

**MAY 4, 2015 ANNUAL TOWN MEETING
MINUTES**

A TRUE COPY

ATTEST:



**Susan J. Duplin
Swampscott Town Clerk**

RETURN OF SERVICE:

Pursuant to the within warrant to me directed, I have notified the inhabitants of the Town of Swampscott qualified to vote in elections and in town affairs by posting an attested copy thereof at the Town Administration Building, at the Post Office, and at least two public and conspicuous places in each precinct in the Town, and at or in the immediate vicinity of the Swampscott Railroad Station. Said posting was done on **April 17, 2015**, and not less than seven (7) days before the date appointed for said meeting.

Attest:

Paul Minsky

Constable of Swampscott

MAILING OF WARRANTS:

The Annual Town Meeting warrants were mailed on **April 17, 2015** to the Town Meeting Members. Copies of the warrant were available, free of charge, for any interested person at the Town Clerk's Office.

NOTICE OF ANNUAL TOWN MEETING

The Annual Town Meeting of 2015 will convene on Tuesday, April 28, 2015, with Article 1 (the Town Election) at 7:00 a.m. in the Town's regular polling places. At 8:00 p.m., the Town Meeting will be adjourned until Monday, May 4, 2015, 7:15 p.m., when it will be reconvened in the Swampscott High School Auditorium located at 200 Essex Street, Swampscott.

NOTICE OF ADJOURNED ANNUAL TOWN MEETING **MONDAY, MAY 4, 2015, 7:15 P.M.**

To the Town Meeting Members:

Notice is hereby given in accordance with Article I, Section 2, of the Bylaws of the Town of Swampscott that the Adjourned Annual Town Meeting will be held on Monday, May 4, 2015, beginning at 7:15 p.m. in the Swampscott High School Auditorium located at 200 Essex Street, Swampscott.

Town Moderator, Joseph Markarian presided

MEETING CERTIFICATIONS:

I hereby certify that in accordance with the adjournment of the Annual Town Meeting of April 28, 2015 (Election) the Adjourned Town Meeting of May 4, 2015 was held at the Swampscott High School auditorium located at 200 Essex Street, Swampscott. The meeting was called to order at 7:30 p.m. with the necessary quorum being present (275). At 10:30 p.m. it was voted to adjourn to May 5, 2015.

I hereby certify that in accordance with the adjournment of the May 4, 2015, the Adjourned Annual Town Meeting of May 5, 2015 was called to order at 7:27 p.m. with the necessary quorum being present (275). At 10:30 p.m. it was voted to dissolve the 2015 Annual Town Meeting.

Attendance:

For the 2015 Annual Town Meeting attendance, see precinct list members are at the end of this report.

Announcements:

Moderator Markarian congratulated and acknowledged all the newly Elected Officials as a result of the April 28, 2015 Local Election.

Moderator Markarian announced the Annual heavy scrap metal collection drop-off will be held the last Saturday of every month at the DPW lot, proceeds will support Jackson Park.

Moderator Markarian introduced Swampscott High School Video & Technology Director Tom Reid who announced this year's 16th Annual Swampscott's TV auction and Swampscott High School High School Television production will be held May 26th to May 29th. There are all kinds of exciting items and several ways people can make donations.

ARTICLE 2. To hear and act on the reports of Town Officials, Boards and Committees.

Sponsored by the Board of Selectmen

To accept the report from Janell Cameron TMM Precinct 2 with an update of this year's Recreation Commissions programs, the Farmers Market opening day and an update of the Swampscott Education Foundation.

To accept the report from Board of Selectmen Chair Dreeben with a summary of the Boards accomplishments this year and give the residents an idea of where the Board is going in the year ahead. Dreeben also thanked Glenn Kessler for his service to the town, he dedicated an incredible amount of his time to being a Selectman; he's been a tireless advocate to the residents paying detailed attention to the Towns infrastructure while serving his time on the Board.

To accept the report from Superintendent of Schools Pamela Angelakis with an update of the State's report and what's going on in the School Department.

To accept the report from Disability Commission Trisha Malphrus with an update on whom the Commission is and what their mission is, helping the Town residents who have disabilities. The Commission will soon distribute a survey to help determine disability services needed in the Town.

To accept the report from Renewable Energy Chair Neal Duffy with an update of the Boards mission; to explore & research all the energy conservation energy efficiency & removable energy opportunities of the Town and advise the Board of Selectmen and in some cases the School Committee those opportunities. Neal announced in the past the Town was awarded two grants; 2010 for \$143,000 and 2013 for \$247,000. Moving forward the Committee will apply for a streetlight upgrade grant. The Committee has been working diligently with various departments to make sure they are operating in the most energy efficient way as possible.

To accept the report from Assistant Town Engineer Dan Dragani and Renewable Energy Liaison who explained with a powerpoint presentation the Committees energy efficient accomplishments that was broken down into phases. The plan is to have all the systems working towards a common goal, operating the way they want them to be as energy efficient as possible.

To accept the report from Historic District Commission Chair Jer Jurma who reported the Commission was adopted as a result of a recent ByLaw adoption. The Commission reviews homeowner's applications who seek any type of changes or updates to their homes in the Historic Districts. Homeowners must adhere to strict guidelines mandated by law.

To accept the report from Planning Board Chair Angela Ippolito TMM Precinct 5 with a presentation of the Committees Master Plan that is now underway. The Master Plan is a policy document created by the residents of the town with professional guidance that gives us with strategic framework that guides the future fiscal & economic development of our Town. The plan is based on our Town's visions and goals. Residents are encouraged to attend and participate in various future forums.

ARTICLE 3. Voted that the Town accept the provisions of **M.G.L. c. 71, s. 37M** to allow the Town to consolidate the business functions of the School Department with those of the Town, or take any other action relative thereto.

Sponsored by the Board of Selectmen

**Voted Article 3. That this Article is approved.
Majority Vote 5/4/15 ATM**

ARTICLE 4. Voted that the Town appropriate the sum of **\$451,503** to repair, construct or reconstruct streets, together with all necessary work incidental thereto, including engineering, in conjunction with the Commonwealth of Massachusetts, under General Laws, Chapter 90 or otherwise; and to transfer for this purpose any unexpended balance of appropriations voted for this purpose at prior Town Meetings, or take any action relative thereto.

Sponsored by the Director of Public Works

**Voted Article 4. That this Article is approved.
Majority Vote 5/4/15 ATM**

ARTICLE 5. Voted that the Town will vote to appropriate the necessary funds, by borrowing or otherwise, for the following projects, or take any action relative thereto and as funding therefor, the Treasurer with the approval of the Board of Selectmen is authorized to borrow **\$2,158,563** under Chapter 44 of the General Laws or any other enabling authority and issue bonds and notes therefor, or take any action relative thereto.

No.	Purpose	Requested	Recommended	Funding Source
School Department				
15-01	Replace Hadley School Boilers and Roof	450,000	450,000	Taxes
15-02	Clarke School ADA Compliance	695,000	695,000	Taxes
15-03	Technology Upgrades	105,000	71,000	Free Cash
Department of Public Works				
15-04	Water Main Replacement	250,000	250,000	Grant
15-05	Paving -Chapter 90	451,503	451,000	Grant
15-06	Paving-Non Chapter 90	475,000	475,000	Taxes
15-07	Open Space Improvements	50,000	150,000	Taxes
15-08	Public Building Maintenance	100,000	100,000	Taxes
15-09	Fleet Replacement	160,000	160,000	Free Cash
15-10	Wastewater Infrastructure	81,000	81,000	Sewer Rates
15-11	Cassidy Park Seawall Outflow	20,000	20,000	Taxes
15-12	Surf Rake	118,000	118,000	Taxes
Fire Department				
15-13	Command Vehicle	56,400	42,500	Free Cash
15-14	Wired Fire Alarm Systems	20,000	20,000	Taxes
Police Department				
15-15	Technology Upgrade	24,563	24,563	Taxes
15-16	Radio Upgrade	<u>25,000</u>	<u>25,000</u>	Taxes
	Total	3,081,466	3,133,063	

Each numbered item will be considered a separate appropriation. The budgeted amount may be spent only for the stated purpose.

Sponsored by the Capital Improvement Committee

**Voted Article 5 as Amended to increase Line Item No. 15-12 Surf Rake from 85,000 Requested and Recommended to 118,000. Therefore total amount authorized to borrow is amended to \$2,158,563. That this Article is approved.
Unanimous Vote 5/4/2015 ATM**

ARTICLE 6. Voted that the Town appropriate the sum of \$1,650,510 to be expended under the direction of the Town Administrator for the cost of: (a) constructing a multi-sport, artificial turf field; provided that the artificial infill to be installed shall be Envirofill, as manufactured by USGreentech, Inc., or its equivalent; and provided further that styrene-butadiene rubber (a/k/a “crumb rubber”) shall not be utilized for artificial infill; (b) demolishing existing grandstands and replacing the same with foundations for future home side grandstands; (c) installing footings and electrical conduit for future light towers; and (d) erecting and/or installing related fixtures and landscaping, including but not limited to security fencing, goal posts and a new scoreboard; (e) provided that the expenditures of such funds shall be contingent upon the AllBlue Foundation raising \$300,000 by May 1, 2016 and transfer those funds for the town for the completion of the stands at Blocksidge Field in Phillips Park, together with all necessary work incidental and related thereto, including design and engineering and the payment of all costs incidental and related thereto or take any action relative thereto and that to meet this appropriation \$60,795 is hereby transferred from the amount previously appropriated under Article 6 of the Warrant at the May 15, 2006 Town Meeting for Phillips Park Improvements-Design, which funds are no longer needed to complete the project for which they were initially borrowed, \$124,493 is hereby transferred from the amount previously appropriated under Article 12 of the Warrant at the May 7, 2012 Town Meeting for Hawthorne Brook Maintenance, which funds are no longer needed to complete the project for which they were initially borrowed, \$114,000 from the Town’s Sale of Land Fund, \$301,000 from the Town’s Capital Stabilization Fund, \$200,222 from Free Cash and the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$850,000 under Chapter 44 of the General Laws or any other enabling authority.

Sponsored by the Town Administrator and the Friends of Swampscott Athletic Fields

**Voted Article 6 as Amended to include clause (e). That this Article is approved.
Unanimous Vote 5/4/15 ATM**

ARTICLE 7 To see if the Town will vote to (a) transfer from Free Cash of the Town to an established account \$1,650,509.64, a sum of money to be used by the Town Administrator for the cost of (i) constructing a multi-sport, artificial turf field; provided that the artificial infill to be installed shall be *Envirofill*, as manufactured by USGreentech, Inc., or its equivalent; and provided further that the artificial infill shall never be styrene-butadiene rubber (a/k/a “crumb rubber”); (ii) demolishing existing grandstands and replacing the same with foundations for future home side grandstands; (iii) installing footings and electrical conduit for future light towers; and (iv) erecting and/or installing related fixtures and landscaping, each of the foregoing at Blocksidge Field in Phillips Park, together with all necessary work incidental thereto, including design and engineering, and including the payment of all costs incidental and relating thereto; and (b) dedicate Phillips Park, including Blocksidge Field, permanently for recreation purposes pursuant to Chapter 45, Section 3 of the Massachusetts General Laws; and (c) authorize the Town Administrator to seek reimbursement under the Massachusetts Division of Conservation Services PARC Grant Program and enter into all necessary agreements relating to the PARC Grant Program or take any action relative thereto.

Citizen’s Petition –Christian Urbano, et all

**Voted Article 7. That this Article is WITHDRAWN.
Majority Vote 5/4/15 ATM**

ARTICLE 8. **Voted** that the Town transfer the sum of **\$22,000** from the Sale of Cemetery Lots fund, to be expended under the direction of the DPW Director, for the purpose of purchasing two (2) Lawnmowers for the Cemetery, or take any action relative thereto.

Sponsored by the Town Administrator

Voted Article 8. That this Article is approved.
Majority Vote 5/4/15 ATM

ARTICLE 9 **Voted** that the Town amend the **General By-Laws** "Article IX Uses of Land - Section 7 Local Historic District" by adding the language shown in underline and deleting the language shown in strikethrough below, or take any action relative thereto.

B. DEFINITIONS

The terms defined in this section shall be capitalized throughout ~~"4.8.0.0. Local Historic District."~~ "Section 7: Local Historic District." Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in ~~"4.8.0.0. Local Historic District,"~~ "Section 7: Local Historic District," the following terms shall have the following meaning:

G. PROCEDURES FOR REVIEW OF APPLICATIONS

14. A PERSON AGGRIEVED by a determination of the COMMISSION who does not request a review under ~~Section 4.6.7.13~~ Section G (13) may, within twenty days after the filing of the notice of such determination with the Town Clerk, appeal to the Superior Court, as provided in Chapter 40C, Section 12A.

K. ENFORCEMENT AND PENALTIES

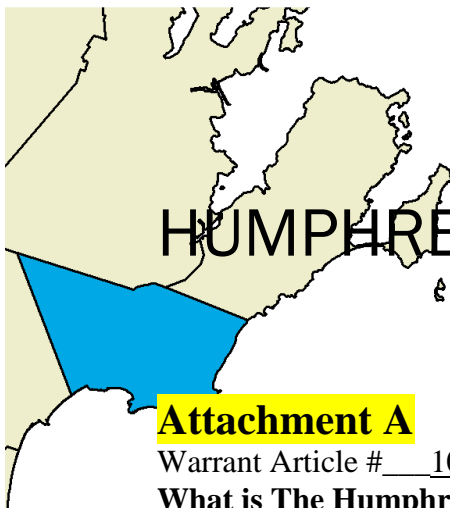
~~3.1 Special Provisions Regarding Demolition: In addition to the other penalties set forth in this By-law, whoever shall demolish a BUILDING or STRUCTURE without approval shall: (a) be subject to revocation after notice and hearing of any CERTIFICATE issued by the COMMISSION with respect to said BUILDING or STRUCTURE; (b) not be issued a CERTIFICATE, for the property on which said BUILDING or STRUCTURE was located, for a period determined by the COMMISSION, not to exceed two years from the date of said demolition; and (c) be required to reconstruct the said BUILDING or STRUCTURE to the footprint, height, dimensions and character defining features, as they existed before demolition commenced.~~

Sponsored by the Town Planner

Voted Article 9. That this Article is approved.
Unanimous Vote 5/4/15 ATM

ARTICLE 10. Voted that the Town amend the Zoning By-Law to add a new Zoning Overlay District to be called the Humphrey Street Overlay District in “Article IV. Special Regulations” of the Zoning By-Law, to be designated “Section 4.7.0.0. Humphrey Street Overlay District” and to be generally located along Humphrey Street from Monument Avenue to Commonwealth Avenue, including Blaney Street and a portion of Redington Street, as described and set forth in **Attachment A**; to amend the Table of Contents and Zoning Map accordingly; and to amend “Section 2.1.2.0. Establishment of Overlay Districts” by adding “2.1.2.5. Humphrey Street Overlay District”; or take any action relative thereto.

Sponsored by the Planning Board



HUMPHREY STREET OVERLAY DISTRICT

PROPOSED BY THE SWAMPSCOTT PLANNING BOARD

Warrant Article # 10

What is The Humphrey Street Overlay District (HSOD)?

The HSOD is a Zoning Bylaw that adds specific regulations to all new development, additions, exterior changes and changes of use in the area from the Monument to just about Commonwealth Avenue (see attached map). These new zoning regulations “overlay” the existing zoning already in place in this area.

What is the purpose of the Humphrey Street Overlay District?

The HSOD is meant to promote development and define a sense of place in the historic downtown of Swampscott that enhances and encourages a mix of uses, protects historic and cultural resources, and fosters a harmonious connection between the district and the natural environment of the waterside. This bylaw is meant to promote future economic, cultural, and environmental opportunities and development within the downtown area.

Isn't Humphrey Street already developed?

Yes. This bylaw applies only to new development, additions, renovations and changes of use. As we have all seen over the past several years, many buildings on Humphrey Street have been developed, either by exterior renovation, demolition and new construction, or fire and reconstruction. We fully anticipate that future development of this nature will continue.

