



May 2017 Town Meeting Guide

DATE:

May 8, 2017

TIME:

Special Town Meeting 6:00 PM

Annual Town Meeting 7:00 PM

LOCATION:

Bartlett High School Auditorium, 52 Lake Parkway, Webster

TOWN OF WEBSTER

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Town Meeting Procedure Information

Thank you for taking an interest in Webster's Town Meeting. Town Meeting is part of a great tradition of democracy which has been happening in Webster ever since its townspeople came together to decide to found the town in 1832. Town Meeting is the legislative body of the town, acting much like our legislative counterparts at the state and federal level to fund a budget and establish bylaws. One important difference from those legislatures is that in Webster's Open Town Meeting form of government, every registered voter of the town is a legislator and has the opportunity to participate in and vote on every issue.

Procedures

Webster's Town Meeting is governed by state law, the town's bylaws, tradition, and the book *Town Meeting Time: A Handbook of Parliamentary Law*. But voters don't need to read those documents or be parliamentarians in order to participate in the meeting, as the moderator will handle the details. But if you're not clear on what is being voted on or what is being discussed, please feel free to ask.

At the podium:

- Town Administrator: chief administrative and financial officer

Boards/committees (from left to right):

- Board of Selectmen: the main executive body of the Town
- School Committee: recommends the school budget
- Finance Committee: makes spending recommendations

People on stage (from left to right):

- Town Counsel: the Town's attorney
- Moderator: presides over Town Meeting
- Town Clerk: records the official proceedings

Warrant

The Selectmen post the warrant before Town Meeting. The warrant lists the agenda for what topics will be discussed and voted upon at the meeting. Each item on the agenda is called an article. An article may be specific or broad, and its purpose is to inform the voters of what topics may come up at the meeting. The booklet distributed at the meeting includes both the text of the warrant that was posted as well as the specific motions expected to be presented.

Motions

While a warrant article describes generally what subjects will come up, a motion is a statement of a specific action that is proposed to be taken. For example, a motion to appropriate money would specify the dollar amount, source of funds, and for what purpose. The motions that are expected to be presented are printed in this booklet, but the actual motion presented may differ. It's important to realize the difference between the warrant article and the motion: The warrant article is the agenda item describing

what subject matter may come up, and the motion describes the specific proposed action which will be voted upon.

Amendments

A motion may also be made to amend the main motion, in which case that amendment will be discussed and voted on first. If the amendment passes, then discussion will return to the main motion as amended. If the amendment is defeated, then discussion will return to the original main motion.

Motions to pass over

A particular motion that may come up is the motion to pass over, which is often referred to as "postponing indefinitely". This motion simply is a proposal to take no action on the warrant article at this meeting. The town's practice has been to utilize a "motion to pass over" or a "motion to pass over for more information". Webster by-law 253-14 prohibits an article from being taken back-up prior to the next annual town meeting, unless it is passed over for more information. If the motion is approved, then no action will be taken on the article and the meeting will move on to the next article. If the motion is defeated, then the meeting would entertain a "positive" motion to take a specific action as it relates to the article.

Discussion

After a motion is presented, the floor is open for discussion, questions, and debate. In order to participate, speakers line up behind the microphones. When recognized by the moderator, they clearly state their names and addresses, so that others know who is speaking. Comments should be specifically about the issue before the voters, and not addressed to any particular person or group other than the moderator. Pursuant to rules accepted by Town Meeting (October 2015 ATM), the speakers are limited to 7 individuals for and 7 against the article. Each speaker is limited to 2 minutes. The sponsor or mover of the article shall have 5 minutes and shall not be counted in the 7 speaker limit. Town meeting can extend a speakers time for an additional 2 minutes by a 2/3 majority vote.

Ending discussion

If a voter has heard a sufficient amount of discussion and wants to close off and stop further debate, they can make a motion to end debate, which is often referred to as "moving the question". A voter cannot both make a comment and move to end debate during the same turn at the microphone; he or she can only do one or the other. A motion to end debate is not itself debatable, and requires a 2/3 majority vote in order to pass. If the motion to end debate passes, then discussion is over and the meeting will move to a vote on the main motion. If the motion to end debate is defeated, then the discussion of the main motion continues.

