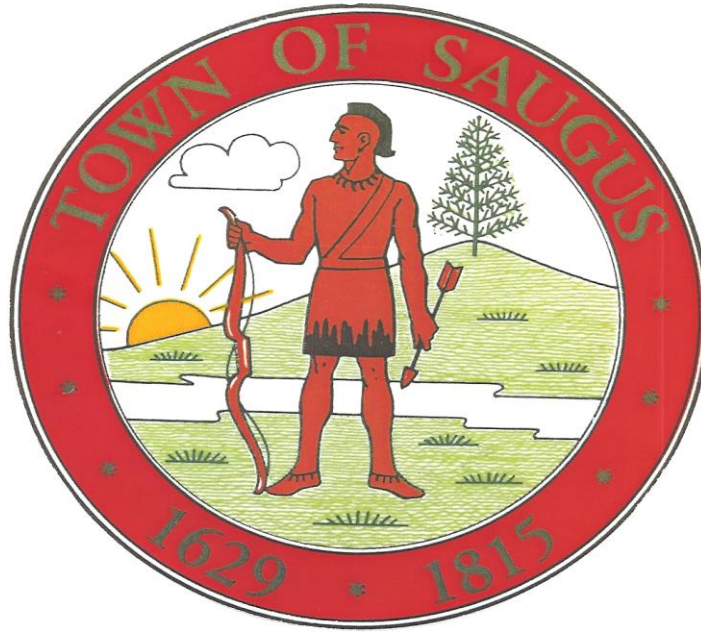


TOWN OF SAUGUS  
**MASSACHUSETTS**



**Report of the  
Finance Committee**

**Relative to the  
Warrant Article  
to be presented to the  
SPECIAL TOWN MEETING**

**April 9, 2018**

**Article 2.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be transferred to the Stabilization Fund. (Town Manager)

**Recommendation:** Voted to recommend the sum of \$2,000,000.00 be transferred to the Stabilization Fund. The source of funding is certified free cash.

**Article 3.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be transferred to the OPEB Trust (Other Post-Employment Benefits Trust).

**Recommendation:** Voted to recommend the sum of \$150,000.00 be transferred to the OPEB Trust (Other Post-Employment Benefits). The source of funding is certified free cash.

**Article 4.** To see if the Town will vote to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100% the amount of property tax exemption granted to persons who qualify for said exemption under clauses 17D, 22, 22A, 22B, 22C, 22E, 37A, and 41C of Section 5 of Chapter 59 of the Massachusetts General Laws and Acts, and amendments thereof and additions thereto, or take any other action relative thereto.

**Recommendation:** Voted to recommend the Town vote to accept the the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100% the amount of property tax exemption granted to persons who qualify for said exemption under clauses 17D, 22, 22A, 22B, 22C, 22E, 37A, and 41C of Section 5 of Chapter 59 of the Massachusetts General Laws and Acts, and amendments thereof and additions thereto.

**Article 5.** To see if the Town will appropriate a sum of money for purchasing various equipment for town departments, including the payment of costs incidental or related thereto; and to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation :** Voted to recommend the sum of \$615,000.00 to be appropriated for purchasing various equipment for town departments, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c.44, s7(1) or any other enabling authority; that the Town Manager is authorized to contract for and expend any federal or state aid available for the project; and that the Board of Selectmen is authorized to take any other action necessary or convenience to carry out this project. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to borrowed to pay such costs by a like amount.

**Article 6.** To see if the Town will vote to appropriate a sum of money for public safety radio infrastructure upgrades, including the payment of costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$420,000.00 to be appropriated for public safety radio infrastructure upgrades, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said sum under G.L. c.44, §7(1) or any other enabling authority; that the Town Manager is authorized to contract for and expend any federal or state aid available for the projects; that the Board of Selectmen or the Town Manager is authorized to take any other action necessary or convenient to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Article 7.** To see if the Town will vote to appropriate an additional sum of money for Town Hall interior and exterior remodeling (including, but not limited to stripping and repainting structure, replacing clapboards, trim and fascia boards, replacement of down spouts and gutters, and replacement of slate roof tiles as required), including the payment of costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$400,000.00 to be appropriated for additional costs of the Town Hall interior and exterior remodeling (including, but not limited to stripping and repainting structure, replacing clapboards, trim and fascia boards, replacement of down spouts and gutters, and replacement of slate roof tiles as required), including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c.44, s7(1) or any other enabling authority; that the Town Manager is authorized to contract for and expend any federal or state aid available for the project; and that the Board of Selectmen is authorized to take any other action necessary or convenient to carry out this project. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Article 8.** To see if the Town will vote to appropriate a sum of money for the design and construction of the Riverwalk pathway project, including the payment of all costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$285,000.00 be appropriated for the design and construction of the Riverwalk pathway project, including the payment of all costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c.44 s7(1) or any other enabling authority; that the Town Manager is authorized to contract for and expend any federal or state aid

