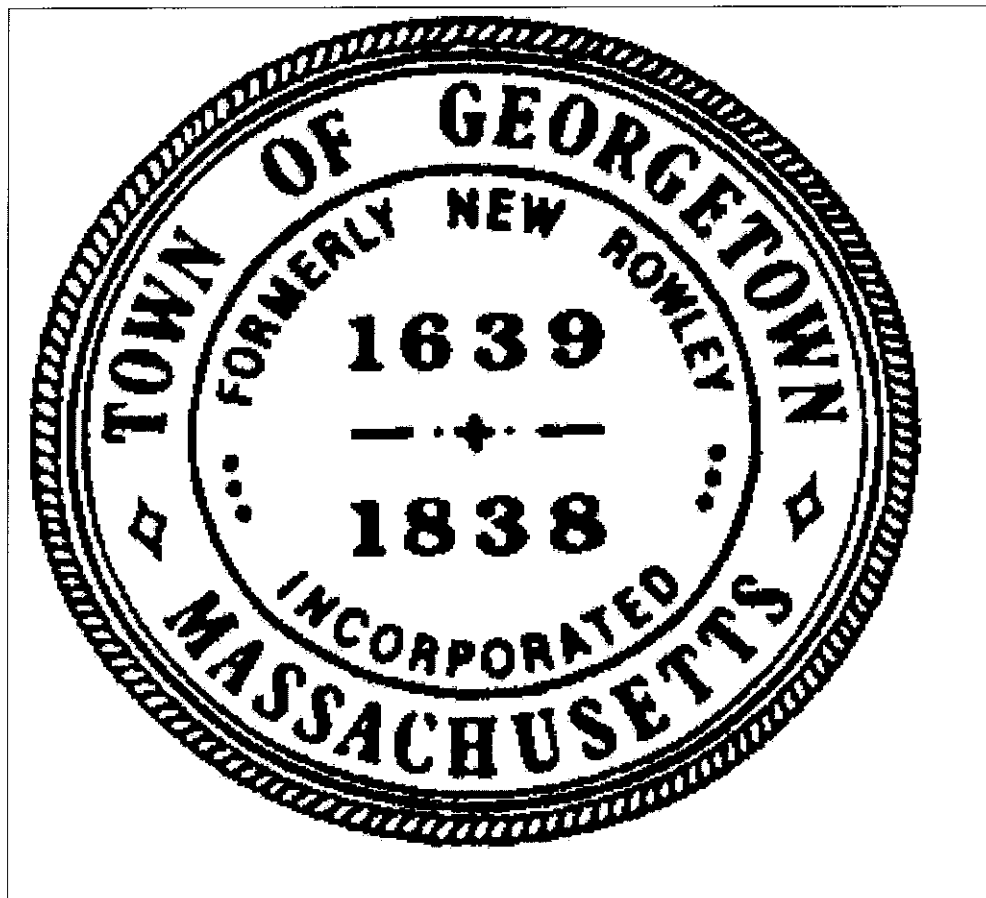


Finance and Advisory Board
Annual Report and Recommendations
For
Fiscal Year 2021



Annual and Special Town Meeting

Monday June 15, 2020

7:00 PM

Georgetown Middle/Senior High School Auditorium

Please bring this book with you to the Annual Town Meeting

Table of Contents

<u>Item</u>	<u>Page</u>
❖ Report from the Finance and Advisory Committee-----	1
❖ A Voter's Guide to Town Meeting-----	3
❖ Proposed Budget for Fiscal Year 2021-----	7
❖ Special Town Meeting Warrant-----	13
❖ Annual Town Meeting Warrant-----	14

Report from the Finance and Advisory Committee

To the citizens of Georgetown:

Fiscal Year 2020 is ending, and we have completed the Budget for 2021. Every year we face different challenges and some nasty surprises. Legally we are required to submit a balanced budget every year and we have done so this year.

Balancing the budget this year was particularly difficult due to many factors; financial and societal. The Covid 19 Pandemic has given us some unique challenges and certainly added to our fiscal uncertainty.

As we do every year, we must congratulate each one of our town department heads. We are grateful for these hardworking and talented people who quietly provide the town with a high level of service at the lowest possible cost to the taxpayers.

