

# TOWN OF SHIRLEY



## ANNUAL TOWN MEETING WARRANT

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

**Monday, May 20, 2013  
7:15 PM**

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

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

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To the Voters of Shirley,

As required by law a balanced budget has been recommended in this warrant. Unfortunately, the balance falls short of the amount requested of all Town Services and the Regional School District by more than \$331,000, despite using \$261,000 in non-recurring free cash, and funding to support a major capital project will require voter approval for a capital exclusion override. In effect, budgeting for FY2014 continues a long series of efforts to try to sustain the level of services requested by the Town with an inadequate level of revenue.

### **The Fiscal Year 2014 Budget Process**

The budget process began with the projection that a significant deficit would again be anticipated for FY2014, and it was requested that departments submit level-funded budget requests. The primary contributor to the deficit was the large increase in the assessment for the Ayer-Shirley Regional School District. Additionally, MCI mitigation funds promised by the State for FY2013 and not received, and 9C (unrestricted State aid) revenue cuts by the State required that \$105,000 in funds that could have been applied to FY2014 had to be used to reconcile the FY2013 budget. This continues a trend that has resulted in a reduction in the annual State aid payment to the Town of Shirley of over \$658,000, relative to the level of State Aid Shirley received in FY2008.

The large increase in the assessment for the Ayer-Shirley Regional School District is based on several factors. Predictably, it was anticipated that the base budget for the District would likely increase by approximately 3%. Also predictably, Shirley is committed to pay a makeup amount each year for the first five years of the District's existence to rationalize Shirley's share of the Assessment above Required Local Contribution (RLC). Unpredictably, the State chose FY2014 as the year when Towns which have been below their Required Local Contribution target, to pay additional amounts to accelerate their meeting the RLC Target standard that the State has set for all Towns in the State. The large increase in the assessment is considered by Fincom to not be affordable. As a result the budget shows an increase of the recommended amount of only \$350,000 against the assessment increase of \$555,590. This raises the possibility that the assessment will be rejected by Shirley, which will force the School District to reconsider its budget. If the assessment is rejected, the re-submitted school budget will require an additional town meeting for Shirley to again consider the new assessment. If that is rejected then a Joint Town Meeting would consider the assessment. A favorable majority vote would require Shirley to pay the proposed assessment. If the assessment was rejected by the Joint Town Meeting, the State would determine the amount of the assessment and Shirley would still be required to pay an amount in excess of the \$350,000 increase which has been budgeted.

Additionally, other budget requests above level funding had to be considered. Salary rates for all Town employees were asked to be raised approximately 3.75%, and is recommended. Increases requested for Computer Operation Expense are supported in the budget to fund operation of new servers that will significantly improve availability and effectiveness. An increase for the Department of Public Works to support the hiring of seasonal workers was not supported in the budget, but was recommended for consideration by the Town with funding through an override election. The Police Department again requested that an additional patrolman be hired to allow the Chief to perform his duties on a 5-2 schedule. Increases in expenses and increased hours for the custodian were also requested. Fincom has recommended that none of the increases requested by the Police Department be funded at this time. Additional funding was requested by the Council on Aging to support increased hours for an Outreach Worker, a Custodian and expenses. Fincom has recommended that none of the requested increases be supported. A requested increase in hours for the assistant to the Town Collector is not supported in the budget. The Town Clerk has requested that an Assistant Town Clerk be hired. This is not supported at this time because a position is not defined. It will likely be reconsidered at a subsequent town meeting.

From a revenue perspective, State Aid to Shirley is predicted to be essentially flat for FY2014, and MCI mitigation funds are not considered to be reliable. Available Free Cash is \$571,000 and it is necessary to determine how it could be applied to both the capital and operating budget. However, the FY2013 budget had to be reconciled before the FY2014 deficit could be considered, and \$105,000 of the available free cash had to be applied to FY2013 to offset the MCI mitigation funds that were promised by the State and not received, and the 9C (unrestricted State aid) revenue cuts that were made by the State. The portion of free cash that is considered recurring could then be

reliably applied to the operating budget, and \$175,000 of recurring free cash and \$261,000 of the non-recurring free cash was used to reduce the projected deficit of \$451,000 to zero. Note that essentially all recurring and non-recurring free cash had to be used to resolve the deficit, and a \$200,000 shortfall still exists in the recommendation for the Regional School District assessment.

For fiscal year 2014 (FY2014) which begins July 1, 2013, the Finance Committee recommends an operational budget of \$11,499,950. This represents a spending increase of \$440,786 in relation to the budget approved at the FY13 Annual and Special Town Meetings.

Local taxation for FY2014 totals \$9,111,024, a difference of \$182,997 from FY2013 local taxation. Net receipts/revenue from local sources is \$975,821. Free cash is \$571,396. 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 requirement for FY2014. The general stabilization fund balance will remain at \$303,015.

### **Salaries and Benefits**

The budget recommends 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.

### **Capital Planning Approach**

The Capital Planning Committee reviewed all requests for capital spending for the five years beginning in FY2014. Requests that were approved for FY2014 were prioritized and had funding sources recommended. For FY2014 five capital projects have been recommended for approval. While it anticipated that all projects could be funded through non-recurring and other one-time revenue sources, the largest project, a \$160,000 dump truck for DPW is recommended for funding through a capital exclusion. The other projects are recommended for funding from the Capital Stabilization Fund and the sale of town properties. This year's plan continues the policy of not using operating budget funds to support capital projects, but recommends referral of the decision on funding for an important capital project to a single year capital exclusion.

### **Conclusion**

The Finance Committee message for FY2014 is not optimistic. The balanced budget being recommended is based on funding amounts that are predicted to lead to additional commitments by the Town of up to an additional \$200,000 when the amount to be paid for the Regional School District assessment is finalized. Also, the "Structural Deficit" will not be resolved this year since \$261,000 in non-recurring free cash had to be applied to the deficit; nor is it likely to be resolved in the next three years without a significant increase in revenue. Analysis of State aid to Shirley shows that the amount of un-restricted State Aid for FY2014 will be \$685,000 less than the Town received in FY2008. The Town has attempted to adapt its level of services to function without that level of aid. But it becomes increasingly clear that the Town will continue to face "Structural Deficits" year after year without a replacement for that lost revenue, and we will continue to struggle to achieve acceptable budgets that support the level of services desired by the citizens.

Frank Kolarik, Chairman  
Mike Swanton, Vice Chairman  
Joe McNiff  
Roy Ellis  
Rebecca Boucher  
Robert Schuler  
Stewart Cady  
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-one 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
FY2013	\$ 571,396

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 \$571,396. This has been broken down into recurring and non-recurring sources. Recurring sources were identified as providing \$175,000 and non-recurring or one-time sources providing \$396,396. Recurring Free Cash was applied to the deficit for FY2014, and non-recurring Free Cash was applied to both balance the FY2013 budget and the FY2014 operating budget, leaving none to apply towards the FY2014 capital improvement program.

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 FY2013. 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.

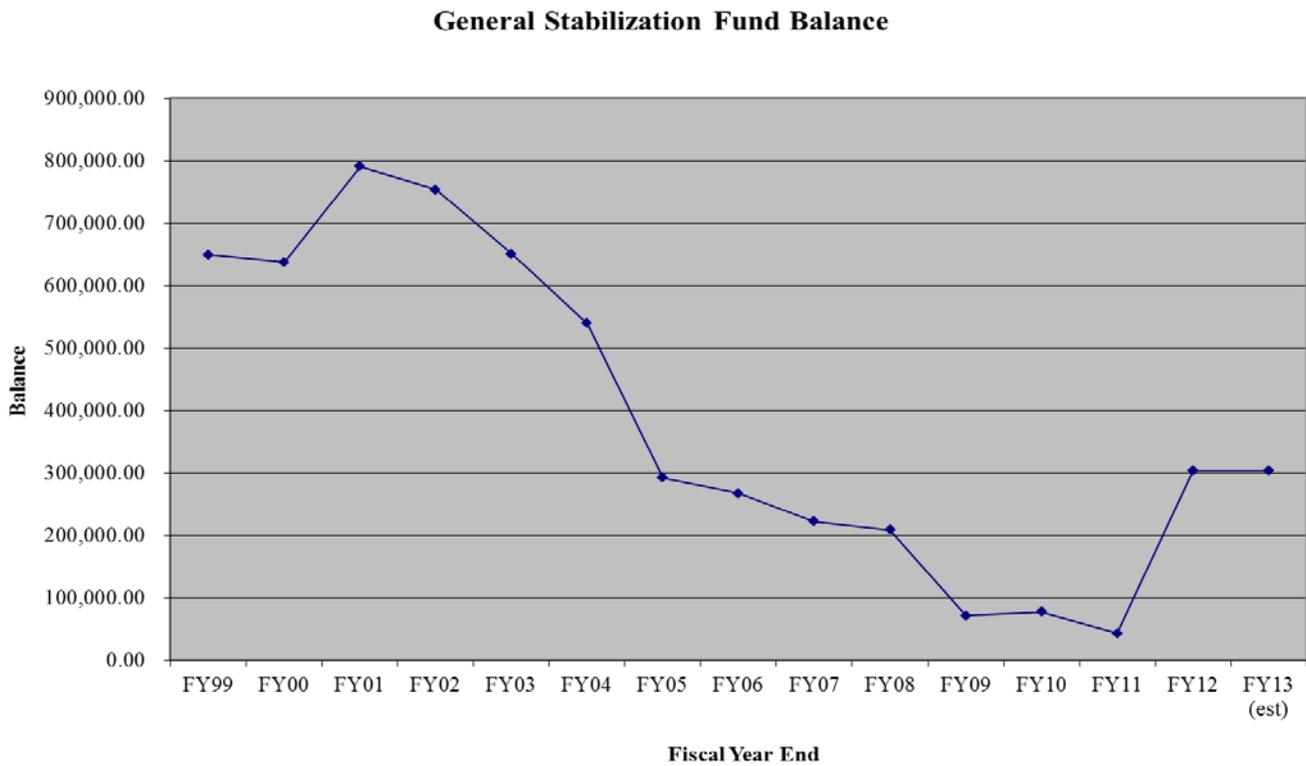
The following table puts the General Stabilization Fund into perspective relative to the Town Budget. Note the significant difference between the target amount associated with 5% of the budget, and the actual amount that will remain in the General Stabilization Fund when the operating budget for FY2014 is approved.