Reconsideration

If substantive new information is available such that the meeting could change its mind about a vote it has already taken, a voter can move to reconsider that vote. The

moderator will not entertain a motion to reconsider simply because there are now a different group of voters in the hall or because some people wish that the vote had gone the other way. If the motion to reconsider is accepted by the moderator, then it will be discussed, and if the majority votes in favor, then the original motion that was previously voted upon will again be before the voters. Reconsideration can only be raised by an individual who voted on the prevailing side. Webster by-law 253-13 requires a 2/3 vote in order to reconsider.

Voting

New this meeting will be an electronic voting system. Rather than a voice vote or the raising of hands, each resident will be assigned an electronic voting remote when they register at the door. Voters simply need to press the appropriate button for their vote to be recorded. Not only will this system be more accurate, but it also allows each vote to remain confidential. Additionally, the use of the electronic voting system will eliminate the need for any ballot votes, and thus potentially greatly reduce the length of the meeting. The voting system will be tested and calibrated prior to the meeting to ensure that the vote will be accurate.

**Finance Committee Report
Webster Town Meeting**

May 8, 1017

The Finance Committee met at least monthly during the past year. The financial picture of the town has become clearer during these past twelve months, thanks in part, to the persistence of the Finance Committee. With greater transparency, and a review of the previous few year's financial activities, we believe that we now have a grasp on what needs to be done to get us back on a sound financial footing.

The Board of Selectmen has asked for the State to perform a financial review, which is expected to occur later this Spring or early Summer. The State will review our policies and offer best practice opportunities. Our Town Administrator, Doug Willardson, is working with our "Financial Team", and the State to file required forms on time, and to get current Free Cash certified.

The Finance Committee has reviewed and approved a balanced preliminary FY'18 General Town Budget.

Our recommendations for the May 8th, ATM and STM Warrant Articles can be found in this guide. There are a number of articles that we have requested more information on. Once we receive the requested information, we will provide our recommendations at the Town Meeting.

As of April 17, 2017, the Town's bonded indebtedness is as follows:

General Total FY 2017	\$18,931,474.00
Sewer Total FY 2017	\$10,842,386.64
Water Total FY 2017	\$ 5,226,873.82
Grand Total	\$35,000,734.46

Certified "Free Cash" for FY '15 (most current) is negative \$3,089,420.

These figures are unaudited.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEBSTER
SPECIAL TOWN MEETING WARRANT
May 08, 2017**

To either of the Constables in the County aforesaid:

In the name of the Commonwealth of Massachusetts you are hereby required and directed to notify and warn the inhabitants of the Town of Webster aforesaid who are qualified to vote in elections and Town affairs to meet in the Bartlett High School Auditorium, 52 Lake Parkway, in said Webster on Monday, May 8, 2017 at 6:00 PM then and there to act on the following Articles to wit:

ARTICLE 1: To hear and act upon the report and recommendations of the Board of Selectmen and the Finance Committee.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to approve the article as read.

Background: Allows the reports from the Board of Selectmen and Finance Committee to be heard.

ARTICLE 2: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Town Administrator Unpaid Bills Account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move the Town vote to transfer the sum of \$581.66 to the Town Administrator Unpaid Bills Account as follows:

\$147.00 from the Town Treasurer Professional Services Account

\$68.71 from the Fire Electricity Account

\$166.00 from the Fire Supplies and Materials Account

\$79.98 from the Town Administrator Vehicle Maintenance Account

\$39.99 from the Inspectional Services Vehicle Maintenance Account

\$39.99 from the Animal Control Vehicle Maintenance Account

\$39.99 from the DPW Vehicle Maintenance Account

Background: If there are any bills from a prior fiscal year that were not encumbered, those bills must be approved by Town Meeting for payment. This is a 9/10 majority vote.

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Water Unpaid Bills Account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to transfer the sum of \$199.95 from the Water Vehicle Maintenance Account to the Water Unpaid Bills Account.

Background: Again, if there are any bills from a prior fiscal year that were not encumbered, those bills must be approved by Town Meeting for payment. This article is specific for bills to be paid from the water enterprise fund. This is a 9/10 majority vote.

