

Finance and Advisory Board
Annual Report and Recommendations
For
Fiscal Year 2014



Annual and Special Town Meeting

Monday May 6, 2013

7:00 PM

Georgetown Middle/Senior High School Auditorium

Please bring this book with you to the Annual Town Meeting

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A VOTER'S GUIDE TO TOWN MEETING

Compiled by Moderator Beverly Enos

At Town Meeting, the voter's approve or disapprove moneys allocated to Town departments necessary for operation throughout the following fiscal year.

The Board of Selectmen, School, Highway, Police, and other departments are then bound by this allocation. If they expect to exceed this limit, then they must go back to the taxpayers at a Special Town Meeting and ask for more. It is a popular misconception that the Board of Selectmen or School Committee control the spending of your tax dollar. This is not true, they only get to spend what you allot to them at Town Meeting.

Other decisions are also reached at Town Meeting that affects your day to day living in Georgetown. All zoning by-laws and changes must be approved at Town Meeting as well as street acceptances, license fees and penalties, and requests for purchase of capital equipment.

Who's Who at Town Meeting:

The **Moderator** presides and regulates the proceedings, decides all questions of order, and makes public declaration of all votes.

The **Finance Committee's** primary duty is to advise and make recommendations to Town Meeting on the budget and other areas of finance. Statutorily, their authority is limited to making transfers from the town's reserve fund to other line items in the budget for extraordinary or unforeseen occurrences.

The **Town Clerk** keeps accurate records of the minutes of Town Meeting and records all votes passed as declared by the Moderator.

Town Counsel sees to it that the presented articles are in proper form and is available for consultation with the Moderator on legal questions during the meeting.

The **Board of Selectmen** (or Select board as is more politically correct) is a five person elected board that holds the responsibility of "day to day" operations of the Town. It is this board that sets the time and place for the Town Meeting and prepares and issues the Warrant.

The **Town Administrator** serves as the chief administrative officer and manages the Selectmen's office, prepares for Selectmen's meetings, coordinates with department heads, and is liaison with Town Counsel. At the present time the Town Administrator also serves as the Acting Finance Director.

The Order of Business:

- Meeting called to order
- Return of the Warrant
- Pledge of Allegiance
- Invocation
- Introduction of visitors
- Complimentary Resolutions (appreciation certificates, etc.)

- Reports of committees
- Consideration of the Warrant Articles
 - What are commonly referred to as “stock items” are called early in the meeting and most often consist of:
 - standard operating budgets, such as Light Department
 - Road Machinery Fund continuation
 - cable television revolving Account
 - Articles then normally follow in numerical order an exception may be by a motion to amend that an article be “taken out of sequence.” On occasion there may be circumstances that make this desirable or necessary. A majority of the voters present must be obtained to move the sequence of articles.

Procedure for Each Warrant Article:

- The Moderator will announce the article number.
- The Motion is made by the appropriate board or sponsor of the article.
- The Moderator may repeat the article.
- A “Second” is required to open the discussion.
- Report of Advisory Committees (usually Finance Committee and/or Planning Board).
- Explanation by appropriate board or petition sponsor.
- Discussion:
 - Those who wish to speak must be recognized by the Moderator. Raising your hand should do it or you may proceed to any of the floor microphones to do so.
 - Once recognized, please state your name and address.
 - Address all remarks to the Moderator and all questions through the Moderator.
 - When the Moderator senses that the meeting is ready to vote, the motion will be repeated prior to the vote being taken.

When discussion has come to a close and the motion has been repeated for clarity, the Moderator will call for a vote.

Votes:

Voice vote: Most often this process begins with “All in Favor (raise the voting slips you received when checking in at the meeting)”. If the voice vote (raise of voting slips) has obvious results, the Moderator will then state that the motion passed or failed.

Standing count/show of hands:

If the vote (raise of voting slips) seems too close to call by a voice vote (raise of voting slips), or the vote is immediately questioned by seven voters (“I question the vote”), the Moderator will ask the Tellers to come into the meeting and count the votes. Each Teller has a pre-specified area to count. The Moderator will ask those in favor of the motion to hold up their voting slips- they are counted and the results are tabulated and reported to the Moderator. The process is then repeated for those against the motion. The Moderator will then announce whether the motion has passed or failed and the vote tally.

Ballot vote: Voting by secret ballot is done if prior to a standing count, a motion is made and carried to count by written secret ballot. The Town Clerk then disburses specific ballot slips and they are collected in an orderly manner in a ballot box and counted. The results are given to the Moderator who will announce the results to the Town Meeting.

Once a vote is counted - by standing vote/show of hands or ballot vote - it cannot be questioned.

Vote Quantum (Proportion) Required:

Majority

- to pass an affirmative main motion - (budget etc)
- to pass the acceptance of a road if it is part of a subdivision plan

2/3 required

- to amend zoning by-laws
- to appropriate from Stabilization fund
- to take or purchase land or easements(generally)
- to take or purchase land for a Public Domain
- to transfer Municipal land (not for park purposes) to another board or municipal purpose
- to sell or abandon land or easements acquired other than by purchase and held for specific purpose (schools, playgrounds...) in charge of a board or committee other than Selectmen
- to make changes or additions to a Town Map prepared or approved by planning board and adopted by town meeting
- road acceptance if NOT part of a subdivision plan

4/5 required

- to PAY UNPAID BILLS FROM THE PREVIOUS YEAR which may be unenforceable due to the insufficiency of an appropriation (at special town meeting 9/10)

Motions & Terminology

For those who have attended many Town Meetings, the “language” of the meeting may be sometimes somewhat confusing. Massachusetts General Laws and the Town of Georgetown By Laws are full of such terminology in “legalese.” The following are some of the most often used motions and a listing of some basic terminology. These are written in, hopefully, an every day understandable language.

Common Town Meeting Motions:

end the Meeting	“I move to adjourn”	Majority
amending a Motion	“I move to Amend by...”	Majority
end Debate	“I move the Question”	2/3
consider something out of scheduled order	“I move to change the order of business and consider...”	Majority
object to Procedure	“Point of Order”	none - Moderator rules
request another method of voting	“I move that vote be taken by...”	Majority
request counted vote (after vote has been declared)	“I move for a count”	7 voters -
reconsider a vote (must have voted on prevailing side)	“I move to Reconsider.....”	Majority
request information	“I request Point of Information”	none - Moderator rules

Terminology:

Appropriation

- An authorization by Town Meeting to make obligations and payments from the treasury for a specific purpose.

Assessed Valuation

- The value set on real or personal property by the Board of Assessors as a basis for setting the tax rate.

Capital Budget

- A multi year plan of spending for large capital items requested by Town Departments. Most of these are voted on individually as warrant articles.

Cherry Sheet

- Called so due to the cherry pink color paper on which it was originally printed.
- A form from the Massachusetts Department of Revenue showing all of the State and County charges and reimbursements to the Town as certified for the following year.
- Supposed to be received by March 1 of each year from the State Tax Commission.

Fiscal Year

- A 12 month period commencing on July 1 to which the annual town budget applies. The moneys appropriated at the May Town Meeting are for the next fiscal year starting July 1.

Free Cash

- The amount of Surplus Revenue over and above uncollected taxes of prior years.
- Free Cash must be certified by the State Director of Accounts.

General Fund

- The major town fund created with town receipts and tax revenues from which the majority of town expenses are met.

Operating Budget

- A plan of proposed spending and the proposed means of paying for it for the next fiscal year.

Reserve Fund

- This fund is established by voters at Annual Town Meeting.
- To use these monies, transfers may be authorized by the Finance Committee and only for "extraordinary and unforeseen expenditures" that do not warrant calling of a Special Town Meeting.
- Any unexpended balance of this fund is closed out to Surplus Revenue at fiscal year end.

Stabilization Fund

- This fund is designed to accumulate amounts for capital and other future spending purposes.
- These moneys may be invested (and accrue interest) by the town.
- These moneys may be appropriated by a 2/3 vote at any Town Meeting for any legal purpose.

Surplus Revenue

- This fund represents the amount by which Cash, Accounts Receivable, and other assets exceed the town's liabilities and reserves.

Transfers

- The town may by majority at any Town Meeting, transfer any amount previously appropriated to any other use authorized by law.