**General Stabilization Fund**  
**Funding Proposal for FY14 Operating Budget**

<b>Current Stabilization Fund Balance</b>	<b>\$303,014.00</b>
<b>FY13 Operating Budget</b>	<b>\$11,059,164.00</b>
<b>Percent of FY13 Operating Budget</b>	<b>2.7%</b>

<b>Current Stabilization Fund Balance</b>	<b>\$303,014.00</b>
<b>FY14 Projected Operating Budget</b>	<b>\$11,499,950.00</b>
<b>Percent of FY14 Operating Budget</b>	<b>2.6%</b>
<b>5%</b>	<b>\$574,997.50</b>
<b>10%</b>	<b>\$1,149,995.00</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>\$303,014.00</b>
<b>Percent of Operating Budget</b>	<b>2.6%</b>

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



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 FY14 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 reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Appropriation:** An authorization granted by a town meeting, city council or other legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes. In Massachusetts, assessed valuation is based on the property's full and fair cash value as set by the Assessors.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, and enterprise net assets unrestricted (formerly retained earnings).

**Betterments (Special Assessments):** Whenever part of a community benefits from a public improvement, or betterment (e.g., water, sewer, sidewalks, etc.), special property taxes may be assessed to the property owners of that area to reimburse the governmental entity for all, or part, of the costs it incurred in completing the project. Each property parcel receiving the benefit is assessed a proportionate share of the cost which may be paid in full, or apportioned over a period of up to 20 years. In this case, one year's apportionment along with one year's committed interest computed from February 1 to February 1 is added to the tax bill until the betterment has been paid.

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time.

**Capital Improvements Program:** A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital program. It coordinates community planning, fiscal capacity and physical development. While all of the community's needs should be identified in the program, there is a set of criteria that prioritizes the expenditures.

**Capital Outlay Expenditure Exclusion:** A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

**Cherry Sheet:** Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services. Links to the Cherry Sheets are located on the DLS website at [www.mass.gov/dls](http://www.mass.gov/dls).

**Cost of Living Adjustment (COLA):** It is often used in municipal contracts that provide for annual or periodic increases in salaries and wages for employees over the course of the contract. The amount of an

increase is most often negotiated based on a community's ability to pay, but is sometimes tied to the annual change in a specified index, i.e., consumer price index (CPI). In Massachusetts, it is also used in the Optional Cost of Living Adjustment for Property Exemptions.

**Debt Exclusion:** An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fiscal Year (FY):** Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. Since 1976, the federal government fiscal year has begun on October 1 and ended September 30.

**Free Cash (Also Budgetary Fund Balance):** Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process.

**Local Receipts:** Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.

**Levy:** The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.  
**Levy Ceiling:** A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion.

**Levy Limit:** A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

**Line-Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Minimum Required Local Contribution:** The minimum that a city or town must appropriate from property taxes and other local revenues for the support of schools (Education Reform Act of 1993).

**Net School Spending (NSS):** School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education (DOE). (See Education Reform Act of 1993)

**New Growth:** 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.

**Non-Recurring Revenue Source:** A one-time source of money available to a city or town. By its nature, a non-recurring revenue source cannot be relied upon in future years. Therefore, such funds should not be used for operating or other expenses that continue from year-to-year.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlay (Overlay Reserve or Allowance for Abatements and Exemptions):** An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.

**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 by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

**Raise and Appropriate:** A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.

**Recurring Revenue Source:** A source of money used to support municipal expenditures, which by its nature can be relied upon, at some level, in future years.

**Reserve Fund:** An amount set aside annually within the budget of a city (not to exceed 3 percent of the tax levy for the preceding year) or town (not to exceed 5 percent of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the finance committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting or by city council action,

and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the city or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.

**Sale of Real Estate Fund:** A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure. MGL Ch. 44 §63 states that such proceeds shall be applied first to the retirement of debt on the property sold. In the absence of such debt, funds may generally be used for purposes for which the city or town is authorized to borrow for a period of five years or more.

**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 Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$15.65 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title (or Tax Taking):** A collection procedure that secures a city or town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the city or town. After properly recording the instrument of taking, the collector transfers responsibility for collecting the overdue amounts to the treasurer. After six months, the treasurer may initiate foreclosure proceedings.

**Warrant:** An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted on by that town meeting.

# 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.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.

# CITIZEN'S CHECKLIST

To be considered on each vote:

**1. Is it necessary?**

Or is it something that is not really needed or perhaps is already being provided by a private or public group?

**2. Can we afford it?**

Remember, there is no limit to what we would like, but there is a limit to what we can afford.

**3. What will it cost ultimately?**

Many proposals are like icebergs... only a small fraction of the total cost is apparent on the surface.

**4. How will it affect basic liberties?**

If it imposes unreasonable or illegal restraints on your life or that of others, it should be vigorously opposed.

**5. Is it in the balanced best interest of all?**

If it is designed to benefit a small group of special interest, while taking unfair advantage of others, work for its defeat.

**6. Is it a "foot in the door" proposition?**

Comprising a little now may be an oppressive burden later, either in more regulation or more taxes, or a combination of both.

**7. Does it place too much power in the hands of one individual or group?**

Once decisive power is granted to a non-elected public official, a commission or municipal authority, the private citizens lose effective control.

**8. Does it recognize the importance of the individual and the minority?**

This is a cornerstone of our Republic.

**9. Is its appeal based on emotional propaganda or facts?**

The farther a proposition gets away from facts, the more critical one should be.

**10. Does it square with your moral convictions?**

If so, fight for it. If not, oppose it.

Town of Shirley  
Massachusetts



**WARRANT**

for the

**ANNUAL TOWN  
MEETING**

**Monday, May 20, 2013**

**7:15 PM**

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

**Town of Shirley Warrant, Annual Town Meeting, May 20, 2013**

**ORDER OF ARTICLES**

<b>ART.#</b>	<b>TITLE</b>	<b>PAGE</b>
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B.	FY2013 Wage Scale – Article 5	39
C.	Proposed FY2014 Wage Scale – Article 5	40
D.	Proposed FY 2014 Omnibus Operating Budget - Article 6	41
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***NOTICE: If the business of this Warrant for the Annual Town Meeting is not concluded on May 20<sup>th</sup>, it is proposed to adjourn as follows, provided that the Meeting so votes: to Tuesday, May 21, 2013 at 7:15 p.m.***

**Town of Shirley  
Annual Town Meeting  
May 20, 2013**

**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 Twentieth Day of May, 2013, 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, 2011 through June 30, 2012, 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 Ayer Shirley Regional School District, 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 Fiscal Year 2013 Budget Vote

To see if the Town will amend the Fiscal Year 2013 Budget Vote, as previously revised under Article 4 of the Annual Town Meeting held on May 21, 2012 by striking the words:

\$10,103,510.59 from Raise and Appropriate and \$230,035.82 to be appropriated by a transfer from Free Cash.

And replacing them with the following:

\$9,998,139.29 from Raise and Appropriate and \$335,407.12 to be appropriated by a transfer from Free Cash.

Article 2 - Amend Fiscal Year 2013 Budget Vote – Explanation:

*This Article would amend the FY02013 Budget Motion by shifting funding sources of \$105,371.30 from Raise and Appropriate, (which includes State Aid), to Free Cash. This became necessary to cover the loss of our MCI Mitigation Funds and the Governor’s 9C cuts.*

*MCI Mitigation Funds, in the amount of \$94,371.30, were promised by the State and were appropriated into our General and Capital Stabilization Funds at the Special Town Meeting. However, after the Special Town Meeting, these funds were cut. Despite many efforts of various Officials to have the funds restored; they remain as cuts. The use of recently certified Free Cash is recommended to avoid depleting our reserves to cover these cuts.*

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

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	None

## Article 3. 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 May 21, 2012 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.

TOWN OF SHIRLEY FY2013 BUDGET				
Line Item Number	Department/Account Name	FY2013 Approved	Proposed (Reduction)/ Increase	FY2013 Revised Budget
423	Snow and Ice Removal Expenses	\$79,000	\$30,000	\$109,000

Article 3 – Amend Appropriations for the Current Fiscal year – Explanation:

*Line Item 423 Snow & Ice Removal: \$30,000 to cover additional snow removal expenses.*

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

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	None

## Article 4. Accept Local Option Meals Excise

To see if the Town will vote to accept the provisions of M.G.L. Chapter 64L, Section 2 authorizing the Town to impose a local sales tax at the statutory rate of three-quarters of a percent (0.75%), on the sale of restaurant meals originating within the Town; or take any action relative thereto.

