	\$ 1,532,900.10	\$ 697,200.00	\$ 653,195.00	\$ -	\$ 653,195.00		
	Actuary Study	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -		
	<b>Total</b>	\$ 1,335,577.17	\$ 1,532,900.10	\$ 703,200.00	\$ 653,195.00	\$ -	\$ 653,195.00		
915	LONGEVITY PAY								
	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
916	F. I. C. A./MEDICARE								
	General Expenses	\$ 81,878.57	\$ 83,852.20	\$ 35,000.00	\$ 35,765.00	\$ -	\$ 35,765.00		
	Senior Work off Program Expenses	\$ 188.22	\$ 250.00	\$ 250.00	\$ 435.00	\$ -	\$ 435.00		
	<b>Total</b>	\$ 82,066.79	\$ 84,102.20	\$ 35,250.00	\$ 36,198.00	\$ -	\$ 36,198.00		
945	GENERAL INSURANCE								
	Expenses	\$ 170,924.85	\$ 172,857.14	\$ 142,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	Contractual increase	
	<b>Total</b>	\$ 170,924.85	\$ 172,857.14	\$ 142,000.00	\$ 150,000.00	\$ -	\$ 150,000.00		
	<b>TOTAL OPERATING BUDGET</b>	\$ 12,818,607.56	\$ 13,104,304.42	\$ 10,643,833.87	\$ 11,000,359.89	\$ (6,205.46)	\$ 10,994,154.43		

**APPENDIX C- ARTICLE 9 SHIRLEY FY2013 - FY2017 CAPITAL IMPROVEMENT PLAN**

Recommended by the CIP Work Group to the Finance Committee

ITEM	FY2013	FY2014	FY2015	FY2016	FY2017	5-year Total	Annual Average
<b>DPW</b>							
Plow/Sander					\$155,000	\$155,000	
Plow/Sander		\$143,740	\$150,000			\$293,740	
Pickup Truck w/Plow	\$40,250					\$40,250	
Dump Truck - One Ton, w/Plow	\$50,000					\$50,000	
Backhoe Loader				\$150,000		\$150,000	
Mini-excavator		\$60,000				\$60,000	
Mower (Cemetery)				\$13,000		\$13,000	
Mower (Upgrade to ZTRAC)		\$17,400				\$17,400	
Mower					\$13,000	\$13,000	
Heavy Duty Lift (for Truck Repairs)			\$42,000			\$42,000	
<b>DPW Sub-total</b>	<b>\$90,250</b>	<b>\$221,140</b>	<b>\$192,000</b>	<b>\$163,000</b>	<b>\$168,000</b>	<b>\$834,390</b>	<b>\$166,878</b>
<b>Recreation</b>							
Wilde Road Soccer Fields Irrigation System		\$35,000				\$35,000	
<b>Recreation Sub-total</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$7,000</b>
<b>Town Buildings/Facilities (Selectmen)</b>							
Replace Carpeting - Town Offices			\$30,000			\$30,000	
Replace Flooring - Police Station		\$10,000				\$10,000	
Paint Exteriors - Town Offices, Police, Library		\$10,000				\$10,000	
Replace Roof - Police Station					\$34,750	\$34,750	
<b>Town Buildings/Facilities Sub-total</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$34,750</b>	<b>\$84,750</b>	<b>\$16,950</b>
<b>Police</b>							
Cruiser	\$67,000	\$35,000	\$35,000	\$36,000	\$36,000	\$209,000	
Mandatory Conversion to Narrowband Radio System	\$80,000					\$80,000	
<b>Police Sub-total</b>	<b>\$147,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$36,000</b>	<b>\$36,000</b>	<b>\$289,000</b>	<b>\$57,800</b>
<b>Fire</b>							
Command Car				\$43,000		\$43,000	
Protective Gear				\$15,000		\$15,000	
Air packs	\$136,140					\$136,140	
Engine 2 Replacement						\$0	
Hose Replacement			\$20,000			\$20,000	
Tires			\$10,000			\$10,000	
Electronic Solar Powered Message Board	\$16,000					\$16,000	
<b>Fire Sub-total</b>	<b>\$152,140</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$58,000</b>	<b>\$0</b>	<b>\$240,140</b>	<b>\$48,028</b>
<b>Information Technology (Selectmen)</b>							
Town-wide Hardware & Associated Software (Replace/upgrade PCs, Servers, Printers, Switches, Routers, etc. per IT Guardian capital plan)	\$92,195	\$78,188	\$42,838	\$48,088	\$25,000	\$286,308	
<b>Information Technology Sub-total</b>	<b>\$92,195</b>	<b>\$78,188</b>	<b>\$42,838</b>	<b>\$48,088</b>	<b>\$25,000</b>	<b>\$286,308</b>	<b>\$57,262</b>
<b>Ambulance</b>							
Ambulance: E450 Ford Class I		\$160,000				\$160,000	
<b>Ambulance Sub-total</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$32,000</b>
<b>Sewer District</b>							
Grinder Control Panel Emergency Power Upgrade	\$200,000	\$160,000				\$360,000	
<b>Sewer District Sub-total</b>	<b>\$200,000</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$360,000</b>	<b>\$72,000</b>
<b>ASRSD, Shirley School Buildings</b>							
<i>Middle School</i>							
Replace Lighting Controls	\$6,450					\$6,450	
<b>ASRSD Sub-total</b>	<b>\$6,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,450</b>	<b>\$1,290</b>
<b>TOTAL</b>	<b>\$688,035</b>	<b>\$709,328</b>	<b>\$329,838</b>	<b>\$305,088</b>	<b>\$263,750</b>	<b>\$2,296,038</b>	<b>\$459,208</b>