**TOWN OF GEORGETOWN
FY 2014 BUDGET SUMMARY**

				BUDGET	BUDGET	BUDGET	BUDGET
				2011	2012	2013	2014
REVENUE							
Taxes				13,295,133	14,958,160	15,398,997	15,847,065
State Revenue				6,269,948	6,101,708	6,180,712	6,255,875
Local Receipts/Enterprise				1,837,500	1,846,000	1,872,000	2,030,412
Other Available Funds				21,086	21,086	33,687	33,476
OTHER REVENUE SOURCES							
Override							
Free Cash					385,414	250,000	
Transfer from Stabilization Fund							
Transfer from Water Dept.				233,057	233,057	233,057	262,164
TOTAL REVENUE				21,656,724	23,545,425	23,968,453	24,428,992
OPERATING EXPENSES BY DEPARTMENT							
General Government							
Town Meeting Expense				1,600	1,600	1,600	1,600
Selectmen				2,000	2,000	2,000	2,000
Administration and Finance				500,314	516,176	541,188	1,131,491
Operation Support				343,500	789,552	807,034	206,607
Town Clerk				80,738	78,763	87,569	77,944
Land Use				154,840	153,294	185,797	192,533
Total General Government				1,082,992	1,541,385	1,625,188	1,612,175
Public Safety							
Police Protection				1,338,343	1,360,758	1,414,484	0
Police Public Safety Building				51,083	51,083	16,487	0
Other Public Safety				14,096	14,354	14,683	0
Total Police				1,403,522	1,426,195	1,445,654	1,480,642
Fire/Emergency Medical				413,249	419,412	422,134	429,594
Protective Inspections				3,925	4,003	0	0
Total Public Safety				1,820,696	1,849,610	1,867,788	1,910,236
Code Enforcement							
Code Enforcement				116,875	119,536	124,170	127,147
Total Code Enforcement				116,875	119,536	124,170	127,147
Education							
Public Schools				11,640,794	12,756,828	12,860,426	13,189,893
School Assessments				229,492	312,400	313,345	418,733
Total of Education				11,870,286	13,069,228	13,173,771	13,608,626
Public Works & Facilities							
				699,637	705,300	742,407	758,749
Undesignated (Street/Traffic Lights)				49,364	41,684	0	0
Human Services							
Health Services				97,786	98,946	102,949	104,568
Special Programs				159,942	151,124	161,541	164,901
Total of Human Services				257,728	250,070	264,490	269,469
Culture & Recreation							
				329,522	337,367	338,182	343,391
Debt Service							
Principal				710,852	691,061	816,356	740,061
Interest				177,660	167,667	166,288	216,404
Total of Debt Service				888,512	858,728	982,644	956,465
Insurance				3,920,027	4,058,235	4,174,641	4,212,893
Overlay/State/Snow & Ice				633,263	685,880	649,223	629,841
TOTAL EXPENSES				21,668,902	23,517,023	23,942,504	24,428,992
TOTAL REVENUES				21,663,899	23,545,425	23,968,453	24,428,992

REVENUE DETAIL FY14

	FY 2011	FY 2012	FY 2013	Estimated FY 2014
FY LEVY LIMIT				
Prior Fiscal Year	12,406,802	12,801,307	14,460,453	14,941,885
Proposition 2 1/2 Levy Limit Growth	310,170	320,033	361,511	373,547
New Growth	50,000	133,169	119,921	100,000
Override		1,205,944		
Levy Limit	12,766,972	14,460,453	14,941,885	15,415,432
Debt Exclusions				
Public Safety Building				
School Renovations	302,038	276,757	241,877	222,598
Library	185,340	181,335	176,910	172,110
Capital Equipment	40,783	39,615	38,325	36,925
Total Debt Exclusion	528,161	497,707	457,112	431,633
Allowable Levy Limit	13,295,133	14,968,160	15,398,997	15,847,065
STATE REVENUE				
Education				
Chapter 70	5,166,954	5,095,019	5,180,958	5,218,183
School Transportation				
Charter Tuition Assessment Reimb.			12,736	14,658
School Construction				
School Choice Receiving Tuition	249,198	216,400	142,829	148,359
School Lunch	7,586	8,325	8,355	7,766
Total Education	5,423,738	5,319,744	5,344,878	5,388,966
General Government				
State Funding to Local Govt.	605,914	562,104	562,104	620,237
Additional Assistance			43,810	
Revenues from Meals Tax Increase		-	-	-
Revenues from Rooms Tax Increase				
Highway Fund				
Police Career Incentive	5,011	-	-	-
Veterans Benefits	31,486	29,019	34,628	43,293
Exemptions: Vet, Blind & Surv. Spo	17,580	18,702	16,804	24,738
Exemptions: Elderly				
State Owned Land	178,982	164,629	171,200	171,325
Public Libraries	7,237	7,610	7,288	7,316
Variance per House Ways & Means unapplied				
Total General Government	846,210	781,964	835,834	866,909
Total State Revenue	6,269,948	6,101,708	6,180,712	6,255,876
ESTIMATED LOCAL REVENUE				
Local Receipts				
Motor Vehicle Excise	950,000	950,000	950,000	1,050,000
Penalties and Interest on Taxes	50,000	50,000	50,000	50,000
Payments in Lieu of Taxes	50,500	50,000	50,000	50,000
Fees	55,000	55,000	55,000	65,000
Rentals	40,000	40,000	40,000	40,000
Other Departmental Revenue	15,000	10,000	10,000	10,000
Licenses and Permits	110,000	110,000	110,000	125,000
Fines and Forfeits	90,000	90,000	90,000	70,000
Investment Income	28,000	28,000	17,000	12,000
Electrical Depart. Benefits & Debt Service	400,000	450,000	450,000	450,000
Misc. Receipts	9,000	10,000	10,000	10,000
Misc Medicaid Revenue	40,000	3,000	40,000	53,000
QECB Tax Credit				45,412
Total Estimated Local Receipts	1,837,500	1,846,000	1,872,000	2,030,412
Other Available Funds				
Septic Betterment	21,086	21,086	21,086	21,060
Affordable Housing Trust			12,601	12,416
Assessors Overlay Excess				
Total Other Available Funds	21,086	21,086	33,687	33,476
Water Department	233,057	233,057	233,057	262,164
Total Estimated Local Receipts	1,837,500	1,846,000	1,872,000	2,030,412
Total Revenue	21,656,724	23,160,011	23,718,463	24,428,992