Article 4– Amend Appropriations for the Current Fiscal Year – Explanation:

*On a \$100 meal, this would add 75¢ to the bill. This tax is collected by the state in addition to the regular meals tax. Accepting this meals excise would not incur any local administration costs. This would affect all persons who dine in Shirley and the intent would raise revenue without placing the burden solely on Shirley taxpayers. The majority of surrounding communities have accepted this meals tax.*

*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 5. Accept Salary Classification Plan and FY2014 Wage Scale (See Appendices A, B, & C)

To see if the Town will vote to:

- a) accept the Salary Classification Plan, as set forth in Appendix A;
- b) amend the FY2013 Wage Scale (see Appendix B) by increasing the rates of pay for each grade and step by one and one-half percent (1.5%), effective July 1, 2013, as set forth in Appendix C; and,
- c) transfer from available funds \$44,000 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 non-union employees, or take any other action relative thereto.

Article 5. Accept Salary Classification Plan and FY2014 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) *Accept the Salary Classification Plan, as follows (see Appendix A).*
- b) *Adjust the FY2013 Wage Scale (see Appendix B) for FY2014 by 1.5% (see Appendix C), effective July 1, 2013.*
- c) *This article further authorizes and appropriates \$44,000 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 non-union employees of the Town.*

*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 6. Appropriate Omnibus Operating Budget for FY2014 (See Appendix D)**

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, 2013 and ending June 30, 2014, 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 2014, with the *total* for each line item number (department, etc.) considered to be a separate appropriation, all as set forth in Appendix D; 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 one percent (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 6. Appropriate Omnibus General Operating Budget for FY2014 - Explanation:

*This article presents the proposed omnibus operating budget of the Town for FY2014, together with prior year approvals for spending comparisons (see Appendix D for the detailed line item budget).*

*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	\$0.04

## **Article 7. Appropriate Omnibus for War Memorial Trustees Budget for FY2014**

To see if the Town will vote to appropriate the sum of \$8500 to be expended by The War Memorial Trustees for the purpose of operating the War Memorial Building during FY14 or take any action relative thereto.

Article 7 – Appropriate Omnibus for War Memorial Trustees Budget for FY2014 – Explanation:

*The War Memorial Trustees, an Elected Board, has asked to put this article on the Annual Town Meeting Warrant for FY2014.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Defer to Town Meeting	Defer to Town Meeting	None

**Article 8. Appropriate Omnibus Sewer Department Budget for FY2014**

To see if the Town will vote to appropriate \$1,509,608 to be expended by the Sewer Commissioners as and for the budget of the Sewer Department for the period from July 1, 2013 through June 30, 2014, to defray the operations and other necessary and proper charges, costs, and expenses of the Sewer Department for said Fiscal Year 2014, as set forth below; such amounts to be provided from estimated revenues of \$892,110 from Betterment Assessments, and an estimated \$457,498 from User Fees, and \$160,000 from Retained Earnings; or take any other action relative thereto.

**LINE 442: FY2014 SEWER DEPARTMENT BUDGETS**

<u>Description</u>	<u>Appropriated FY13</u>	<u>Requested FY14</u>
Wages, Hourly	\$ 31,264	\$ 32,115
Health Insurance	\$ 16,560	\$ 18,484
Medicare	\$ 554	\$ 582
Contracted Services/Operations & Maintenance	\$ 483,290	\$ 449,617
General Operations/User Expenses	\$ 86,700	\$ 86,700
Reserve Fund	\$ 29,691	\$ 30,000
Capital Assessments & Debt Service/Betterment Expenses	<u>\$ 882,150</u>	<u>\$ 892,110</u>
<b>Total Sewer Department</b>	<b>\$1,530,209</b>	<b>\$1,509,608</b>
Indirect Cost Expenses	<u>\$40,429</u>	<u>\$ 40,429</u>
<b><u>Total Sewer Department Spending</u></b>	<b><u>\$1,570,683</u></b>	<b><u>\$ 1,550,037</u></b>

Article 8. Appropriate Sewer Department Budget for FY2014- 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 budget has no direct impact on the tax rate. This article presents the proposed budget for the Sewer Commission for FY2014. Like FY2013, 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 now “formula driven” rather than being estimated. The formula used to calculate the indirect costs are very similar to the “Schedule 19” used by the Town to calculate net school spending.

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 9. Appropriate Omnibus Ambulance Department Budget for FY2014**

To see if the Town will vote to appropriate \$121,924 to be expended by the Ambulance Department for the period from July 1, 2013 through June 30, 2014 in order to defray the operations and other necessary and proper charges, costs, and expenses of the Ambulance Department for said Fiscal Year 2014, as set forth below; such amounts to be provided from \$41,924 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: FY2014 AMBULANCE DEPARTMENT BUDGETS**

<u>Description</u>	<u>Appropriated FY13</u>	<u>Requested FY14</u>
Salary, Ambulance Director	\$ 13,198	\$ 13,396
Wages, Hourly – On-call EMT’s, Billing Clerk	\$ 39,075	\$ 39,273
EMT Stipends	\$ 1,800	\$ 1,800
Health Insurance	\$ 32,652	\$ 36,967
Medicare	\$ 750	\$ 788
Expenses	\$ 29,250	\$ 24,700
Reserve Fund	<u>\$ 4,313</u>	<u>\$ 5,000</u>
<b>Total Ambulance Department</b>	<b><u>\$121,038</u></b>	<b><u>\$ 121,924</u></b>
Indirect Cost Expenses	<u>\$49,967</u>	<u>\$39,967</u>
<b><u>Total Ambulance Department Spending</u></b>	<b><u>\$171,005</u></b>	<b><u>\$161,891</u></b>

*Article 9. Appropriate Ambulance Department Budget for FY2014 - 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 FY2014. 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 FY2013, 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 now “formula driven” rather than being estimated. The formula used to calculate the indirect costs are very similar to the “Schedule 19” used by the Town to calculate net school spending.*

*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 10. Appropriate Omnibus Curbside Solid Waste/Recycling Budget for FY2014**

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, 2013 through June 30, 2014 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 \$189,252 in user fees, and \$35,212 in retained earnings; or take any other action relative thereto.

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

<u>Description</u>	<u>Appropriated FY13</u>	<u>Requested FY14</u>
Expenses	<u>\$224,464</u>	<u>\$224,464</u>
<b>Total Solid Waste/Recycling Curbside Collection</b>	<b><u>\$224,464</u></b>	<b><u>\$224,464</u></b>

Article 10. Appropriate Curbside Solid Waste/Recycling Budget for Fy2014- 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 8; Line Item 433, will support the Town’s Solid Waste/Recycling Curbside Collection for FY2014.

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 11. Approve Five-Year Capital Improvement Plan & Capital Budget for FY2014 (See Appendix E)**

To see if the Town will vote to approve the FY2014 Capital Budget, together with the ensuing four years, said five-year plan known as the Capital Improvement Plan, as set forth in Appendix E; or take any other action relative thereto.

Article 11 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 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 FY2013 equals \$696,585, compared to \$491,699 for capital in FY2014, and \$2,048,216 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 FY2014 recommended capital items occurs in Article 12.

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 12. Appropriate for FY2014 Capital Budget (See Appendix E)

To see if the Town will vote to appropriate: \$319,199 such appropriation to be provided taxation and/or available funds; or take any other action relative thereto.

### Article 12 – Appropriate for FY2014 Capital Budget- Explanation:

*This article provides funding for five capital items identified in the Capital Improvement Plan for FY2014 as presented in Article 11 and Appendix E. The purchase of the International Plow Sander Dump Truck (item a.) is to be funded through a Proposition 2 ½ capital exclusion, which provides funding by a one year temporary increase in property taxes. This temporary increase will exist only for the FY2014 tax year and has an estimated effect on the tax rate of \$0.28.*

- a. *To see if the Town will vote to appropriate the sum of \$160,000 to purchase an International Plow Sander Dump Truck, to be expended by the Board of Selectmen, and that the appropriation is expressly contingent upon the Town voting to approve a capital outlay expenditure exclusion referendum question held under Proposition 2 ½, so called, for the Fiscal Year beginning July 1, 2013, at a town election to be held; or take any other action relative there to.*
- b. *To see if the Town will vote to appropriate the sum of \$20,000 from the Capital Stabilization Fund to paint the Dump Bodies to be expended by the Department of Public Works.*
- c. *To see if the Town will vote to appropriate the sum of \$11,423 from the Capital Stabilization Fund to replace the flooring in the police station, to be expended by the Police Department.*
- d. *To see if the Town will vote to appropriate the sum of \$36,500 from the Sale of Real Estate Account to purchase a police cruiser, to be expended by the Police Department.*
- e. *To see if the Town will vote to appropriate the sum of \$91,276 from the Sale of Real Estate Account to replace and update the Town’s information technology system, to be expended by the Board of Selectmen*

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

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Favorable Action	Favorable Action	\$0.28

## Article 13. Repurpose the Capital Plan For the War Memorial Building

To see if the Town will reallocate \$29,000 that was previously appropriated and raised by borrowing under Article 8(D) of the Warrant at the 2002 Annual Town Meeting held on June 3, 2002, which sum was initially borrowed to pay costs of renovating the kitchen and lavatory on the bottom floor of the War Memorial Building, but which is insufficient to complete that project, to pay costs of boiler replacement, energy conservation repairs, painting of walls, replacement of carpet, bathroom repairs or any other building renovations at the War Memorial Building, or take any other action with respect thereto.