How did you identify “preferred patterns of development”?

Since 2004, Swampscott volunteers, boards and committees have conducted surveys, multiple community outreach meetings, obtained grants for studies and subsequent plans (Community Development Plan, Humphrey Street Master Plan, Heritage Landscape Plan, Swampscott

Downtown Vision and Action Plan). Additionally, Eaton Planning drafted a zoning bylaw detailing a course of action for the Humphrey Street Overlay District (HSOD), which was funded by a Mass Downtown Initiative grant. The Planning Board has devised this overlay district to address the needs and desires of Swampscott residents based on continued feedback and analysis over the past 10+ years.

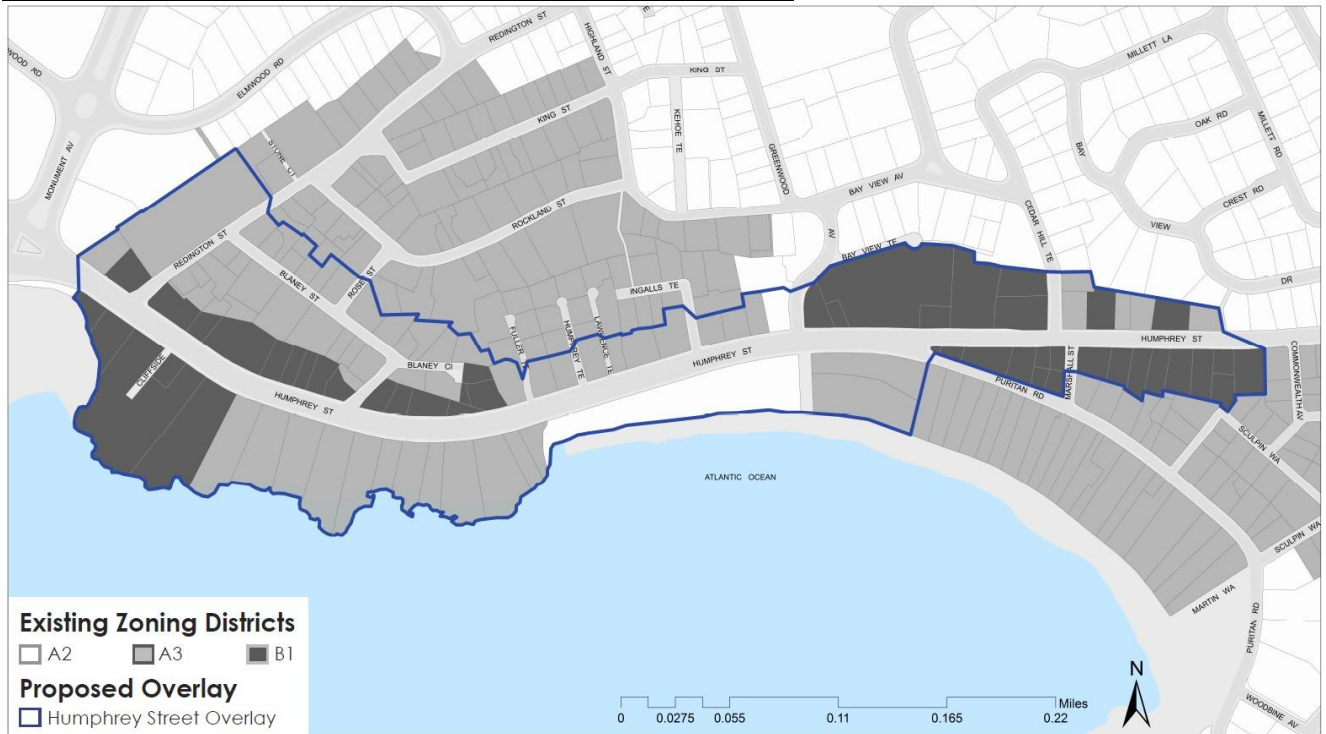
What the Humphrey Street Overlay District will accomplish:

- Establishes a community-driven, proactive planning process.
- Creates a planning framework and a design review process to guide future development on Humphrey St.
- Incorporates resident feedback into the process of guiding future development.

What the Humphrey Street Overlay District will NOT do:

- Use town money to construct a development project.
- Cause the demolition of any current buildings.
- Apply to any current buildings, which remain unchanged.

Map Detail – Official Zoning Map follows after Bylaw



4.7.0.0. HUMPHREY STREET OVERLAY DISTRICT

4.7.1.0. Purpose

The Humphrey Street Overlay District (HSOD) is meant to promote development and define a sense of place in the historic downtown of Swampscott that enhances and encourages a mix of uses, protects historic and cultural resources, and fosters a harmonious connection between the district and the natural environment of the waterside. This bylaw is meant to promote future economic, cultural, and environmental opportunities and development within the downtown area.

The purposes of the HSOD are as follows:

- To establish preferred patterns and a design framework for the HSOD and to protect and enhance the overall quality of the built environment in the district while balancing aesthetic concerns;
- To respect the scale and character of the residential and commercial mix in the HSOD and surrounding districts by applying a high level of attention to site and building design which promotes attractive and functional development;
- To promote compact development that is pedestrian oriented and preserves the historic value and character of the area;
- To encourage building designs and practices that are adaptable to multiple uses and add flexibility for responding to conditions and constraints inherent to specific sites;
- To that connect residents and visitors to the built and natural environment through a thoughtful mix of business, residential, cultural, educational, and civic uses; and
- To apply to all types of development in the HSOD including public and private.

4.7.2.0. Overlay District & Boundaries

The HSOD is an overlay district superimposed over the underlying zoning districts set forth in the Zoning By-law and as designated on the Zoning Map. Within the HSOD, the requirements of the underlying district continue to apply, subject to the following additional provisions established by the HSOD bylaw. To the extent there is a conflict between the requirements of the Zoning By-law and the HSOD bylaw, the latter shall control.

The boundaries of the HSOD shall be as shown on the Town of Swampscott Zoning Map on file in the office of the Town Clerk and shall encompass those lots and rights-of-way shown on the map designated as lying within the HSOD.

4.7.3.0. Permitted Uses and Review Processes

The permitted uses in the underlying zoning districts (Section 2.2.3.0. Table of Principal Uses) are modified by the HSOD bylaw to encourage compliance with the HSOD standards and to achieve the purposes of this bylaw.

The following uses are permitted in the HSOD in accordance with the “Table of Additional Uses within the HSOD” below (4.7.3.1). Uses permitted by right in the underlying zoning districts which are not specifically listed in Section 4.7.3.1 are still permitted by right, but must adhere to the requirements of a “Y” as defined below and obtain building permit approval. Uses permitted by a special permit in the underlying zoning districts which are not specifically listed in Section 4.7.3.1 must adhere to the requirements of a “HSSP” as defined below and obtain building permit approval.

The Zoning Board of Appeals shall not grant a variance for any use not allowed under this bylaw.

Symbols employed shall mean the following:

- | | |
|----------|---|
| Y= | A use permitted as a matter of right, subject to Humphrey Street Design Review approval by the Planning Board (Section 4.7.3.2) |
| HS SI-P= | A use permitted by Humphrey Street Design Review approval by the Planning Board and a Humphrey Street Site Plan Special Permit by the Planning Board in accordance with Section 5.4.0.0 of this By-law <u>and</u> in accordance with the Humphrey Street Site Plan Special Permit approval criteria (Section 4.7.8.0) |

HSSP=	A use authorized by Humphrey Street Design Review approval by the Planning Board (Section 4.7.4.2) followed by a special permit from the Zoning Board of Appeals in accordance with Section 5.3.0.0 of this By-law <u>and</u> in accordance with the Humphrey Street Special Permit approval criteria (Section 4.7.9.0)
N=	An excluded or prohibited use

4.7.3.1. Table of Additional Uses within the HSOD

PRINCIPAL USE	A-3 DISTRICT	B-1 DISTRICT
Residential		
Multi-family of less than six units	HSSP	HS SI-P
Multi-family of six units or more	HSSP	HSSP
Mixed-Use Residential – up to ten units and 20,000 square feet (SF) of gross floor area (GFA) of non-residential	HS SI-P	HS SI-P
Institutional		
Theatre; museum; performing, cultural, or arts facility; hall for public gathering	HSSP	HS SI-P
Commercial		
Retail containing less than 2,000 SF of GFA	HS SI-P	Y
Retail containing 2,000 to 5,000 SF of GFA	HSSP	HS SI-P
Bakery containing less than 2,000 SF of GFA	HS SI-P	Y
Bakery containing 2,000 to 5,000 SF of GFA	HSSP	HS SI-P
Restaurant of coffee shop containing less than 2,000 SF of GFA	HSSP	Y
Restaurant or coffee shop containing 2,000 to 7,500 SF of GFA	N	Y
Restaurant or coffee shop containing more than 7,500 SF of GFA	N	HS SI-P
Restaurant abutting one or more residentially-zoned properties that are being used for residential purposes	HSSP	HSSP
Restaurant providing delivery service (using more than one delivery vehicle/shift)	N	HS SI-P
Catering establishment	N	HS SI-P
Personal service establishment containing 2,000 to 5,000 SF of GFA	N	Y
Personal service establishment containing more than 5,000 SF of GFA	N	HS SI-P
Bank or financial service containing 2,000 to 5,000 sf (with no drive-through)	N	Y
Automatic Teller machine (freestanding)	HSSP	HS SI-P
Any allowed use containing outdoor seating, display or storage <u>on the front sidewalk without alcohol</u>	HSSP	Y

4.7.3.2. Humphrey Street Design Review

All applications for new construction, additions, and projects involving exterior renovations in the HSOD must receive design review approval by the Planning Board. To receive design review approval, an application:

1. Must meet requirements of the basic design standards as outlined in Section 4.7.4.0 (all applications) and
2. Should meet guidance and goals as outlined in Section 4.7.5.0 (HS SI-P and HSSP applications).

4.7.4.0. Humphrey Street Overlay District Design Standards

4.7.4.1. Purpose and Applicability

The purpose of the HSOD Design Standards is to establish basic design standards that promote the purposes of the HSOD as outlined in Section 4.7.1.0.

The Design Standards shall apply to all new construction, additions or projects involving exterior renovation. If a use is permitted as a matter of right, the Planning Board may waive its review for applicants at its discretion; such applicants may proceed to apply for a building permit with a signed design review waiver from the Planning Board.

4.7.4.2. Basic Design Standards

All applications to the Planning Board under this bylaw shall provide detailed design on all street-facing walls (45 degrees or less from lot line). The Planning Board will issue an advisory recommendation to the Building Inspector and Special Permit Granting Authority, where applicable.

Applications shall include at least four (4) of the architectural features illustrated in Appendix B Figure 9, except for residential-only structures in the underlying A-3 district. It is not within the Planning Board's authority to prescribe specific elements except when the Planning Board may require specific design elements or changes to promote compatibility with adjacent uses and to achieve the desired community character or pedestrian orientation.

All qualifying structures must meet the following standards:

- A. Regularly-spaced and similarly-shaped windows shall be provided on all building stories;
- B. Ground floor windows or window displays shall be provided along at least 30 percent of the building's (ground floor) street-facing elevation(s) except for residential-only structures in the underlying A-3 district; windows and display boxes shall be integral to the building design and not mounted to an exterior wall;
- C. Display windows shall be trimmed, recessed, or otherwise defined by wainscoting, sills, water tables, or similar architectural features;
- D. On multi-story buildings except for residential-only structures in the underlying A-3 district, ground floors shall be defined and separated from upper stories by appropriate architectural features that visually identify the transition from ground floor to upper story; such features should be compatible with the surrounding architecture; such features may be provided by:
 - a. A cornice above the ground level;
 - b. An arcade;
 - c. Changes in material or texture; or
 - d. A row of clerestory windows on the building's street-facing elevation;
- E. The tops of flat roofs shall be treated with appropriate detailing (e.g., cornice, pediment, flashing, trim, or other detailing) that is compatible with the surrounding architecture, and pitched roofs shall have eaves, brackets, gables with decorative vents, or other detailing that is consistent with the surrounding architecture;
- F. Primary building entrances except for residential-only structures in the underlying A-3 district, shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk; every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access; and shall include weather protection features, such as awnings, canopies, or overhangs.

4.7.5.0. Humphrey Street Design Guidelines

In addition to ensuring compliance with the Design Standards above, the Planning Board shall encourage adherence to the following guidelines before issuing a Humphrey Street Site Plan Special Permit or providing recommendations to the Zoning Board of Appeals for HSSP applications.

HSOD proposals should follow local development patterns (e.g., open space and view corridors, common setbacks, streetscapes). The continuation of such patterns should contribute to a unified visual appearance within an area. Not all established development patterns present opportunities for a desirable interface. Applicants should be prepared to address such situations with respect to the current design proposal and how the departure from the existing pattern benefits the community.

4.7.5.1. Hard Surface Sidewalk Extension

- A. The area between a building and the front lot line should be hard surfaced for use by pedestrians as an extension of the sidewalk as shown in Appendix B Figure 10, except that this area may contain tree wells, planting strips and gardens.
- B. For each one hundred (100) square feet of hard-surface area between a building and the front lot line, at least one of the following amenities should be provided (as shown in Appendix B Figure 10):
 - a. A bench or other seating;
 - b. A tree;
 - c. A landscape planter; or
 - d. A bicycle parking facility.
- C. Wherever possible, mixed-use and commercial buildings should be located directly adjacent and parallel to the sidewalk.
- D. Clearly visible and direct pedestrian paths should be established between neighboring mixed-use and commercial buildings, between buildings and outlying parking areas and between buildings and transit facilities.
- E. Where pedestrian paths cross vehicular routes, a change in paving materials, textures or colors should be provided to emphasize the conflict point, improve visibility, enhance safety and provide added aesthetic appeal.
- F. The placement of patios, plazas and similar spaces (including outdoor dining areas) should take into consideration the impact of solar orientation.

4.7.5.2. Reinforcement of the Corner

On sites located at public street right-of-way intersections (corners):

- A. All primary structures located within thirty (30) feet from the corner should be within ten (10) feet of both front lot lines;
- B. At least one of the street-facing walls should be at least forty (40) feet long;
- C. The highest point of the building's street-facing elevation should be within twenty-five (25) feet of the corner;
- D. A main entrance into the building should be on a street-facing wall and either at the corner or within twenty-five (25) feet of the corner; and
- E. Off-street parking is discouraged within forty (40) feet of the corner.

4.7.5.3. Main Entrance

- A. At least one entrance of the principal building should face the front lot line. Where there is more than one (1) front lot line, the entrance may face either a front lot line or diagonally towards the corner.
- B. For residential buildings that have more than one (1) main entrance, only one entrance should face the front lot line.

4.7.5.4. Ground Floor Treatment

- A. Where the underlying district is B-1, the ground floor facing the street for new structures should be designed for non-residential use by following the requirements for windows and entrance doors in Section 4.7.4.2. This does not prohibit residential use of such ground floor spaces.
- B. Windows on street frontages should comply with the following:
 - a. Where the underlying district is B-1, new facades that face a street should maintain a minimum ratio of two-thirds (2/3) glass to one-third (1/3) solid material on the ground floor.
 - b. No reflective sheeting or other window blocking techniques should be permitted other than cloth drapery and window shades.

4.7.5.5. Awnings and Canopies

New and replacements awnings must meet the requirements of Section 3.2.2.6 with the following additional allowances:

- A. Awnings should project at least three (3) feet from the building wall façade;
- B. Awning covers should be made of durable material that look like natural fabric and have no gloss sheen;
- C. Awnings may be flat or angled;
- D. Hand-cranked or "traditional" awnings are preferred;
- E. Awnings proposed under an HSOD application are exempt from the Administrative Site Plan Review by the Planning Board, but instead are subject to HSOD design review.

4.7.5.6. Roof-Mounted Equipment

All roof-mounted equipment, including satellite dishes and other communication equipment, excluding solar panels, should be screened in one of the following ways:

- A. A parapet as tall as the tallest part of the equipment;
- B. A screen around the equipment that is as tall as the tallest part of the equipment; or
- C. A setback of the equipment from the street-facing perimeters of the building of at least three (3) feet for each foot of height of the equipment.