The Finance and Advisory Committee is an all-volunteer committee that is responsible for presenting a balanced budget at the Annual Town Meeting. We do not raise revenue we work with a fixed amount of available revenue. Most of our Town revenue is raised through real estate taxes, increases in this area are limited by law to 2.5%. Other taxes such as excise and meals taxes and other fees are also available.

Georgetown is not a town that has large growth potential, particularly for residential housing. This hurts revenue growth. We do account for New Growth, but it is only budgeted for an increase of \$125,000.00 for fiscal year 2021.

We continue to make progress, last year making contributions to the Capital Fund, Stabilization Fund and Other Post Employment Benefits (OPEB). We have set up a budget item for the Special Education Stabilization Fund.

The budget for 2021 is fluid. Due the pandemic lockdown we have lost many months of meals taxes, people have been laid off and are struggling financially which impacts the town through late or delinquent real estate taxes and reductions in future excise tax payments. We may have to address unanticipated revenue shortfalls.

The factor that exacerbates our financial position every year is that we have a real structural deficit. Our revenue growth does not keep pace with our expenditures. We have some uncontrolled budget busters such as SPED, insurance, out of town tuitions, and utilities. Additionally, we have a large union contract that effectively raises salaries by about 4.1% a year. Add the new programs and unfunded state mandates and we struggle to balance the budget.

Our dilemma is that in order to pay for increases or new budget items, most of the time we must take away from other budgets. Unfortunately, the only budget that can absorb cuts large

enough to make a difference is the school budget. This year we had to reduce the requested budget increase for the school department to balance the budget.

Other departments were also impacted, we rejected an additional employee for the Senior Center, we did not increase the budget for the Youth Center, we shelved the opening of the library on Thursdays, and delayed hiring of two additional firefighters.

The Finance and Advisory Committee continue to recommend financial austerity. The people of Georgetown must prioritize their project requirements and decide how they are to pay for them. We cannot add services without a way to pay for them. We must ensure that Georgetown does not tax away older people or those on fixed incomes. We must accept that Georgetown is not like Newburyport, we rely primarily on real estate taxes.

It is incumbent for the people of Georgetown to decide what the town should invest in for the future. There are many worthwhile projects that have been pushed aside due to a lack of funds. An example is the shared service concept. A department may have a unique ability in-house that other departments must pay outside vendors. The concept is that the department can provide these services to all other Georgetown departments at a lower cost. This could be electrical, plumbing and technology. The highway department could become the main supplier of mechanical repairs, maintenance and fuel for all town vehicles.

The concepts above are not going to reduce costs immediately and will require an initial investment. The projects would reduce costs in the long run, increase efficiency, flexibility and enable the town departments to become more productive.

We have some tough decisions to make in 2021 and the future. Everything must be seriously considered and given an opportunity to go beyond concept. We have extraordinary people in Georgetown, those that work for the town and the citizens of the town. We are confident that everyone working together we can continue to provide and improve the services we enjoy today.

A VOTER'S GUIDE TO TOWN MEETING

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.

Final Fiscal Year 2021		FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
Revenue Source					
Taxes					
	Personal Property Taxes	329,044	-	-	
	Real Estate Taxes	20,365,076	21,694,150	22,236,042	2.52
	Previous Years Taxes	1,207	-	-	
	Tax Titles Redeemed	114,951	-	-	
Community Preservation Revenue					
	Electric Liens Revenue	(10)	-	-	
	Motor Vehicle Excise	1,589,464	1,575,000	1,590,000	0.95
	Local Meals Tax	93,228	80,000	75,000	(6.25)
	Int/Penalties P/P Taxes	838	1,038	784	(24.47)
	Int/Penalties R/E Taxes	31,142	23,917	31,288	30.82
	Int/Penalties Tax Liens	32,828	93,877	37,000	(60.59)
	Int/Penalties MVE Taxes	7,224	6,168	7,271	17.88
	Payment in Lieu of Taxes	52,680	48,000	48,000	-
	Cannabis Excise		-	-	
	Cannabis CHA	194,425	220,000	220,000	-
Total Taxes:		22,812,099	23,742,150	24,424,985	2.88
Other Revenue		239,897	75,000	90,000	20.00
Licenses and Permits		171,923	160,000	169,000	5.62
Fees and Charges		170,359	147,000	149,000	1.36
State Revenues					
	State Owned Land	125,279	133,850	140,751	5.16
	Veterans Abatements	55,250	31,539	30,621	(2.91)
	Elderly Abatements	6,024	-	-	
	School Aid Chapter 70 MGL	5,488,348	5,517,430	5,566,858	0.90
	Unrestricted General Govt Aid	740,693	1,012,570	781,991	(22.77)
	Veterans' Benefits	26,030	30,758	24,787	(19.41)
Total State Revenues:		6,441,624	6,726,147	6,545,008	(2.69)
Federal Revenue		36,936	-	31,902	
Fines and Forfeitures		93,330	65,000	38,400	(40.92)
Other Financing		1,201,171	1,127,432	1,181,479	(10.43)
Total Revenue Source:		31,167,340	32,042,729	32,458,169	1.30

			FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
Expenditures						
General Government						
	Town Meetings					
	Expenses		-	50	50	-
	Salaries		809	1,800	1,800	-
	Total Town Meetings:		809	1,850	1,850	-
	Selectmen					
	Expenses		793,885	754,285	792,433	5.06
	Salaries		161,195	183,152	174,855	(4.53)
	Total Selectmen:		955,080	937,437	967,288	3.18
	Finan and Advis Comm					
	Expenses		-	-	500	
	Salaries		-	1,045	-	(100.00)
	Total Finan and Advis Comm:		-	1,045	500	(52.15)
	Reserve Fund					
	Expenses		-	105,000	136,376	29.88
	Total Reserve Fund:		-	105,000	136,376	29.88
	Town Accountant					
	Expenses		1,516	3,540	3,540	-
	Salaries		89,679	92,833	95,714	3.10
	Total Town Accountant:		91,196	96,373	99,254	2.99
	Assessors					
	Expenses		13,554	24,709	26,425	6.94
	Salaries		135,143	138,807	143,424	3.33
	Total Assessors:		148,697	163,516	169,849	3.87
	Treasurer/Collector					
	Expenses		23,050	24,347	24,347	-
	Salaries		144,199	148,462	152,432	2.67
	Total Treasurer/Collector:		167,250	172,809	176,779	2.30
	Town Counsel Expense					
	Expenses		112,403	80,000	80,000	-
	Total Town Counsel Expense:		112,403	80,000	80,000	-
	Tax Title Foreclosure					
	Expenses		9,043	10,000	8,000	(20.00)
	Total Tax Title Foreclosure:		9,043	10,000	8,000	(20.00)
	Town Clerk					
	Expenses		37,933	7,175	7,925	10.45
	Salaries		37,013	59,856	61,846	3.32
	Total Town Clerk:		74,946	67,031	69,771	4.09
	Elections					
	Expenses		14,804	14,250	14,500	1.75
	Salaries		13,140	10,000	13,072	30.72
	Total Elections:		27,945	24,250	27,572	13.70
	Registrars					
	Expenses		225	2,700	2,700	-
	Salaries		351	1,800	1,800	-
	Total Registrars:		576	4,500	4,500	-
	Conservation Committee					
	Expenses		2,473	2,473	2,473	-
	Salaries		79,941	87,143	68,886	(20.95)
	Total Conservation Committee:		82,414	89,616	71,359	(20.37)

		FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
	Planning Board				
	Expenses	20,885	17,377	17,127	(1.44)
	Salaries	108,657	111,154	113,377	2.00
	Total Planning Board:	129,543	128,531	130,504	1.54
	Zoning Board Of Appeals				
	Expenses	220	220	220	-
	Salaries	22,610	27,182	27,726	2.00
	Total Zoning Board Of Appeals:	22,829	27,402	27,946	1.98
	Total General Government:	1,822,730	1,909,360	1,971,547	3.26
	Public Safety				
	Police Department				
	Expenses	176,977	174,905	185,440	6.02
	Salaries	1,307,755	1,375,826	1,403,343	2.00
	Capital Outlay		-	-	
	Total Police Department:	1,484,732	1,550,731	1,588,783	2.45
	Traffic Lights				
	Expenses		-	-	
	Total Traffic Lights:		-	-	
	Communications Center				
	Salaries	236,707	258,910	264,088	2.00
	Total Communications Center:	236,707	258,910	264,088	2.00
	Public Safety Building				
	Expenses		-	-	
	Total Public Safety Building:		-	-	
	Police Crossing Guard				
	Salaries	17,400	19,380	20,155	4.00
	Total Police Crossing Guard:	17,400	19,380	20,155	4.00
	Fire Department				
	Expenses	152,166	138,787	114,804	(17.28)
	Salaries	348,851	424,416	497,387	17.19
	Total Fire Department:	501,017	563,203	612,191	8.70
	Inspection Services				
	Expenses	4,398	5,807	5,807	-
	Salaries	140,090	146,106	149,028	2.00
	Total Inspection Services:	144,488	151,913	154,835	1.92
	Total Public Safety:	2,384,344	2,544,137	2,640,052	3.77
	Education				
	Georgetown Schools				
	Personal Services	13,070,407	13,070,407	13,397,167	2.50
	Purchase of Services	2,684,606	2,684,606	2,751,721	2.50
	Total Georgetown Schools:	15,755,013	15,755,013	16,148,888	2.50
	School Assess/Misc				
	Expenses	793,397	613,038	752,470	22.74
	Total School Assess/Misc:	793,397	613,038	752,470	22.74
	Total Education:	16,548,410	16,368,051	16,901,358	3.26

			FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
Public Works						
	Highway and Street					
		Expenses	338,602	314,938	367,598	16.72
		Salaries	414,853	430,677	454,914	5.63
	Total Highway and Street:		753,455	745,615	822,512	10.31
	Snow and Ice Control					
		Expenses	228,792	90,000	90,000	-
		Salaries	27,796	14,000	14,000	-
	Total Snow and Ice Control:		256,588	104,000	104,000	-
	Street Light Assessment					
		Expenses	56,645	56,645	56,645	-
	Total Street Light Assessment:		56,645	56,645	56,645	-
	Tree Warden					
		Expenses		12,000	12,000	-
		Salaries	5,261	5,366	5,473	2.00
	Total Tree Warden:		5,261	17,366	17,473	0.62
Total Public Works:			1,071,948	923,626	1,000,630	8.34
Health and Human Services						
	Health Department					
		Expenses	34,240	42,714	63,756	49.26
		Salaries	69,131	75,965	75,323	(0.85)
	Total Health Department:		103,371	118,679	139,079	17.19
	Council On Aging					
		Expenses	31,777	40,357	49,017	21.46
		Salaries	111,204	129,607	132,199	2.00
	Total Council On Aging:		142,981	169,964	181,216	6.62
	Veterans Service					
		Expenses	69,393	86,687	88,000	1.51
	Total Veterans Service:		69,393	86,687	88,000	1.51
	Georgetown Cares					
		Expenses		20,000	25,000	25.00
		Salaries		-	-	
	Total Georgetown Cares:			20,000	25,000	25.00
Total Health and Human Services:			315,745	395,330	433,295	9.60
Culture and Recreation						
	Library					
		Expenses	136,688	147,530	164,632	11.59
		Salaries	221,290	229,176	237,035	3.43
	Total Library:		357,978	376,706	401,667	6.63
	Recreation					
		Expenses	40,620	40,780	37,500	(8.04)
		Salaries	21,320	27,258	43,088	58.07
	Total Recreation:		61,940	68,038	80,588	18.45

		FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
	Historical Committee				
	Expenses	-	1,000	1,000	-
	Total Historical Committee:	-	1,000	1,000	-
	Memorial Day Remembrance				
	Expenses	1,285	1,300	1,500	15.38
	Total Memorial Day Remembrance:	1,285	1,300	1,500	15.38
	Total Culture and Recreation:	421,203	447,044	484,755	8.44
	Debt Service				
	Debt Service	2,763,783	3,205,138	2,787,050	(13.04)
	Total Debt Service:	2,763,783	3,205,138	2,787,050	(13.04)
	Intergovernmental				
	State Assessments and Chrgs				
	Expenses	365,879	602,824	408,271	(32.27)
	Total State Assessments and Chrgs:	365,879	602,824	408,271	(32.27)
	Other Intergovernmental				
	Expenses		90,000	-	(100.00)
	Total Other Intergovernmental:	90,000	-	(100)	
	Total Intergovernmental:	365,879	692,824	408,271	(41)
	Other				
	County Retirement				
	Salaries	1,703,966	1,772,013	1,982,235	11.86
	Total County Retirement:	1,703,966	1,772,013	1,982,235	12
	Workmen's Comp Insurance				
	Expenses	122,569	168,000	176,479	5.05
	Total Workmen's Comp Insurance:	122,569	168,000	176,479	5
	Unemployment Insurance				
	Expenses	42,397	73,500	73,500	-
	Total Unemployment Insurance:	42,397	73,500	73,500	-
	Medical Insurance				
	Expenses	2,752,571	2,781,301	2,788,033	0.24
	Total Medical Insurance:	2,752,571	2,781,301	2,788,033	0.24
	Life Insurance				
	Expenses	4,365	6,930	4,500	(35.06)
	Total Life Insurance:	4,365	6,930	4,500	(35.06)
	Medicare Insurance				
	Expenses	267,245	311,850	348,235	11.67
	Total Medicare Insurance:	267,245	311,850	348,235	11.67
	Dental Insurance				
	Expenses	161,160	178,500	170,000	(4.76)
	Total Dental Insurance:	161,160	178,500	170,000	(4.76)

			FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
	Other Unclassified					
	Expenses		238,452	265,125	288,228	8.71
	Total Other Unclassified:		238,452	265,125	288,228	8.71
	Transfers					
	Transfers To Other Funds		168,500	-	-	
	Total Transfers:		168,500	-	-	
	Transfer to Special Revenue					
	Transfers To Other Funds		21,734	-	-	
	Total Transfer to Special Revenue:		21,734	-	-	
	Transfer To Trust/Agency					
	Transfers To Other Funds		-	-	-	
	Total Transfer To Trust/Agency:		-	-	n/a	
	Total Other:		5,482,959	5,557,219	5,831,210	4.93
	Total Expenditures:		31,177,001	32,042,729	32,458,169	1.30
		Water Fund				
			FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
	Water Department					
	Salaries		525,831.00	520,000.00	540,000.00	3.8%
	Expenses		707,945.00	805,445.00	815,300.00	1.2%
	Indirect Expenses		271,147.00	271,147.00	271,147.41	0.0%
	Reserve Fund		100,000.00	100,000.00	100,000.00	0.0%
	Debt Service		234,000.00	289,017.00	391,827.00	35.6%
	Capital Expenses		350,000.00	244,391.00	200,000.00	-18.2%
	Total Wated Department Expenses		2,188,923.00	2,230,000.00	2,318,274.41	4.0%
	Total Water Department Revenue		2,188,923.00	2,230,000.00	2,318,274.41	4.0%
		Ambulance Fund				
			FY19 Actuals	FY20 Budgeted	FY 2021 Final	FY21 % Chg.
	Ambulance Department					
	Salaries		255,795.00	203,795.00	242,148.00	18.8%
	Expenses		213,064.00	159,300.00	90,804.00	-43.0%
	Total Ambulance Expenses		468,859.00	363,095.00	332,952.00	-8.3%
	Total Ambulance Revenue		468,859.00	363,095.00	332,952.00	-8.3%

**TOWN WARRANT
SPECIAL TOWN MEETING
COMMONWEALTH OF MASSACHUSETTS
June 15, 2020**

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, 11 Winter Street, on Monday, June 15, 2020 at 7 o'clock in the evening then and there to act on the following articles:

Article 1: Adjustments to the Fiscal Year 2020 operating budget (STM20-01)

To see if the Town will vote to amend the vote taken under Article 2 of the 2019 Annual Town Meeting warrant for the purpose of adjusting line items in the FY 2020 budget, and as necessary, to transfer from available funds a sum of money for the purpose of supplementing departmental expenses, or take any other action in relation thereto.

Fund Name	Account	Increase	Decrease

Article 2: Appropriation of Free Cash for the Snow and Ice deficit FY2020 (STM20-02)

To see if the Town will vote to transfer from available funds a sum of money to be applied to the FY2020 snow and ice deficit, or take any other action in relation thereto.