### Article 13- Repurpose the Capital Plan For the War Memorial Building- Explanation

*The War Memorial Trustees, an Elected Board, has asked to put this article on the Annual Town Meeting Warrant for FY2014.*

<b>FinCom Recommendation</b>	<b>Selectmen Recommendation</b>	<b>Tax Impact</b>
Defer to Town Meeting	Defer to Town Meeting	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 2014; 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.*

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	None

## Article 15. Renew Limited Additional Property Tax Exemption

To see if the Town will vote to accept the provisions of M.G.L. 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*

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	None

## Article 16. Accept the Solar Transmission Lease

To see if the Town will vote to authorize the Board of Selectmen to lease a portion of the land along and under Walker Road for the transmission of solar electricity, or take any other action relating thereto.

### Article 16 – Accept the Solar Transmission Lease- Explanation:

*This warrant article is needed for completion of phase one of the three-phase photo-voltaic solar development project being constructed in Shirley. Phase one is a three megawatt solar array generating electricity that will be provided to Devens. A new transmission line is required to transmit solar generated electricity from the solar array site; the transmission line will be established on Shirley Water District property, run through Town of Shirley property, under Walker Road to Devens. The lease is with Elemental Power Group (EPG), the developer constructing all three phases of the solar array. EPG will design, engineer, and construct the above ground transmission line and conduit under Walker Road in accordance required standards for construction and safety; there is no cost to the Town of Shirley. The lease itself will provide revenue of \$10 per year and the purchase and installation of a solar scoreboard for a town baseball field valued at \$10,300. In addition to the lease revenue, phase one of the solar array project is projected to provide Payment in Lieu of Tax (PILOT) revenue in excess of \$28,000 a year for 20 years.*

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

## Article 17. Accept Deed or Deeds on Abigail Lane, Map 97, Parcel B

To see if the Town will vote to accept a deed or deeds from Robert E. Decot and any and all other owners Thereof in lieu of foreclosure to the following parcels of land which are subject to tax takings held by the Treasurer for unpaid real estate taxes, as allowed by and in compliance with M.G.L. Chapter 60, Section 77C; Take any other action relative thereto;

- Approximately 0.921 Acres on Abigail Lane, shown on Assessors' Map 97, as Parcel B-13.1
- Approximately 0.929 Acres on Abigail Lane, shown on Assessors' Map 97, as Parcel B-13.2
- Approximately 5.52 Acres on Abigail Lane, shown on Assessors' Map 97, as Parcel B-13.3
- Approximately 0.919 Acres on Abigail Lane, shown on Assessors' Map 97, as Parcel B-13
- Approximately 1 Acre on Abigail Lane, shown on Assessors' Map 97, as Parcel B-13.4

### Article 17 – Accept Deed or Deeds on Abigail Lane, Map 97, Parcel B- Explanation

*This warrant article provides the authorization to accept a deed or deeds in lieu of foreclosing on the parcels through the Massachusetts Land Court. The listed parcels are in tax title, the Town has placed a lien on each parcel for non-payment of property taxes. The tax title collection process for the Town includes several notifications to the owners of record, and if payment for the past due taxes is not made, proceeding to the Land Court to foreclose the lien and take ownership of these parcels. When the owners of record were notified about the past due tax balances, they indicated a willingness to turn over the parcels to the Town. Accepting a Deed in Lieu of Foreclosure avoids the Land Court, eliminates associated administrative and legal costs, expedites the process and ultimately puts the Town in the exact same position that foreclosure in Land Court would. If these deeds are accepted, the Town will either retain ownership of the land for use by the Town, or dispose of the property by sale at public auction.*

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

## Article 18. Sale/Conveyance of Land – Main Street - Municipal Parking Lot

To see if the Town will transfer to the Board of Selectmen, for the purpose of sale, the care and custody of approximately 2.00 acres, more or less, of the Town owned land located on Main Street and shown on the Shirley Assessors’ Maps as parcel 16-D-1, for the purpose of renting, conveying, or otherwise disposing of said property, and to authorize the Board of Selectmen to rent, convey, or otherwise dispose of said property in accordance with such terms and conditions as are determined by the Board of Selectmen to be in the best interest of the Town; or take any other action in relation thereto.

Article 18 - Sale/Conveyance of Land – Main Street – Municipal Parking Lot – Explanation:

*This Article would declare a 2.0 acre parcel located at the corner of Main Street and Fredonian Street (also known as the Municipal Parking Lot), as surplus, and give the Selectmen the authority to convey/sell or dispose of the property in question.*

A two-thirds (2/3) vote is required for passage.

FinCom Recommendation	Selectmen Recommendation	Tax Impact
Favorable Action	Favorable Action	None

## Article 19. 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 2014 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: \$52,000  
 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: \$4,500  
 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: \$3500  
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 (Re-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 19. 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 and are being recommended for re-establishment for FY2013.*

*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. 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 2014, in accordance with Chapter 90 of the Massachusetts General Laws; or take any other action relative thereto.

Article 20- 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 21. Transfer to the General Stabilization Fund for FY2014

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

Article 21. Transfer to the Stabilization Fund for FY2014 - 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>
Favorable Action	Favorable Action	None

**APPENDIX A – Article 5  
Town of Shirley  
Salary Classification Plan**

<b>Proposed 2014 Plan</b>	
<b>Grade</b>	<b>Title</b>
15	Chief Administrative Officer
14	Police Chief
13	Public Works Director
12	
11	Fire Chief Police Lieutenant
10	Information Technology Administrator
9	Accountant/Budget Officer Treasurer/Benefits Coordinator Principal Assessor
8	Library Director Building Inspector
7	Executive Assistant to the Board of Selectmen
6	Assistant Assessor Conservation Agent 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
4	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
1	

**APPENDIX B - Article 5  
Town of Shirley  
FY13 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	10.80 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

**APPENDIX C - Article 5  
Town of Shirley  
Proposed FY14 Wage Scale - 1.5% Cost of Living Adjustment (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	10.96 22,884	11.21 23,406	11.46 23,928	11.72 24,471	11.98 25,014	12.25 25,578	12.53 26,163	12.81 26,747	13.10 27,353	13.39 27,958	13.69 28,585	14.00 29,232	14.32 29,900	14.64 30,568	14.97 31,257
2 hourly annual	12.06 25,181	12.33 25,745	12.61 26,330	12.89 26,914	13.18 27,520	13.48 28,146	13.78 28,773	14.09 29,420	14.41 30,088	14.73 30,756	15.06 31,445	15.40 32,155	15.75 32,886	16.10 33,617	16.46 34,368
3 hourly annual	13.27 27,708	13.57 28,334	13.88 28,981	14.19 29,629	14.51 30,297	14.84 30,986	15.17 31,675	15.51 32,385	15.86 33,116	16.22 33,867	16.58 34,619	16.95 35,392	17.33 36,185	17.72 36,999	18.12 37,835
4 hourly annual	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	18.24 38,085	18.65 38,941	19.07 39,818	19.50 40,716	19.94 41,635
5 hourly annual	16.06 33,533	16.42 34,285	16.79 35,058	17.17 35,851	17.56 36,665	17.96 37,500	18.36 38,336	18.77 39,192	19.19 40,069	19.62 40,967	20.06 41,885	20.51 42,825	20.97 43,785	21.44 44,767	21.92 45,769
6 hourly annual	17.67 36,895	18.07 37,730	18.48 38,586	18.90 39,463	19.33 40,361	19.76 41,259	20.20 42,178	20.65 43,117	21.11 44,078	21.58 45,059	22.07 46,082	22.57 47,126	23.08 48,191	23.60 49,277	24.13 50,383
7 hourly annual	19.44 40,591	19.88 41,509	20.33 42,449	20.79 43,410	21.26 44,391	21.74 45,393	22.23 46,416	22.73 47,460	23.24 48,525	23.76 49,611	24.29 50,718	24.84 51,866	25.40 53,035	25.97 54,225	26.55 55,436
8 hourly annual	21.38 44,641	21.86 45,644	22.35 46,667	22.85 47,711	23.36 48,776	23.89 49,882	24.43 51,010	24.98 52,158	25.54 53,328	26.11 54,518	26.70 55,750	27.30 57,002	27.91 58,276	28.54 59,592	29.18 60,928
9 hourly annual	23.52 49,110	24.05 50,216	24.59 51,344	25.14 52,492	25.71 53,682	26.29 54,894	26.88 56,125	27.48 57,378	28.10 58,673	28.73 59,988	29.38 61,345	30.04 62,724	30.72 64,143	31.41 65,584	32.12 67,067
10 hourly annual	25.87 54,017	26.45 55,228	27.05 56,480	27.66 57,754	28.28 59,049	28.92 60,385	29.57 61,742	30.24 63,141	30.92 64,561	31.62 66,023	32.33 67,505	33.06 69,029	33.80 70,574	34.56 72,161	35.34 73,790
11 hourly annual	28.46 59,424	29.10 60,761	29.75 62,118	30.42 63,517	31.10 64,937	31.80 66,398	32.52 67,902	33.25 69,426	34.00 70,992	34.77 72,600	35.55 74,228	36.35 75,899	37.17 77,611	38.01 79,365	38.87 81,161
12 hourly annual	31.31 65,375	32.01 66,837	32.73 68,340	33.47 69,885	34.22 71,451	34.99 73,059	35.78 74,709	36.59 76,400	37.41 78,112	38.25 79,866	39.11 81,662	39.99 83,499	40.89 85,378	41.81 87,299	42.75 89,262
13 hourly annual	34.44 71,911	35.21 73,518	36.00 75,168	36.81 76,859	37.64 78,592	38.49 80,367	39.36 82,184	40.25 84,042	41.16 85,942	42.09 87,884	43.04 89,868	44.01 91,893	45.00 93,960	46.01 96,069	47.05 98,240
14 hourly annual	37.88 79,093	38.73 80,868	39.60 82,685	40.49 84,543	41.40 86,443	42.33 88,385	43.28 90,369	44.25 92,394	45.25 94,482	46.27 96,612	47.31 98,783	48.37 100,997	49.46 103,272	50.57 105,590	51.71 107,970
15 hourly annual	41.67 87,007	42.61 88,970	43.57 90,974	44.55 93,020	45.55 95,108	46.57 97,238	47.62 99,431	48.69 101,665	49.79 103,962	50.91 106,300	52.06 108,701	53.23 111,144	54.43 113,650	55.65 116,197	56.90 118,807