4.7.5.7. Roof

Dormer windows are encouraged for pitched roofs. Buildings should have either:

- A. A sloped roof with a pitch no flatter than 6/12; or
- B. A roof with a pitch of less than 6/12 and a cornice that meets the following requirements as shown in Appendix B Figure 11.
 - a. The top part of the cornice should project at least six (6) inches from the face of the building and be at least two (2) inches further from the face of the building than the bottom part of the cornice; and
 - b. The height of the cornice is based on the height of the building as follows:
 - i. Buildings ten (10) feet or less in height should have a cornice at least twelve (12) inches high.
 - ii. Buildings greater than ten (10) feet and less than thirty (30) feet in height should have a cornice at least eighteen (18) inches high.
 - iii. Buildings thirty (30) feet or greater in height should have a cornice at least twenty-four (24) inches high.

4.7.6.0. Humphrey Street Site Plan and Special Permit Standards

All proposed uses or activities in the HSOD that are being reviewed for a Humphrey Street Site Plan Special Permit (HS SI-P) or a Humphrey Street Special Permit (HS SP) are subject to the Lot Area, Building Height, Parking and Sign Regulations of the underlying zone, except as noted below.

Applications for residential-only uses shall be made in accordance with the content requirements of Section 5.4.6.0 (Contents of Plan – Residential). Applications for mixed or commercial-only uses shall be made in accordance with the content requirements of Section 5.4.5.0 (Contents of Plan – Commercial). Plans shall be prepared as outlined in Section 5.4.4.0 (Preparation of Plans).

Applications as a matter of right shall include nine (9) copies of application packet (six (6) copies for Planning Board, two (2) copies for Town Clerk, one (1) copy for Inspector of Buildings); applications for an HS SI-P shall include thirteen (13) copies of application packet (six (6) copies for Planning Board, two (2) copies for Town Clerk, one (1) copy for each: Board of Health, Inspector of Buildings, Town Engineer, Fire Department, Conservation Commission); Applications for an HSSP shall include seventeen (17) copies of application packet (nine (9) copies for Zoning Board of Appeals, two (2) copies for Town Clerk, one (1) copy for each: Board of Health, Inspector of Buildings, Town Engineer, Fire Department, Conservation Commission, Planning Board).

Any applicant applying for a Section 6 Special Permit within the HSOD must still go before the Planning Board for design review. After the Planning Board has made their recommendations available to the ZBA, a determination will be made by the ZBA if such an extension, alteration, reconstruction or change is not substantially more detrimental than the existing nonconforming structure or use to the neighborhood.

4.7.6.1. Dimensional Requirements and Exceptions

Uses and structures within the HSOD shall conform to the following dimensional requirements. Exceptions to the following dimensional requirements may be granted by the approval of an HS SI-P from the Site Plan Special Permit Granting Authority (Planning Board) for uses permitted as a matter of right or HS SI-P. Exceptions to the following dimensional requirements may be granted by the approval of an HSSP from the Special Permit Granting Authority (Zoning Board of Appeals) for uses permitted by HSSP.

- A. Minimum Lot Area = 7,500 square feet
- Minimum Lot Frontage = 70 feet
- Minimum Front Yard Setback = 0 feet (commercial / mixed-use) / 15 feet (residential-only)
- Minimum Side Yard Setback = 0 feet (commercial / mixed-use) / 7.5 feet (residential-only)

Minimum Rear Yard Setback = 15 feet
Maximum Building Height = 35 feet (3 stories, except for those properties that abut Nahant Bay which carry a 2.5-story limit)
Minimum Open Space = 15% (commercial / mixed-use) / 20% (residential-only)
Maximum Building Coverage = 80% (commercial / mixed-use) / 40% (residential-only)

- B. Exception – At least sixty (60) percent of the frontage of a lot, measured in percentage of linear feet of the lot frontage, shall be occupied by buildings that are set back no more than ten (10) feet from the front lot line and that are at least twenty (20) feet in depth. This requirement may be waived for additions to existing buildings where the addition does not increase the setback of the existing building or where the addition is not visible from any street. A deeper setback may be allowed for a forecourt when a garden and/or hard-surfaced terrace are provided. This requirement is waived for residential-only buildings located in the A-3 district.
- C. Exception – The minimum separation between two or more buildings on the same lot shall be twenty (20) feet.
- D. Exception – The permit granting authority may modify all dimensional requirements (except building height) outlined in Section 4.7.6.1 (A) if, in its opinion, such modifications will result in improved design that is in keeping with Section 4.7.1.0.
- E. Exception – The permit granting authority may, as part of the special permit, reduce the lot frontage requirement for a development that provides consolidated or shared access for two or more adjoining parcels, subject to a legally-enforceable agreement or restriction in a form acceptable to the permit granting authority and approved by Town Counsel (Section 4.7.7.1).
- F. Exception – Building height is measured from mean street level to the absolute top of the structure, not including weather vanes, spires less than six (6) inches in diameter, or other minimally-sized adornments as deemed by the Planning Board. A waiver may be sought by the applicant with regards to height, but may not exceed forty (40) feet. For residential-only buildings in the underlying A-3 district, the permit granting authority may waive the height requirement if there is at least twenty-five (25) feet between the building of the applicant and each building on abutting properties, or when there is a total distance of fifty (50) feet between the building of the applicant and each building on abutting properties added together. For buildings in the underlying B-1 district, the permit granting authority may waive the height requirement if a public open space is created on the property.
 - a. Public open space must be outside, and shall be in the form of a park, courtyard, walking trail, or plaza.

- b. Public open space shall be accessible and generally be at or near grade level to facilitate use.
- c. Locked gates or restricted passages negate the purpose of "open" space. All outdoor ground level features which are accessible from the public sidewalk should always be open to the public during daylight hours.
- d. Public open space shall be no less than ten (10) percent of the area of the lot in question.

4.7.6.2. Parking

- A. All off-street parking areas shall be located behind or to the side of the principal structure on the lot. No parking area shall be located closer to the front lot line than the front building façade. This provision may be waived at the discretion of the permit granting authority for residential-only multi-family uses in the underlying A-3 district.
- B. The required setback from side and rear lot lines specified for off-street parking shall consist entirely of landscaped area, except for required access drives.
- C. In establishing parking requirements for uses in the Humphrey Street Overlay District, consideration shall be given to the Town's goal of making this overlay a "park-once" district where on-street and municipal off-street spaces are used to enable customers to use one space for multiple destinations. Reference Section 4.7.7.0. Alternative Parking Solutions for guidance.

4.7.6.3. Off-Street Loading, Parking of Trucks, Buses and Commercial Vehicles

- A. Within the Humphrey Street Overlay District, off-street loading shall only be required if it is a practical option due to the availability of adequate space in a rear parking lot or alley.
- B. Parking stalls for trucks, buses, or other commercial vehicles exceeding either seven and a half (7.5) feet in width or eighteen (18) feet in length shall be located at least fifty (50) feet from the nearest dwelling unit in the underlying residential district.
- C. Stalls for delivery vehicles or other commercial vehicles shall be specifically identified in the site plan, and shall be of such dimensions as to accommodate the specified type of vehicle. Such vehicles shall be permitted to park only in the stalls so identified and approved.

4.7.6.4. Screening - Generally

- A. Refuse Areas

All refuse containers for uses other than single-family and two-family homes shall meet the following conditions, which may only be waived by the permit granting authority at its discretion.

- a. Refuse containers shall not be visible from the street.
- b. Refuse containers shall be set back from the front property line at least as far as the primary structure on the property. No refuse container shall be located in the front yard.
- c. Refuse containers shall be enclosed or screened by a structure constructed out of the same or similar materials to the primary structure on the property or an approved alternative. The enclosure shall screen the containers from view from the public way and protect the containers from raccoons, rodents, and other pests.
- d. Outdoor refuse containers shall not be stored within ten (10) feet of exterior windows or doors that open directly into habitable space within housing units on the basement, ground, or first floors of buildings contained residential units.

B. Buffers between Districts

Where two (2) land use districts abut each other, the more intense district use must provide a buffer planting strip when adjacent to residential districts or to less intense residential districts. All development must follow the buffer and screening requirements in the table below and illustrated in Appendix B Figure 12.

Subject Lot in District where Side or Rear Lot Line abuts Residential District (or a less intense residential district)	Buffer Width
Residence A-1, A-2	None
Residence A-3	5 feet
Business B-1	10 feet

4.7.7.0. Alternative Parking Solutions

4.7.7.1. Shared Parking

- A. Where an application for an HS SI-P or HSSP proposes shared parking with one (1) or more other separately-owned properties and such shared parking has been approved by the permit granting authority, the owners of the properties shall enter into a legal agreement guaranteeing access to, use of, and management of designated shared parking spaces.
- B. The agreement shall be in a form approved by Town Counsel and shall be included as a condition to any approved HS SI-P or HSSP.

4.7.7.2. Fee in Lieu of Providing On-Site Parking Spaces

- A. Where the required off-street parking spaces cannot be provided on-site and are not currently available on the street and/or in municipal parking lots, the applicant may, at the option of the permit granting authority, pay a fee in lieu of one (1) or more required spaces, in an amount established by the Board of Selectmen and sufficient to cover the estimated cost of providing additional public parking spaces in the general location of the proposed use.
- B. Such fees shall be kept in a dedicated fund for municipal parking purposes and shall be used for such purposes within four (4) years or returned to the applicant (or the applicant's successor).

4.7.8.0. Humphrey Street Site Plan Special Permit Approval Criteria

In addition to the standards in Section 4.7.4.0 and the design guidelines and standards in sections 4.7.5.0 and 4.7.6.0, the Site Plan Special Permit Granting Authority shall make a finding as to whether the proposed development meets the following criteria:

4.7.8.1. All new construction or additions that would (1) alter the building gross floor area by more than eight hundred (800) square feet or (2) increase gross floor area by fifteen (15) percent or more, shall be designed consistent with the architectural context in which they are located. This requires meeting the following criteria:

- A. There is continuity in building sizes between new and existing buildings;
- B. The ground floor and upper floor elevations and architectural detailing are compatible with adjacent buildings;
- C. The roof is compatible in elevation, roof pitch, shape, and height step-down with adjacent buildings;
- D. There is continuity of building sizes on the site, if more than one building is proposed;
- E. There is continuity in the rhythm of windows and doors on the proposed building(s);
- F. The relationship of buildings to public spaces, such as streets, plazas, and public parking, including on-street parking, is strengthened by the proposed building(s).

4.7.8.2. The proposed development meets the purpose of the HSOD (4.7.1.0.);

4.7.8.3. The proposed development meets the standards in Section 4.7.6.0. and design standards in Section 4.7.4.0. and in as much as possible the design guidelines in Section 4.7.5.0.

4.7.8.4. Final action by the Site Plan Special Permit Granting Authority shall not take place until the earlier of (a) twenty (20) days after filing the HS SI-P application, and (b) receipt of written reports by Board of Health, Inspector of Buildings, Town Engineer, Fire Department, and Conservation Commission.

4.7.9.0. Humphrey Street Special Permit Approval Criteria

Applications for a special permit shall be made in accordance with the regulations of the Special Permit Granting Authority, who shall require conformance with the following standards before issuing a Humphrey Street Special Permit:

4.7.9.1. The proposed development meets the purpose of the HSOD (4.7.1.0.);

4.7.9.2. The proposed development meets the standards in Section 4.7.6.0. and design standards in Section 4.7.4.0. and in as much as possible the design guidelines in Section 4.7.5.0.; and

4.7.9.3. The Planning Board has performed a design review, submitted recommendations, and recommendations have been considered by the Special Permit Granting Authority.

4.7.9.4. Final action by the Special Permit Granting Authority shall not take place until the earlier of (a) thirty-five (35) days after filing the HSSP application, and (b) receipt of written reports by Board of Health, Inspector of Buildings, Town Engineer, Fire Department, Conservation Commission, and Planning Board.

4.7.10.0. Decision

In granting a Humphrey Street Site Plan Special Permit or a Humphrey Street Special Permit, the permit granting authority may impose reasonable conditions and restrictions based upon or in addition to the considerations listed in the HSOD bylaw and may set limitations on the work to be done.