**APPENDIX D - ARTICLE 10 FY2013 CAPITAL BUDGET WITH FUNDING SOURCES**

Recommended by CIP Work Group to Finance Committee

DEPARTMENT	PROJECT	DEBT EXCL	CAPITAL EXCL	CASH - CIP STAB FUND	GRANT	OTHER	TOTAL	COMMENTS
DPW	Purchase Pickup Truck w/Plow		\$40,250				\$40,250	BOS proposes funding from sale of Town property
	Purchase Dump Truck, 1-Ton w/Plow			\$50,000			\$50,000	Fund from CIP Stabilization Fund
<b>DPW Total</b>		\$0	\$40,250	\$50,000	\$0	\$0	\$90,250	
Police								
	Replace Cruisers		\$33,500	\$4,764		\$28,736	\$67,000	BOS proposes funding 1 cruiser from Free Cash (\$3,750)+sale of Town property (\$70,000); 2nd cruiser funded w/insur proceeds (\$28,736)+\$4,764 Free Cash via CIP Stab Fund.
	Purchase Mandated Narrow Band Radio System			\$80,000			\$80,000	Fund from CIP Stabilization Fund
<b>Police Total</b>		\$0	\$33,500	\$84,764	\$0	\$28,736	\$147,000	
Fire	Replace Air Packs			\$6,807	\$129,333		\$136,140	Fund from CIP Stabilization Fund
	Purchase Electronic Solar-Powered Message Board				\$5,000	\$11,000	\$16,000	\$11,000 from additional grants, etc.
<b>Fire Total</b>		\$0	\$0	\$6,807	\$134,333	\$11,000	\$152,140	
Information Technology								
	Upgrade & Replace Town-wide Hardware & Software			\$92,195			\$92,195	Fund from CIP Stabilization Fund
<b>IT Total</b>		\$0	\$0	\$92,195	\$0	\$0	\$92,195	
Sewer District	Upgrade Grinder Control Panel Emergency Power					\$200,000	\$200,000	To be funded by user fees
Sewer District		\$0	\$0	\$0	\$0	\$200,000	\$200,000	
ASRSD, Shirley <i>Middle School</i>								
	Replace Lighting Controls					\$6,450	\$6,450	Included in annual assessment; \$6,450 is Shirley's share (43%)
<b>ASRSD Total</b>		\$0	\$0	\$0	\$0	\$6,450	\$6,450	
<b>TOTALS</b>		\$0	\$73,750	\$233,766	\$134,333	\$246,186	\$688,035	