**APPENDIX D - Article 6  
Town of Shirley Proposed FY14 Omnibus Operating Budget**

Line #	Department/Account Name	FY11 Actual	FY12 Actual	FY13 Appropriated	FY14 Requested	FinCom/BOS Recommended	Comments
<b>114</b>	<b>MODERATOR</b>						
	Expenses	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	
	<b>Total</b>	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	
<b>122</b>	<b>SELECTMEN</b>						
	Salaries, Elected Officials	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	
	Appointed, Salary	\$ 39,672.00	\$ 40,674.04	\$ 43,513.60	\$ 43,514.00	\$ 43,514.00	
	Financial Audit	\$ 23,000.00	\$ 19,530.73	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	
	Other Audit Services	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	
	Legal Notices	\$ 500.66	\$ 941.30	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
	Expenses	\$ 2,072.71	\$ 2,070.78	\$ 2,270.00	\$ 2,270.00	\$ 2,270.00	
	Town Report	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total</b>	\$ 65,545.37	\$ 63,516.85	\$ 70,583.60	\$ 70,584.00	\$ 70,584.00	
<b>124</b>	<b>PERSONNEL BOARD</b>						
	Expenses	\$ 200.00	\$ 200.00	\$ 10,200.00	\$ 200.00	\$ 200.00	
	<b>Total</b>	\$ 200.00	\$ 200.00	\$ 10,200.00	\$ 200.00	\$ 200.00	
<b>129</b>	<b>TOWN ADMINISTRATOR</b>						
	Salary, Appointed Position	\$ 60,071.08	\$ 94,999.84	\$ 95,365.22	\$ 92,366.00	\$ 92,366.00	
	Expenses	\$ -	\$ 370.93	\$ 500.00	\$ -	\$ -	
	<b>Total</b>	\$ 60,071.08	\$ 95,370.77	\$ 95,865.22	\$ 92,366.00	\$ 92,366.00	
<b>131</b>	<b>FINANCE COMMITTEE</b>						
	Annual Town Meeting Warrant	\$ 287.81	\$ 155.23	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
	Expenses	\$ 170.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ 170.00	
	<b>Total</b>	\$ 457.81	\$ 325.23	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	
<b>132</b>	<b>RESERVE FUND *</b>						
	Expenses	\$ 25,876.77	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
	<b>Total</b>	\$ 25,876.77	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
<b>135</b>	<b>TOWN ACCOUNTANT</b>						
	Salary, Appointed Position	\$ 53,306.63	\$ 54,873.27	\$ 56,553.20	\$ 56,554.00	\$ 56,554.00	
	Wages Hourly, Appointed	\$ 36,350.11	\$ 37,251.49	\$ 38,076.00	\$ 38,076.00	\$ 38,076.00	
	Expenses	\$ 1,583.88	\$ 1,827.10	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
	<b>Total</b>	\$ 91,240.62	\$ 93,951.86	\$ 97,629.20	\$ 97,630.00	\$ 97,630.00	
<b>141</b>	<b>ASSESSORS</b>						
	Salaries, Elected Officials	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	
	Salary, Appointed Position	\$ 51,928.56	\$ 53,223.20	\$ 54,039.20	\$ 54,040.00	\$ 54,040.00	
	Wages Hourly	\$ 4,498.41	\$ 4,460.40	\$ 5,350.80	\$ 5,351.00	\$ 5,351.00	
	Mapping Services	\$ 3,609.70	\$ 3,301.99	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	
	Contract Services	\$ 25,825.00	\$ 25,825.00	\$ 25,825.00	\$ 25,825.00	\$ 25,825.00	
	Expenses	\$ 3,854.29	\$ 3,426.57	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
	<b>Total</b>	\$ 90,015.96	\$ 90,537.16	\$ 93,265.00	\$ 93,266.00	\$ 93,266.00	
<b>145</b>	<b>TREASURER</b>						
	Salary, Appointed Position	\$ 54,308.88	\$ 55,645.20	\$ 56,528.80	\$ 56,529.00	\$ 56,529.00	
	Wages Hourly, Appointed	\$ 34,001.16	\$ 34,843.50	\$ 36,009.62	\$ 36,010.00	\$ 36,010.00	
	Tax Title/Foreclosure Expenses	\$ 3,061.80	\$ 1,902.39	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
	Expenses	\$ 4,973.90	\$ 4,363.84	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	
	<b>Total</b>	\$ 96,345.74	\$ 96,754.93	\$ 107,038.42	\$ 107,039.00	\$ 107,039.00	

APPENDIX D - Article 6							
Town of Shirley Proposed FY14 Omnibus Operating Budget							
Line #	Department/Account Name	FY11 Actual	FY12 Actual	FY13 Appropriated	FY14 Requested	FinCom/BOS Recommended	Comments
<b>146</b>	<b>TOWN COLLECTOR</b>						
	Salary, Elected Position	\$ 54,308.88	\$ 55,645.20	\$ 57,553.60	\$ 57,554.00	\$ 57,554.00	
	Wages Hourly, Appointed	\$ 22,728.54	\$ 23,363.58	\$ 23,770.73	\$ 32,274.00	\$ 23,771.00	request 30 hrs/wk-incr of 7 hrs
	Tax Title	\$ 3,311.80	\$ 3,402.39	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	
	Expenses	\$ 12,052.98	\$ 13,658.80	\$ 15,363.00	\$ 15,184.00	\$ 15,184.00	
	<b>Total</b>	<b>\$ 92,402.20</b>	<b>\$ 96,069.97</b>	<b>\$ 100,362.33</b>	<b>\$ 108,687.00</b>	<b>\$ 100,184.00</b>	
<b>151</b>	<b>LEGAL EXPENSE</b>						
	Expenses	\$ 26,139.11	\$ 22,933.08	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
	<b>Total</b>	<b>\$ 26,139.11</b>	<b>\$ 22,933.08</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	
<b>155</b>	<b>COMPUTER OPERATIONS</b>						
	Computer Technician - Consulting	\$ 19,534.05	\$ 58,589.32	\$ 68,000.00	\$ 68,000.00	\$ 68,000.00	
	Computer Operations Expense	\$ 52,736.72	\$ 42,197.64	\$ 60,966.00	\$ 75,906.00	\$ 75,906.00	incr due to virtual server upgrade
	Equipment	\$ 445.85	\$ 3,903.84	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	
	<b>Total</b>	<b>\$ 72,716.62</b>	<b>\$ 104,690.80</b>	<b>\$ 135,966.00</b>	<b>\$ 150,906.00</b>	<b>\$ 150,906.00</b>	
<b>159</b>	<b>OFFICE MACHINES</b>						
	Expenses	\$ 4,680.25	\$ 6,274.11	\$ 7,508.00	\$ 7,508.00	\$ 7,508.00	
	<b>Total</b>	<b>\$ 4,680.25</b>	<b>\$ 6,274.11</b>	<b>\$ 7,508.00</b>	<b>\$ 7,508.00</b>	<b>\$ 7,508.00</b>	
<b>161</b>	<b>TOWN CLERK</b>						
	Salary, Elected Position	\$ 53,118.72	\$ 54,455.04	\$ 56,044.80	\$ 56,045.00	\$ 56,045.00	
	Salary, Appointed Position	\$ -	\$ -	\$ -	\$ 28,500.00	\$ -	request of new position-Assistant Clerk
	Expenses	\$ 929.29	\$ 1,196.54	\$ 1,200.00	\$ 3,841.00	\$ 3,841.00	
	<b>Total</b>	<b>\$ 54,048.01</b>	<b>\$ 55,651.58</b>	<b>\$ 57,244.80</b>	<b>\$ 88,386.00</b>	<b>\$ 59,886.00</b>	
<b>162</b>	<b>CONDUCT OF ELECTIONS</b>						
	Wages, Hourly	\$ 12,505.98	\$ 8,495.98	\$ 3,500.00	\$ 9,400.00	\$ 9,400.00	
	Expenses	\$ -	\$ -	\$ 4,650.00	\$ 5,272.00	\$ 5,272.00	
	<b>Total</b>	<b>\$ 12,505.98</b>	<b>\$ 8,495.98</b>	<b>\$ 8,150.00</b>	<b>\$ 14,672.00</b>	<b>\$ 14,672.00</b>	
<b>171</b>	<b>CONSERVATION COMMISSION</b>						
	Wages Hourly, Agent	\$ 8,759.25	\$ 8,094.38	\$ 10,955.88	\$ 17,646.00	\$ 17,646.00	combined secr/agent position-incr agent hrs to 19/wk
	Wages Hourly, Secretary	\$ -	\$ 5,437.44	\$ 7,602.40	\$ -	\$ -	
	Expenses	\$ 1,545.02	\$ 1,430.51	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
	<b>Total</b>	<b>\$ 10,304.27</b>	<b>\$ 14,962.33</b>	<b>\$ 20,058.28</b>	<b>\$ 19,146.00</b>	<b>\$ 19,146.00</b>	
<b>175</b>	<b>PLANNING BOARD</b>						
	Wages Hourly, Appointed	\$ 25,447.36	\$ 17,325.57	\$ 17,905.60	\$ 17,906.00	\$ 17,906.00	
	Expenses	\$ 996.24	\$ 704.78	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
	<b>Total</b>	<b>\$ 26,443.60</b>	<b>\$ 18,030.35</b>	<b>\$ 18,905.60</b>	<b>\$ 18,906.00</b>	<b>\$ 18,906.00</b>	
<b>176</b>	<b>ZONING BOARD OF APPEALS</b>						
	Wages Hourly, Secretary	\$ -	\$ 2,775.36	\$ 4,568.00	\$ 4,568.00	\$ 4,568.00	
	Expenses	\$ 302.54	\$ 481.79	\$ 500.00	\$ 500.00	\$ 500.00	
	<b>Total</b>	<b>\$ 302.54</b>	<b>\$ 3,257.15</b>	<b>\$ 5,068.00</b>	<b>\$ 5,068.00</b>	<b>\$ 5,068.00</b>	
<b>192</b>	<b>PUBLIC BUILDINGS</b>						
	Expenses	\$ 69,464.36	\$ 64,234.65	\$ 85,929.00	\$ 85,929.00	\$ 85,929.00	
	Town Sewer Payment in Lieu of Bldg	\$ -	\$ -	\$ 46,538.00	\$ 44,656.00	\$ 44,656.00	
	War Memorial Bldg Sewer Expens	\$ 2,981.00	\$ 2,677.29	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
	<b>Total</b>	<b>\$ 72,445.36</b>	<b>\$ 66,911.94</b>	<b>\$ 135,467.00</b>	<b>\$ 133,585.00</b>	<b>\$ 133,585.00</b>	