Appendix B

Figure 9 Detailed Design Features

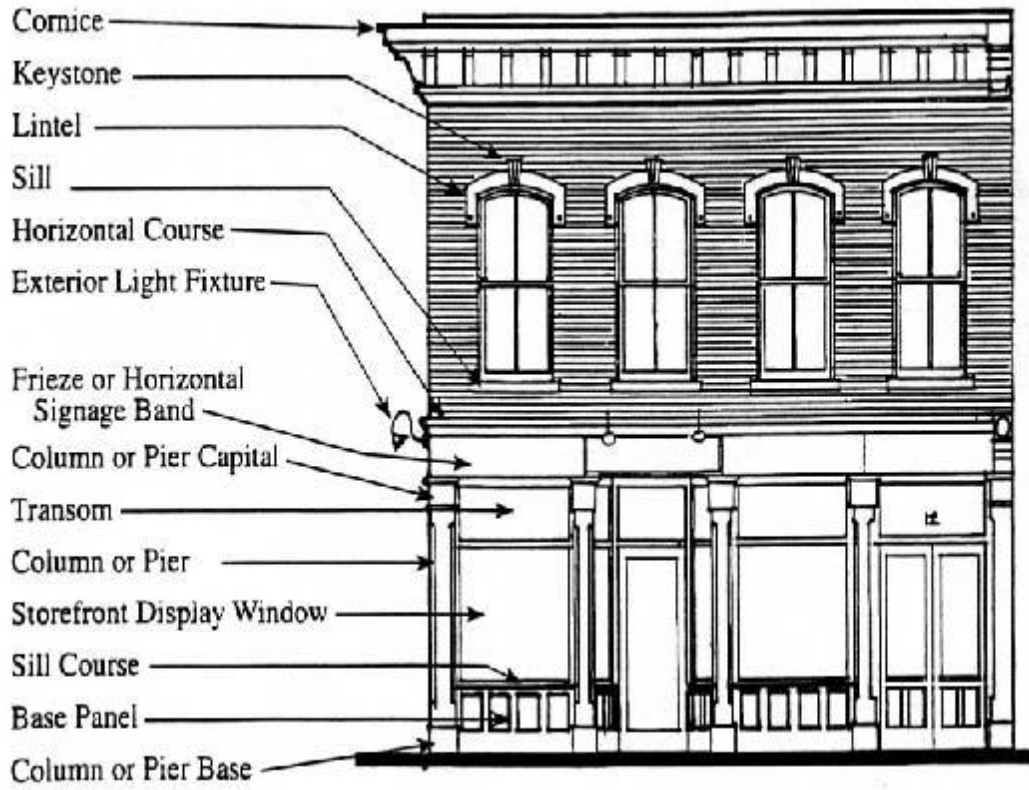


Figure 10 Pedestrian Amenities

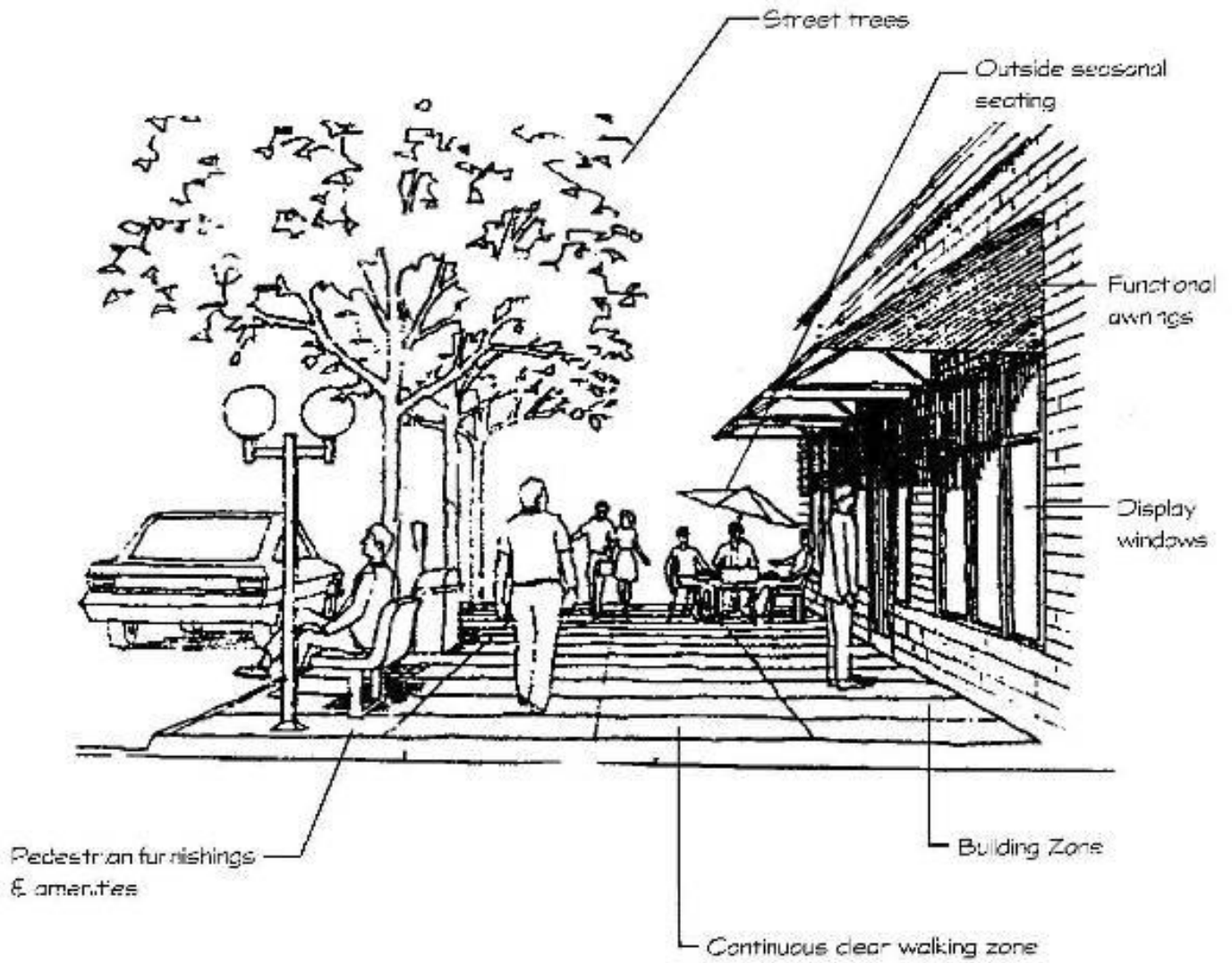
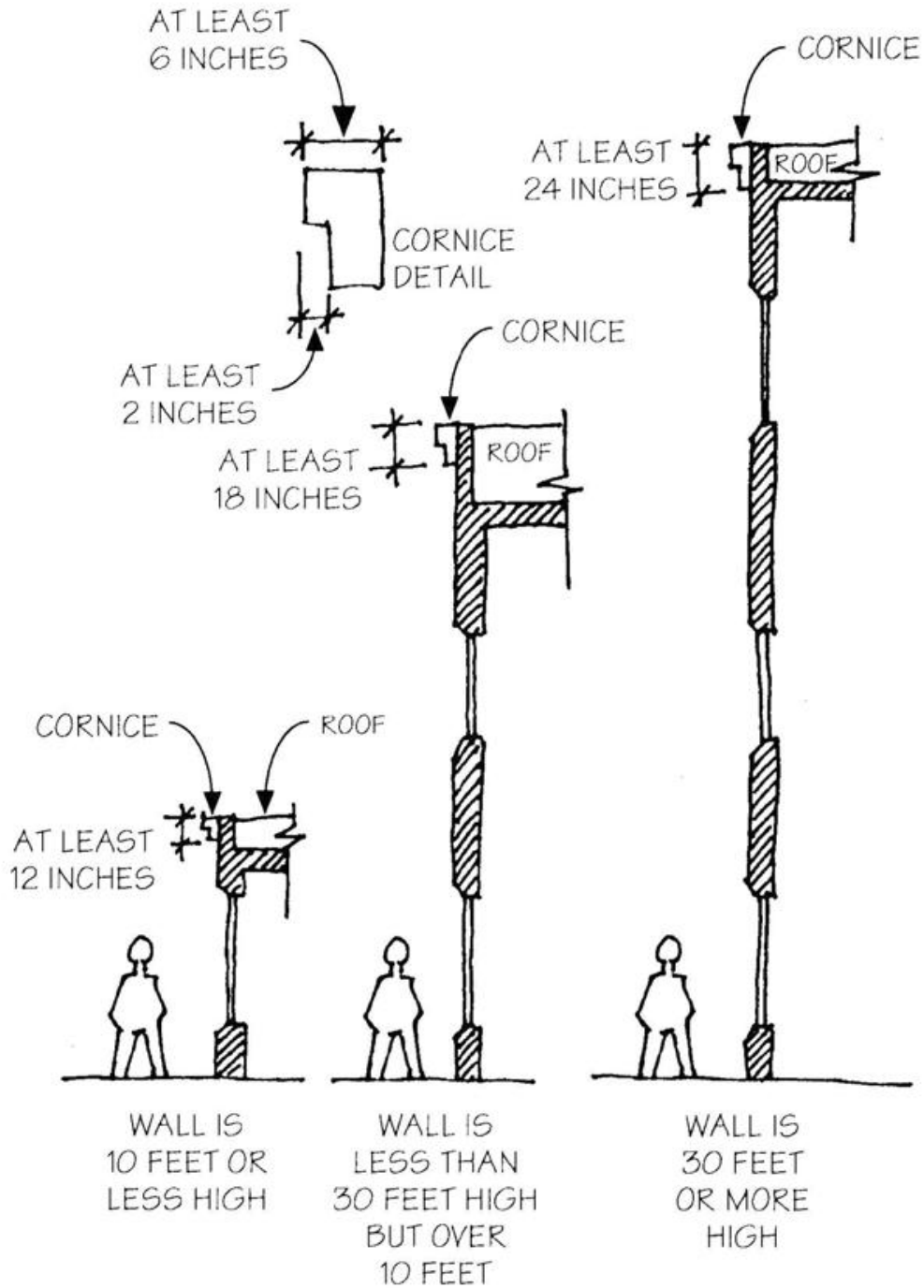
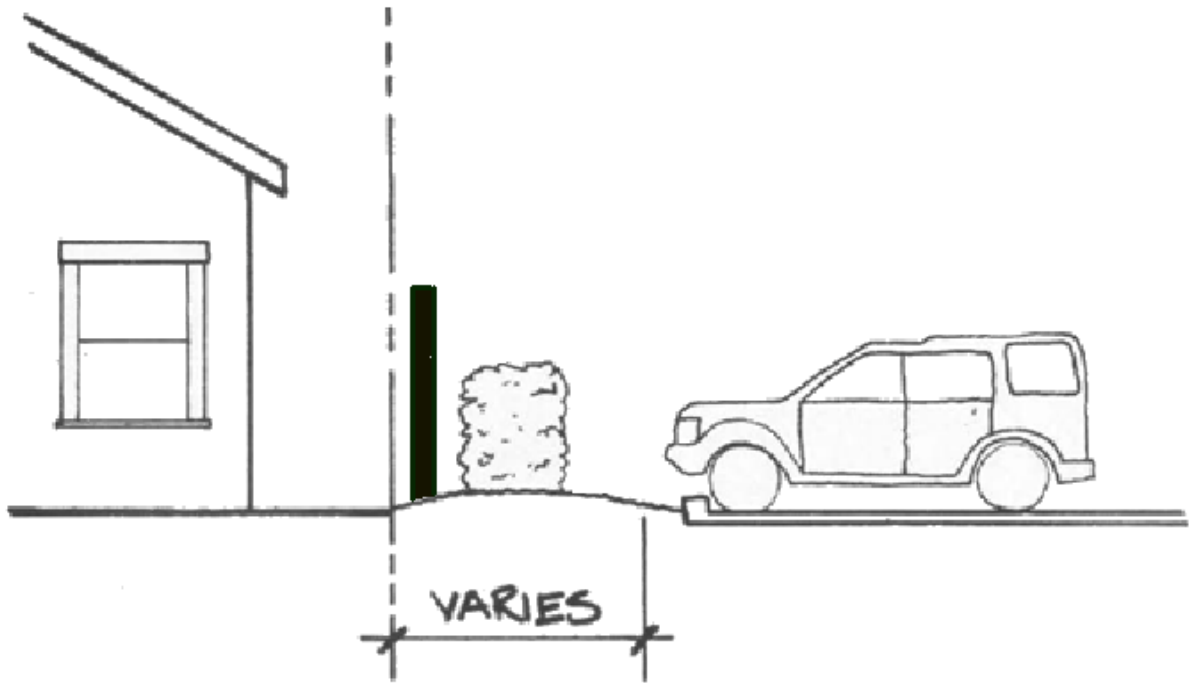
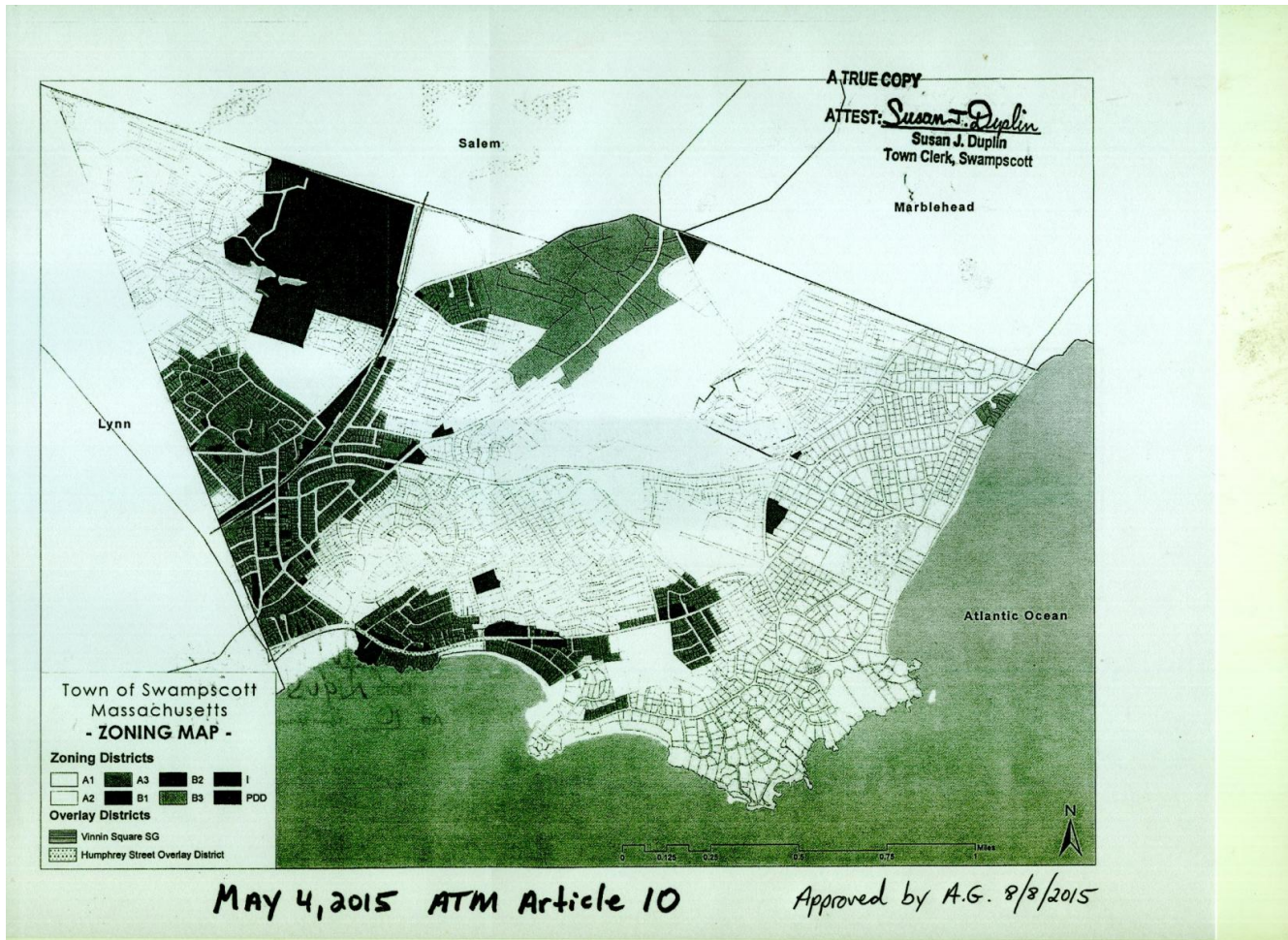


Figure 11 Cornice Design







Voted Article 10. That this article is approved.
 Unanimous Vote 5/4/15 ATM

ARTICLE 11. **Voted** that the Town amend the **Zoning By-Law** “Section 2.1.2.0. Establishment of Overlay Districts” by making the following addition, or take any action relative thereto.
2.1.2.4. Smart Growth (MGL 40R) Zoning Overlay District

Sponsored by the Town Planner

Voted Article 11. That this Article is approved.
Unanimous Vote 5/5/15 ATM

ARTICLE 12. To see if the Town will vote to amend the **Zoning By-Law** “Section 3.2.0.0. Signs” by inserting the underlined text as set forth below, or take any action relative thereto.
3.2.4.1. Signs in the B-1 and B-2 Districts
(a) (vi) in the B-1 District only, (w) each sign shall be no more than thirty (30) inches tall, (x) all graphics and lettering in the sign must be colored gold (which color shall be the same as the gold color used on all other signs on the building), (y) the signs must contain a gold colored line having a width of at least one (1) inch located no less than one (1) inch inside the parameter of the display area of the sign (which gold colored line shall be the same as the gold color used on all other signs on the building), and (z) the sign background must be black.

Sponsored by the Town Planner

Voted Article 12. That this Article is NOT approved.
Motion FAILED 5/5/15 ATM

ARTICLE 13. **Voted** that the town amend Article V, Section 16 of the **Town bylaws** by inserting a new clause d, which provides as follows, or take any action relative thereto.

Parking of registered motor vehicles is permitted on all public roads at any time during the year, and overnight parking is permitted in designated off-street public parking areas, but only in accordance with rules to accommodate day-time uses of said off-street parking areas. Except that, any permitted parking may be prohibited in accordance with other provisions of these bylaws, when necessary to allow fire and police personnel to carry out their lawful duties; and, during declared snow events.

A snow event is declared when blue lights located throughout the town on street poles are blinking; when notification is sent to all households through the town’s automatic telephone call system; and/or when official announcements are made through major media outlets. The town may remove any vehicle impeding snow removal in accordance with Article IV, Section 5 of these bylaws.

Sponsored by the Town Moderator

Voted Article 13. That this article is approved.
Majority Vote 5/15/15 ATM

ARTICLE 14. **Voted** that the Town amend the **Town Charter** by making certain clerical, ministerial and non-substantive changes throughout including: spelling, grammar, format, and capitalization, and eliminating no-longer applicable transitional provisions; certain minor substantive changes, including but not limited to formalizing appointing authority for various positions and clarifying the recall and referendum provisions; and substantive revisions, including addressing the composition of the Finance Committee, Recreation Commission, Athletic Fields and Facilities Advisory Committee, and Town Administrator screening committee, as well as providing for the involvement of various multiple member bodies in making recommendations about appointment of senior staff, and requiring the Board of Selectmen to report to Town Meeting on warrant articles, all as recommended by the Charter Review Committee and set forth in a document on file with the Town Clerk; 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, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto. **(See Attachment B)**
Sponsored by the Charter Review Committee

Attachment B (Amended 5/5/15 ATM)

**CHARTER FOR THE
TOWN OF SWAMPSCOTT**

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CHARTER FOR THE TOWN OF SWAMPSCOTT

PREAMBLE. We, the people of the Town of Swampscott, not unmindful of the practical necessity of delegating to a duly constituted Legislature the power to act on behalf of all the inhabitants of the Commonwealth in matters which transcend the boundaries of a single town, but firmly believing that the best government is that which is most directly that of the people themselves, of which belief we recognize Article LXXXIX of the Amendments to the Constitution of the Commonwealth of Massachusetts to be an expression, do hereby adopt and establish this Charter of the Town of Swampscott.