Town Warrant
Commonwealth of Massachusetts
June 15, 2020

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 the elections and in Town affairs to meet at the Georgetown Middle/High School, 11 Winter Street on the 15th day of June, 2020 (Monday) at 7 o'clock P.M. then and there to act on the articles of this warrant, and further, to meet at the Penn Brook School Gymnasium, 68 Elm Street in said Town, on the 22nd day of June, 2020 (Monday), where the polls will be open from 10 o'clock A.M. until 6 o'clock P.M., to vote by ballot for the following officers: one Housing Authority Member for two years; two Selectmen, one Assessor, two School Committee Members, one Light Commissioner, one Water Commissioner, and two Peabody Library Trustees, for three years; and one Planning Board Member, and one Housing Authority Member for five years.

Article 1: Town Officers and Committee Reports (ATM20-01)

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

Article 2: General Operating Budget/Reserve Fund (ATM20-02)

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, 2020, or take any other action in relation thereto.

Article 3: Fund Transfer (ATM20-20)

To see if the Town will vote to transfer from available funds to fund Employee Health Insurance Line Item, or take any other action in relation thereto.

Article 4: Water Department Operating Budget (ATM20-06)

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, 2020, or take any other action in relation thereto.

Article 5: Fire Department Ambulance Operating Budget (ATM20-07)

To see if the Town will appropriate the receipts and available funds of the Fire Department Ambulance Enterprise Fund for the operation of the Town's ambulance service under the direction of the Selectmen and Fire Chief for the Fiscal Year beginning July 1, 2020, or take any other action in relation thereto.

Article 6: Local Access Programming (ATM20-08)

To see if the Town will appropriate the sum of \$75,000 for salaries and \$25,000 for expenses for the fiscal year beginning July 1, 2020 from the PEG Access and Cable Related Fund for the purpose of providing PEG access services and oversight and renewal of the cable franchise agreement, or take any other action in relation thereto.

Article 7: Municipal Light Department Continuation of Operation (ATM20-09)

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, 2020, or take any other action in relation thereto.

Article 8: Chapter 90 Reimbursement, Transportation Bond (ATM20-10)

To see if the Town will appropriate the sum of \$305,440 (Three hundred five thousand four hundred forty 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 9: Amend General Bylaws, Chapter 121 (ATM20-17)

To see if the Town will vote to amend Chapter 121 of the Town’s General Bylaws, Revolving Funds, by adding the language shown in bold as follows, or take any other action in relation thereto.

§121-1 Establishment.

There are hereby established in the Town of Georgetown pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

FUND	REVENUE SOURCE	AUTHORITY TO SPEND FUNDS	USE OF FUND
Zoning Board of Appeals	Applicants’ fees	Zoning Board of Appeals	Application review, including but not limited to review services, clerical, legal expenses, equipment and office supplies

Conservation Commission – Camp Denison	Program fees, facilities use charges and outside vendor charges	Conservation Commission	Maintaining support of the land and facilities, including, but not limited to utilities, seasonal staff, legal expenses, equipment and office supplies; supporting local educational programs and outreach programs; marketing and improvements
Fire Alarm	Annual fees charged for connection for municipal fire alarm system	Fire Department	Maintaining municipal fire alarm system
Inspections Department	Fees associated with electronic permit tracking software	Inspections Department	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

§121-2 Expenditure Limitations.

Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

And, further, to set the fiscal year spending limits for such revolving funds as follows:

Program or Purpose	Fiscal Year Spending Limit
Zoning Board of Appeals	\$20,000.00
Conservation Commission – Camp Denison	\$60,000.00

Fire Alarm	\$14,000.00
Inspections Department	\$16,000.00

, or take any other action in relation thereto.

Article 10: Accept General Laws Chapter 41, Section 110A (Town Clerk) (ATM20-11)

To see if the Town will vote to accept the provisions of G.L. c.41, §110A, which provides that any public office in Town may remain closed on any or all Saturdays as may be determined from time to time,, and as a result, the provisions of G.L. c.4, §9 apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday, or take any other action in relation thereto.

A majority vote is required to approve this article.

Article 11: Accept General Laws Chapter 200A, Section 9A (Treasurer/Tax Collector) (ATM20-15)

To see if the Town will vote to accept the provisions of General Laws Chapter 200A, Section 9A, which establishes an alternative procedure for disposing of abandoned funds held in the custody of the Town, allowing expedited treatment of uncashed checks, or take any other action in relation thereto.