available for the project; that the Board of Selectmen or the Town Manager is authorized to take any other action necessary or convenient to carry out the project; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Article 9.** To see if the Town will vote to appropriate a sum of money for designing, constructing, repairing and replacing parks and playgrounds in the Town, including the payments of costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$500,000.00 be appropriated for designing, constructing, repairing, and replacing parks and playgrounds in the Town, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c44, s7(25) or any other enabling authority; that the Town Manager is authorized to contract for and expend any federal or state aid available for the projects; and that the Board of Selectmen or Town Manager is authorized to take any other action necessary or convenient to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Article 10.** To see if the Town will vote to appropriate a sum of money for street lighting relocation, including the payment of costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$45,000.00 for street lighting relocation, including the payment of costs incidental or related thereto. The source of funds is certified free cash.

**Article 11.** To see if the Town will vote to appropriate a sum of money for designing, rehabilitating and/or replacing town dams, including the payment of costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$150,000.00 for designing, rehabilitating and/or replacing town dams, including the payment of costs incidental or related thereto. The source of funds is certified free cash.

**Article 12.** To see if the Town will vote to appropriate a sum of money for analysis and recommendations leading to design and construction of storm water capital improvements, including the payment of costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$350,000.00 be appropriated for analysis and recommendations leading to design and construction of storm water capital improvements, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said sum under G.L. c.44, §7(1) or any other enabling authority; that the Town Manager is authorized to contract for and expend any federal or state aid available for the projects; that the Board of Selectmen or the Town Manager is authorized to take any other action necessary or convenient to carry out the projects; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Article 13.** To see if the Town will vote to appropriate a sum of money for upgrading gas pumps and the purchase and installation of new control system equipment at the Public Works and Public Safety location, including the payment of costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

**Recommendation:** Voted to recommend the sum of \$160,000.00 for upgrading gas pumps and the purchase and installation of new control system equipment at the Public Works and Public Safety location, including the payment of costs incidental or related thereto

**Article 14.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of funding unpaid bills of a prior fiscal year.

**Recommendation:** Voted to recommend the appropriation of \$109,001.24 to fund bills of the prior year. The source of funding is Fiscal Year 2017 available carryover as follows: \$5,821.23 in the General Fund, \$97,372.00 in the Sewer Enterprise Fund, and \$5,808.01 in the Water Enterprise Fund.

**Article 15.** To see if the Town will vote to amend the general bylaws of the Town of Saugus by adding a new section to be known as 405.00 Departmental Revolving Funds to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, s53E ½, by adding the following:

#### 405.00 Departmental Revolving Funds

##### 405.1 Purpose

This bylaw establishes and authorizes revolving funds for use by town departments, boards, committees, agencies, or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Laws Chapter 44, s 53E ½ .

##### 405.2 Expenditure Limitations

A department or agency head, board, committee, or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund (except for those employed as school bus drivers).
- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and the Finance Committee.

##### 405.3 Interest

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

##### 405.4 Procedures and Reports

Except as provided in Massachusetts General Laws Chapter 44, s 53E ½ and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies, or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the revenue credited to each fund, the encumbrances, and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency, or officer on appropriations made

for its use.

#### 405.5 Authorized Revolving Funds

The following table establishes:

- 405.5.1 Each revolving fund authorized for use by a town department, board, committee, agency, or officer.
- 405.5.2 The department or agency head, board, committee or officer authorized to spend from each fund.
- 405.5.3 The fees, charges, and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant.
- 405.5.4 The expenses of the program or activity for which each fund may be used.
- 405.5.5 Any restrictions or conditions on expenditures from each fund.
- 405.5.6 Any reporting requirements that apply to each fund.
- 405.5.7 The fiscal years each fund shall operate under this bylaw.