Chapter One

INTRODUCTION

Section 1-1. The Town of Swampscott, pursuant to the provisions of Article LXXXIX of the Constitution of the Commonwealth of Massachusetts and Chapter 43B of the General Laws of Massachusetts, adopts this Charter.

Section 1-2. The effective date of this Charter shall be July 1, 1969.

Chapter Two

TOWN MEETING

Section 2-1. Precincts. The existing precinct boundaries of the Town shall be reviewed and, if need be, wholly or partly revised by the Selectmen in October 1969, and once in every ten (10) years thereafter, or in October of any year when so directed by a vote of a representative Town Meeting held not later than September twentieth of that year, or otherwise as required by law, so that there shall be precincts, of compact and contiguous territory, bounded as far as possible by the center line of known streets and ways or by other well defined limits and containing approximately an equal number of persons.

The Board of Selectmen shall, within ten (10) days after any revision of the precincts, file a report of their doings with the Town Clerk, the Board of Registrar of Voters, and the Board of Assessors, with a description of the precincts and the names and residences of the voters therein, and shall post in the Town Hall such description, names and residences. Any revision of such precincts shall take effect upon the date of the filing of the report therefor with the Board of Registrar of Voters, or otherwise as required by law. Whenever the precincts are revised, the Board of Registrar Voters shall give written notice thereof to the Secretary of State of the Commonwealth. Meetings of the voters of the several precincts for elections, for primaries and for voting upon any question to be submitted to all the voters of the Town shall be held on the day and at the hour and at such place or places within the Town as the Selectmen shall in the warrant for such meeting direct.

Section 2-2. Precincts; Revision. If the precinct boundaries are wholly or partly revised by the Board of Selectmen, the voters in each precinct shall, at the first Town election following any further precinct revisions, conformably to the laws relative to elections, elect by ballot fifty-four (54) voters in the precinct to be Town Meeting Members. The first eighteen (18) in the order of votes received shall serve three (3) years, the second eighteen (18) shall serve two (2) years and the remaining eighteen (18) shall

serve one (1) year, from the date of the annual Town Meeting. In case of a tie vote affecting the division into thirds, the members from the precinct shall by ballot determine the same. If the precinct boundaries are not revised, except as otherwise provided herein, at each annual Town election the voters of each precinct shall elect eighteen (18) Town Meeting Members for a term of three (3) years and shall at such election fill each vacancy for the unexpired term then existing. Upon every revision of the precincts the terms of office of all Town Meeting Members shall cease upon the qualification of their successors, who shall be elected at the annual Town election held after such revision. The Town Clerk shall, after every election of Town Meeting Members, forthwith notify each member by mail of his election. Each Town Meeting Member shall be sworn to the faithful and impartial performance of his duties as Town Meeting Member, but failure to comply with this requirement shall not affect the validity of any action taken at any Town Meeting. The Town Meeting Members shall be the judges of the election and qualification of their members.

Section 2-3. Warrants; Notice; Quorum. The articles for the warrant for each Town Meeting, so far as they relate to the election of the Moderator, Town Officers and Town Meeting Members, and, as herein provided, to referenda, and all matters to be acted upon and determined by ballot, shall be so acted upon and determined by the voters of the Town in their respective precincts. All other articles in the warrant for each Town Meeting shall be acted upon and determined exclusively by Town Meeting Members. The Annual Town Meeting shall meet on the third Monday of May each year and at such other times and places as shall be set forth by the Selectmen in the warrant for the meeting. The Board of Selectmen may convene a Special Town Meeting, subject to the provisions of M.G.L. c. 39, section 10. A special town meeting may also convene upon petition in accordance with the provisions of M.G.L. c. 39, section 12. The Town Clerk shall notify the Town Meeting Members of the time and place at which representative Town Meetings are to be held, the notices to be sent by mail at least seven (7) days before any Town Meeting. A majority of the Town Meeting Members shall constitute a quorum for doing business, but a lesser number may organize temporarily for the purposes of adjourning such meeting to a time, date, and place certain. All Town Meetings shall be open to the public. The Town Meeting Members as such shall receive no compensation. Subject to such conditions as may be determined from time to time by the Town Meeting Members, any voter of the Town who is not a Town Meeting Member may speak at any Town Meeting, but shall not vote.

Section 2-4. Moderator. A Moderator shall be elected by ballot at each annual Town Meeting and shall serve as Moderator of all Town Meetings, except as otherwise provided by law, until a successor is elected and qualified. If a Moderator is absent, a Moderator pro tempore may be elected by the Town Meeting Members in accordance with the provisions of M.G.L. c. 39, section 14.

Section 2-5. Members; Resignation. A Town Meeting Member may resign by filing a written resignation with the Town Clerk, and such resignation shall take effect on the date of such filing. A Town Meeting Member who moves out of the Town shall cease to be a Town Meeting Member and a Town Meeting Member who moves to another precinct may serve only until the next annual Town Meeting. Any vacancy in Town Meeting membership caused by the resignation of a Town Meeting Member shall be filled by offering the position to the person getting the next highest number of votes at the last election. If there is a tie, then the process to fill the vacancy shall be a lottery. If the highest vote getting person declines appointment, then the vacancy shall be offered to next highest vote getting person, or if a tie or lottery shall be held, and if that person declines or if there is no list of next highest vote getting persons, then the vacancy shall be filled by the precinct caucus, by ballot, by a majority of those present and voting, for

the unexpired term. Upon written acceptance by a member so chosen, he shall be deemed elected, subject to the right of all Town Meeting Members to judge the election and qualifications of the members as set forth in Section Two of this Chapter.

Section 2-5A. Members; Removal. A Town Meeting Member who has missed three (3) consecutive sessions of any Town Meeting may be removed by a 2/3 vote of the Town Meeting Members of that precinct that are present and voting, convened for that purpose.

Section 2-6. Votes; Petition. No affirmative vote, except a vote to adjourn or authorize the borrowing of money in anticipation of receipt of taxes for the current year, passed at any representative Town Meeting, shall be operative until after the expiration of five (5) days from the date on which the possibility of reconsideration of such vote has expired or become exhausted. If, within such five (5) days a petition, signed by not less than five percent (5%) of the voters of the Town, containing their names and addresses as they appear on the list of voters, is filed with the Selectmen, asking that the question or questions involved in such vote be submitted to the voters of the Town, the Selectmen shall forthwith call a special election for the purpose of presenting such question to the voters. The hours of voting shall be the same as at the previous annual Town election and all other election laws shall be applicable to such special election.

The question shall be stated upon the ballot in substantially the same language and form in which it was stated to the representative Town Meeting by the Moderator as it appears from the records of the meeting, in a form similar to the following:

Shall this Town vote to approve the action of the Representative Town Meeting whereby it was voted on [insert date of meeting] to [insert full text of action taken by Town Meeting in the form in which it was stated to the Town Meeting by the Moderator?]

Notwithstanding the preceding sentence, however, if the action taken by the Representative Town Meeting would exceed more than two (2) paragraphs of text on the ballot, the Board of Selectmen may direct Town Counsel to prepare a fair and concise description of such action to be included on the ballot, and the full text shall be posted on the Town's official bulletin board and on the Town's official website.

Section 2-7. Finance Committee. The Moderator shall appoint a Finance Committee consisting of one (1) voter from each precinct and three (3) additional voters at large, who shall serve for three (3) year terms, provided no more than two (2) voters from any one (1) precinct shall serve at the same time on the Finance Committee. To this committee shall be referred all questions pertaining to the appropriation of expenditure of money, the creation of debt, the disposition of Town property and all other questions affecting the Town, for the purpose of making recommendations, but this shall not be construed to prohibit the appointment of special committees to investigate matters pertaining to the Town or to execute work authorized by it. The Finance Committee shall have the power to consult with all departments, officers, employees, agents or committees of the Town and it shall be the duty of all such departments, officers, employees, agents and committees to furnish such information as they possess that may be required by the Finance Committee. The Finance Committee shall also have the power to examine all books, vouchers, papers and other instruments in the custody or possession of any officer, employee, agent or committee of the Town.

Section 2-8. Powers. The Town shall have the capacity to act through and be bound by its Town Meeting Members, who shall, when convened from time to time as herein provided, constitute representative Town Meetings; and such representative Town Meetings shall exercise exclusively all powers vested in the Town. Action in conformity with all provisions of law now or hereafter applicable to the transaction of Town affairs in Town Meetings shall, when taken by any representative Town Meeting in accordance with the provisions of this Charter, have the same force and effect as if such action had been taken in a Town Meeting open to all the voters of the Town.

Section 2-9. Capital Improvements Committee.

(a) There is hereby established a committee to be known as the Capital Improvement Committee, to be appointed by the Moderator and consisting of five (5) registered voters for alternating three (3) years each, beginning on the first day of July following appointment and expiring three (3) years thereafter. The Town Administrator and the Director of Public Works, and, at the discretion of the Moderator, one (1) additional town employee or official, shall be ex-officio, non-voting members of the Committee. Any vacancy on the Committee arising otherwise than by expiration of term shall be filled for the remainder of the unexpired term. If any member of the Committee ceases to be a resident and/or voter of the Town, he/she shall forthwith cease to be a member of the Committee. The Committee shall choose its own officers.

(b) The Committee shall study articles for proposed capital projects and improvements involving major non-recurring tangible assets and projects which (i) are purchased or undertaken at intervals of not less than three (3) years; (ii) have a useful life of at least three (3) years; and (iii) cost over \$20,000.00. All officers, boards, departments, and committees, including the Board of Selectmen and School Committee shall, by December 31 of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six (6) years including all capital improvement article requests for the Annual Town Meeting. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the Town.

(c) No appropriation shall be voted by Town Meeting for a capital improvement requested by a department, board or commission, unless the proposed capital improvement has been submitted to the Committee for consideration. The Committee shall report its findings to the Finance Committee as part of the Finance Committee's budget deliberations.

(d) The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five (5) fiscal years. The report shall be submitted to the Town Meeting for its consideration and approval. The Board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the Town, or take any action relative thereto.

Section 2-10. Conformance. To the extent that it is inconsistent herewith, Chapter 300 of the Acts of 1927, as amended, is hereby further amended to conform hereto.

Chapter Three

ELECTION OF TOWN OFFICIALS

Section 3-1. Board of Selectmen. The Board of Selectmen will consist of five (5) members elected for alternating three (3) year terms, with no more than two (2) seats expiring in any one (1) year.

Section 3-2. Other Elected. There shall be such other Town officers, boards and committees serving for such terms as are now or hereafter provided for by statute, by-law or vote of the Town. The adoption of this Charter shall not change the present officers, boards or committees, or their powers, duties or terms of office, except as expressly provided in this Chapter.

Section 3-2A. Vacancies. An elective or appointive office shall become vacant upon the death, resignation, or removal from office of said office holder in a manner authorized by law. Any vacancy of an office, committee or board, with the exception of the Board of Selectmen and Town Meeting Members, originally filled by election, shall be filled by a majority vote of the Board of Selectmen and the remaining members of the office, board or committee until the next annual election, at which time the vacancy shall be filled for remainder of the unexpired term.

Any vacancy of an office, board or committee to which the holder was originally appointment shall be filled for the unexpired term by the official or officials having the original power of appointment after which appointment to said office shall be in the manner and for the term hereinbefore provided.

Section 3-3.

(a) **Board of Assessors; Powers and Duties.** The elected Board of Assessors shall annually make a valuation of all property, both real and personal, within the town in accordance with law. It shall, except as expressly provided herein, have all the powers and duties given to boards of assessors under the constitution and general laws of the Commonwealth, and such addition of

powers and duties as may be authorized by the charter, by by-law or by other town meeting vote. In addition, the Board of Assessors shall provide policy guidance to the assessing department in areas within its jurisdiction.

(b) **Appointment of Full- or Part-Time Assistant Assessors.** Full- or part-time assistant assessors shall be appointed in the following manner. The Board of Assessors shall serve as a screening committee in accordance with the provisions of M.G.L. c. 30A, section 21(a)(8), and shall recommend to the Town Administrator not less than three (3) finalists for appointment. The Town Administrator shall recommend to the Board of Selectmen in accordance with the provisions of Section 6-2(c) of this Charter one such finalist for appointment. If the Town Administrator chooses not to recommend any such finalist, the Town Administrator may direct the Board of Assessors to conduct a new search.

Section 3-4.

(a) **Board of Health.** There shall be an elected Board of Health consisting of three (3) members for terms of three (3) years each, so arranged that the term of office of one (1) member shall expire each year.

(b) **Powers and Duties.** The Board of Health shall be the Town Board authorized and directed to enforce all regulations and By-Laws relating to environmental control, and annually submit, for the consideration of the Town Meeting, such regulations and by-laws as it deems proper to attain same including, but not limited to, matters concerning noise abatement and the like, as provided in General Laws (Ter. Ed.), Chapter 40, Section 21, Paragraph (22), as amended. The Board of Health shall be responsible for advising the Town Administrator and Board of Selectmen on all matters relating to health issues. The Board of Health shall, except as expressly provided herein, have all the powers and duties given to a board of health under the constitution and general laws of the Commonwealth, and such addition of powers and duties as may be authorized by the charter, by by-law or by other town meeting vote. In addition, the Board of Health may advise the health department, when warranted, on all other matters.

(c) **Appointment of Health Agent.** The Health Agent shall be a person especially fitted by education, training, or previous experience to perform the duties of the office. The Health Agent shall be appointed in the following manner. The elected Board of Health shall serve as a screening committee in accordance with the provisions of M.G.L., c. 30A, section 21(a)(8), and shall recommend to the Town Administrator not less than three (3) applicants for appointment. Thereafter, the Town Administrator shall recommend to the Board of Selectmen in accordance with the provisions of Section 6-2(c) of this Charter one such finalist for appointment. If the Town Administrator chooses not to recommend any such finalist, the Town Administrator may direct the Board of Health to conduct a new search.

Section 3-5.

(a) **Library Trustees; Composition, Term of Office.** There shall be an elected Board of Library Trustees consisting of three (3) members, for terms of three (3) years each, so arranged so that the term of office of one (1) member shall expire each year.

(b) **Powers and Duties.** The Library Trustees shall have all the powers and duties given to a board of library trustees under the constitution and general laws of the Commonwealth, and such addition of powers and duties as may be authorized by the charter, by by-law or by other town meeting vote. In addition, the Board of Library Trustees may advise the library department, when warranted, on all other matters.

(c) **Appointment of Head Librarian.** The head librarian shall be appointed in the following manner. The elected Board of Library Trustees shall serve as a screening committee in accordance with the provisions of M.G.L. c. 30A, section 21(a)(8), and shall recommend to the Town Administrator not less than three (3) applicants for appointment. Thereafter, the Town Administrator shall recommend to the Board of Selectmen in accordance with the provisions of Section 6-2(c) of this Charter one such finalist for appointment. If the Town Administrator chooses not to recommend any such finalist, the Town Administrator may direct the Board of Library Trustees to conduct a new search.

Chapter Four

RECALL

Section 4-1. Process. The following provisions for recall shall apply to all elected Town officials, regardless of length of term of office:

(a) Recall action may be commenced at any time after election to office, subject to the limitations in Section 4-1(1); provided, however, that recall may not be initiated with respect to any elected official if there are three (3) months or less remaining in the term of office of the official subject to recall action.

(b) A minimum of twenty-five (25) registered voters may file an affidavit signed under oath or before a notary public containing their signatures and setting forth the name and office of the elected official subject to recall and the specific reason or reasons for the recall. At the time of filing, one such signer must be identified as the primary petitioner.