A majority vote is required to approve this article.

Article 12: Acquisition of Right of Way for Border to Boston Recreational Trail (Rail Trail Committee) (ATM20-12)

To see if the Town will vote to: (a) authorize the Board of Selectmen to acquire, by purchase, gift and/or eminent domain, for recreational trail purposes, the fee, long-term leases, permanent recreational trail easements, and temporary and/or permanent construction, drainage, utility and related easements as may be necessary or appropriate to construct and use a recreational trail in, on and under a portion or portions of the parcel or parcels of land identified on plans entitled “Massachusetts Department of Transportation Highway Division Plan and Profile of Border to Boston Trail in the Towns of Boxford & Georgetown Essex County,” dated January 27, 2020, a copy of which plan is on file with the Town Clerk, as said plan may be amended and/or incorporated into an easement plan; (b) transfer the care, custody and control of a portion or portions of the Town-owned property or properties shown on the aforesaid plan from the board or officer having custody of the same for the purposes for which such properties are currently held to the Board of Selectmen for recreational trail purposes, and, if applicable, authorize the Board of Selectmen to submit petitions to the General Court to allow the foregoing under Article 97 of the Massachusetts Constitution or otherwise; (c) raise and appropriate, transfer from available funds, and/or borrow a sum of money to fund the foregoing project and any costs incidental or related thereto, including, without limitation, the cost of any land/easement acquisitions; and, further, (d) authorize the Board of Selectmen to enter into all agreements and

execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes, or take any other action in relation thereto.

A 2/3rd vote is required to approve this article.

Article 13: Community Preservation (CPC) (ATM20-13)

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 2021 Community Preservation budget and to appropriate, pursuant to G.L. c.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 2021; and further, pursuant to G.L. c.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 2021 Budgeted Reserve for general Community Preservation Act projects or purposes recommended by the Community Preservation Committee, as follows:

Reservations:

\$90,000 (>10% of the estimated FY revenues) for open space, including land for recreational use; and

\$90,000 (>10% of the estimated FY revenues) for historic resources; and

\$90,000 (>10% of the estimated FY revenues) for community housing.

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; or take any other action in relation thereto.

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

To see if the Town will vote, pursuant to G.L. c. 44B, to appropriate the amount of \$86,000.00 (Eighty Six Thousand Dollars) from the Community Preservation Fund Community Housing Reserve Account 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 most recently accepted Town of Georgetown Affordable Housing Production Plan, and to authorize the Board of Selectmen to enter into a Grant Agreement with the Georgetown Affordable Housing Trust setting the terms for such grant, including 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.

C: Community Preservation Historic Resources Category, “Peabody Library History Room Enclosures”

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 \$25,700.00 (Twenty Five Thousand dollars) to enhance the safety and preservation of the local historical collection by replacing the current open shelving in the History Room with wall-length cases having glass doors which can be secured; closed shelving will serve the purpose of a) keeping stored materials free of dust and other contaminants; b) controlling access to the irreplaceable historic materials when the room is in use; and c) providing a more dust free environment to the patrons using the room; and further to authorize the Board of Selectmen and the Peabody Library Trustees, 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 (Three) years from the date of the approval of this article will be returned to the Community Preservation Fund Historic Reserve 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.

D: Community Preservation Historic Resources Category, “Historic Perley Building ADA Doors”

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 \$16,000.00 (Sixteen Thousand Dollars) to provide ADA access to the bathrooms and emergency exits at the Georgetown Senior Community Center located in the historic Perley Building with the purchase and installation of two automatic low-energy door openers and four Rim Panic Exit Devices and to authorize the Board of Selectmen, to enter into to all agreements and execute any and all instruments for any grants to defer the costs associated with this initiative; and further, any funds from this appropriation remaining unspent after a period of 3 (Three) 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.

E: Community Preservation Historic Resources Category, “Camp Denison Fire Suppression”.

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 \$22,000.00 (Twenty-Two Thousand dollars) for the purpose of providing funding for the costs related to the installation of a fire suppression system for the kitchen at the Camp Denison lodge; any funds from this appropriation remaining unspent after a period of three 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.