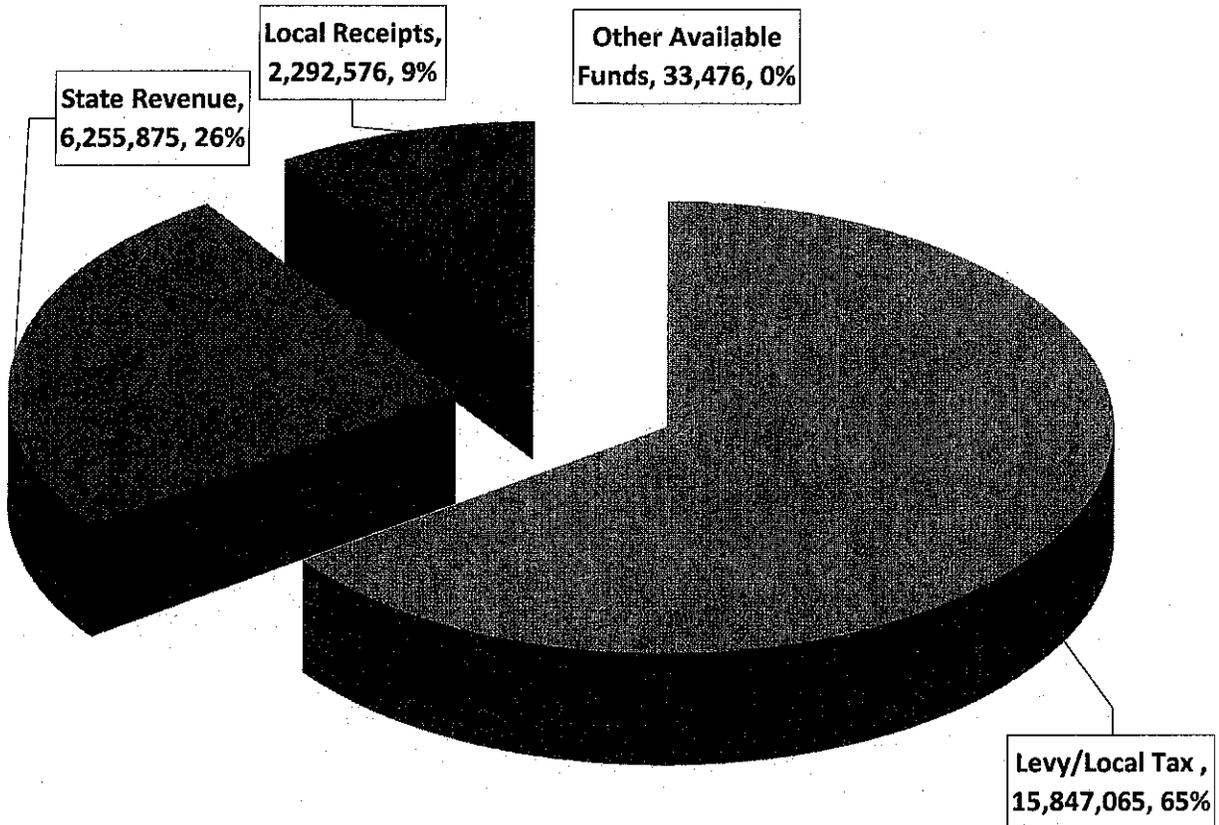
TOWN OF GEORGETOWN		EXPENSE DETAIL					
FY2014 BUDGET		Line Item	FY10	FY11	FY12	FY13	FY14
Category	Department	Number	Actual	Budget	Budget	Budget	Level Service Proposed
GENERAL GOVERNMENT							
	Town Meeting Expense	11131	1,600	1,600	1,600	1,600	1,600
Selectmen:							
	Selectmen Salaries	11221	0	0	0	0	0
	Selectmen Staff Salaries						
	Selectmen Expenses	11224	2,000	2,000	2,000	2,000	2,000
Total Selectmen			2,000	2,000	2,000	2,000	2,000
Administration and Finance							
Personal Services							481,645
Purchase of Services							649,846
	Fin/Adv. Purchase of Services	11312	200	200	200	200	
	Reports, Town & Fin Comm.	11951	500	500	500	500	
	Town Administrator Salary	11227	91,189	91,189	94,882	97,254	
	Town Administrator Staff Salary	11222	33,610	33,946	34,625	35,491	
	Town Administrator Deferred Comp					3,500	
	Town Administrator Expenses	11229	2,000	2,000	4,124	4,124	
	Accountant Salary	11351	62,446	63,071	64,332	65,940	
	Accountant Expenses	11353	3,700	3,300	3,300	3,300	
	Board of Assessors Salary	11411	900	900	900	900	
	Assessors Asst. Salary	11412	59,000	61,982	65,262	66,894	
	Assessors Staff Wages	11413	43,275	43,275	44,141	45,245	
	Assessors Expense	11414	45,015	31,275	35,275	45,325	
	Treasurer/Collector Salary	11454	62,446	63,070	64,332	65,940	
	Finance Clerk	11455	36,559	36,925	30,090	30,842	
	Asst. Treasurer/Collector Salary	11456	42,506	42,931	48,813	50,033	
	Treasurer/Collector Expenses	11453	26,490	25,750	25,400	25,700	
Total Administration and Finance			509,836	500,314	516,176	541,188	1,131,491
Operation Support:							
	Town Hall Operating Exp.	11226	64,000	64,000	64,000	30,172	
	Computer Sys Main & Sup	11225	72,000	72,000	72,000	72,000	
	Town Counsel Expense	11511	50,000	80,000	80,000	80,000	
	Electricity Expense	11512				196,151	
	Natural Gas Expense	11513				117,811	
	Tax Title Foreclosure	11581	9,500	8,500	8,500	8,500	
	Town Audit	11591	23,000	23,000	23,000	23,900	
	Capital Improvement Projects						
	Operating Expense	11595				182,500	110,607
	Reserve Fund Expense	11321	125,000	96,000	542,052	96,000	96,000
Total Operation Support			343,500	343,500	789,552	807,034	206,607
				843,814	1,305,728	1,348,222	1,338,098
Licensing & Registration:							
Town Clerk Personal Services							62,334
Town Clerk Purchase of Services							15,610
	Town Clerk Salary	11611	33,135	33,466	34,136	34,989	
	Town Clerk Staff Wages	11612	17,596	17,772	18,127	18,580	
	Town Clerk Expense	11613	6,500	6,500	6,500	6,500	
	Election Expense	11621	7,600	18,000	15,000	22,500	
	Registrars Expense	11631	5,042	5,000	5,000	5,000	
Total Licensing & Registration			69,873	80,738	78,763	87,569	77,944
Land Use:							
Conservation Personal Services							77,933
Conservation Purchase of Services							3,000
	Con. Com. Agent	11712	37,162	58,807	59,983	61,483	
	Con Com Staff	11713	4,657	11,707	14,194	14,549	
	Conservation Commission Expense	11711	3,000	3,000	3,000	3,000	
	MVPC Assessment	11731	2,500	2,500	2,500	0	0
	Planning Board Personal Services	11752	48,764	61,285	55,665	74,704	78,546
	Planning Board Purchase of Service	11751	8,000	7,980	8,200	18,829	15,106
	ZBA Personal Services	11761	9,472	9,561	9,752	13,232	17,088
	ZBA Purchase of Services	11762			0	0	860
Total Land Use			113,555	154,840	153,294	185,797	192,533
TOTAL OF GENERAL GOVERNMENT			1,040,364	1,082,992	1,541,385	1,625,188	1,612,175

TOWN OF GEORGETOWN									
FY2014 BUDGET				EXPENSE DETAIL					
		Line Item	FY10	FY11	FY12	FY13	FY14		
Category	Department	Number	Actual	Budget	Budget	Budget	Budget	Level Service	Proposed
PUBLIC SAFETY									
Police Protection:									
	Personal Services								1,313,359
	Purchase of Services								167,283
	Police Salaries	12111	1,016,428	1,022,709	1,040,933	1,067,421			
	Police Operating Expense	12118	83,747	85,747	88,747	94,000			
	Police School Crossing	12115	0	6,500	6,630	6,796			
	Cruiser Replacement	12116	16,844	17,358	17,358	34,000			
	Comm. Center Wages	12121	205,587	206,029	207,090	212,267			
	Total Police Protection		1,322,606	1,338,343	1,360,758	1,414,484			-
	Public Safety Bldg.-Util	12131	40,000	40,000	40,000	5,404			
	Public Safety Bldg.-Maint.	12132	11,083	11,083	11,083	11,083			
	Total Police Public Safety Bldg.		51,083	51,083	51,083	16,487			-
Other Public Safety:									
	Animal Control Off Salary	12921	0	12,896	13,154	13,483			
	Animal Control Off Exp.	12922	0	1,200	1,200	1,200			
	Total of Other Public Safety		0	14,096	14,354	14,683			0
	Total of Police Department		1,373,689	1,403,522	1,426,195	1,445,654			1,480,642
Fire Protection:									
	Personal Services	12211	166,911	308,149	314,312	324,892			332,352
	Purchase of Services	12214	105,100	105,100	105,100	97,242			97,242
	Total of Fire/Emergency Medical		413,249	413,249	419,412	422,134			429,594
Protective Inspections:									
	Sealer Wgts./Meas. Serv. Fee	12444	3,886	3,925	4,003	0			0
	TOTAL OF PUBLIC SAFETY		468,218	482,353	488,852	453,304			1,910,236
Code Enforcement:									
	Personal Services	12951	111,765	111,768	114,429	119,063			122,040
	Purchase of Services	12952	5,107	5,107	5,107	5,107			5,107
	TOTAL OF CODE ENFORCEMENT		116,872	116,875	119,536	124,170			127,147
EDUCATION									
Public School:									
	Personal Services	13111	8,659,677	9,051,172	9,051,172	10,835,685			10,934,079
	Purchase of Services	13112				1,942,741			2,255,814
	Reduction of School's Requested Increase		2,272,695	2,589,622	2,499,712	(168,000)			
	STM SPED					250,000			
	Total Public Schools		10,932,372	11,640,794	12,756,828	12,860,426			13,189,893
School Assessments:									
	Whittier Reg'l. Assess	13121	277,248	229,492	312,400	313,345			418,733
	School Choice	13122							
	Total School Assessments		277,248	229,492	312,400	313,345			418,733
	TOTAL OF EDUCATION		11,209,620	11,870,286	13,069,228	13,173,771			13,608,626
PUBLIC WORKS AND FACILITIES									
	Personal Services					284,970			296,094
	Purchase of Services					416,287			462,655
	Highway Surveyor Salary	14211	77,140	77,140	78,683	80,650			
	Highway Wages	14212	205,865	205,992	210,112	199,579			
	Highway Operating Exp.	14213	89,250	89,250	89,250	84,032			
	Road Maint. & Repairs	14215	174,746	173,316	174,746	174,746			
	Const. & Maint. Drain Exp.	14221	32,000	32,000	32,000	32,000			
	Highway Sidewalks Exp.	14222	5,000	5,000	5,000	5,000			
	Snow/Ice Control Exp.	14231	104,000	104,000	104,000	104,000			
	Loader Lease			1,430	-	5,000			
	Tree Warden Expense	14292	11,553	11,509	11,509	11,509			
	Tree Warden Salary	14291	4,446	4,490	4,625	4,741			
	Traffic Lights Expense	12119				4,500			
	Street Light Assessment	14241				36,650			
	TOTAL OF PUBLIC WORKS & FACILITIES		699,554	699,637	705,300	742,407			758,749
Undesignated:									
	Traffic Lights Expense	12119	4,500	4,500	4,500	0			0
	Street Light Assessment	14241	44,864	44,864	37,184	0			0
	TOTAL OF UNDESIGNATED		49,364	49,364	41,684	0			0
HUMAN SERVICES									