**APPENDIX E – Article 13  
Town of Shirley  
Salary Classification Plan**

<b>2012 Plan</b>		<b>Proposed 2013 Plan</b>
<b>Grade</b>	<b>Title</b>	<b>Title</b>
15	Chief Administrative Officer	Chief Administrative Officer
14	Police Chief	Police Chief
13	Public Works Director	Public Works Director
12		
11	Fire Chief Police Lieutenant	Fire Chief Police Lieutenant
10	Information Technology Administrator	Information Technology Administrator
9	Accountant/Budget Officer Treasurer/Benefits Coordinator Principal Assessor	Accountant/Budget Officer Treasurer/Benefits Coordinator Principal Assessor
8	Library Director Building Inspector	Library Director Building Inspector
7		<i>Executive Assistant to the Board of Selectmen</i>
6	Assistant Assessor <i>Conservation Administrator</i> <i>Executive Assistant to the Board of Selectmen</i> Police Dept. Executive Secretary Youth Services Librarian Reserve Police Officer Council on Aging Director	Assistant Assessor <i>Conservation Agent</i> Police Dept. Executive Secretary Youth Services Librarian Reserve Police Officer Council on Aging Director
5	Assistant Accountant Assistant Treasurer Community Development Coordinator Assistant Collector Health/Inspections Office Manager Public Works Assistant Planning Administrator Sewer Dept. Office Mgr/Assistant Assistant Librarian	Assistant Accountant Assistant Treasurer Community Development Coordinator Assistant Collector Health/Inspections Office Manager Public Works Assistant Planning Administrator Sewer Dept. Office Mgr/Assistant Assistant Librarian
4	Conservation Secretary Finance Committee Admin. Secretary Selectmen's Secretary Board of Assessor's Clerk Zoning Board of Appeal's Secretary	Conservation Secretary Finance Committee Admin. Secretary Selectmen's Secretary Board of Assessor's Clerk Zoning Board of Appeal's Secretary
3		
2	Custodian Library Aide Police Matron	Custodian Library Aide Police Matron
1		

**APPENDIX F - Article 13**  
**Town of Shirley**  
**FY12 Wage Scale**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
1 hourly annual	10.64 22,216	10.88 22,717	11.12 23,219	11.37 23,741	11.63 24,283	11.89 24,826	12.16 25,390	12.43 25,954	12.71 26,538	13.00 27,144	13.29 27,750	13.59 28,376	13.90 29,023	14.21 29,670	14.53 30,339
2 hourly annual	11.70 24,430	11.96 24,972	12.23 25,536	12.51 26,121	12.79 26,706	13.08 27,311	13.37 27,917	13.67 28,543	13.98 29,190	14.29 29,838	14.61 30,506	14.94 31,195	15.28 31,905	15.62 32,615	15.97 33,345
3 hourly annual	12.87 26,873	13.16 27,478	13.46 28,104	13.76 28,731	14.07 29,378	14.39 30,046	14.71 30,714	15.04 31,404	15.38 32,113	15.73 32,844	16.08 33,575	16.44 34,327	16.81 35,099	17.19 35,893	17.58 36,707