F: Community Preservation Historic Resources Category, “ Perley School Preservation”

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from Community Preservation Fund Historic Reserves Account the amount of \$26,300.00 (Twenty Six Thousand Three Hundred dollars) and from the Community Preservation Fund Undesignated Account the amount of \$32,625.00 (Thirty Two Thousand Six Hundred Twenty Five dollars), for a total appropriation of \$58,925.00 (Fifty Eight Thousand Nine Hundred Twenty Five dollars), for preservation work to the Historic Perley Building, which includes but is not limited to, exterior repairs and painting of the soffits, moldings, louvers, handrails, doors, and including all incidental and related costs, such as costs associated with equipment rentals necessary to accomplish work; all preservation activities will be accomplished in a manner consistent with the guidelines and requirements of United States Secretary of the Interior's Standards for the Treatment of Historic Properties (Department of Interior Regulations Standards for Rehabilitation codified in 36 CFR 67); and further, the Board of Selectmen, Georgetown School Committee, and the Georgetown Historical Commission, are authorized to enter into all agreements and execute any and all instruments for any grants to defer the costs associated with this preservation 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.

G: Community Preservation Open Space/Recreational Land Category “Open Space Pond Preservation – testing and treatment”.

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from Community Preservation Fund Community Preservation Open Space/Recreational Land Reserve Account the amount of \$25,640.00 (Twenty Five Thousand Six Hundred Forty dollars) for the purpose of funding comprehensive testing and management of cyanobacteria and other invasive species by the Conservation Commission, Board of Health, and the Highway Surveyor in order to preserve and protect Pentucket Pond, and Rock Pond and their associated hydrological connections from injury or harm caused by invasive species of harmful aquatic biota; and further to restore, rehabilitate and preserve said ponds, and any hydrological conveyance associated with the ponds; to authorize the Board of Selectmen, Conservation Commission, and Highway Surveyor to enter into all agreements and execute any and all instruments for this preservation 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.

H: Community Preservation Open Space/Recreational Land Category, “Universal Access Trails Feasibility Survey”.

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from the Community Preservation Fund Community Preservation Open Space/Recreational Land Reserve Account the amount of \$30,000.00 (Thirty Thousand Dollars) to fund a study for the identification of the optimum location for, and the design and development of, a Universal Access Trail to be created

on existing Conservation and Active Recreational Town Lands, including the costs incidental and related to the engineering, legal, permitting, and development of the ultimate location; the study shall include, but is not be limited to, preparation of an analysis of the potential physical, environmental, and property ownership constraints, as well as the opportunities and advantages affecting different sites for the development of trails, and will be developed in relation to the existing 2019 Open Space Linkage Analysis report (OSLA) and Trail grading, materials, and amenities, and designed to accommodate universal access, including access for wheelchairs and those who are visually impaired; said trail will be developed for the broader goal of establishing a community open space network and an economic development plan to attract visitors to the area by highlighting Georgetown's natural splendor as well as to enhance the quality of life for Georgetown residents and visitors; and further, to authorize the Board of Selectmen, Parks and Recreation Commission, and Conservation Commission, to enter into all agreements and execute any and all instruments for any grants to defer the costs associated with this study; any funds from this appropriation remaining unspent after a period of 3 (Three) 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.

I: Community Preservation Open Space/Recreational Land Category, “Arboreal Initiative”

To see if the Town will vote, pursuant to G.L. c.44B, to appropriate the amount of \$10,000.00 (Ten Thousand Dollars) from the Community Preservation Open Space/Recreational Land Reserve Account to fund an Arboreal Initiative that shall include, but not be limited to, the performance of tree assessments; the cropping, trimming, and or removal of trees, as deemed necessary; and the replacement of removed trees on any municipal lands owned by Georgetown in an effort to preserve the green space and aesthetic values of our public properties; the species and size of the replacement trees to be determined by the location and appropriate growth and development potential of the replacement trees at any assessed and identified location; and further, to authorize the Board of Selectmen, Conservation Commission, and the Tree Warden, 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 (Three) 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.



Please bring this book with you to the Annual Town Meeting

Monday, June 15, 2020
7:00 P.M.

At the Georgetown Middle/Senior High School Auditorium