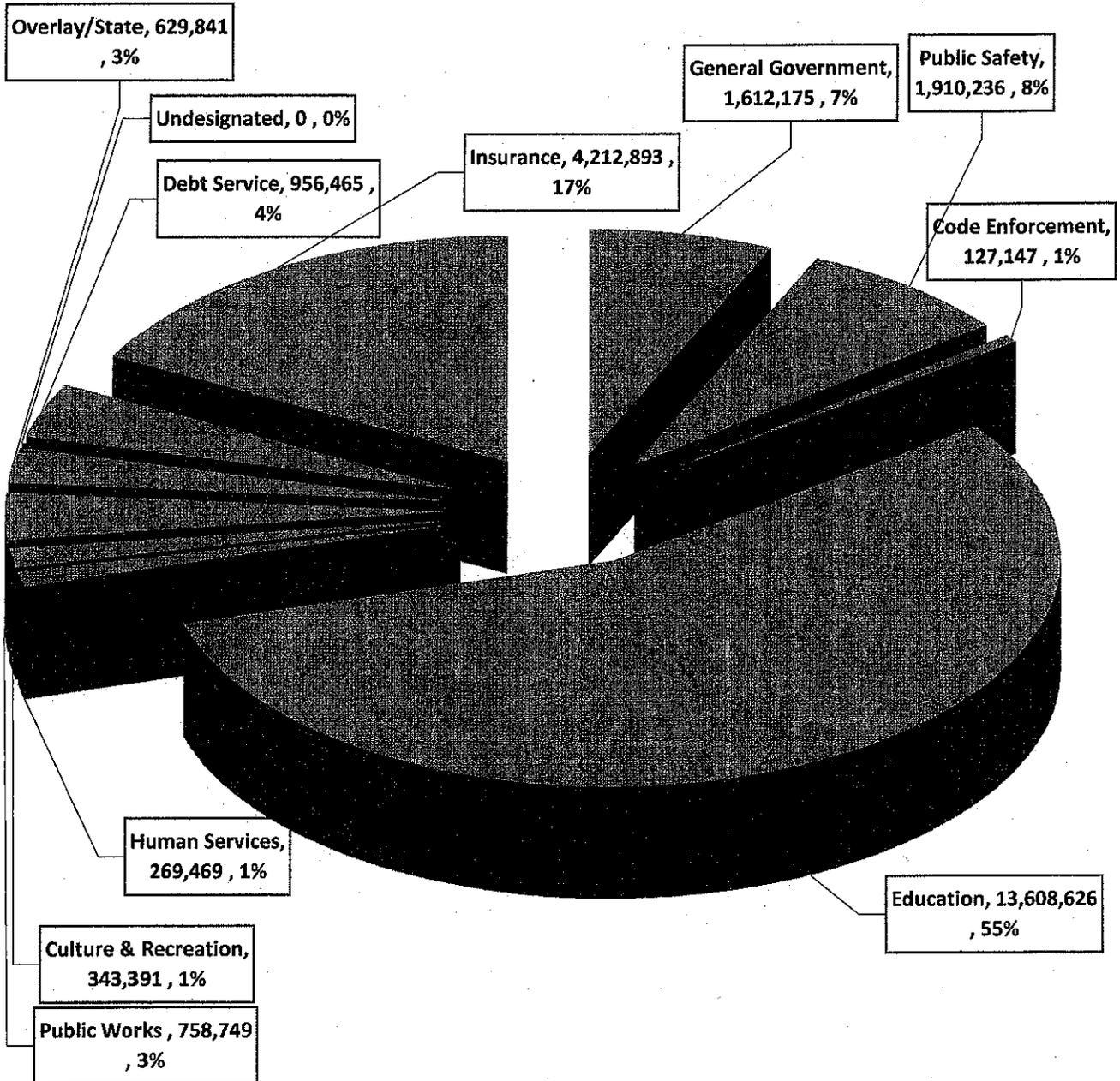
TOWN OF GEORGETOWN		EXPENSE DETAIL					
FY2014 BUDGET		Line Item	FY10	FY11	FY12	FY13	FY14
Category	Department	Number	Actual	Budget	Budget	Budget	Level Service Proposed
Health Services:							
	Personal Services	15111	58,188	58,016	59,176	64,759	66,378
	Purchase of Services	15112	39,601	39,770	39,770	38,190	38,190
Total of Health Services			97,789	97,786	98,946	102,949	104,568
Special Programs:							
	COA Personal Services	15411	58,529	59,114	60,296	61,803	63,348
	COA Purchase of Services	15412	21,828	21,828	21,828	25,492	26,508
	Veterans Services Expense	15431	50,000	50,000	40,000	40,000	40,000
	Veterans Graves Expense	15432	4,000	4,000	4,000	4,000	4,000
	N. Essex Vet Dist. Assess	15433	26,000	25,000	25,000	30,246	31,045
Total For Special Programs			160,357	159,942	151,124	161,541	164,901
TOTAL FOR HUMAN SERVICES			258,146	257,728	250,070	264,490	269,469
CULTURE & RECREATION							
	Library Personal Services	16111	176,591	184,737	188,432	193,143	197,972
	Library Purchase of Services	16112	104,100	103,182	107,041	108,145	108,145
Total of Library			280,691	287,919	295,473	301,288	306,117
	P&R Personal Services	16311	14,403	14,547	14,838	15,209	15,589
	P&R Purchase of Services	16312	25,400	25,256	25,256	19,885	19,885
Total of Parks & Recreation			39,803	39,803	40,094	35,094	35,474
	Historical Comm. Purchase of Services	16911	500	500	500	500	500
	Memorial Day Service Expense	16921	1,300	1,300	1,300	1,300	1,300
TOTAL CULTURE & RECREATION			322,294	329,522	337,367	338,182	343,391

TOWN OF GEORGETOWN		EXPENSE DETAIL					
FY2014 BUDGET							
	Line Item	FY10	FY11	FY12	FY13	FY14	
Category	Department	Number	Actual	Budget	Budget	Budget	Level Service Proposed
	Total State Charges*** see attached		98,558	101,631	99,817	102,627	116,089
	State Off-Sets		301,751	264,021	232,235	158,442	163,441
	Snow & Ice Deficit		0				
	School Choice Assess - Sending		140,213	128,500	123,000	167,973	187,574
	Charter School Sending			9,493	54,814	50,381	29,971
	Essex County Tech Sending Tuition		61,339	59,618	110,447	99,800	62,766
	Overlay		70,000	70,000	70,000	70,000	70,000
	Subtotal		697,508	633,263	690,313	649,223	629,841
	TOTAL EXPENSES		20,911,687	21,668,902	23,521,456	23,942,504	24,428,992
	TAX RECAP CHARGES (Cherry Sheet)						
	Transfer to Capital Projects						
	Snow & Ice Deficit						
	State Charges		98,558	101,631	99,817	102,627	116,089
	School Choice Assessments -Sending		140,213	128,500	123,000	167,973	187,574
	Charter School Sending			9,493	50,381	50,381	29,971
	Essex County Tech Sending Tuition		61,339	59,618	110,447	99,800	62,766
	Overlay		70,000	70,000	70,000	70,000	70,000
	Subtotal		395,757	369,242	453,645	490,781	466,400
	STATE OFFSETS						
	School Choice - Receiving Tuition		284,919	249,198	216,400	142,829	148,359
	School Lunch		8,603	7,586	8,325	8,325	7,766
	Public Library		8,229	7,237	7,510	7,288	7,316
	Subtotal		301,751	264,021	232,235	158,442	163,441
	TOTAL STATE CHARGES		697,508	633,263	685,880	649,223	629,841
	WATER DEPARTMENT						
	Personal Services						718,867
	Purchase of Services						758,107
	Water Salaries & Wages	74501	472,402	472,402	472,402	491,086	0
	Water Expenses & Rent	74502	352,950	441,285	508,039	541,456	0
	Water Department Direct Costs	74503	221,113	233,094	258,550	283,003	0
	Water Treatment Plant-Interest	74505	27,533	26,828	24,932	21,108	0
	Water Treatment Plant-Principal	74504	71,091	72,132	72,131	75,118	0
	Water Transmission Loop Interest	74509	15,777	15,122	14,454	13,717	0
	Water Transmission Loop Principal	74511	20,000	20,000	20,000	20,000	0
	Water Operating Reserve Fund	74506	25,000	35,000	37,000	36,700	0
	Admin Fees	745011	4,690	4,532	2,000	2,000	0
	TOTAL WATER DEPARTMENT		1,210,556	1,320,395	1,409,508	1,484,188	1,476,974
	Ambulance Service						
	Personal Services						102,250
	Purchase of Services						114,900
	Direct Expense						
	Total Ambulance Service						217,150

SOURCE OF FUNDS - FY14



DEPARTMENTAL EXPENSES - FY 2014



SPECIAL TOWN MEETING WARRANT

COMMONWEALTH OF MASSACHUSETTS

May 6, 2013

ESSEX, ss. To the Constables of the Town of Georgetown, in the County of Essex,
Greetings.

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in the elections and in Town affairs, to meet at the Georgetown Middle/High School on May 6, 2013 at 7 o'clock in the evening then and there to act on the following articles:

Article 1: Creation of a Reserve Fund for Accrued Liabilities (STM/13-01)

To see if the town will accept the provisions of Chapter 40, Section 13D of the Massachusetts General Laws establishing a reserve fund for the future payment of accrued liabilities for compensated absences due any employee or full time officer of the Town upon the termination of the employee's or full-time officer's employment effective this fiscal year (2013), and to raise and appropriate or transfer from available funds a sum of money to be added to the Reserve Fund for Accrued Liabilities, or take any other action relative thereto.