4 hourly annual	14.16 29,566	14.48 30,234	14.81 30,923	15.14 31,612	15.48 32,322	15.83 33,053	16.19 33,805	16.55 34,556	16.92 35,329	17.30 36,122	17.69 36,937	18.09 37,772	18.50 38,628	18.92 39,505	19.35 40,403
5 hourly annual	15.58 32,531	15.93 33,262	16.29 34,014	16.66 34,786	17.03 35,559	17.41 36,352	17.80 37,166	18.20 38,002	18.61 38,858	19.03 39,735	19.46 40,632	19.90 41,551	20.35 42,491	20.81 43,451	21.28 44,433
6 hourly annual	17.14 35,788	17.53 36,603	17.92 37,417	18.32 38,252	18.73 39,108	19.15 39,985	19.58 40,883	20.02 41,802	20.47 42,741	20.93 43,702	21.40 44,683	21.88 45,685	22.37 46,709	22.87 47,753	23.38 48,817
7 hourly annual	18.85 39,359	19.27 40,236	19.70 41,134	20.14 42,052	20.59 42,992	21.05 43,952	21.52 44,934	22.00 45,936	22.50 46,980	23.01 48,045	23.53 49,131	24.06 50,237	24.60 51,365	25.15 52,513	25.72 53,703
8 hourly annual	20.74 43,305	21.21 44,286	21.69 45,289	22.18 46,312	22.68 47,356	23.19 48,421	23.71 49,506	24.24 50,613	24.79 51,762	25.35 52,931	25.92 54,121	26.50 55,332	27.10 56,585	27.71 57,858	28.33 59,153
9 hourly annual	22.81 47,627	23.32 48,692	23.84 49,778	24.38 50,905	24.93 52,054	25.49 53,223	26.06 54,413	26.65 55,645	27.25 56,898	27.86 58,172	28.49 59,487	29.13 60,823	29.79 62,202	30.46 63,600	31.15 65,041
10 hourly annual	25.09 52,388	25.65 53,557	26.23 54,768	26.82 56,000	27.42 57,253	28.04 58,548	28.67 59,863	29.32 61,220	29.98 62,598	30.65 63,997	31.34 65,438	32.05 66,920	32.77 68,424	33.51 69,969	34.26 71,535
11 hourly annual	27.60 57,629	28.22 58,923	28.85 60,239	29.50 61,596	30.16 62,974	30.84 64,394	31.53 65,835	32.24 67,317	32.97 68,841	33.71 70,386	34.47 71,973	35.25 73,602	36.04 75,252	36.85 76,943	37.68 78,676
12 hourly annual	30.36 63,392	31.04 64,812	31.74 66,273	32.45 67,756	33.18 69,280	33.93 70,846	34.69 72,433	35.47 74,061	36.27 75,732	37.09 77,444	37.92 79,177	38.77 80,952	39.64 82,768	40.53 84,627	41.44 86,527
13 hourly annual	33.40 69,739	34.15 71,305	34.92 72,913	35.71 74,562	36.51 76,233	37.33 77,945	38.17 79,699	39.03 81,495	39.91 83,332	40.81 85,211	41.73 87,132	42.67 89,095	43.63 91,099	44.61 93,146	45.61 95,234
14 hourly annual	36.74 76,713	37.57 78,446	38.42 80,221	39.28 82,017	40.16 83,854	41.06 85,733	41.98 87,654	42.92 89,617	43.89 91,642	44.88 93,709	45.89 95,818	46.92 97,969	47.98 100,182	49.06 102,437	50.16 104,734
15 hourly annual	40.41 84,376	41.32 86,276	42.25 88,218	43.20 90,202	44.17 92,227	45.16 94,294	46.18 96,424	47.22 98,595	48.28 100,809	49.37 103,085	50.48 105,402	51.62 107,783	52.78 110,205	53.97 112,689	55.18 115,216