**APPENDIX D - Article 6  
Town of Shirley Proposed FY14 Omnibus Operating Budget**

Line #	Department/Account Name	FY11 Actual	FY12 Actual	FY13 Appropriated	FY14 Requested	FinCom/BOS Recommended	Comments
<b>211</b>	<b>POLICE DEPARTMENT</b>						
	Appointed Position, Salary Chief	\$ 10,440.00	\$ 81,220.96	\$ 83,950.40	\$ 83,951.00	\$ 83,951.00	
	Appointed Position, Salary Lt	\$ 60,113.52	\$ -	\$ -	\$ -	\$ -	
	Appointed, Salary Exec Secur	\$ 44,599.68	\$ 45,685.44	\$ 46,599.20	\$ 46,600.00	\$ 46,600.00	
	Wages, Hourly Custodian	\$ 6,525.47	\$ 6,696.96	\$ 7,055.60	\$ 6,410.00	\$ 6,410.00	
	Salaries, Wages & Hourly (Union)	\$ 542,126.98	\$ 565,611.61	\$ 588,021.00	\$ 620,553.00	\$ 620,553.00	
	Expenses	\$ 83,651.15	\$ 86,463.68	\$ 92,010.00	\$ 95,993.00	\$ 95,993.00	
	<b>Total</b>	<b>\$ 747,456.80</b>	<b>\$ 785,678.65</b>	<b>\$ 817,636.20</b>	<b>\$ 853,507.00</b>	<b>\$ 853,507.00</b>	
<b>221</b>	<b>FIRE DEPARTMENT</b>						
	Appointed Position, Salary Chief	\$ 66,189.60	\$ 68,841.36	\$ 70,748.40	\$ 70,749.00	\$ 70,749.00	
	Wages Hourly, Full-Time	\$ 96,942.28	\$ 100,621.29	\$ 100,866.00	\$ 100,866.00	\$ 100,866.00	
	Wages Hourly On-Call	\$ 23,677.45	\$ 19,656.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
	Expenses	\$ 43,688.00	\$ 43,688.00	\$ 44,125.00	\$ 44,125.00	\$ 44,125.00	
	<b>Total</b>	<b>\$ 230,497.33</b>	<b>\$ 232,806.65</b>	<b>\$ 245,739.40</b>	<b>\$ 245,740.00</b>	<b>\$ 245,740.00</b>	
<b>241</b>	<b>BUILDING INSPECTOR</b>						
	Salary Appointed Position	\$ 47,230.56	\$ 48,420.72	\$ 49,260.40	\$ 49,261.00	\$ 49,261.00	
	Wages Hourly	\$ 24,632.77	\$ 25,255.15	\$ 26,047.06	\$ 26,048.00	\$ 26,048.00	
	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	\$ 450.00	\$ 475.00	\$ 500.00	\$ 500.00	\$ 500.00	
	Expenses	\$ 913.43	\$ 861.25	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
	<b>Total</b>	<b>\$ 74,726.76</b>	<b>\$ 76,512.12</b>	<b>\$ 78,307.46</b>	<b>\$ 78,309.00</b>	<b>\$ 78,309.00</b>	
<b>243</b>	<b>GAS/PLUMBING INSPECTOR</b>						
	Salary, Appointed Position	\$ 9,999.96	\$ 10,249.99	\$ 10,364.12	\$ 10,365.00	\$ 10,365.00	
	Expenses	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	
	<b>Total</b>	<b>\$ 9,999.96</b>	<b>\$ 10,249.99</b>	<b>\$ 10,864.12</b>	<b>\$ 10,865.00</b>	<b>\$ 10,865.00</b>	
<b>245</b>	<b>WIRING INSPECTOR</b>						
	Salary, Appointed Position	\$ 9,999.96	\$ 10,249.99	\$ 10,364.12	\$ 10,365.00	\$ 10,365.00	
	Expenses	\$ 634.41	\$ 1,045.10	\$ 800.00	\$ 800.00	\$ 800.00	
	<b>Total</b>	<b>\$ 10,634.37</b>	<b>\$ 11,295.09</b>	<b>\$ 11,164.12</b>	<b>\$ 11,165.00</b>	<b>\$ 11,165.00</b>	
<b>251</b>	<b>COMMUNICATION CENTER</b>						
	Wages Hourly	\$ 168,899.34	\$ 153,576.31	\$ 176,486.00	\$ 182,528.00	\$ 182,528.00	
	Expenses	\$ 7,954.59	\$ 7,973.56	\$ 8,794.00	\$ 9,217.00	\$ 9,217.00	
	<b>Total</b>	<b>\$ 176,853.93</b>	<b>\$ 161,549.87</b>	<b>\$ 185,280.00</b>	<b>\$ 191,745.00</b>	<b>\$ 191,745.00</b>	
<b>292</b>	<b>DOG OFFICER</b>						
	Salary, Appointed Position	\$ 6,874.31	\$ 6,981.62	\$ 7,077.20	\$ 7,078.00	\$ 7,078.00	
	<b>Total</b>	<b>\$ 6,874.31</b>	<b>\$ 6,981.62</b>	<b>\$ 7,077.20</b>	<b>\$ 7,078.00</b>	<b>\$ 7,078.00</b>	
<b>321</b>	<b>NASHOBA VALLEY TECH. H.S.</b>						
	Expenses	\$ 468,751.00	\$ 595,814.00	\$ 708,721.00	\$ 715,441.00	\$ 715,441.00	
	<b>Total</b>	<b>\$ 468,751.00</b>	<b>\$ 595,814.00</b>	<b>\$ 708,721.00</b>	<b>\$ 715,441.00</b>	<b>\$ 715,441.00</b>	
<b>330</b>	<b>SCHOOL DEPARTMENT</b>						
	School District Expenses	\$ 6,165,451.00	\$ -	\$ -	\$ -	\$ -	
	<b>Total</b>	<b>\$ 6,165,451.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**APPENDIX D - Article 6  
Town of Shirley Proposed FY14 Omnibus Operating Budget**