(c) After the Board of Registrars of Voters has verified that twenty-five (25) or more signatures on the affidavit are those of registered voters of the Town, the Town Clerk shall within five (5) days after receipt of the affidavit issue to the primary petitioner petition forms in sufficient quantity containing the name and office held by the elected official subject to recall, the names and addresses of the first ten (10) signatories to the petition, the specific reason or reasons for recall and the date and time of the issuance.

(d) Recall petition forms shall be returned and filed with the Board of Registrars of Voters no later than 5:00 p.m. on the twentieth day following the date on which said Town Clerk has issued petition forms; provided that if such day is a Saturday, Sunday or legal holiday, the petitions shall be filed on the next business day. The petitions so filed must contain the signatures of at least fifteen percent (15%) of the registered voters of the town, calculated as of the date of the last Town election.

(e) The Board of Registrar of Voters shall certify the validity of the required number of signatures, increased by one-fifth thereof to the extent additional signatures are filed/submitted, within five (5) days of the last day fixed for filing the petition forms.

(f) Forthwith after such certification the Board of Registrars of Voters shall order that written notice be given to the official subject to recall, such notice to be served in hand on the official whose recall is sought, or otherwise by a Town Constable or other process server in hand or at the elected official's place of residence as shown on the official list of voters and shall set forth the specific reason or reasons given for recall and also contain a statement advising the official concerned of his (her) right to tender his (her) written resignation to the Town Clerk within seven (7) calendar days of service of said written notice from the Board of Registrars of Voters.

(g) Should the elected official whose recall is sought not resign as provided in the preceding paragraph, the Board of Selectmen shall forthwith set a date for the recall election, and the calling and conduct of such election shall be in accordance with all general laws relative to elections.

(h) Said recall election shall be held on a date not less than sixty-four (64) days or more than ninety (90) days from the date the Board of Selectmen call for the recall election. The polls shall be open for recall election voting during the same hours as they were set for the most recent annual Town election and the result shall be determined by a majority vote. In the event that the annual Town election is scheduled to take place within one hundred (100) days of the date on which the Board of Registrar of Voters certifies the recall petitions, the recall election shall be postponed until the date of such annual Town election, and said recall election may, at the discretion of the Board of Selectmen, appear on the ballot therefor or on a separate ballot.

(i) If the official subject to recall does not resign, such official shall continue to perform the duties of his (her) office until the recall election and shall, at the official's discretion, appear on the ballot as a candidate for the office which is the concern of the recall election by notifying the Town Clerk in writing of the same. The recall election shall take place notwithstanding the fact that a vacancy occurs prior thereto.

(j) The recall election ballot shall contain two (2) propositions in the order indicated:

For the Recall of (Name of Official, Name of Office)
Against the Recall of (Name of Official, Name of Office)

(k) The recall election ballot shall also contain the name(s) of the candidates nominated, as hereinbefore provided, to fill a vacancy resulting from a vote for recall. If, in fact, recall is voted under paragraph (j), the candidate receiving the greatest number of votes shall be deemed elected, or re-elected, to fill out the remainder of the term of the office concerned in the recall election.

(l) A second recall against any elected Town official may not be initiated until at least six (6) months after the date of the first recall election.

Chapter Five

BOARD OF SELECTMEN

Section 5-1. Powers and Duties.

(a) **Powers and Duties in General.** The Board of Selectmen shall serve as the chief policy making agency of the town and shall be responsible for the formulation and promulgation of policy directives and guidelines to be followed by all town agencies serving under it. The Board of Selectmen shall also be responsible for development and promulgation of policy guidelines for elected Town officers and multiple member bodies not serving under the Board, in conjunction with those officers and bodies. The Board of Selectmen shall recommend to Town Meeting approval, disapproval, or other appropriate action on each article presented in the warrant. Such recommendation shall be printed in the Town Meeting warrant, if then available, and the Town Moderator shall, after a motion has been made on each article, request that the Board's recommendation be announced by a member of said Board or its designated representative.

(b) **Licensing Authority.** The Board of Selectmen shall be the licensing board for the town and shall have power to issue licenses in accordance with the provisions of the General Laws and Town by-laws.

(c) **Appointment Powers.** The Board of Selectmen shall appoint a Town Administrator, individuals who are to serve as representatives or delegates of the Town to the governing or advisory boards of regional or district authorities, and such other town officials and members of multiple member bodies as provided for in this Chapter Six of the Charter.

(d) **Investigations.** The Board of Selectmen may make, or may authorize the Town Administrator to make, investigations into the affairs of the Town and the conduct of any Town agency. The report of the results of such investigation shall be placed on file in the office of the Board of Selectmen and a report summarizing the results of such investigation shall be printed in the next annual town report.

(e) **Contracts.** The Board of Selectmen shall be the signatory authority for all contracts within its jurisdiction as provided for in the General Laws, Town by-laws, by vote of Town Meeting, or otherwise.

Section 5-2. Appointments. The Board of Selectmen shall have the right to appoint the following:

- Town Administrator (subject to the provisions of Chapter Six below);
- Conservation Commission, consisting of seven (7) members for terms of three (3) years each;
- Zoning Board of Appeals consisting of five (5) regular members for terms of five (5) years each, and three (3) associate members, appointed for terms of two (2) years each;
- Council on Aging, as provided by by-law;
- Cable Television Oversight Committee;
- Constables;
- Arts Council;
- Historical Commission;
- Building Code Board of Appeals;
- Harbor Advisory Board;
- Recreation Commission (as provided in Chapter Seven below);
- Affirmative Action Committee;
- 4th of July Committee;
- Veteran's Day Committee;
- Memorial Day Committee;
- War Memorial Scholarship Fund Committee;
- Board of Registrars of Voters;

- Disability Commission;
- Athletic Field and Facilities Advisory Committee (as provided in Chapter Ten below);

and any other committee not referred to in this charter and/or those which Town Meeting and/or the Board of Selectmen deem appropriate.

Chapter Six

TOWN ADMINISTRATOR

Section 6-1. Appointment; Qualifications; Term. The Board of Selectmen shall appoint a Town Administrator from a list prepared by a screening committee. The Board of Selectmen shall appoint the Town Administrator to serve for a renewable contract period not to exceed five (5) years and shall fix the compensation for such person annually within the amount appropriated by Town Meeting. The Town Administrator shall be appointed solely on the basis of demonstrated executive and administrative qualifications. The Town Administrator shall be a person especially fitted by education, training and previous experience in public and/or business administration to perform the duties of the office. A Town Administrator need not be a resident of the Town. The Town Administrator shall not have served in an elective office in the Town of Swampscott government for at least twelve (12) months prior to appointment, with the exception of Town Meeting Member.

The Town Administrator shall devote full-time to the office and shall not hold any other public office, elective or appointive, nor engage in any other business or occupation during such service, unless such action is approved in advance and in writing by the Board of Selectmen.

The Board of Selectmen shall provide for a review of the job performance of the Town Administrator twice in the first year of a new contract and annually thereafter, which shall, at least in summary form be a public record.

Any vacancy in the office of the Town Administrator shall be filled as soon as possible by the board of selectmen, and in the interim they shall appoint a qualified Town administrative officer or employee to serve as a Temporary Town Administrator to perform the duties of the office. Such temporary appointment may not exceed six (6) months, but one (1) renewal may be voted by the board of selectmen to extend for a second six (6) months. Compensation for such person shall be set by the Board of Selectmen.

Section 6-2. Powers and Duties. The Town Administrator shall be the chief administrative and financial officer of the town, directly responsible to the Board of Selectmen for the administration of all Town affairs not specifically reserved to another elected body. The powers and duties of the Town Administrator shall include, but are not intended to be limited to, the following:

(a) To supervise, direct and be responsible for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility or control by the Town Charter, By-laws, by Town Meeting vote, by vote of the Board of Selectmen, or otherwise.

(b) To attend all sessions of all Town Meetings and, at the request of any Town Meeting Member or voter, and at the discretion of the Town Moderator, provide an explanation of any warrant article and answer all questions which relate to warrant articles. The Town Administrator shall also provide appropriate information to Town Meeting including, for example, written summaries of Town Meeting warrant articles and/or other information as the Town Administrator or the Board of Selectmen deems appropriate and helpful to inform Town Meeting.

(c) To appoint, hire, remove and/or discipline, subject to the provisions of civil service law and any applicable collective bargaining agreements, all non-school department officials and non-school department employees for whom no other method of selection or discipline is provided in this Charter. Notwithstanding the foregoing sentence, the Town Administrator shall recommend and the Board of Selectmen shall appoint, hire, remove and/or discipline, subject to the provisions of civil service law and any applicable collective bargaining agreements, the following officials and employees, which appointment, hire, discipline and/or removal become effective upon approval of the majority of the members of the Board of Selectmen:

- Superintendent/Director of Public Works;
- Police Chief;
- Fire Chief;
- Assistant Town Administrator;
- Town Accountant;
- Town Clerk;
- Treasurer/Collector;
- Town Counsel and all other employees of that office;
- Full or Part-Time Assistant Assessors;
- Head Librarian;
- Harbor Master;
- Inspector of Buildings;
- Veteran's Agent;
- Health Agent; and
- Town Planner.

(d) To be entrusted with the administration of a town personnel system, exclusive of the school department including, but not limited to, personnel policies and practices, rules and regulations, including provisions for an annual employee performance review, personnel by-law and collective bargaining agreements entered into by the town. The Town Administrator shall also prepare and keep current a plan establishing the personnel staffing requirements for each Town department.

(e) To attend all regular and special meetings of the Board of Selectmen, and other meetings deemed appropriate by the Board of Selectmen unless unavailable for reasonable cause, and shall have a voice, but not vote, in all of its proceedings.

(f) To assure that full and complete records of the financial and administrative activities of the Town are kept and to render as often as may be required by the Board of Selectmen, but not less than once in each year, a full report of all Town financial and administrative operations during the period reported on, which report shall be made available to the public.

(g) To keep the Board of Selectmen fully advised as to the needs of the Town and shall recommend to the Board of Selectmen and to other elected Town officers and agencies for adoption such measures requiring action by them or by the Town Meeting as the Town Administrator may deem necessary or expedient.

(h) To have full jurisdiction over the rental and use of all Town facilities and property except school property. The Town Administrator shall be responsible for the maintenance and repair of all town buildings and facilities placed under the Town Administrator's control by Town by-law or by vote of the Town or otherwise.

(i) To prepare and present each year a balanced annual operating budget for the Town and a proposed capital outlay program for the five (5) fiscal years next ensuing in accordance with existing by-laws.

(j) To assure that an inventory of property of the Town, both real and personal, is kept, including property within the jurisdiction of the School Committee, in accordance with generally accepted government accounting principles.

(k) To negotiate all contracts involving any subject within the jurisdiction of the office of Town Administrator, including contracts with Town employees, except employees of the school department, involving wages, hours and other terms and conditions of employment.

(l) To be responsible for purchasing all supplies, material, and equipment for all departments and activities of the town, but not including food for schools, school books, and other instructional material, supplies and equipment, unless otherwise specifically requested by the school committee. The Town Administrator shall examine, or cause to be examined, the quantity, quality and condition of all supplies, material and equipment delivered to or received by any town department, except schools. The Town Administrator shall be responsible for the disposal of all supplies, material and equipment which have been declared surplus by any town agency. The Town Administrator, or his or her designee, shall be the chief procurement officer for the Town.

(m) To see that all of the provisions of the general laws, the Town's charter and by-laws and other votes of the Town Meeting, and votes of the Board of Selectmen, or other elected boards that the Town Administrator has operational jurisdiction over, which require enforcement by the Town Administrator or other officials subject to the direction and supervision of the Town Administrator are faithfully executed, performed or otherwise carried out.

(n) To inquire, at any time, into the conduct of office or performance of duties of any official, employee, department, board, commission or other Town agency, excluding schools.

(o) To recommend to the Board of Selectmen, who are granted the authority to make such changes upon majority vote, the reorganization, consolidation or abolishment of Town departments or agencies serving under the supervision of the Town Administrator, in whole, or in part, provide for new departments or agencies, and/or providing and/or to recommend providing, for a reassignment of powers, duties and responsibilities among such departments or agencies so established or existing.

(p) To coordinate the activities of all Town departments or agencies serving under the office of the Town Administrator and the office of the Board of Selectman with those under the control of other officials and multiple member bodies elected directly by the voters. For this purpose, the Town Administrator shall have authority to require the persons so elected or their representatives, to meet with the Town Administrator at reasonable times, for the purpose of effecting coordination and cooperation among all departments or agencies of the Town.

(q) To perform any other duties as are required to be performed by the Town Administrator by by-law, administrative code, votes of the Town Meeting, or votes of the Board of Selectmen, or otherwise.

Section 6-3. Acting Town Administrator.

(a) **Temporary Absence.** By letter filed with the Town Clerk, the Town Administrator shall recommend a qualified town administrative officer or employee who, with the approval of the Board of Selectmen, shall exercise the powers and perform the duties of Town Administrator during a temporary absence. During a temporary absence the Board of Selectmen may not revoke such designation until at least ten (10) working days have elapsed, whereupon it may appoint another qualified town administrative officer or employee to serve until the Town Administrator shall return.

(b) **Vacancy.** Any vacancy in the office of Town Administrator shall be filled as soon as possible by the Board of Selectmen but, pending such regular appointment the Board of Selectmen shall appoint a qualified Town administrative officer or employee to perform the duties of the office on an acting basis.

(c) **Powers and Duties.** The powers of a temporary or acting Town Administrator under (a) and (b) above shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment, but not to make permanent appointments or designations.

Section 6-4. Removal and Suspension. The Board of Selectmen may, by a minimum vote of four of its members, terminate and remove, or suspend, the Town Administrator from office in accordance with the following procedure:

(a) The Board of Selectman shall adopt a preliminary resolution of removal by a minimum vote of four (4) of its members which must state the reason or reasons for removal. This preliminary resolution may suspend the Town Administrator for a

period not to exceed forty-five (45) days. A copy of the resolution shall be delivered in hand or by certified mail, return receipt requested, to the Town Administrator.

(b) Within five (5) days after receipt of the preliminary resolution the Town Administrator may request a public hearing by filing a written request for such a hearing with the Board of Selectmen. This hearing shall be held at a meeting of the Board of Selectmen not later than thirty (30) days after the request is filed or earlier than twenty (20) days. The Town Administrator may file a written statement responding to the reasons stated in the resolution of removal with the Board of Selectmen provided the same is received at its office more than forty-eight (48) hours in advance of the public hearing.

(c) The Board of Selectman may adopt a final resolution of removal, which may be made effective immediately, by the affirmative vote of at least four (4) of its members not less than ten (10) nor more than twenty-one (21) days following the delivery of the preliminary resolution to the Town Administrator, if the Town Administrator has not requested a public hearing; or within ten (10) days following the close of the public hearing if the Town Administrator has requested one. Failure to adopt a final resolution of removal within the time periods as provided in this section shall nullify the preliminary resolution of removal and the Town Administrator shall, at the expiration of said time, forthwith resume duties of the office. The Town Administrator will continue to receive full pay and benefits until the adoption of a final resolution by the Board of Selectmen.

The action of the Board of Selectmen in suspending or removing the Town Administrator shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal in the Board of Selectmen.

Section 6-5. Appointment of Town Administrator; Qualifications.

(a) Upon the occurrence of a vacancy in the Town Administrator position, a screening committee shall be established for the purpose of soliciting, receiving, and evaluating applications for the position of Town Administrator.

The screening committee shall consist of five (5) persons who shall be chosen as follows: one (1) member or designee of the Board of Selectmen, the school committee, the finance committee, and two (2) elected town meeting members appointed by the Town Moderator. Persons designated by the said agencies may, but need not, be members of the agency by which they are designated. Appointments made by the Town Moderator shall be made last in time in order that in making appointments the Town Moderator may, insofar as it may be feasible to do so, appoint persons who will broaden the membership base of the committee to be most representative of the demographic and occupational base of the town.