Article 2: Adjustments to the Fiscal Year 2013 operating budget (STM5/13-03)

To see if the Town will vote to amend the vote taken under Article 2 of the 2012 Annual Town Meeting warrant for the purpose of adjusting line items in the FY13 budget, and, as necessary, to raise and appropriate or transfer and appropriate from available funds a sum of money for the purpose of supplementing departmental expenses, or take any other action relative thereto.

Consent Calendar

The use of a Consent Calendar speeds the passage of warrant articles which the Selectmen and Moderator, in consultation with Town Counsel and the Finance and Advisory Committee, believe should generate no controversy and can be properly voted without debate.

Each year there are a number of warrant articles which past experience suggests that the action taken on the floor of the Town Meeting will be routine, non-controversial, and predictable.

At Town Meeting, said list is then read by the Moderator as "Articles 7, 8, 9, 10, 11, 12, 13, 14, and 15". If any voter has any doubt about passing a motion, or wishes an explanation of any article included in the Consent Calendar, the voter will say "hold" in a loud voice as each article is called out.

The Moderator will then ask if the "hold" is for a question or debate. If it is for a question, an explanation will be given and the article remains on the Consent Calendar. If the "hold" is for debate on the article it is removed from the Consent Calendar and restored to its original place on the warrant to be brought up, debated, and voted in the usual manner.

After calling the individual articles on the Consent Calendar, the Moderator will ask that all articles be passed as a unit by a unanimous vote.

Finance and Advisory Board recommends approval. (vote: 6-0)
Board of Selectmen recommends approval. (vote: 3-0)

Article 7: Municipal Light Department Continuation of Operation (ATM13-07)

To see if the Town will appropriate receipts of the Municipal Light Department for the operation of said Department under the direction and control of the Municipal Light Board, as defined in Section 34, Chapter 164, General Laws, for the Fiscal Year beginning July 1, 2013, or take any other action in relation thereto.

Article 8: Zoning Board of Appeals Revolving Fund (ATM13-08)

To see if the Town will continue the Zoning Board of Appeals Revolving Fund as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. This fund shall be funded by applicants' fees to be expended without further appropriation for the purpose of application review including, but not limited to review services, clerical, legal expenses, equipment and office supplies. The Zoning Board of Appeals may expend from this account an amount not to exceed \$20,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 9: Road Machinery Fund (ATM13-09)

To see if the Town will vote to continue the Road Machinery Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by payments for rental of Highway machinery and shall be expended without further appropriation for the purpose of purchasing highway equipment. The Highway Surveyor, with approval of the Board of Selectmen, may expend from this account an amount not to exceed \$25,000, or the balance in the account, whichever is lesser, for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 10: Conservation Commission Revolving Fund for Camp Denison (ATM13-10)

To see if the Town will vote to continue a Conservation Commission Revolving Fund for Camp Denison as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. This fund shall be funded by program fees, facility use charges and outside vendor charges to be expended without further appropriation for the purpose of maintaining the support of the land and facilities including, but not limited to utilities, seasonal staff, legal expenses, equipment and office supplies. The Conservation Commission may expend from this account an amount not to exceed \$16,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 11: Local Access Programming (ATM13-11)

To see if the Town will vote to continue a Cable Television Revolving Fund as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. This fund shall be funded by the Annual License Fee and the PEG Capital Funding (Section 7.4 of the contract) paid by Comcast and Verizon to the Town to be expended without further appropriation for the purpose of Local Access Programming, including but not limited to, utilities, salaries, equipment, maintenance and office supplies. The Cable Advisory Committee, with the approval of the Board of Selectmen, may expend from this account an amount not to exceed \$80,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 12: Chapter 90 Reimbursement, Transportation Bond (ATM13-12)

To see if the Town will appropriate the sum of \$457,454 (Four hundred fifty seven thousand four hundred fifty four dollars), or any other sum to be reimbursed by the Commonwealth of Massachusetts under the Transportation Bond issue, to be spent by the Highway Surveyor, with approval of the Board of Selectmen, under the provisions of Chapter 90 of the General Laws, or take any other action in relation thereto.

Article 13: Conservation Department, Conservation Restriction Revolving Fund (ATM13-13)

To see if the Town will vote to continue a Georgetown Conservation Restriction Revolving Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by fees and donations to be expended without further appropriation for the purpose of inspecting the condition of land for which the Georgetown Conservation Commission is the holder of Conservation Restrictions including, but not limited to staff expenses, legal expenses, equipment and supplies. The Conservation Commission may expend from this account an amount not to exceed \$1,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 14: Fire Department, Fire Alarm Revolving Fund (ATM13-14)

To see if the Town will vote to continue a Georgetown Fire Department Revolving Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by the annual fees charged for connection to the Municipal Fire Alarm system to be expended without further appropriation for the purpose of maintaining the Municipal Fire Alarm System. The Fire Department may expend from the account an amount not to exceed \$10,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 15: Inspections Department, Revolving Fund (ATM13-16)

To see if the Town will vote to continue an Inspections Department Revolving Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by fees associated with electronic permit tracking software when permits are issued by the Town of Georgetown. Funds to be expended without further appropriation for the purpose of funding permit tracking software fees, training, computer upgrades, data storage, and electronic data conversion of existing paper files and contract work associated with the electronic permitting system. The Inspections Department may expend from this account an amount not to exceed \$12,000 for the fiscal year beginning July 1, 2013, or take any other action in relation thereto.

Town Warrant
Commonwealth of Massachusetts
May 6, 2013

ESSEX, ss. To the Constables of the Town of Georgetown, in the County of Essex,
Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the said Town, qualified to vote in Town affairs to meet at the Georgetown Middle/High School on the 6th day of May, 2013 (Monday) at 7 o'clock P.M. then and there to act on the articles of this warrant.

Article 1: Town Officers and Committee Reports (ATM13-01)

To hear and act on the reports of the Town Officers and Committees.

Article 2: General Operating Budget/Reserve Fund (ATM13-02)

To see if the Town will raise and appropriate, or appropriate by transfer from available funds, a sum of money to defray charges and expenses of the Town, including debt and interest and including support of the schools, to fix salaries of the several elected offices of the Town, as provided by Section 108, Chapter 41, General Laws, as amended, and to provide for a reserve fund for the ensuing year, as set forth in the Finance and Advisory Board Proposed Budget and Town Meeting Warrant for the Fiscal Year beginning July 1, 2013, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

Article 3: Stabilization Fund (ATM13-03)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be added to the Stabilization Fund, or take any other action in relation thereto.

Finance and Advisory recommends article to be passed over.

Article 4: Capital Fund (ATM13-04)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum not to exceed \$50,000 to be added to the Capital Fund, a special purpose stabilization fund created by vote of the May 4, 2009 Annual Town Meeting pursuant to the provisions of Massachusetts General Laws Chapter 40, Section 5B, said funds to be further appropriated by Town Meeting for improvements and/or repairs to municipal buildings and infrastructure, or take any other action in relation thereto.

Finance and Advisory recommends article to be passed over.

Article 5: Water Department Operating Budget (ATM13-05)

To see if the Town will appropriate the receipts and available funds of the Water Department Enterprise Fund for the operation of the Water Department under the direction of the Water Commissioners for the Fiscal Year beginning July 1, 2013, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

Board of Selectmen recommends approval. (vote: 3-0)

Article 6: Water Department Budget (ATM13-06)

To see if the Town will vote to appropriate from the Water Department Enterprise Fund Retained Earnings, the sum of one hundred and seventy-five thousand dollars (\$175,000) to be expended under the direction of the Board of Water Commissioners for costs associated with water system improvements, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

Board of Selectmen recommends approval. (vote: 3-0)

{BEGIN CONSENT CALENDAR}

Finance and Advisory Board recommends approval. (vote: 6-0)

Board of Selectmen recommends approval. (vote: 3-0)

Article 7: Municipal Light Department Continuation of Operation (ATM13-07)

To see if the Town will appropriate receipts of the Municipal Light Department for the operation of said Department under the direction and control of the Municipal Light Board, as defined in Section 34, Chapter 164, General Laws, for the Fiscal Year beginning July 1, 2013, or take any other action in relation thereto.