Line #	Department/Account Name	FY11 Actual	FY12 Actual	FY13 Appropriated	FY14 Requested	FinCom/BOS Recommended	Comments
331	<b>AYER SHIRLEY REGIONAL SCHOOL DISTRICT</b>						
	Transportation Assessment	\$ 180,342.00	\$ -	\$ -	\$ -	\$ -	
	Regional School Assessment	\$ -	\$ 4,709,291.00	\$ 4,950,000.00	\$ 5,505,590.00	\$ 5,300,000.00	
	<b>Total</b>	<b>\$ 180,342.00</b>	<b>\$ 4,709,291.00</b>	<b>\$ 4,950,000.00</b>	<b>\$ 5,505,590.00</b>	<b>\$ 5,300,000.00</b>	
422	<b>DEPARTMENT OF PUBLIC WORKS</b>						
	Wages Hourly, Public Works Assis	\$ 16,446.06	\$ 16,265.52	\$ 22,644.20	\$ 25,338.00	\$ 25,338.00	<i>annualized incr hrs from FY13 STM</i>
	Wages Hourly, Custodian	\$ -	\$ 1,194.11	\$ 1,501.20	\$ 1,502.00	\$ 1,502.00	
	Wages Hourly (Union)	\$ 147,576.94	\$ 155,186.89	\$ 160,024.00	\$ 166,025.00	\$ 166,025.00	
	Wages Hourly (Union Overtime)	\$ 1,519.28	\$ 1,803.81	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
	Wages Hourly (Seasonal)	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	<i>request for Seasonal workers</i>
	Expenses	\$ 38,027.24	\$ 70,748.39	\$ 50,399.00	\$ 50,399.00	\$ 50,399.00	
	<b>Total</b>	<b>\$ 203,569.52</b>	<b>\$ 245,198.72</b>	<b>\$ 236,568.40</b>	<b>\$ 265,264.00</b>	<b>\$ 245,264.00</b>	
423	<b>SNOW &amp; ICE REMOVAL</b>						
	Wages Hourly	\$ 27,471.09	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
	Overtime	\$ 20,433.86	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	
	Expenses	\$ 165,648.49	\$ 46,663.50	\$ 64,500.00	\$ 64,500.00	\$ 64,500.00	
		<b>Total</b>	<b>\$ 213,553.44</b>	<b>\$ 61,163.50</b>	<b>\$ 79,000.00</b>	<b>\$ 79,000.00</b>	<b>\$ 79,000.00</b>
424	<b>STREET LIGHTS</b>						
	Expenses	\$ 25,806.26	\$ 24,331.71	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
		<b>Total</b>	<b>\$ 25,806.26</b>	<b>\$ 24,331.71</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>
426	<b>ROAD &amp; GROUNDS MAINTENANCE</b>						
	Expenses	\$ 32,899.52	\$ 26,240.02	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	
		<b>Total</b>	<b>\$ 32,899.52</b>	<b>\$ 26,240.02</b>	<b>\$ 33,000.00</b>	<b>\$ 33,000.00</b>	<b>\$ 33,000.00</b>
433	<b>B.O.H./TRASH COLLECTION</b>						
	Trash Collection/Recycling	\$ 180,402.04	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	<i>Potential increase in FY15</i>
		<b>Total</b>	<b>\$ 180,402.04</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>
491	<b>CEMETERIES</b>						
	Wages Hourly	\$ 6,583.37	\$ 7,039.38	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	
	Expenses	\$ 2,966.38	\$ 5,832.34	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	<i>funded by perpetual care/ sale of graves</i>
	<b>Total</b>	<b>\$ 9,549.75</b>	<b>\$ 12,871.72</b>	<b>\$ 13,500.00</b>	<b>\$ 13,500.00</b>	<b>\$ 13,500.00</b>	
492	<b>BOARD OF HEALTH/LANDFILL</b>						
	Expenses	\$ 1,141.50	\$ 750.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	
	Monitoring/Testing	\$ 4,712.50	\$ 8,380.00	\$ 8,380.00	\$ 8,380.00	\$ 8,380.00	
	<b>Total</b>	<b>\$ 5,854.00</b>	<b>\$ 9,130.00</b>	<b>\$ 9,630.00</b>	<b>\$ 9,630.00</b>	<b>\$ 9,630.00</b>	
511	<b>BOARD OF HEALTH</b>						
	Wages Hourly	\$ 13,235.55	\$ 13,600.19	\$ 14,025.34	\$ 14,026.00	\$ 14,026.00	
	Expenses	\$ 488.81	\$ 474.89	\$ 500.00	\$ 500.00	\$ 500.00	
	<b>Total</b>	<b>\$ 13,724.36</b>	<b>\$ 14,075.08</b>	<b>\$ 14,525.34</b>	<b>\$ 14,526.00</b>	<b>\$ 14,526.00</b>	
512	<b>BOARD OF HEALTH/RECYCLING</b>						
	Wages Hourly	\$ 4,270.63	\$ 4,776.66	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
	Expenses	\$ 1,016.25	\$ 515.31	\$ 7,245.94	\$ 7,246.00	\$ 7,246.00	
	<b>Total</b>	<b>\$ 5,286.88</b>	<b>\$ 5,291.97</b>	<b>\$ 12,245.94</b>	<b>\$ 12,246.00</b>	<b>\$ 12,246.00</b>	

**APPENDIX D - Article 6  
Town of Shirley Proposed FY14 Omnibus Operating Budget**

Line #	Department/Account Name	FY11 Actual	FY12 Actual	FY13 Appropriated	FY14 Requested	FinCom/BOS Recommended	Comments
<b>514</b>	<b>NASHOBA BOARD OF HEALTH</b>						
	Expenses, Health Services	\$ 15,354.00	\$ 15,354.00	\$ 9,608.06	\$ 9,609.00	\$ 9,609.00	
	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>\$ 17,868.06</b>	<b>\$ 17,869.00</b>	<b>\$ 17,869.00</b>	
<b>541</b>	<b>COUNCIL ON AGING</b>						
	Wages Hourly, Director	\$ 12,996.00	\$ 13,227.04	\$ 25,468.76	\$ 27,800.00	\$ 27,800.00	<i>annualized incr hrs from FY13 STM</i>
	Expenses	\$ 998.38	\$ 17,030.00	\$ 17,030.00	\$ 18,530.00	\$ 18,530.00	
	Building Operations	\$ 14,839.40	-	-	-	-	
	Meals on Wheels Expenses	\$ 1,236.15	\$ 990.64	\$ 1,500.00	-	-	
	<b>Total</b>	<b>\$ 30,069.93</b>	<b>\$ 31,247.68</b>	<b>\$ 43,998.76</b>	<b>\$ 46,330.00</b>	<b>\$ 46,330.00</b>	
<b>543</b>	<b>VETERANS</b>						
	Salary, Appointed Position	\$ 6,075.03	\$ 6,226.94	\$ 6,296.16	\$ 6,297.00	\$ 6,297.00	
	Expenses	\$ 1,051.86	\$ 317.40	\$ 550.00	\$ 550.00	\$ 550.00	
	Benefits	\$ 27,228.47	\$ 24,309.64	\$ 26,000.00	\$ 65,500.00	\$ 65,500.00	
	<b>Total</b>	<b>\$ 34,355.36</b>	<b>\$ 30,853.98</b>	<b>\$ 32,846.16</b>	<b>\$ 72,347.00</b>	<b>\$ 72,347.00</b>	
<b>611</b>	<b>LIBRARY</b>						
	Salary, Appointed Position	\$ 40,413.24	\$ 41,436.29	\$ 47,921.80	\$ 50,045.00	\$ 50,045.00	
	Wages Hourly	\$ 85,497.89	\$ 88,109.53	\$ 91,153.59	\$ 92,749.00	\$ 92,749.00	
	Expenses	\$ 63,188.00	\$ 61,129.60	\$ 61,129.60	\$ 61,130.00	\$ 61,130.00	
	<b>Total</b>	<b>\$ 189,099.13</b>	<b>\$ 190,675.42</b>	<b>\$ 200,204.99</b>	<b>\$ 203,924.00</b>	<b>\$ 203,924.00</b>	
<b>630</b>	<b>RECREATION</b>						
	Wages Hourly	\$ 4,573.85	\$ 4,702.70	\$ 4,753.84	\$ 4,754.00	\$ 4,754.00	<i>Rec Comm requested to fund wages here from revolving funds</i>
	Expenses	\$ 578.69	\$ 750.00	\$ 750.00	-	-	
	Basketball Expense	\$ 3,530.00	\$ 3,600.00	\$ 3,600.00	-	-	
	Soccer Expense	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	-	-	<i>Rec Comm requested to fund directly from revolving</i>
	<b>Total</b>	<b>\$ 11,482.54</b>	<b>\$ 11,852.70</b>	<b>\$ 11,903.84</b>	<b>\$ 4,754.00</b>	<b>\$ 4,754.00</b>	
<b>650</b>	<b>BENJAMIN HILL PARK COMMITTEE</b>						
	Wages	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
	Expenses	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
	<b>Total</b>	<b>\$ 6,000.00</b>	<i>funded by revolving</i>				
<b>692</b>	<b>MEMORIAL DAY</b>						
	Expenses	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	