ARTICLE 4: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Sewer Unpaid Bills Account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to transfer the sum of \$284.96 to the Sewer Unpaid Bills Account as follows:

\$159.96 from the Sewer Vehicle Maintenance Account

\$125.00 from the Sewer Repairs and Maintenance Account

Background: Again, if there are any bills from a prior fiscal year that were not encumbered, those bills must be approved by Town Meeting for payment. This article is specific for bills to be paid from the sewer enterprise fund. This is a 9/10 majority vote.

ARTICLE 5: To see if the Town will vote to raise and appropriate and/or transfer from any available funds in the Treasury, the sum of \$50,000.00 to the Town Hall Improvements Stabilization Fund; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to raise and appropriate and transfer the sum of \$50,000.00 from the General Fund to the Town Hall Improvements Stabilization Fund.

Background: When the town formalized the lease payments for the solar field on the town-owned capped landfill, the payments were planned to be used for upgrades to the town hall and were deposited in the town hall improvements stabilization fund. There is currently a balance \$60,993.78 in the fund; which will be \$110,993.78 if this article were to pass. We are currently requesting quotes for improvements to the basement of

town hall. Next year, the lease payments from the solar field will be used to fund the operating budget and will consequently not be available to fund improvements to town hall. The \$110,993.78 available will be enough to make necessary improvements for the time being.

ARTICLES 6-22: Articles 6-22 are all budget transfers. In November 2016, as part of the Municipal Modernization Act, state law was updated so that, with the approval of the Finance Committee and the Board of Selectmen, intra departmental transfers could be more easily made. Previously, either a town meeting vote was required or there were significant dollar amount limits that could be transferred. Rather than making these transfers at the May Town Meeting, we will make these transfers in July when the amounts that will need to be transferred and the amounts available for transfer are more accurately known.

Below is a table of budget deficits that are expected to need to be acted on in July. Additionally, some of the budget transfer articles were adjusted through a journal entry and no longer need a budget transfer. If this was the case, it has been noted in the table.

	Department	Account	Amount	Notes
Article 6	Harbormaster	Overtime	\$2,500	Additional patrol hours.
Article 7	Selectmen	Longevity	\$2,600	Due to renegotiated collective bargaining agreements.
Article 8	Selectmen	Sick Leave Incentive	\$9,822	Due to renegotiated collective bargaining agreements.
Article 9	Accountant	Accountant Salary	\$6,864	Adjusted through a journal entry. No longer needed.
Article 10	Treasurer	Financial Services	\$12,500	Add'l financial services.
Article 11	Elections	Elections workers	\$13,200	Due to early voting for Nov 16 election.
Article 12	Town Office	Overtime	\$8,927	Adjusted through a journal entry. No longer needed.
Article 13	Town Office	B&G Maint	\$14,000	Unforeseen elevator repair.
Article 14	Inspectional Svs	Wiring Inspector	\$4,300	Adjusted through a journal entry. No longer needed.
Article 15	Inspectional Svs	Plumbing Inspector	\$1,059	Adjusted through a journal entry. No longer needed.
Article 16	Inspectional Svs	Gas Inspector	\$639	Adjusted through a journal entry. No longer needed.
Article 17	Inspectional Svs	Wiring Inspector	\$312	Adjusted through a journal entry. No longer needed.
Article 18	Inspectional Svs	Car Allowance	\$350	Adjusted through a journal entry. No longer needed.
Article 19	Dog Officer	Other expenses	\$754	Unexpected expense.
Article 20	Veterans	Director Salary	\$7,400	Hired new director at additional hours.
Article 21	Veterans	Vet Benefits	\$6,000	Increased benefits payouts.
Article 22	Veterans	Vet Benefits	\$5,000	Increased benefits payouts.
Article 23	Highway	Snow & Ice	\$155,960	Deficit due to snow.
	Debt-Principal	Debt paydowns	\$159,100	Debt paydown from prior year.
TOTAL NEEDED:			\$388,836	

The table below includes funds that are expected to be available to offset other deficits in the budget and an explanation as to why the funds are available.