**Recommendation:** Voted to recommend the Town amend the general bylaws of the Town of Saugus by adding a new section to be known as 405.00 Departmental Revolving Funds to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, s53E ½, by adding the following:

#### 405.00 Departmental Revolving Funds

##### 405.1 Purpose

This bylaw establishes and authorizes revolving funds for use by town departments, boards, committees, agencies, or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Laws Chapter 44, s 53E ½ .

##### 405.2 Expenditure Limitations

A department or agency head, board, committee, or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund (except for those employed as school bus drivers).
- B. No liability shall be incurred in excess of the available balance of the fund.

- C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and the Finance Committee.

#### 405.3 Interest

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

#### 405.4 Procedures and Reports

Except as provided in Massachusetts General Laws Chapter 44, s 53E ½ and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies, or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the revenue credited to each fund, the encumbrances, and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency, or officer on appropriations made for its use.

#### 405.5 Authorized Revolving Funds

The following table establishes:

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|---------|--|
| 405.5.1 | Each revolving fund authorized for use by a town department, board, committee, agency, or officer.   |
| 405.5.2 | The department or agency head, board, committee or officer authorized to spend from each fund.   |
| 405.5.3 | The fees, charges, and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant. |
| 405.5.4 | The expenses of the program or activity for which each fund may be used.   |
| 405.5.5 | Any restrictions or conditions on expenditures from each fund.   |
| 405.5.6 | Any reporting requirements that apply to each fund.  |
| 405.5.7 | The fiscal years each fund shall operate under this bylaw.   |



405.5.1	405.5.2	405.5.3	405.5.4	405.5.5	405.5.6	405.5.7
Revolving Fund	Department, Board, Committee, Agency, or Officer authorized to spend from the fund	Fees, charges, or other receipts credited to the fund	Program or Activity Expenses Payable from the fund	Restrictions or conditions on expenses payable from the fund	Other requirements or reports	Fiscal Years
Senior Center - Programs & Activities	Council on Aging Director	Fees charged & received by the Senior Center for all programs & activities	Operating expenses paid in connection with maintaining the programs & activities		The Town Accountant shall furnish annually a report of revenue, expenditures, and fund balance to the Finance Committee prior to the vote of Town Meeting authorizing the amount that may be spent from the fund during the upcoming fiscal year.	This revolving fund shall operate for Fiscal Year 2019 and subsequent years.
Senior Center - Lunch Program	Council on Aging Director	Fees charged & received by the Senior Center for the Senior Center Lunch Program	Operating expenses paid in connection with maintaining the Lunch Program		The Town Accountant shall furnish annually a report of revenue, expenditures, and fund balance to the Finance Committee prior to the vote of Town Meeting authorizing the amount that may be spent from the fund during the upcoming fiscal year.	This revolving fund shall operate for Fiscal Year 2019 and subsequent years.
Water System Cross-Connection Program	Code Enforcement - Plumbing Inspector	Fees charged and received by the Code Enforcement Department for Cross-Connection device inspections	Operating expenses paid in connection with maintaining the Cross-Connection Inspection Program as mandated by the Department of Environmental Protection		The Town Accountant shall furnish annually a report of revenue, expenditures, and fund balance to the Finance Committee prior to the vote of Town Meeting authorizing the amount that may be spent from the fund during the upcoming fiscal year.	This revolving fund shall operate for Fiscal Year 2019 and subsequent years.
Town of Saugus Compost Program	Waste Collection Coordinator	Compost facility sticker fees charged and received by the Waste Collection and Health Departments for use of the Compost Facility	Operating expenses paid in connection with operating the Compost Facility		The Town Accountant shall furnish annually a report of revenue, expenditures, and fund balance to the Finance Committee prior to the vote of Town Meeting authorizing the amount that may be spent from the fund during the upcoming fiscal year.	This revolving fund shall operate for Fiscal Year 2019 and subsequent years.
Youth & Recreation Programs & Activities	Youth & Recreation Department Director	Fees charged & received by the Youth & Recreation Department for all recreational programs & activities for the community	Operating expenses paid in connection with maintaining the programs & activities for the community		The Town Accountant shall furnish annually a report of revenue, expenditures, and fund balance to the Finance Committee prior to the vote of Town Meeting authorizing the amount that may be spent from the fund during the upcoming fiscal year.	This revolving fund shall operate for Fiscal Year 2019 and subsequent years.