Article 8: Zoning Board of Appeals Revolving Fund (ATM13-08)

To see if the Town will vote to continue the Zoning Board of Appeals Revolving Fund as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. This fund shall be funded by applicants' fees to be expended without further appropriation for the purpose of application review including, but not limited to review services, clerical, legal expenses, equipment and office supplies. The Zoning Board of Appeals may expend from this account an amount not to exceed \$20,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 9: Road Machinery Fund (ATM13-09)

To see if the Town will vote to continue the Road Machinery Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by payments for rental of Highway machinery and shall be expended without further appropriation for the purpose of purchasing highway equipment. The Highway Surveyor, with approval of the Board of Selectmen, may expend from this account an amount not to exceed \$25,000, or the balance in the account, whichever is lesser, for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 10: Conservation Commission Revolving Fund for Camp Denison (ATM13-10)

To see if the Town will vote to continue a Conservation Commission Revolving Fund for Camp Denison as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. This fund shall be funded by program fees, facility use charges and outside vendor charges to be expended without further appropriation for the purpose of maintaining the support of the land and facilities including, but not limited to utilities, seasonal staff, legal expenses, equipment and office supplies. The Conservation Commission may expend from this account an amount not to exceed \$16,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 11: Local Access Programming (ATM13-11)

To see if the Town will vote to continue a Cable Television Revolving Fund as authorized by Chapter 44, Section 53E ½ of Massachusetts General Laws. This fund shall be funded by the

Annual License Fee and the PEG Capital Funding (Section 7.4 of the contract) paid by Comcast and Verizon to the Town to be expended without further appropriation for the purpose of Local Access Programming, including but not limited to, utilities, salaries, equipment, maintenance and office supplies. The Cable Advisory Committee, with the approval of the Board of Selectmen, may expend from this account an amount not to exceed \$80,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 12: Chapter 90 Reimbursement, Transportation Bond (ATM13-12)

To see if the Town will appropriate the sum of \$457,454 (Four hundred fifty seven thousand four hundred fifty four dollars), or any other sum to be reimbursed by the Commonwealth of Massachusetts under the Transportation Bond issue, to be spent by the Highway Surveyor, with approval of the Board of Selectmen, under the provisions of Chapter 90 of the General Laws, or take any other action in relation thereto.

Article 13: Conservation Department, Conservation Restriction Revolving Fund(ATM13-13)

To see if the Town will vote to continue a Georgetown Conservation Restriction Revolving Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by fees and donations to be expended without further appropriation for the purpose of inspecting the condition of land for which the Georgetown Conservation Commission is the holder of Conservation Restrictions including, but not limited to staff expenses, legal expenses, equipment and supplies. The Conservation Commission may expend from this account an amount not to exceed \$1,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 14: Fire Department, Fire Alarm Revolving Fund (ATM13-14)

To see if the Town will vote to continue a Georgetown Fire Department Revolving Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by the annual fees charged for connection to the Municipal Fire Alarm system to be expended without further appropriation for the purpose of maintaining the Municipal Fire Alarm System. The Fire Department may expend from the account an amount not to exceed \$10,000 for the Fiscal Year beginning July 1, 2013; or take any other action in relation thereto.

Article 15: Inspections Department, Revolving Fund (ATM13-16)

To see if the Town will vote to continue an Inspections Department Revolving Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by fees associated with electronic permit tracking software when permits are issued by the Town of Georgetown. Funds to be expended without further appropriation for the purpose of funding permit tracking software fees, training, computer upgrades, data storage, and electronic data conversion of existing paper files and contract work associated with the electronic permitting system. The Inspections Department may expend from this account an amount not to exceed \$12,000 for the fiscal year beginning July 1, 2013, or take any other action in relation thereto.

{END CONSENT CALENDAR}

Article 16: Fire Department, Enterprise Fund Creation (ATM13-17)

To see if the town will accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws to establish an enterprise fund for the Town's ambulance service effective Fiscal

Year 2014 and further to see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Ambulance enterprise, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)
Board of Selectmen recommends approval. (vote: 4-0)

Article 17: Transfer of Fire Department Ambulance Revolving Fund Balance (ATM13-34)

To see if the Town will vote to transfer the unexpended balance remaining in the Ambulance Revolving Fund as of June 30, 2013 to the Fire Department Ambulance Enterprise Fund, or take any other action thereon.

Board of Selectmen recommends approval. (vote: 4-0)

Article 18: Fire Department, Ambulance Revolving Fund (ATM13-14)

To see if the Town will vote to continue a Georgetown Fire Department Ambulance Revolving Fund as authorized by Chapter 44, Section 53E ½ of the Massachusetts General Laws. This fund shall be funded by the fees charged for ambulance services provided by the Georgetown Fire Department to be expended without further appropriation for the purpose of operating an ambulance service. The Fire Department may expend from this account an amount not to exceed \$149,000 for the fiscal year beginning July 1, 2013, or take any other action in relation thereto.

(To be passed over if Enterprise fund is approved)

Article 19: Fire Department, Ladder Truck Payment (ATM13-18)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$77,000 (seventy seven thousand dollars) for the Fiscal Year 2014 lease payment for the Fire Department ladder truck, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)
Board of Selectmen recommends approval. (vote: 4-0)

Article 20: Other Post-Employment Benefits Trust Fund (ATM13-19)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum not to exceed \$50,000 (fifty thousand dollars) to be added to the Other Post Employment Benefits Liability Trust Fund, created by vote of the May 7, 2012 Annual Town Meeting pursuant to the provisions of G.L. c.32B, §20, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)
Board of Selectmen recommends approval. (vote: 4-0)

Article 21: Intercom System for Perley Elementary and Middle High Schools (ATM13-30)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$52,000 (fifty two thousand dollars) for Intercom Systems for the Perley Elementary and Middle High Schools, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)
Board of Selectmen recommends approval. (vote: 4-0)

Article 22: Replacement of the Handicapped Ramp at Middle High School (ATM13-31)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$38,000 (thirty eight thousand dollars) for the replacement of the handicapped ramp at the Middle High School, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)
Board of Selectmen recommends approval. (vote: 4-0)

Article 23: Replacement of the HVAC Unit for the auditorium at the Middle High School (ATM13-32)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$80,000 (eighty thousand dollars) for the replacement of the HVAC Unit for the auditorium at the Middle High School, or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

Board of Selectmen recommends approval. (vote: 3-1)

Article 24: Purchase of six-wheel dump truck (ATM13-33)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$150,000 (one hundred fifty thousand dollars) for a six-wheel dump truck or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

Board of Selectmen recommends approval. (vote: 3-1)

Article 25: Solicitation and Canvassing Bylaw (ATM13-20)

To see if the Town will vote to amend the Code of the Town of Georgetown by adding a new section as follow:

or take any other action in relation thereto.

Chapter #. SOLICITATION AND CANVASSING

§#-1. Statement of Purpose

This Bylaw, adopted pursuant to M.G.L. c.43B, Section 13 and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts is intended to secure for residents of the Town of Georgetown the tranquility which they reasonably expect to enjoy in the privacy of their homes and to protect them from unreasonable intrusion by unrequested and unwanted solicitation and canvassing and perpetration of fraud or other crimes. It is framed with deep respect for the principles embodied in the constitutions of the United States and the Commonwealth of Massachusetts and attempts to achieve a workable balance between the right of free speech and the right of privacy. It is intended to be framed narrowly and construed strictly to achieve its purpose by imposing certain restrictions as to the time, place and manner in which solicitation and canvassing are conducted. It is not intended to be applied to activities for religious, political, newspaper distribution or public policy purposes or other non-commercial purposes, regardless of whether such activities include acts that would otherwise constitute soliciting or canvassing entitled to protection under the First Amendment to the United States Constitution.

§#-2. Definitions

- A. "Solicitation or Canvassing" means traveling by foot, motor vehicle or any type of conveyance, from place to place, from house to house, or from street to street, for salary, commission or other remuneration, whether on behalf of oneself or of another person, firm or corporation and:
- (1) Selling, leasing or taking orders for the sale of any goods, wares, merchandise or services whatsoever, including without limitation books, periodicals, food, and home improvement services, or attempting to so sell, lease or take orders, whether or not advance payment on such sales is collected; or
 - (2) Seeking or requesting donations of money, goods or services for association, organization, corporation or project wholly or in part for commercial purposes or by a professional solicitor or commercial co-venturer for a charitable or other non-commercial organization.
 - (3) seeking to obtain information on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the purpose of selling or using such data, wholly, or in part, for commercial purposes;

- (4) person-to-person distribution of literature, periodicals, or other printed materials for commercial purposes, but shall not include placing or dropping off printed materials on the premises;
- (5) seeking to enlist membership in any organization for commercial purposes; or
- (6) seeking to present, in person, organizational information for commercial purposes.

B. "Residential property" includes without limitation each individual dwelling unit.

C. "Charitable Organization," "Professional Solicitor" and "Commercial Co-venturer" shall be defined as set forth in Chapter 68, Section 18, of the General Laws.

§#-3. Prohibition and Requirements

- A. No person shall engage in solicitation or canvassing in or upon any private residential property in the Town of Georgetown, and no firm, corporation, organization or other entity shall arrange for any person to engage in solicitation or canvassing in or upon any residential property, without first registering with the Chief of Police or his designee not less than three (3) days before commencing such solicitation or canvassing and obtaining from the Chief of Police or his designee a certificate evidencing such registration;
- B. Persons engaged in solicitation or canvassing shall carry such certificate or registration while so engaged and shall produce such certificate upon the request of a police officer;
- C. Immediately upon encountering an occupant of any residential property, a person engaged in solicitation or canvassing shall present such certificate of registration for inspection and inform the occupant of the nature and purpose of his business and, if he is representing an organization, firm or other entity, the nature and purpose of such organization, firm or other entity.
- D. Each person engaged in solicitation or canvassing in or upon any residential premises shall immediately leave such premises upon the request of the occupant;
- E. No person shall engage in solicitation or canvassing in or upon any residential property upon which is displayed a sign prohibiting trespassing, solicitation or canvassing;
- F. No person shall engage in solicitation or canvassing in or upon any residential property without express prior permission of an occupant, before 9:00 a.m. or after 9:00 p.m. where there is no sign posted otherwise limiting solicitation or the hours of solicitation or such other activities;
- G. No person engaging in solicitation or canvassing shall misrepresent in any way his true objective, status or mission or that of any organization on behalf of which he is so engaged;
- H. No person shall solicit, canvass or conduct any other activity at any residence in a threatening, abusive or illegal fashion;
- I. Persons engaging in solicitation or canvassing shall comply with all federal, state and local laws and regulations, including but not limited to consumer protection laws such as MGL c. 93, 93A and 255D.