Department	Account	Amount	Notes
Town Administrator	TA Salary	\$33,275	Position vacant for a portion of the year.
Town Administrator	TA Sec	\$46,800	Position vacant for a portion of the year.
Finance Committee	Reserve Fund	\$10,000	Held for a reserve.
Legal	Legal Services	\$12,500	Costs down based on usage.
Code Enforcement	Planner	\$22,209	Position vacant for a portion of the year.
Police	Gasoline	\$10,000	Low gas prices.
Harbor Master	Boat Maintenance	\$1,200	No breakdowns.
Regional Assessment	Bay Path Assessment	\$9,889	Assessment was adjusted.
Senior Center	Custodial Salaries	\$4,997	Position vacant for a portion of the year.
Recreation	Recreation Director	\$15,000	Position created, but not filled.
Insurance	General Liability	\$39,799	Insurance was rebid.
ESTIMATED AVAILABLE:		\$205,669	

Recommended Motion: I move that the Town vote to pass over Articles 6 through 22.

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the DPW Snow and Ice Supplies Account; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Recommended Motion: I move that the Town vote to pass over Article 23.

Background: As of April 18, 2017, the DPW snow and ice deficit was \$155,969.23. Almost every year the budget for snow and ice is exceeded. Over the past three years, the average over expenditure for snow and ice has been \$327,608. It is typical for cities and towns in the Commonwealth to under budget the snow and ice account as it is the only account that state law allows communities to spend in a deficit. If the town cannot cover the deficit spending within the current fiscal year with transfers from other budget lines, the deficit amount can be added to the next year’s tax rate (which reduces the amount available for the next year’s budget).

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Unemployment Compensation Account; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to pass over Article 24.

Background: This is a place holder article in case there are any excess expenses in the unemployment fund. As of April 21, 2017, there is \$99,420.64 available in the fund and a \$346.00 balance owed. The remaining funds are expected to be more than enough to cover unemployment costs for the remainder of the fiscal year.

COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEBSTER
ANNUAL TOWN MEETING WARRANT
May 08, 2017

Worcester, ss

To either of the Constables in the County aforesaid:

In the name of the Commonwealth of Massachusetts you are hereby required and directed to notify and warn the inhabitants of the Town of Webster aforesaid who are qualified to vote in elections and Town affairs to meet in the Bartlett High School Auditorium, 52 Lake Parkway, in said Webster on Monday, May 8, 2017 at 7:00 PM then and there to act on the following Articles to wit:

ARTICLE 1: To hear and act upon the report and recommendations of the Board of Selectmen and the Finance Committee.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to approve the article as read.

Background: Allows the reports from the Board of Selectmen and Finance Committee to be heard.

ARTICLE 2: To see if the Town will vote to fix the compensation of elected officials, provide for a reserve fund, and determine what sum of money the Town will raise and appropriate including appropriations from any available funds to defray the charges and expenses of the Town including debt and interest for the fiscal year beginning July 1, 2017 and ending June 30, 2018; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to raise and appropriate the sum of \$42,493,864, an amount sufficient to fix the compensation of elected officials, provide for a reserve fund, and to defray the charges and expenses of the Town including debt and interest for the fiscal year beginning July 1, 2017 and ending June 30, 2018. Said sum to be raised as follows:

Transfer from Waterway Improvements Fund.....	\$17,000
Wetlands Protection Fund	\$5,000
Property tax and other revenues	\$42,471,864

Background: This is the FY18 annual operating budget. Please see the FY18 budget document and specifically the budget message for more details regarding the budget. Very briefly, this is a \$42.5 million budget which is a 4.9% increase over FY17. The major cost drivers of the budget are health insurance (\$904,543; 25.4% increase);

contractual wages (\$275,956; % increase dependent upon collective bargaining agreements); and the school department (\$876,125; 4.6% increase). In order to provide a balanced budget the following items were eliminated from the budget: recreation director (\$35,000); custodian (\$45,720); \$15,000 in legal fees; and \$54,000 in lifeguard wages which will be funded through the recreation revolving fund. Additionally, revenue enhancements were made by increasing the demand fee from \$10 to \$30 and increasing the motor vehicle excise estimate by \$60,000.

The table below explains any budget lines with a change of +/- \$10,000.