If, in the sole judgment of the screening committee, there are no candidates deemed acceptable then the screening committee shall report to the Board of Selectmen and request that the advertising and solicitation process be reinstated. The screening committee may employ a professional search firm to aid in this process, subject to funding, but all final decisions shall be made by the screening committee except that the search firm is not obligated to forward applications to the screening committee that the search firm deems unqualified for the position. The screening committee shall have full access to the relevant files of the search firm.

Not more than ninety (90) days following the date on which the committee meets to organize, the committee shall submit to the Board of Selectmen the names of not less than three (3) and not more than five (5) persons whom it believes to be best suited to perform the duties of the office of Town Administrator. The Board of Selectmen may, upon request by a majority vote of the screening committee, grant an extension to the ninety (90) day period, said extension not to exceed thirty (30) days. The Board of Selectmen may grant only three (3) thirty (30) day extensions.

Within thirty (30) days following the date the list of nominees is submitted to it, the Board of Selectmen shall choose, by the affirmative vote of at least three (3) of its members, one of the said nominees to serve as Town Administrator. If the Board of Selectmen does not select one of these finalists, the process shall commence again beginning with the advertising of a vacancy and solicitation of candidates.

Upon the appointment of a Town Administrator the committee established hereunder shall be considered discharged.

(b) Town Administrator Qualifications - Until such time as the Town Meeting may act, by by-law, to establish different qualifications for the office, the Town Administrator shall have the following specific qualifications:

- (1) Have at least a Master's degree from a recognized, accredited college or university. Such degree shall be in a relevant discipline.
- (2) Three (3) additional years of experience and a Bachelor's degree from a recognized, accredited college or university may also meet the minimum educational requirements for this position; and
- (3) Have preferably served full time as an administrative officer of a city or town for not less than three (3) years, or have demonstrated executive, management and administrative qualifications and be fitted by education, training and previous experience in the public or private sector.

Chapter Seven

RECREATION COMMISSION

Section 7-1. Establishment and Composition. There is hereby created a Recreation Commission to consist of seven (7) voters of the Town appointed by the Board of Selectmen for terms of three (3) years each.

Chapter Eight

FINANCE AND FISCAL PROCEDURES

Section 8-1. Fiscal Year. The fiscal year of the Town shall begin on the first day of July and shall end on the last day of June, unless another period is required by general law.

Section 8-2. School Committee Budget. Submission to Town Administrator - The budget for the ensuing fiscal year as adopted by the school committee shall be submitted to the Town Administrator in sufficient time, but no later than February 15, to enable the Town Administrator to consider the effect of the school department's requested appropriation upon the total Town operating budget which is required to be submitted under this chapter.

Section 8-3. Finance Committee. The Finance Committee shall perform its responsibilities as are set forth in Section 2-7 of this Charter.

Section 8-4. Submission of Budget and Budget Summary. Within the time fixed by by-law, before the Town Meeting is to convene, the Town Administrator, after consultation with the Board of Selectmen, shall submit concurrently to the Board of Selectmen and the Finance Committee a proposed Town operating budget for the ensuing fiscal year with an accompanying budget summary and supporting analysis. The proposed operating budget, summary and supporting analysis shall be based, in part, on annual departmental appropriation requests received by the Town Administrator, who shall provide copies of the same, within seven (7) days of receipt, to the finance committee. Complete copies of the proposed operating budget shall be available for examination by the public. The Board of Selectmen shall by a majority vote approve a balanced budget and submit said budget to the finance committee no later than the first day of March for the ensuing fiscal year. (Amended 2006)

Section 8-5. Budget Summary. The budget summary prepared by the Town Administrator shall explain the budget for all Town departments both in fiscal terms and in terms of work programs. It shall describe important features of the budget, indicate any major variations from the current year in financial policies, expenditures and revenues together with the reasons for such variations, summarize the town's debt position and include other materials as the Town Administrator deems desirable, or the Board of Selectman may reasonably require.

Section 8-6. The Budget. The proposed operating budget shall provide a complete financial plan for all Town funds and activities for the ensuing fiscal year. The budget shall include supplemental information showing in detail all estimated income from the proposed property tax levy and other sources and all proposed expenditures, including debt service, for the following year. Supplemental information shall be arranged to show the actual and estimated income and expenditures for the previous, current and ensuing fiscal years and shall indicate in separate sections:

(a) Proposed expenditures for current and new operations during the ensuing fiscal year, detailed by Town department and position in terms of work programs, and the method of financing such expenditures; and

(b) Proposed capital expenditures for current operations during the ensuing fiscal year, detailed by Town department, and the proposed methods of financing each such capital expenditure; and estimated surplus revenue and free cash at the end of the current fiscal year, as well as estimated balances in any special accounts established for specific purposes.

Section 8-7. Action on the Budget. Action by Town Meeting - Upon receipt of the proposed operating budget approved by the Board of Selectmen, the finance committee may review, investigate or and/or amend the proposal as it deems necessary and appropriate. The finance committee budget proposal, as amended, shall be placed before Town Meeting for its approval, subject to further amendments from the floor. Supplemental budget information including, but not limited to, the budget summary, income and expense projections, and program descriptions shall also be available to Town Meeting for its approval. Supplemental budget information is not subject to Town Meeting approval.

Section 8-8. Intentionally Omitted.

Section 8-9. Approval of Warrants. The Town Administrator shall be the chief fiscal officer of the Town. Warrants for the payment of Town funds prepared by the Town Accountant in accordance with the provisions of the general laws shall be submitted to the Town Administrator. The approval of any such warrant by the Town Administrator shall authorize payment by the Town Treasurer, but the Board of Selectmen shall approve all warrants in the event of the absence of the Town Administrator or a vacancy in the office of Town Administrator.

Section 8-10. Annual Financial Forecast. The Town Administrator shall report to the Board of Selectmen, the Finance Committee, and the School Committee no later than November 15 of each year and present a financial forecast for the next fiscal year detailing anticipated revenues, transfers and expenditures.

Section 8-11. Five-Year Budget Plan. The Town Administrator shall submit as supplemental information to Town Meeting a five-year budget plan detailing anticipated revenues and expenditures, including, without limitation, a five-year capital budget identifying future capital expenditures and providing a prioritized list of town capital needs as recommended by the Town Administrator.

**Chapter Nine
INTENTIONALLY OMITTED**

**Chapter Ten
ATHLETIC FIELD AND FACILITIES ADVISORY COMMITTEE**

Section 10-1. Creation. There shall be established an Athletic Field and Facilities Advisory Committee to be appointed by the Board of Selectmen for the purposes of providing the Board of Selectmen and Town Administrator with recommendations concerning the use, maintenance, and upkeep of town athletic fields and facilities (excluding school owned property), including recommendations on possible alternative and supplemental funding sources. The size and membership of the committee shall be determined by the Board of Selectmen, provided that the Recreation Director and Director of the Department of Public Works shall be ex-officio members to the committee and a member of the Recreation Commission as designated by the Recreation Commission shall be a voting member of the committee. The membership of the committee shall be to the extent possible be comprised of

representatives of athletic groups of different types, ages and genders, as well as others with relevant backgrounds in the design, care and maintenance of athletic fields and facilities.

Chapter Eleven

CONTINUATION OF GOVERNMENT; EXISTING LAWS, SEVERABILITY AND TRANSITION

Section 11-1. Continuation of Government. All town agencies shall continue to perform their duties until reappointed, reelected or until successors to their respective positions are duly appointed or elected, or their duties have been transferred and assumed by another town agency in accordance with the provisions of this Charter.

Section 11-2. Existing Laws. Chapter 119 of the Acts of 1949, as amended, is hereby further amended. The Town may raise and appropriate the sum of \$10,000.00 in addition to the sums already appropriated for the World War II Memorial Fund created under this Chapter.

Chapter 119 of the Acts of 1949, as amended, is further amended, by changing the designation “World War II Memorial Fund”, therein to “Swampscott War Memorial Scholarship Fund” and the Town of Swampscott is authorized to use the income from the sum of \$20,000.00 previously appropriated for the Swampscott World War II Memorial Fund to establish a scholarship fund for use in rendering financial assistance for the higher education of high school or preparatory school graduates who are residents of such Town, and to receive and expend donations for such higher education scholarship, and said newly designated fund is dedicated as a memorial to veterans of World War II, the Korean War, and the Vietnam War. The Trustees of the World War II Memorial Fund shall become the Trustees of the Swampscott War Memorial Scholarship Fund for the administration of such Fund, with the same responsibilities and same terms of office to which appointed as Trustees of the World War II Memorial Fund, shall have a Chairman and Secretary, and all Trustee vacancies shall be filled by appointment by the Board of Selectmen.

Section 11-3. All other special acts, by-laws, rules and regulations for the Town of Swampscott which are not inconsistent with this Charter shall remain in full force.

Section 11-4. Severability. The provisions of this Charter are severable. If any provision of the Charter is held invalid by the final judgment of a court of competent jurisdiction, the other provisions shall not be affected thereby. If the application of the Charter or any of its provisions to any person or circumstances is held invalid by the final judgment of a court of competent jurisdiction, the application of the Charter and its provisions to other persons and circumstances shall not be affected thereby.

**Voted Article 14 as Amended. See Amended Attachment B.
Majority Vote 5/5/15 ATM**

ARTICLE 15. To see if the Town will vote to amend Article V, Streets and Sidewalks, Section 15, Dogs, by adding the language shown in bold and deleting the language shown in strikethrough as follows, or take any action relative thereto.

Article V
STREETS AND SIDEWALKS

SECTION 15. DOGS

(a) **NO DOGS AT LARGE:** No person owning, harboring, or having custody and control of a dog shall permit such dog to be at large in the Town of Swampscott, ~~elsewhere than~~ **except** on the premises of the owner, ~~except it be on,~~ the premises of another person with the knowledge and assent of such other person **or as otherwise set forth below.**

(b) **DUTY TO CONTROL OR RESTRAIN:** Any dog elsewhere **than the Town's designated dog park as set forth in subsection (c) below, public beaches as set forth in subsection (d) below, the premises of the owner, or the premises of another person with the knowledge and consent of such other person** shall at all times (24 hours a day) be controlled or restrained by any chain or leash and be under the direct control and supervision of its owner or his designee.

(c) DOGS AT MUNICIPAL DOG PARKS: During posted opening hours, a maximum of two dogs per handler may be off leash at a fenced, public dog park. Dogs must be under effective owner control and within the larger fenced areas of the dog park. The initial holding pen of the dog park may be utilized by the handler to transition the dog(s) from on-leash to off-leash.

~~(ed)~~ **DOGS ON PUBLIC BEACHES:** Dogs are allowed on public beaches for the purpose of exercise and play only between October 1 and May 20 and the following restrictions apply; Dogs must be accompanied by the owner/keeper at all times. Dogs must be leashed to and from the high water mark. From the high water mark to the water's edge dogs may be off the leash, but under direct control and supervision of the owner/keeper. The pooper/scooper by-law will apply to the water's edge. Seeing eye and hearing assist dogs are exempt. The owner/keeper will be responsible for the behavior and actions of the dog. Public safety and the safety and well being of other dogs will be observed at all times. Harassment of wildlife is forbidden. Any dog deemed a nuisance, safety or health hazard by the Animal Control Officer will be barred from all public beaches. Any owner/keeper who willfully returns a dog to any public beach for any purpose that has been previously barred will be fined by the Animal Control Officer. Fines established for violation of this by-law are as follows: first offense, \$25.00; second and subsequent offense, \$50.00. Signs shall be erected on all public beaches of the Town of Swampscott stating "NO DOGS ALLOWED ON BEACHES BETWEEN MAY 20 AND OCTOBER 1"

~~(de)~~ **DUTY TO DISPOSE:** It shall be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by his/her dog on any sidewalk, street, park, public areas or private property of another.

~~(ef)~~ **DUTY TO POSSESS MEANS OF REMOVAL:** No person who owns, possess or controls such dog shall appear with such dog on any sidewalk, street, park, public area or private property of another without the means of removal of any feces left by such dog.

~~(fg)~~ **METHOD OF REMOVAL AND DISPOSAL:** For the purposes of this regulation the means of removal shall be any tool, implement or other device carried for the purpose of picking up and containing such feces, unexposed to said person or the public. Disposal shall be accomplished by transporting such feces to a place suitable and regularly reserved for the disposal of human feces or specifically reserved for the disposal of canine feces, and so disposing of said feces.

~~(gh)~~ **FINES FOR VIOLATION:** Fines for violations of this by-law, in accordance with Massachusetts General Laws Chapter 140, is \$50.00 per offense. (2000)

~~(hi)~~ **EXEMPTION:** This regulation shall not apply to a guide dog accompanying a handicapped person.

~~(ij)~~ **SEVERABILITY:** The provisions of this section are severable and if any of the provisions of this section shall be held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

~~(jk)~~ **EXCESSIVE BARKING:** It shall be unlawful for any dog owner to allow excessive, complaint provoking barking on the part of the dog. Violations of this by-law shall subject the dog owner to a \$25.00 for the first offense and a fine of \$50.00 for each subsequent offense.

~~(kl)~~ **DOG LICENSING FEES:** Notwithstanding the provisions of MGLA Chapter 140, Section 137 or any other provision of law to the contrary, the annual fees to be charged by the Town of Swampscott for the issuance of licenses for dogs shall be:

Neutered males or spayed females.....	\$10.00
Male or females	\$25.00
Kennel License	\$50.00 (2000)

Further, should any owner or keeper of a dog fail to license that dog before December 31 (or the first business day after December 31), that owner or keeper shall pay a late fee of \$5.00 before obtaining said license, excepting a dog brought into Town as provided in Section 138 of Chapter 140, MGLA. (5/89) (Amended 5/04)

(lm) FINES FOR PICKING UP AND TRANSPORTING UNLICENSED DOGS: A fine of \$50.00 per day is established for any owner of an unlicensed dog not accompanied by the owner that has to be picked up by the Animal Control Officer and transported to the animal hospital and/or kennel.

Sponsored by the Town Planner

Voted Article 15. This Article FAILED.

Standing Vote: YES 108 NO 70. 5/5/15 ATM

ARTICLE 16. **Voted** that the town amend its **General Bylaws** by adding a new article, Article XVIII, Illicit Discharges to Municipal Separate Storm Sewer System as described and set forth in **Attachment C**, or take any action relative thereto.

Sponsored by the Town Administrator

ATTACHMENT C

Illicit Discharges to Municipal Separate Storm Sewer System

Section 1: Purpose

The purpose of this Bylaw is to eliminate non-stormwater discharges to the Town of Swampscott's municipal separate storm sewer system. Non-stormwater discharges contain contaminants and supply additional flows to the Town's storm drain system. Both increased and contaminated stormwater runoff are major causes of:

- (1) impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater;
- (2) contamination of drinking water supplies;
- (3) alteration or destruction of aquatic and wildlife habitat; and
- (4) flooding.

Regulation of illicit connections and discharges to the municipal separate storm sewer system is necessary for the protection of the Town's natural resources and municipal facilities, and to safeguard the public health, safety, welfare and the environment.

The objectives of this Bylaw are:

- (1) To prevent pollutants from entering the Town's municipal separate storm sewer system;
- (2) To prohibit illicit connections and unauthorized discharges to the municipal separate storm sewer system;
- (3) To require the removal of all such illicit connections;
- (4) To comply with State and Federal statutes and regulations relating to stormwater discharges; and
- (5) To establish the legal authority to ensure compliance with the provisions of this Bylaw through inspection, monitoring, and enforcement.

Section 2: Definitions

For purposes of the administration and enforcement of this Bylaw, the following definitions shall apply:

ENFORCEMENT AUTHORITY: The Director of the Department of Public Works, and Town employees and/or agents designated by the Director of the Department of Public Works to enforce this Bylaw.

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into waters of the United States or Commonwealth from any source.

GROUNDWATER: Water beneath the surface of the ground.