**APPENDIX D - Article 6  
Town of Shirley Proposed FY14 Omnibus Operating Budget**

Line #	Department/Account Name	FY11 Actual	FY12 Actual	FY13 Appropriated	FY14 Requested	FinCom/BOS Recommended	Comments
<b>711</b>	<b>GENERAL FUND DEBT SERVICE</b>						
	Long Term Principal, Debt Not Excl	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	
	Long Term Interest, Debt Not Excl	\$ -	\$ -	\$ 283.25	\$ 259.00	\$ 259.00	
	Long Term Principal, Debt Excl 6/28	\$ 259,402.00	\$ 235,651.00	\$ 242,705.00	\$ 222,689.00	\$ 222,689.00	
	Long Term Interest, Debt Excl 6/28	\$ 76,150.57	\$ 64,704.25	\$ 54,259.28	\$ 47,180.00	\$ 47,180.00	
	Short Term Interest, Debt Not Excl	\$ -	\$ -	\$ 523.07	\$ 945.00	\$ 945.00	
	Short Term Interest, Debt Excl 6/28	\$ 72,227.53	\$ 123,272.39	\$ 106,016.02	\$ 87,766.00	\$ 87,766.00	
	School Bldg Principal Debt Excl	\$ 197,750.00	\$ 197,500.00	\$ 197,500.00	\$ 197,500.00	\$ 197,500.00	
	School Bldg Interest Debt Excl	\$ 127,765.70	\$ 119,855.70	\$ 111,462.00	\$ 101,587.00	\$ 101,587.00	
	Library Principal Debt Exclusion	\$ 50,151.00	\$ 51,151.00	\$ 50,151.00	\$ 50,151.00	\$ 50,151.00	
	Library Interest Debt Exclusion	\$ 16,096.17	\$ 8,742.52	\$ 5,719.00	\$ 4,212.00	\$ 4,212.00	
	<b>Total</b>	<b>\$ 799,542.97</b>	<b>\$ 800,876.86</b>	<b>\$ 769,118.62</b>	<b>\$ 712,789.00</b>	<b>\$ 712,789.00</b>	
<b>712</b>	<b>DEBT ISSUE COST</b>						
	Expense	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,050.00	\$ 4,050.00	
	<b>Total</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 4,050.00</b>	<b>\$ 4,050.00</b>	
<b>840</b>	<b>MONTAQUSETT REG. PLAN</b>						
	Assessment	\$ 1,525.76	\$ 1,563.90	\$ 1,696.00	\$ 1,739.00	\$ 1,739.00	
	<b>Total</b>	<b>\$ 1,525.76</b>	<b>\$ 1,563.90</b>	<b>\$ 1,696.00</b>	<b>\$ 1,739.00</b>	<b>\$ 1,739.00</b>	
<b>911</b>	<b>MIDDLESEX CO RETIREMENT</b>						
	Assessment	\$ 613,395.00	\$ 568,130.00	\$ 592,323.00	\$ 624,362.00	\$ 624,362.00	
	<b>Total</b>	<b>\$ 613,395.00</b>	<b>\$ 568,130.00</b>	<b>\$ 592,323.00</b>	<b>\$ 624,362.00</b>	<b>\$ 624,362.00</b>	
<b>913</b>	<b>UNEMPLOYMENT INSURANCE</b>						
	Expenses	\$ 38,025.77	\$ 3,588.52	\$ 5,000.00	\$ 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>	<b>\$ 39,385.77</b>	<b>\$ 4,948.52</b>	<b>\$ 6,400.00</b>	<b>\$ 6,400.00</b>	<b>\$ 6,400.00</b>	
<b>914</b>	<b>GROUP HEALTH/LIFE INSURANCE</b>						
	Expenses	\$ 1,532,900.10	\$ 620,663.87	\$ 653,195.00	\$ 662,500.00	\$ 662,500.00	
	Actuary Study	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	
	<b>Total</b>	<b>\$ 1,532,900.10</b>	<b>\$ 626,663.87</b>	<b>\$ 653,195.00</b>	<b>\$ 668,500.00</b>	<b>\$ 668,500.00</b>	
<b>916</b>	<b>F. I. C. A/MEDICARE</b>						
	General Expenses	\$ 83,852.20	\$ 28,690.43	\$ 35,763.00	\$ 36,386.00	\$ 36,386.00	
	Senior Work off Program Expenses	\$ 250.00	\$ 250.00	\$ 435.00	\$ 218.00	\$ 218.00	
	<b>Total</b>	<b>\$ 84,102.20</b>	<b>\$ 28,940.43</b>	<b>\$ 36,198.00</b>	<b>\$ 36,604.00</b>	<b>\$ 36,604.00</b>	
<b>945</b>	<b>GENERAL INSURANCE</b>						
	Expenses	\$ 172,857.14	\$ 116,337.90	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	
	<b>Total</b>	<b>\$ 172,857.14</b>	<b>\$ 116,337.90</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	
	<b>TOTAL OPERATING BUDGET</b>	<b>\$ 13,104,304.42</b>	<b>\$ 10,320,121.06</b>	<b>\$ 11,059,164.05</b>	<b>\$ 11,762,543.00</b>	<b>\$ 11,499,950.00</b>	

**SHIRLEY FY2014 - FY2018 CAPITAL IMPROVEMENT PLAN**

ITEM	Funding	FY2014	FY2015	FY2016	FY2017	FY2018	5-year Total	Annual Average
<b>DPW</b>								
International Plow/Sander	Cap Excl	\$160,000		\$150,000			\$310,000	
John Deere 710 Backhoe Loader					\$150,000		\$150,000	
Mini-excavator			\$60,000				\$60,000	
355D Mower (Cemetery)					\$13,000		\$13,000	
355D Mower (Upgrade to ZTRAC)			\$15,500				\$15,500	
Heavy Duty Lift (for Truck Repairs)				\$42,000			\$42,000	
Paint Dump Bodies	Cap Stab	\$20,000					\$20,000	
<b>DPW Sub-total</b>		<b>\$180,000</b>	<b>\$75,500</b>	<b>\$192,000</b>	<b>\$163,000</b>	<b>\$0</b>	<b>\$610,500</b>	<b>\$152,625</b>
<b>Recreation</b>								
Wilde Road Soccer Fields Irrigation System				\$35,000			\$35,000	
<b>Recreation Sub-total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$8,750</b>
<b>Council on Aging (Selectmen)</b>								
Senior Center Parking Lot			\$30,000				\$30,000	
Air Conditioning			\$12,000				\$12,000	
COA Van			\$55,000				\$55,000	
Senior Center Addition					\$350,000		\$350,000	
<b>Council on Aging Subtotal</b>		<b>\$0</b>	<b>\$97,000</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$447,000</b>	<b>\$111,750</b>
<b>Town Buildings/Facilities (Selectmen)</b>								
Replace Carpeting - Town Offices			\$30,000				\$30,000	
Replace Flooring - Police Station	Cap Stab	\$11,423					\$11,423	
Paint Exteriors - Town Offices, Police, Library			\$10,000				\$10,000	
Dispatch Remodel	Grant	\$12,500					\$12,500	
Replace Roof - Police Station					\$34,750		\$34,750	
<b>Town Buildings/Facilities Sub-total</b>		<b>\$23,923</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$34,750</b>	<b>\$0</b>	<b>\$98,673</b>	<b>\$24,668</b>
<b>Police</b>								
Chief's Car			\$29,500				\$29,500	
Cruiser		\$36,500	\$35,000	\$36,000	\$36,000		\$143,500	
Cruiser Radio Infrastructure Elements			\$25,000	\$25,000	\$25,000	\$25,000	\$100,000	
<b>Police Sub-total</b>	Sale of RE	<b>\$36,500</b>	<b>\$60,000</b>	<b>\$61,000</b>	<b>\$61,000</b>	<b>\$25,000</b>	<b>\$243,500</b>	<b>\$54,625</b>
<b>Fire</b>								
Command Car (MCI Grant in FY13)							\$0	
Protective Gear				\$15,000			\$15,000	
Air packs (FY13 received grant)							\$0	
Hose Replacement			\$20,000				\$20,000	
Tires			\$10,000				\$10,000	
<b>Fire Sub-total</b>		<b>\$0</b>	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$11,250</b>
<b>Information Technology</b>								
IT- Town Wide Virtual Servers		\$36,434	\$42,838	\$48,088	\$25,000		\$152,359	
IT- Town Phone System		\$17,000					\$17,000	
IT Library- Circulation Thermal Printers & Barcode Scanners		\$1,352			\$1,352		\$2,704	
IT Library- PC's and Laser Printers		\$10,750			\$7,490		\$18,240	
IT Police- Desktop Computers		\$9,240	\$9,500				\$18,740	
IT Police- Servers		\$6,500	\$6,500	\$6,500			\$19,500	
IT Police- Laptops		\$10,000	\$10,000				\$20,000	
<b>Information Technology Sub-total</b>	Sale of RE	<b>\$91,276</b>	<b>\$68,838</b>	<b>\$54,588</b>	<b>\$33,842</b>	<b>\$0</b>	<b>\$248,543</b>	<b>\$62,136</b>
<b>Hazen Memorial Library</b>								
<b>Hazen Memorial Library Sub-total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**SHIRLEY FY2014 - FY2018 CAPITAL IMPROVEMENT PLAN**

<b>ITEM</b>	<b>Funding</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>5-year Total</b>	<b>Annual Average</b>
<b>Ambulance</b>								
Ambulance: E450 Ford Class I	Ent User Fees		\$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>\$40,000</b>
<b>Sewer District</b>								
Grinder Control Panel Emergency Power Upgrade	Ent User fees	\$160,000					\$160,000	
<b>Sewer District Sub-total</b>		<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$40,000</b>
							<b>\$0</b>	
<b>TOTAL</b>		<b>\$491,699</b>	<b>\$531,338</b>	<b>\$357,588</b>	<b>\$642,592</b>	<b>\$25,000</b>	<b>\$2,048,216</b>	<b>\$505,804</b>
Total with Funding Sources		\$172,500						
Total Requiring Cash Funding		\$319,199						

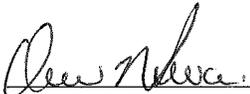
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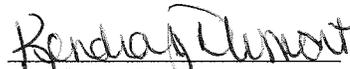
And you will serve this Warrant by posting true and attested copies of same at the Town Offices, and at the Hazen Memorial Library in Shirley Village, and at the Center Town Hall in Shirley Center, and a like copy at the United States Post Office in Shirley Village, seven (7) days at least before the 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 6<sup>th</sup> Day of May, 2013.

**BOARD OF SELECTMEN**

  
\_\_\_\_\_  
David N. Swain  
Chairman

  
\_\_\_\_\_  
Kendra J. Dumont  
Vice Chair

  
\_\_\_\_\_  
Robert E. Prescott, Jr.  
Clerk

A true copy.  
Attest:

  
\_\_\_\_\_  
Amy R. McDougall  
Town Clerk

\* \* \* \*