Department	Account	Budget Adopted FY2017	Administrator Town FY2018	\$ Change FY18 vs. FY17 Adopted	% Change FY18 vs. FY17 Adopted	Notes
BOARD OF SELECTMEN	Sick Leave Incentive	7,762	28,996	21,234	273.55%	Increased due to new contractual language
TOWN ADMINISTRATOR	Salary Reserve	100,000	-	(100,000)	-100.00%	Last year the salary reserve was set aside to fund collective bargaining agreements that were under negotiation. All but one contract was settled last year.
TOWN COUNSEL	Legal Services	100,000	85,000	(15,000)	-15.00%	Decreased based off of current usage trends
DATA PROCESSING	Computer Maintenance	94,104	117,737	23,633	25.11%	Increased due to annual fees for new software programs. Also, some costs were adjusted within the Data Processing budget to reflect more accurate spending categories. Thus, you'll see a decrease in professional services.
DATA PROCESSING	Professional Services	20,200	5,000	(15,200)	-75.25%	These costs were moved to computer maintenance to reflect more accurate spending categories.
TOWN OFFICE BUILDING	Custodial Salary	22,268	-	(22,268)	-100.00%	One full-time custodial position was eliminated from the budget. A part-time custodial position will be hired from a grant from the senior center. This reflects half of the full-time salary being reduced.
POLICE DEPARTMENT	Sergeants/Patrolmen	1,690,053	2,057,085	367,032	21.72%	Contractual increase due to a new CBA. Also reflects the quinn bill being built into the base salary. There is a corresponding decrease in the quinn bill budget.
POLICE DEPARTMENT	Deputy Chief	7,822	115,000	107,178	1370.28%	This position was not fully funded until the Oct 2016 Town Meeting.
POLICE DEPARTMENT	Police Chief	93,960	124,465	30,505	32.47%	Includes salary adjustment made last year as well as building the quinn bill into the base.

Department	Account	Budget Adopted FY2017	Administrator Town FY2018	\$ Change FY18 vs. FY17 Adopted	% Change FY18 vs. FY17 Adopted	Notes
POLICE DEPARTMENT	Lieutenant	78,216	104,125	25,909	33.12%	Includes salary adjustment made last year as well as building the Quinn bill into the base.
POLICE DEPARTMENT	Holiday Pay	78,808	94,683	15,875	20.14%	Contractual increase due to a new CBA.
POLICE DEPARTMENT	Quinn Bill	241,695	-	(241,695)	-100.00%	The quinn bill is now built into the salary base.
SWCCC	SWCCC Assessment	400,641	351,215	(49,426)	-12.34%	Due to lower operating costs and a slight shift of emergency calls.
SCHOOL - TOWN	SWCRVSD Assessment	1,427,284	1,408,207	(19,077)	-1.34%	This is the town's assessment to Bay Path High School. The assessment is based on Bay Path's operating budget and the number of students attending from Webster.
DEPARTMENT OF PUBLIC WORKS	Other Seasonal Labor	54,000	-	(54,000)	-100.00%	The lifeguard salaries for the Memorial Beach were shifted to the recreational revolving fund.
SENIOR CENTER	Custodial Salary	22,268	-	(22,268)	-100.00%	This is the second half of the custodial salary that was eliminated.
VETERANS SERVICES	Veterans Benefits	350,000	368,000	18,000	5.14%	This increased based on projected usage of veterans benefits.
DEBT - PRINCIPAL	Town Hall HVAC	-	15,000	15,000	-	This is based on the debt service payment schedule.
DEBT - PRINCIPAL	Highway Wing Plow	13,500	-	(13,500)	-100.00%	This is based on the debt service payment schedule.
DEBT - PRINCIPAL	Fire Air Paks	24,500	10,500	(14,000)	-57.14%	This is based on the debt service payment schedule.
DEBT - PRINCIPAL	Secure Our Schools	15,000	-	(15,000)	-100.00%	This is based on the debt service payment schedule.
DEBT - PRINCIPAL	Parks Replacement Vehicle	15,000	-	(15,000)	-100.00%	This is based on the debt service payment schedule.
DEBT - PRINCIPAL	Stormwater Management Planning Project	18,203	-	(18,203)	-100.00%	This is based on the debt service payment schedule.
DEBT - PRINCIPAL	Town Hall Renovations	21,000	-	(21,000)	-100.00%	This is based on the debt service payment schedule.
DEBT - PRINCIPAL	PAES Feasibility Study	50,000	-	(50,000)	-100.00%	This is based on the debt service payment schedule.
DEBT - INTEREST	Tower Truck	-	18,000	18,000	-	This is based on the debt service payment schedule.
DEBT - INTEREST	New Middle School	117,063	104,063	(13,000)	-11.10%	This is based on the debt service payment schedule.
DEBT - INTEREST	Park Avenue School	358,125	333,125	(25,000)	-6.98%	This is based on the debt service payment schedule.
DEBT - INTEREST	Police/Fire Building Projects	389,000	361,750	(27,250)	-7.01%	This is based on the debt service payment schedule.
CONTRIBUTORY RETIREMENT	Retirement Assessment	2,984,089	3,162,129	178,040	5.97%	This is based on the Public Employee Retirement Administration's actuarial assessment of the Town's pension program.