§#-4. Registration

- A. Application - Persons seeking registration certificates in accordance with this Bylaw shall apply therefor, not less than three (3) days before commencing solicitation or canvassing in the Town of Georgetown. Such application shall be signed under the penalties of perjury and shall contain the following information on a form provided by the Chief of Police or his designee:
 - (1) Applicant's name;
 - (2) Applicant's business, residence and local address;
 - (3) Applicant's business, residence and local telephone numbers;

- (4) Applicant's date of birth;
- (5) Applicant's driver's license number and state of issue;
- (6) Applicant's sex, race, height, weight, hair color and eye color;
- (7) A copy of a photograph identification to the Police Department at the time of application;
- (8) Length of time for which applicant seeks to conduct business in the Town of Georgetown;
- (9) Description of the nature of the business and the goods or services to be sold or purpose(s) for which donations are to be requested;
- (10) Name, home office address and home office telephone number of applicant's employer, if any, or statement of self-employment;
- (11) If applicant is operating or being transported by a motor vehicle, the year, make, model, color, registration number, state of registration, owner's name and address of each such vehicle.

B. Fee Structure - Upon filing such application each applicant shall pay a nonrefundable filing fee in the amount of \$25.00 in the form of a check made payable to the Town of Georgetown.

§#-5. Investigation and Issuance

A. Upon receipt of an application for registration the Chief of Police or his designee shall cause to make an investigation of the applicant's background and reputation. Within three (3) days of the filing [of] such application the Chief of Police or his designee shall either approve such application and cause the certificate of registration to be issued or deny such application, stating the reason(s) for such denial. Failure of the Chief of Police or his designee to so act within three (3) days shall constitute approval of said application.

B. Grounds for denial shall include but are not limited to the following:

- (1) A conviction in any state or federal court of the United States or any court of a territory of the United States for any of the following named offenses committed within seven (7) years prior to the date of such shall constitute grounds for denial of such application: burglary, breaking and entering, larceny, robbery, receiving stolen property, assault, fraud, sexual misconduct as specified in Chapter 265, Sections 13B and 22 through 24, and Chapter 272, Section 53A of the General Laws, unlawfully carrying weapons, or the attempt of any such offense;
- (2) A person who is a sex offender required to register with the Sex Offenders Registry Board and who is finally classified as a Level 2 or Level 3 Sex Offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other person vulnerable to becoming victims of sex crimes;
- (3) The failure to include any of the information requested in the application.

§#-6. Contents of Certificate

Each certificate of registration shall contain the signature of Chief of Police or his designee and shall show the name, the name of the employer of the holder of said certificate, if any, address and telephone number of the holder of said certificate as well as the date of issue and registration number. Additionally, each certificate will include proof of payment to the Town of Georgetown as described in Section 4.

§#-7. Appeal

- A. Any applicant aggrieved by the action of the Chief of Police in denying such application or in revoking such certificate of registration may appeal in writing to the Board of Selectmen within seven (7) days of the action completed. The Board of Selectmen shall hold a hearing and render a decision within thirty (30) days of the date the appeal is received.
- B. If the Board of Selectmen fails to render a decision within thirty (30) days the appeal shall be deemed to be upheld.

§#-8. Expiration of Certificate

Each certificate of registration issued pursuant to this Bylaw shall expire 90 days from date of issue.

§#-9. Transfer of Certificate

No certificate of registration may be transferred to any other person or entity.

§#-10. Revocation of Certificate

The Chief of Police or his designee may revoke the certificate of registration of any solicitor or canvasser for violation of any provision of this Bylaw, or any applicable state or federal laws governing soliciting and canvassing, or for providing false information on the application. The Chief of Police or his designee shall deliver written notice to the holder of the registration in person, or send to the holder by certified mail at the address set forth in the application.

§#-11. Duties of Police Department

The Police Department shall keep a record of all certificate of registration, including registration numbers, and application thereof, for a period of six (6) years after application. Enforcement of this Bylaw shall be by the Chief of Police, or his designee, by any available means in law or equity, including but not limited to enforcement by criminal complaint filed by the Police Department.

§#-12. Exceptions

The provisions of this Bylaw shall not apply to the following persons:

- A. Any person exempted under Chapter 149, Section 69, children as newspaper vendors, or any other General Law.
- B. Route salespersons or others having established customers making periodic deliveries to such customers, including but not limited to news carriers.
- C. Any officer or employee of the Town of Georgetown, county, state or federal government on official business.

§#-13. Severability

If any section, subsection, sentence, clause, phrase or portion of this Bylaw shall be declared invalid or held unconstitutional by any court of last resort, the remainder shall continue in full force and effect.

§#-14. Penalty

Whoever violates any provisions of this Bylaw shall be liable to a penalty of one-hundred dollars (\$100) for the first offense and two hundred dollars (\$200) for each subsequent offense.

*Finance and Advisory Board will make recommendation at Town Meeting
Board of Selectmen recommends approval. (vote: 3-0-1)*

Article 26: Dog Licensing Fees (Town Clerk) (ATM13-21)

To see if the Town will vote to amend the Code of the Town of Georgetown, Chapter 15 Section 10, Subsection A Dog Licensing Fees by deleting Subsection A and replacing it as follows:

- A. For any one (1) spayed or neutered dog \$10.00
- For any one (1) intact dog \$15.00

or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

Board of Selectmen recommends approval. (vote: 3-1)

Article 27: Community Preservation Committee (ATM13-22)

A: Community Preservation General Budget

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2014 Community Preservation budget and to appropriate, pursuant to G.L. Ch. 44B §6, from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2014; and further, pursuant to G.L. Ch. 44B §6, to reserve for future appropriation from Community Preservation Fund estimated annual revenues the following amounts as recommended by the Community Preservation Committee: a sum of money for open space, including land for recreational use; a sum of money for historic resources; and a sum of money for community housing; as well as sum of money to be placed in the 2014 Budgeted Reserve for general Community Preservation Act projects or purposes recommended by the Community Preservation Committee, as follows:

Appropriations:

\$21,000 (less than 5% of the estimated FY revenues) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for the Fiscal Year;

Reservations:

\$65,000 (>10% of the estimated FY revenues) for open space, including land for recreational land use; and

\$65,000 (>10% of the estimated FY revenues) for historic resources; and

\$65,000 (>10% of the estimated FY revenues) for community housing;

or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

Board of Selectmen recommends approval. (vote: 2-0-2)

B: Community Preservation Community Housing Category, "Housing Authority Community Building"

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from Community Preservation Fund Community Housing Reserve Account, the amount of \$26,700 (Twenty six thousand seven hundred dollars) as a grant to the Housing Authority for the support of community housing, and in particular for rehabilitation and improvement of the Community Building located at Trestle Way Housing Complex and also for installation of storm doors at the Jewett Street Affordable Housing Complex; and to authorize the Board of Selectmen, in consultation with the Community Preservation Committee, to enter into a grant agreement with said Housing Authority setting forth the terms and conditions of the grant. Any funds from this appropriation remaining unspent after a period of 3 years from the date of the approval of this

article will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect;

or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

C: Community Preservation Community Housing Category, "Affordable Housing Trust Grant"

To see if the Town will vote, pursuant to G.L. c. 44B, to appropriate from Community Preservation Fund Community Housing Reserve Account, the amount of \$100,000 (One hundred thousand dollars) as a grant to the Georgetown Affordable Housing Trust for the purposes of Affordable Housing initiatives consistent with the Trust's Articles of Incorporation and the accepted Town of Georgetown Affordable Housing Production Plan and to authorize the Community Preservation Committee to enter into a grant agreement with the Georgetown Affordable Housing Trust setting the terms for such grant, which may include a requirement that the owners of any dwellings subsequently receiving any of these appropriated monies from the Trust grant to the Town an Affordable Housing Restriction in said dwellings, and further, to authorize the Board of Selectmen to accept such restrictions;

or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

D: Community Preservation Historic Resources Category, "Central Fire Company Historic"

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from Community Preservation Fund Historic Reserve Account, the amount of \$7,500 (Seven thousand five hundred dollars) for the costs related to the restoration and display of the Historic Central Fire Company antiquities; and to authorize the Board of Selectmen, in consultation with the Community Preservation Committee, to enter into all agreements and execute any and all instruments for any grants to defer the costs associated with this initiative. Any funds from this appropriation remaining unspent after a period of 3 years from the date of the approval of this article will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect;

or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

E: Community Preservation Historic Resources Category, "Historic Brocklebank Museum Restoration and Rehabilitation"