**APPENDIX G - Article 13**  
**Town of Shirley**  
**Proposed FY13 Wage Scale - 1.5% Cost of Living (COLA)**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
1 hourly annual	10.80 22,550	11.04 23,052	11.29 23,574	11.54 24,096	11.80 24,638	12.07 25,202	12.34 25,766	12.62 26,351	12.90 26,935	13.19 27,541	13.49 28,167	13.79 28,794	14.10 29,441	14.42 30,109	14.74 30,777
2 hourly annual	11.88 24,805	12.15 25,369	12.42 25,933	12.70 26,518	12.99 27,123	13.28 27,729	13.58 28,355	13.89 29,002	14.20 29,650	14.52 30,318	14.85 31,007	15.18 31,696	15.52 32,406	15.87 33,137	16.23 33,888
3 hourly annual	13.07 27,290	13.36 27,896	13.66 28,522	13.97 29,169	14.28 29,817	14.60 30,485	14.93 31,174	15.27 31,884	15.61 32,594	15.96 33,324	16.32 34,076	16.69 34,849	17.07 35,642	17.45 36,436	17.84 37,250
4 hourly annual	14.38 30,025	14.70 30,694	15.03 31,383	15.37 32,093	15.72 32,823	16.07 33,554	16.43 34,306	16.80 35,078	17.18 35,872	17.57 36,686	17.97 37,521	18.37 38,357	18.78 39,213	19.20 40,090	19.63 40,987
5 hourly annual	15.82 33,032	16.18 33,784	16.54 34,536	16.91 35,308	17.29 36,102	17.68 36,916	18.08 37,751	18.49 38,607	18.91 39,484	19.34 40,382	19.78 41,301	20.23 42,240	20.69 43,201	21.16 44,182	21.64 45,184
6 hourly annual	17.40 36,331	17.79 37,146	18.19 37,981	18.60 38,837	19.02 39,714	19.45 40,612	19.89 41,530	20.34 42,470	20.80 43,430	21.27 44,412	21.75 45,414	22.24 46,437	22.74 47,481	23.25 48,546	23.77 49,632
7 hourly annual	19.14 39,964	19.57 40,862	20.01 41,781	20.46 42,720	20.92 43,681	21.39 44,662	21.87 45,665	22.36 46,688	22.86 47,732	23.37 48,797	23.90 49,903	24.44 51,031	24.99 52,179	25.55 53,348	26.12 54,539
8 hourly annual	21.05 43,952	21.52 44,934	22.00 45,936	22.50 46,980	23.01 48,045	23.53 49,131	24.06 50,237	24.60 51,365	25.15 52,513	25.72 53,703	26.30 54,914	26.89 56,146	27.50 57,420	28.12 58,715	28.75 60,030
9 hourly annual	23.16 48,358	23.68 49,444	24.21 50,550	24.75 51,678	25.31 52,847	25.88 54,037	26.46 55,248	27.06 56,501	27.67 57,775	28.29 59,070	28.93 60,406	29.58 61,763	30.25 63,162	30.93 64,582	31.63 66,043
10 hourly annual	25.48 53,202	26.05 54,392	26.64 55,624	27.24 56,877	27.85 58,151	28.48 59,466	29.12 60,803	29.78 62,181	30.45 63,580	31.14 65,020	31.84 66,482	32.56 67,985	33.29 69,510	34.04 71,076	34.81 72,683
11 hourly annual	28.03 58,527	28.66 59,842	29.30 61,178	29.96 62,556	30.63 63,955	31.32 65,396	32.02 66,858	32.74 68,361	33.48 69,906	34.23 71,472	35.00 73,080	35.79 74,730	36.60 76,421	37.42 78,133	38.26 79,887
12 hourly annual	30.83 64,373	31.52 65,814	32.23 67,296	32.96 68,820	33.70 70,366	34.46 71,952	35.24 73,581	36.03 75,231	36.84 76,922	37.67 78,655	38.52 80,430	39.39 82,246	40.28 84,105	41.19 86,005	42.12 87,947
13 hourly annual	33.91 70,804	34.67 72,391	35.45 74,020	36.25 75,690	37.07 77,402	37.90 79,135	38.75 80,910	39.62 82,727	40.51 84,585	41.42 86,485	42.35 88,427	43.30 90,410	44.27 92,436	45.27 94,524	46.29 96,654
14 hourly annual	37.30 77,882	38.14 79,636	39.00 81,432	39.88 83,269	40.78 85,149	41.70 87,070	42.64 89,032	43.60 91,037	44.58 93,083	45.58 95,171	46.61 97,322	47.66 99,514	48.73 101,748	49.83 104,045	50.95 106,384
15 hourly annual	41.03 85,671	41.95 87,592	42.89 89,554	43.86 91,580	44.85 93,647	45.86 95,756	46.89 97,906	47.95 100,120	49.03 102,375	50.13 104,671	51.26 107,031	52.41 109,432	53.59 111,896	54.80 114,422	56.03 116,991

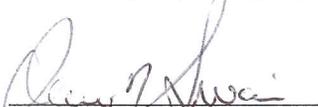
\* \* \* \*

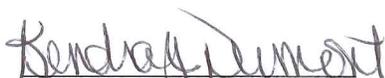
And you will serve this Warrant by posting true and attested copies of same at the Town Offices, and at the Hazen Memorial Library in Shirley Village, and at the Center Town Hall in Shirley Center, and a like copy at the United States Post Office in Shirley Village, seven (7) days at least before the time appointed for said Meeting.

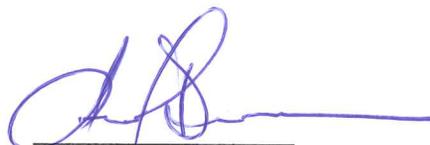
Hereof fail not and make due return of this Warrant with your doings therein to one of the Selectmen, on or before the date of the Meeting.

Given under our hands at Shirley, this 5<sup>th</sup> Day of April, 2012.

**BOARD OF SELECTMEN**

  
David N. Swain  
Chairman

  
Kendra J. Dumont

  
Armand Deveau

A true copy.  
Attest:

  
Amy R. McDougall  
Town Clerk

\* \* \* \*