Department	Account	Budget Adopted FY2017	Administrator Town FY2018	\$ Change FY18 vs. FY17 Adopted	% Change FY18 vs. FY17 Adopted	Notes
INSURANCES	Workers Compensation	180,000	-	(180,000)	-100.00%	Workers Compensation insurance is now lumped in with the general liability insurance.
INSURANCES	Unemployment Compensation	101,677	80,000	(21,677)	-21.32%	The unemployment fund currently has a surplus and the usage is trending downward.
INSURANCES	Health Insurance	3,559,736	4,464,279	904,543	25.41%	This is the full cost estimate based on prior year claims. There is no surplus in the Health Claims Trust Fund to offset any of these costs.
INSURANCES	Police/Fire Accident	120,000	200,606	80,606	67.17%	This is the insurance estimate based on last year's premium. This includes the workers compensation which was previously budgeted in another line.
INSURANCES	General Liability	393,000	463,442	70,442	17.92%	This is the insurance estimate based on last year's premium.
INSURANCES	Unused Sick Leave Payment	19,908	50,000	30,092	151.16%	This is based on past year trends.

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from any available funds a sum sufficient to operate the Sewer Enterprise Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to raise and appropriate the sum of \$3,886,565, an amount sufficient to operate the Sewer Enterprise Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018. Said sum to be raised as follows:

User charges and other department receipts \$3,886,565

Background: The FY18 Sewer Enterprise Fund operating budget decreased by \$145,745 (-3.6%). This includes small contractual salary changes of -\$13,737, as well as changes in debt service of -\$132,508.

ARTICLE 4: To see if the Town will vote to raise and appropriate or transfer from any available funds a sum sufficient to operate the Water Enterprise Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to raise and appropriate the sum of \$X, an amount sufficient to operate the Water Enterprise Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018. Said sum to be raised as follows:

User charges and other department receipts \$2,386,152

Background: The FY18 Water Enterprise Fund operating budget increased by \$160,415 (7.2%). This includes small contractual salary changes of \$8,193, plus an additional \$54,000 to hire a full-time water superintendent. There was also an increase in debt service of \$93,688.

ARTICLE 5: To see if the Town will vote to authorize the Treasurer, with the consent of the Board of Selectmen, to temporarily borrow a note or notes, or make an interfund advance from available funds in anticipation of revenue from taxation, bonds, or grants, and to repay said sums within the current fiscal cycle; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to approve the article as read.

Background: This article allows the treasurer to borrow funds as needed throughout the fiscal year to meet cash flow needs in anticipation of future revenue.

ARTICLE 6:

DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to create and/or continue revolving funds for certain town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the fiscal year beginning July 1, 2017:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2018 Budget
Animal Control	Board of Health/ Health Agent	Program Fees	Program expenses	\$2,000.00
Auditorium Rentals	Town Administrator	Rental Fees	Facility maintenance	\$5,000.00
Leased Properties	Town Administrator	Lease Payments	Facility maintenance	\$50,000.00
Graphic Arts	School Committee	Program Fees	Program supplies	\$5,000.00
Recycling	Recycling Commission	Program Fees	Program expenses	\$1,000.00
Firearms Licensing	Chief of Police	Program Fees	Program expenses	\$10,000.00
Board of Health Training	Board of Health/ Health Agent	Program Fees	Program expenses	\$3,000.00
Board of Health Inspections	Board of Health/ Health Agent	Inspection Fees	Outside Consultant	\$5,000.00