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from Community Preservation Fund \$52,000 (Fifty two thousand dollars) from the Community Preservation Fund Historic Reserve Account, for the restoration and rehabilitation of the Samuel Brocklebank Museum including all costs incidental and related thereto, and to authorize the Board of Selectmen, in consultation with the Community Preservation Committee, to enter into a grant agreement with the Georgetown Historical Society setting the terms for such grant, and further, any funds from this appropriation remaining unspent after a period of 3 years from the date of

the approval of this article will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect;

or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 6-0)

F: Community Preservation Historic Category “Camp Denison Historic Preservation”

Phase 3

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from the Community Preservation Fund Historic Reserve Account the amount of \$59,199 (Fifty nine thousand one hundred and ninety nine dollars) and \$801 (eight hundred and one dollars) from the Community Preservation Fund Undesignated Account for a total of \$60,000 (Sixty thousand dollars) to fund engineering, permitting and implementation of improvements as recommended by the Georgetown Conservation Commission, in order to preserve, protect and rehabilitate the Camp, including the restoration and preservation of the access from the main entrance to the lodge area inclusive of culvert rehabilitation; the control of runoff and erosion occurring around the historic lodge; the restoration and preservation of the access from the lodge area to the waterfront; and the installation of a new septic system and the associated facilities for the Historic campground cabins. Any funds from this appropriation remaining unspent after a period of 3 years from the date of the approval of this article will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect; or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 5-0)

G: Community Preservation Historic Resources Category, “Historic Documents Preservation”

To see if the Town will vote, pursuant to M.G.L. c.44B, to appropriate from Community Preservation Fund Historic Reserve Account, the amount of \$15,000 (Fifteen thousand dollars) for the purpose of preserving and archiving the Town’s historic records, including but not limited to the Town’s Annual Reports and historic Tax Record ledger books dating back to 1838, in an electronic format acceptable to the Georgetown Historical Commission. Any residual funds from this appropriation remaining unspent after a period of 3 years from the date of the approval of this article will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent for the above stated purposes; or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 5-0)

H: Community Preservation Open Space Category, “Conservation Restriction ”

To see if the Town will appropriate \$150,000 (one hundred fifty thousand dollars) to pay costs of acquiring a conservation restriction on the following property: Wheeler Brook Farm, 57 Jewett Street, Georgetown, Assessor map 17 parcels 94P, 110, 112, including the payment of all costs incidental and related thereto; to determine whether this amount should be raised by taxation, transfer from available funds, borrowing or otherwise provided, or to take any other action relative thereto.

*Finance and Advisory Board vote was tied. (vote: 3-3)
Board of Selectmen recommends approval. (vote: 4-0)*

I: Community Preservation Open Space Category, "High School Fields Rehabilitation"

To see if the Town will appropriate \$1,250,000 (one million two hundred fifty thousand dollars) to pay costs of rehabilitating a High School Athletic Field, including the payment of all costs incidental and related thereto; to determine whether this amount should be raised by taxation, transfer from available funds, borrowing or otherwise provided, or to take any other action relative thereto.

Finance and Advisory Board recommends approval. (vote: 5-0)

J: Community Preservation Open Space Category, "American Legion Park Rehabilitation"

To see if the Town will vote, pursuant to M.G.L. c.44B, to appropriate \$117,753 (one hundred seventeen thousand seven hundred fifty three dollars) from the Community Preservation Fund Open Space Reserve and \$17,247 (seventeen thousand two hundred and forty seven dollars) from the Community Preservation Fund Undesignated Account for a total of \$135,000 (One hundred thirty five thousand dollars) to fund the engineering, legal, permitting, and construction costs, including all costs incidental and related thereto the rehabilitation of the American Legion Park. This will include the replacement of playground equipment; the installation of a Pavilion; and improvements to comply with the Americans with Disabilities Act and other federal, state or local building, access, and safety codes; and further to authorize the Board of Selectmen and Parks and Recreation Commission, in consultation with the Community Preservation Committee to enter into any and all agreements and execute any and all instruments for any grants to defer the costs associated with the rehabilitation of this Facility. Any funds from this appropriation remaining unspent after a period of 3 years from the date of the approval of this article will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect;

or take any other action in relation thereto.

Finance and Advisory Board recommends approval. (vote: 5-0)

Article 28: Community Preservation Committee By-law Amendment (ATM13-28)

To see if the Town will vote to amend Section 44-1 of the Town's By-law, Community Preservation Committee by deleting the strikethrough text and adding the following language in bold, or take any other action in relation thereto.

§ 44-1. Establishment; composition; terms; appointment authority; removal.

A. There is hereby established a Community Preservation Committee, consisting of ~~seven~~ **nine** voting members pursuant to MGL c. 44B.

B. The composition of the Committee, the appointment authority and the term of office for the Committee members shall be as follows:

(1) Composition.

- (a) One member of the Conservation Commission as designated by the Conservation Commission for a term of three years.
- (b) One member of the Planning Board as designated by the Planning Board for a term of three years.
- (c) One member of the Historical Commission as designated by the Historical Commission for an initial term of one year and thereafter for a term of three years.
- (d) One member of the Parks and Recreation Commission as designated by the Parks and Recreation Commission for an initial term of one year and thereafter for a term of three years.
- (e) One member of the Housing Authority as designated by the Housing Authority for an initial term of one year and thereafter for a term of three years.
- (f) One member of the Open Space Committee as designated by the Open Space Committee for an initial term of two years and thereafter for a term of three years.
- (g) One member of the Affordable Housing Task Force or Affordable Housing Trust as designated by the Affordable Housing Task Force Trust for an initial term of two years and thereafter for a term of three years.
- (h) One member of the Finance and Advisory Committee as designated by the Finance and Advisory Committee for an initial term of two years and thereafter for a term of three years.**
- (i) One Town resident as designated by the Board of Selectmen for an initial term of two years and thereafter for a term of three years.**

*Finance and Advisory Board deferred to Town Meeting.
Board of Selectmen recommends approval. (vote: 3-1)*

Article 29: Senior Citizen Property Tax Abatement (ATM13-29)

To see if the Town will vote to increase the sum of money included in the overlay account from \$10,000 (ten thousand) to \$15,000 (fifteen thousand) for the purpose of providing Senior Citizen Property Tax Work-Off abatements for Fiscal Year 2014, which work-off abatement program was authorized by the Town's acceptance of G.L. c.59, §5K, thereby increasing the size of the program from 20 to 30 participants, or take any other action in relation thereto.

*Finance and Advisory Board recommends approval. (vote: 5-0)
Board of Selectmen recommends approval. (vote: 4-0)*

Article 30: Street Acceptance-Abbey Road (ATM13-26)

To see if the Town will vote to accept as a public way the roadway known as "Abbey Road" as heretofore laid out by the Board of Selectmen and shown on a plan of land entitled: "Abbey Road a Definitive Subdivision Plan of Land in Georgetown (Essex County), Mass., prepared for: Francis S. Sullivan, 29 Marlboro Road, Georgetown, Mass." dated February 6,

1998, revised to May 21st, 1998 as prepared by H.L. Graham Associates, Inc. and recorded with the Essex South District Registry of Deeds in Plan Book 327, Plan 5, a copy of which is on file with the Town Clerk, and to authorize the Board of Selectmen to acquire, on behalf of the Town, by purchase, gift, eminent domain or otherwise, rights sufficient to use said Abbey Road for all purposes for which public ways are used in the Town of Georgetown, or to take any other action in relation thereto.

Comments – This article is proposed in order to accept this street which was substantially completed in 1998 and is now eligible for acceptance as a public way. Acceptance will enable the Town to receive state funding for roadway maintenance under the Chapter 90 program.

Board of Selectmen recommends approval. (vote: 4-0)

Article 31: Street Acceptance-Cedar Lane (ATM13-27)

To see if the Town will vote to accept as a public way the roadway known as “Cedar Lane” as heretofore laid out by the Board of Selectmen and shown on a plan of land entitled:

“Definitive Subdivision Plan, Cedar Lane, Georgetown, Massachusetts, Definitive Subdivision Plan, Prepared for: Nancy M. Singleton, 12 Charring Cross, Lynnfield, MA 01940”, dated July 25, 1994, last rev. March 21, 1995, prepared by Eastern Land Survey, Inc., and recorded with the Essex South Registry of Deeds in Plan Book 299, Plan 90, a copy of which is on file with the Town Clerk, and to authorize the Board of Selectmen to acquire, on behalf of the Town, by purchase, gift, eminent domain or otherwise, rights sufficient to use said Cedar Lane for all purposes for which public ways are used in the Town of Georgetown, or to take any other action in relation thereto.

Comments – This article is proposed in order to accept this street which was substantially completed in 1995 and is now eligible for acceptance as a public way. Acceptance will enable the Town to receive state funding for roadway maintenance under the Chapter 90 program.

Board of Selectmen recommends approval. (vote: 4-0)



Please bring this book with you to the Annual Town Meeting

Monday, May 6, 2013
7:00 P.M.

At the Georgetown Middle/Senior High School Auditorium