Senior Center	Senior Center Director	Program Fees	Program expenses	\$10,000.00
Library	Library Director	Photocopier/Printer Fees	Equipment supplies	\$2,000.00
Nuisance Properties	Town Administrator	Program Fees	Program expenses	\$100,000.00
Inspectional Services	Town Administrator	Inspection Fees	Part Time Inspectors	\$50,000.00
Municipal Hearing Officer	Town Administrator	Fines	Program expenses	\$2,500.00

; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to create and continue revolving funds as presented in the May 8, 2017 Annual Town Meeting Warrant pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Background: Each year the Town may authorize the use of one or more revolving funds which are accounted for separately from all other monies. The purpose of these funds is to pay for expenses directly from revenues received to provide the services or programs i.e. photocopier fees at the library. Currently, these must be renewed annually with a set dollar limit. The Massachusetts General Law regarding these funds have been revised and is currently under review. In the future, these may not need to be renewed each year.

ARTICLE 7: To see if the Town will vote to rescind the action taken at the October 17, 2016 Annual Town Meeting under Article 10; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Recommended Motion: I move that the Town vote to approve the article as read.

Background: Article 10 of the October 17, 2016 Annual Town Meeting was an article to adjust the pay of employees in the Town’s Water and Sewer Departments. This is being rescinded because the recommended funding source could only be used for water employees.

ARTICLE 8: To see if the Town will vote to accept the provisions of M.G.L. Chapter 40, Section 22g and authorize to allocate all funds received from fines assessed for violations of handicap parking in said town to the commission of disabilities and said funds to be deposited by the Town Treasurer in a separate account and shall be used solely for the benefit of persons with disabilities; or take any action thereon.

Sponsored by the ADA Committee

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to approve the article as read.

Background: The ADA commission requested this article to provide a funding source for projects to improve accessibility. The town issues approximately 6 handicapped parking violation tickets in a given year for an estimated \$600 in fees. One of the projects the commission is currently working on and seeking grant funding for is to make the Memorial Beach more accessible. This is a majority vote.

ARTICLE 9: To see if the Town will vote to raise and appropriate, borrow or transfer from any available funds in the Treasury a sum sufficient for the purpose of renovation, construction improvements, remodeling, reconstruction, making extraordinary repairs to the Bartlett Jr Sr High School for the use as School Administration Offices, including but not limited to costs for planning, design, construction, furnishing and equipment, as well as all other costs incidental or related thereto; or take any other action thereto.

Sponsored by the Webster Public Schools

Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Recommended Motion: I move that the Town vote to borrow the sum of \$X (amount to be voted on by school committee on 5/2) for the purpose of renovation, construction improvements, remodeling, reconstruction, making extraordinary repairs to the Bartlett Jr Sr High School for the use as School Administration Offices, including but not limited to costs for planning, design, construction, furnishing and equipment, as well as all other costs incidental or related thereto; and to meet this appropriation, the Treasurer with the approval of the Selectmen, is authorized to borrow \$X under M.G.L. c.44, §7; and that the Selectmen are authorized to take any other action necessary to carry out this project.

Background: On May 12, 2014, Town Meeting voted to borrow \$854,800 to renovate a wing of the Bartlett High School for the new school administration offices. Much of the work was and is being done by students at Bay Path at a significant costs savings. Some of the contracted work competitive bids came in significantly over the original estimates. Additionally, the scope of work that Bay Path students have been able or will be able to complete changed, thus increasing the overall cost of the project. This is a 2/3 majority vote.

ARTICLE 10: To see if the Town will vote to grant a permanent easement to National Grid, or the corporate entity designated as grantee in the proposed easement document, over Town-owned land for the purpose of supplying electricity to Town property, on such further terms and conditions as the Board of Selectmen deems necessary and property; or to take any action thereto.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Recommended Motion: I move that the Town vote to approve the article as read.

Background: In order to connect the transformer for the new library to a power source, the town will need to grant National Grid an easement over the town's property. The easement will run from Negus Street to the southwest corner of the library parking lot. National Grid is preparing the legal description for the easement. If for some reason the legal description cannot be prepared prior to Town Meeting, we will pass over this article and bring it up in October. This will not negatively affect the project schedule.

ARTICLE 11: To see if the Town will vote pursuant to M.G.L. c. 30B, § 16, and c. 40, § 3, to authorize the Board of Selectmen to lease the Town property located at 31 Ray Street, Webster, for a period not to exceed thirty (30) years and for the specific public purpose of providing a museum to commemorate the history of Webster and surrounding region, on such terms and conditions as the Board of Selectmen deems necessary and proper; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to approve the article as read.

Background: Chris Roberts, a local businessman, has proposed to open a museum to celebrate Webster's role in the American Industrial Revolution at the armory building. If the town declares the historical museum a public purpose, then the town is not required to receive competitive bids for the lease of the building, but can negotiate a lease directly with Mr. Roberts.

ARTICLE 12: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Commonwealth of Massachusetts, acting by and through its Division of Capital Asset Management and Maintenance, to release a restriction held by the Commonwealth of Massachusetts on the Town-owned property located at 31 Ray Street, Webster, and described in the deed from the Commonwealth to the Town dated January 4, 2005 and recorded with the Worcester South District Registry of Deeds in Book 35465, Page 99, a copy of said deed on file with the Town Clerk, said restriction requiring the property be used solely as a community youth facility; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, and to authorize the Board of Selectmen to approve such amendments, the form of said special legislation to be as follows:

AN ACT RELATIVE TO THE RELEASE OF A RESTRICTION ON PROPERTY LOCATED AT 31 RAY STREET IN THE TOWN OF WEBSTER

Be it enacted by the Senate and House of Representatives, in General Court assembled, and by the authority of the same as follows:

SECTION 1. The division of capital asset management and maintenance is authorized to release a restriction held by the Commonwealth on the town-owned property located at 31 Ray Street, Webster, and described in a deed from the commonwealth of Massachusetts to said town of Webster, dated January 4, 2005, and recorded with the Worcester south district registry of deeds in book 35465, page 99, said restriction requiring the property be used solely as a community youth facility.

SECTION 2. This act shall take effect upon its passage.

and to authorize the Board of Selectmen to take such actions as it deems necessary or proper; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Commonwealth of Massachusetts, acting by and through its Division of Capital Asset Management and Maintenance, to release a restriction held by the Commonwealth of Massachusetts on the Town-owned property located at 31 Ray Street, Webster, and described in the deed from the Commonwealth to the Town dated January 4, 2005 and recorded with the Worcester South District Registry of Deeds in Book 35465, Page 99, a copy of said deed on file with the Town Clerk, said restriction requiring the property be used solely as a community youth facility; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, and to authorize the Board of Selectmen to approve such amendments, the form of said special legislation as printed in the warrant.

Background: Currently the state has restricted the use of the armory building for a "community youth facility." In order for the state to release this restriction, the town will need to petition the Commonwealth for the release. This article allows the Board of Selectmen to make such a petition.

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow or transfer from any available funds in the Treasury a sum sufficient for the purpose of installing and extending the water main on Thompson Road from Memorial Beach Drive to Park Road with approximately 1,500 feet of 16" diameter main to transmit treated water flows from the filtration plant, including but not limited to costs for planning, design, construction, as well as all other costs incidental or related thereto; or take any other action thereto.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee

Recommended Motion: I move that the Town vote to borrow \$810,000 for the purpose of installing and extending the water main on Thompson Road from Memorial Beach Drive to Park Road, including but not limited to costs for planning, design, construction,

as well as all other costs incidental or related thereto; and to meet this appropriation, the Treasurer with the approval of the Selectmen, is authorized to borrow \$810,000 under M.G.L. c.44, §7; and that the Selectmen are authorized to take any other action necessary to carry out this project.

Background: With the construction of the new water filtration plan that is to be bid out this fall, the Town will need to install/upgrade a water main along Thompson Road to get the filtered water from the filtration plant to the water storage tank. Previously, water was sent from the Pump House #2 (near memorial beach) under I-395 to the water tank. With the filtration plant coming online, Pump House #2 will be closed. We also want to avoid a water main flowing under I-395 without any way to access it if there were a break or some other emergency. This is a 2/3 majority vote.