ILLICIT CONNECTION: A surface or subsurface drain or conveyance, which allows an illicit discharge into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed or approved before the effective date of this Bylaw.

ILLICIT DISCHARGE: Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 8. The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit, or resulting from firefighting activities exempted pursuant to Section 8, Subsection (a) of this Bylaw.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating into the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and roof tops.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or Municipal Storm Drain System: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Swampscott.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the Commonwealth of Massachusetts that authorizes and regulates the discharge of pollutants to waters of the United States.

NON-STORMWATER DISCHARGE: Discharge to the municipal storm drain system not composed entirely of stormwater.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the Federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POINT SOURCE: Any discernible, confined and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

POLLUTANT: Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

- (1) paints, varnishes, and solvents;
- (2) oil and other automotive fluids;
- (3) non-hazardous liquid and solid wastes and yard wastes;
- (4) refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- (5) pesticides, herbicides, and fertilizers;
- (6) hazardous materials and wastes;

- (7) sewage, fecal coliform and pathogens;
- (8) dissolved and particulate metals;
- (9) animal wastes;
- (10) rock, sand, salt, soils;
- (11) construction wastes and residues; and
- (12) noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

STORMWATER: Runoff from precipitation or snow melt.

SURFACE WATER DISCHARGE PERMIT: A permit issued by the Massachusetts Department of Environmental Protection ("DEP") that authorizes the discharge of pollutants to waters of the Commonwealth.

TOXIC OR HAZARDOUS MATERIAL OR WASTE: Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under as defined under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

WASTEWATER: Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

Section 3: Applicability

This Bylaw shall apply to flows entering the municipally owned storm drainage system.

Section 4: Authority

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and the regulations of the federal Clean Water Act found at 40 CFR 122.34.

Section 5: Responsibility for Administration

The Enforcement Authority shall administer, implement and enforce this Bylaw. Any powers granted to or duties imposed upon the Enforcement Authority may be delegated in writing by the Enforcement Authority to employees or agents of the Enforcement Authority, and to other Town officials and employees.

Section 6: Regulations

The Enforcement Authority may promulgate rules and regulations to effectuate the purposes of this Bylaw. Failure by the Enforcement Authority to promulgate such rules and regulations shall not have the effect of suspending or invalidating this Bylaw.

Section 7: Prohibited Activities

Illicit Discharges

No person shall dump, discharge, cause or allow to be discharged any pollutant or non-storm water discharge into the municipal separate storm sewer system (MS4).

(b) Illicit Connections

No person shall construct, use, allow, maintain or continue any illicit connection to the municipal separate storm sewer system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

(c) Obstruction of Municipal Separate Storm Sewer System

No person shall obstruct or interfere with the normal flow of storm water into or out of the MS4 without prior written approval from the Enforcement Authority.

(d) Yard Wastes

No person shall dump or dispose of yard waste (leaves, grass clippings, etc.) into the municipal storm drain system, or into catch basins which discharge to the storm drain system.

Section 8: Exemptions

- (a) Discharges or flows resulting from fire-fighting activities or other authorized hydrant use are exempt.
- (b) The following non-storm water discharges or flows are exempt from the prohibitions of this Bylaw provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:
 - 1. Waterline flushing;
 - 2. Flow from potable water sources;
 - 3. Springs;
 - 4. Natural flow from riparian habitats and wetlands;
 - 5. Diverted stream flow;
 - 6. Rising groundwater;
 - 7. Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;

8. Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
9. Discharge from landscape irrigation or lawn watering;
10. Water from individual residential car washing;
11. Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week following last chlorination prior to draining and the pool is drained in such a way as not to cause a nuisance;
12. Discharge from street sweeping;
13. Dye testing, provided verbal notification is given to the Enforcement Authority prior to the time of the test;
14. Non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or DEP, provided that the discharge is in full compliance with the requirements of the written approval, waiver, or order and applicable laws and regulations; and
15. Discharge for which advanced written approval is received from the Enforcement Authority as necessary to protect public health, safety, welfare or the environment.

Section 9: Emergency Suspension of Storm Drainage System Access

The Enforcement Authority may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Enforcement Authority may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

Section 10: Notification of Spills

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal storm drain system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the Town fire and police departments. In the event of a release of non-hazardous material, the reporting person shall notify the Enforcement Authority no later than the next business day. The reporting person shall provide to the Enforcement Authority written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

Section 11: Enforcement

(a) Enforcement

The Enforcement Authority or an authorized agent of the Enforcement Authority shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

(b) Entry to Perform Duties

To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Enforcement Authority may enter upon privately owned property for the purpose of performing its duties under this Bylaw and may make or cause to be made such examinations, surveys or sampling as the Enforcement Authority deems reasonably necessary.

(c) Civil Relief

If a person violates the provisions of this Bylaw, regulations, permit, notice, or order issued thereunder, the Enforcement Authority may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

(d) Orders

The Enforcement Authority may issue a written order to enforce the provisions of this Bylaw or the regulations thereunder, which may include: (i) elimination of illicit connections or discharges to the MS4; (ii) performance of monitoring, analyses, and reporting; (iii) that unlawful discharges, practices, or operations shall cease and desist; and (iv) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

(e) Criminal Penalty

Any person who violates any provision of this Bylaw, regulation, order or permit issued thereunder, shall be punished by a fine not to exceed \$300.00 per violation. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

(f) Non-Criminal Disposition

As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D and Article XII, Section 2 of the Town Bylaws, in which case the Enforcement Authority shall be the enforcing person. For non-criminal disposition, the penalty for the first violation shall be \$100.00, the penalty for the second violation shall be \$200.00, and the penalty for the third and subsequent violations shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

(g) Appeals

The decisions or orders of the Enforcement Authority shall be final. Further relief shall be to a court of competent jurisdiction.

(h) Remedies Not Exclusive

The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

Section 12: Severability

The provisions of this Bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this Bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Bylaw.

Section 13: Transitional Provisions

Property owners shall have sixty days from the effective date of the Bylaw to comply with its provisions provided good cause is shown for the failure to comply with the Bylaw during that period.

Voted Article 16. That this Article is approved.
Majority Vote 5/5/15 ATM

ARTICLE 17. **Voted** that the Town amend its **General Bylaws** to add a new article, Article XIX, Construction and Post-Construction Stormwater Management as described and set forth in **Attachment D**, or take any action relative thereto.

Sponsored by the Town Administrator

ATTACHMENT D

Construction and Post-Construction Stormwater Management

Section 1: Purpose

Regulation of discharges to the municipal separate storm sewer system (MS4) is necessary for the protection of the Town's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment. Increased and contaminated stormwater runoff associated with developed land uses and the accompanying increase in impervious surface are major causes of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater. In addition, land disturbances can cause harmful impacts due to soil erosion and sedimentation:

- A. Impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater;
- B. Contamination of drinking water supplies;
- C. Erosion of stream channels;
- D. Alteration or destruction of aquatic and wildlife habitat;
- E. Flooding; and
- F. Overloading or clogging of municipal catch basins and municipal storm drainage systems.

Therefore, this Construction and Post-Construction Stormwater Management Bylaw ("Bylaw") establishes stormwater management standards for the final conditions that result from development and redevelopment projects to minimize adverse impacts offsite and downstream which would be born by abutters, townspeople, and the general public. In addition, the Bylaw establishes stormwater management standards for land disturbances that have harmful impacts of soil erosion and sedimentation.

The objectives of the Bylaw are:

- A. To require practices to control the flow of stormwater from new and redeveloped sites into the municipal storm drainage system in order to prevent flooding and erosion;
- B. To protect groundwater and surface water from degradation;
- C. To promote groundwater recharge and infiltration;
- D. To prevent pollutants from entering the Town's municipal separate storm sewer system (MS4) and to minimize discharge of pollutants from the MS4;
- E. To ensure adequate long-term operation and maintenance of structural stormwater best management practices (BMPs) so that they work as designed;

- F. To require practices that eliminate soil erosion and sedimentation and control the volume and rate of stormwater runoff resulting from land disturbances;
- G. To ensure that soil erosion and sediment control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
- H. To encourage the use of non-structural stormwater management measures and better site design practices or “low-impact development practices”, such as reducing impervious cover and the preservation of green space and other natural areas, to the maximum extent practicable;
- I. To require practices to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- J. To comply with state and federal statutes and regulations relating to stormwater discharges; and
- K. To establish the Town’s legal authority to ensure compliance with the provisions of this Bylaw through inspection, monitoring, and enforcement.

Section 2: Definitions

The definitions contained herein apply to issuance of a Stormwater Management Permit established by this Bylaw. Terms not defined in this section shall be construed according to their customary and usual meaning unless the context indicates a special or technical meaning.

ABUTTER – The owner(s) of land abutting the activity.

ALTERATION -- Any activity that will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Alteration may be similarly represented as “alteration of drainage characteristics” and “conducting land disturbance activities”. Such changes include change from distributed runoff to confined discrete discharge, change in the volume of runoff from the area, change in the peak rate of runoff from the area, and change in the recharge to groundwater on the area.

APPLICANT – Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth of Massachusetts or the Federal government to the extent permitted by law requesting a Stormwater Management Permit for proposed land disturbances.

BEST MANAGEMENT PRACTICES (BMP) -- Structural, non-structural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and non-point source pollution, and promote stormwater quality and protection of the environment. “Structural” BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff. “Non-structural” BMPs are natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

CLEAN WATER ACT – The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

CLEARING – Any activity that removes the vegetative surface cover. Clearing activities generally include grubbing activity as defined below.

DEVELOPMENT – The modification of land to accommodate a new use or expansion of use, usually involving construction.

DISCHARGE OF POLLUTANTS – The addition from any source of any pollutant or combination of pollutants into the municipal storm drainage system or into the waters of the United States or Commonwealth of Massachusetts from any source.

DISTURBANCE OF LAND -- Any action, including clearing and grubbing that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material.

ENFORCEMENT AUTHORITY — Town's authorized agent to enforce construction and post construction runoff controls as specified in this Bylaw and the Stormwater Management Rules and Regulations. The Director of Public Works, or his designee, is designated as the Enforcement Authority.

EROSION — The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

EROSION AND SEDIMENT CONTROL PLAN — A document containing narrative, drawings, and details developed by a Registered Professional Engineer (P.E.) or a Certified Professional in Erosion and Sediment Control (CPESC), which includes BMPs, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbances.

GRADING — Changing the level or shape of the ground surface.

GRUBBING -- The act of clearing land surface by digging up roots and stumps.

IMPERVIOUS SURFACE — Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes but is not limited to roads, paved parking lots, sidewalks, and roof tops.

LAND DISTURBANCE — Any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel, or similar earth material.

LOW IMPACT DEVELOPMENT (LID) -- An approach to environmentally friendly land use planning. It includes a series of landscaping and design techniques intended to maintain the natural, pre-developed ability of a site to manage rainfall. LID techniques capture water on site, filter it through vegetation, and allow seeping into the ground rather than being lost as surface runoff so that the local water table can recharge. An important LID principle embodies the concept that rainwater is a resource and not merely a superfluous waste product.

MASSACHUSETTS STORMWATER MANAGEMENT POLICY — The Policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act G.L. c. 131 §. 40 and Massachusetts Clean Waters Act G.L. c. 21, §. 23-56. The Policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site. The policy has been incorporated in the Regulations to the Wetlands Protection Act at 310 CMR 10.05(6)(k) through (q).

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) OR MUNICIPAL STORM DRAINAGE SYSTEM — The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town.

NON-POINT SOURCE POLLUTION -- Pollution from many diffuse sources caused by rainfall or snowmelt moving over and through the ground.

OPERATION AND MAINTENANCE PLAN — A plan describing the functional, financial, and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to insure that it continues to function as designed.

OWNER — A person with a legal or equitable interest in property.

PERSON — An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POINT SOURCE — Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

POLLUTANT — Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth of Massachusetts. Pollutants shall include without limitation:

- A. Paints, varnishes, and solvents;
- B. Oil and other automotive fluids;
- C. Non-hazardous liquid and solid wastes and yard wastes;
- D. Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- E. Pesticides, herbicides, and fertilizers;
- F. Hazardous materials and wastes; sewage, fecal coliform and pathogens;
- G. Dissolved and particulate metals;
- H. Animal wastes;
- I. Rock, sand, salt, soils;
- J. Construction wastes and residues; and
- K. Noxious or offensive matter of any kind.

POST-DEVELOPMENT -- Conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land. Post-development refers to conditions after culmination of a new development or re-development project and does not depict conditions during the construction phases of a project.

PRE-DEVELOPMENT -- The conditions that exist at the time that plans for the land development of a tract of land are submitted to the Enforcement Authority. Where phased development or phased plan approval occurs (preliminary grading, roads, utilities, etc.), the existing conditions at the time prior to the first plan submission shall establish pre-development conditions.

RECHARGE — The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

REDEVELOPMENT — Development, rehabilitation, expansion, demolition, or phased projects that disturb the ground surface or increase the impervious area on previously developed sites.

RUNOFF — Rainfall, snowmelt, or irrigation water flowing over the ground surface.

SEDIMENT — Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

SEDIMENT CONTROL -- Measures that prevent eroded sediment from leaving the site or entering off-site drainage structures.

SEDIMENTATION – The process or act of deposition of sediment.

SITE – Any lot or parcel of land or area of property where land disturbances are, were, or will be performed.

SOIL – Any earth, sand, rock, gravel, or similar material.

START OF CONSTRUCTION -- The first land-disturbing activity associated with a development, including but not limited to, land preparation such as clearing, grading and filling; installation of streets and walkways; excavation for basements, footings, piers or foundations; erection of temporary forms; and installation of accessory buildings.

STORMWATER – Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT PLAN – A plan required as part of the application for a Stormwater Management Permit, that includes structural and non-structural best management practices (BMPs) to manage and treat stormwater runoff generated from regulated development activity. A Stormwater Management Plan also includes an Operation and Maintenance Plan describing maintenance requirements for structural BMPs.

STREAM – A body of running water, including brooks, creeks, and other water courses, which moves in a definite channel in the ground due to a hydraulic gradient. A portion of a stream may flow through a culvert or beneath a bridge. A stream's flow may be intermittent (i.e., does not flow throughout the year), or perennial.

WATERS OF THE COMMONWEALTH OF MASSACHUSETTS – All waters within the jurisdiction of the Commonwealth of Massachusetts, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WETLANDS – Coastal and freshwater wetlands, including wet meadows, marshes, swamps, and bogs, as defined and determined pursuant to G.L. c. 131, § 40 and 310 CMR 10.00 et seq.

Section 3: Authority

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to G.L. c.83, §§ 1, 10, and 16, as amended by St. 2004, c. 149, §§ 135-140, and the regulations of the Federal Clean Water Act found at 40 CFR 122.34

Section 4: Applicability

A. No person shall undertake a construction activity, including clearing, grading, and excavation, that results in a land disturbance equal to or greater than one acre of land, or less than one acre of land but part of a larger common plan of development that will ultimately disturb equal to or greater than one acre of land, without a Stormwater Management Permit from the Enforcement Authority. Construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or the original purpose of the site.

B. Exemptions

The following activities are exempt from the requirement for a Stormwater Management Permit:

(1) Construction activities waived from permit coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities;

(2) Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04, whether or not the activity occurs within a wetland resource area;

- (3) Normal maintenance of existing landscaping, gardens or lawn areas associated with a single-family dwelling;
- (4) The construction of fencing that will not substantially alter existing terrain or drainage patterns;
- (5) Construction, maintenance and operation of utilities other than drainage (gas, water, electric, telephone, etc.) which will not alter terrain or drainage patterns;
- (6) As authorized in the Phase II Small MS4 General Permit for Massachusetts, stormwater discharges resulting from the activities identified in Section 4-A that are wholly subject to jurisdiction under the Wetlands Protection Act and demonstrate compliance with the Massachusetts Stormwater Management Policy as reflected in an Order of Conditions issued by the Conservation Commission are exempt from compliance with this Bylaw; and
- (7) Emergency work to protect life, limb, or property.

Section 5: Administration

The Enforcement Authority shall administer, implement, and enforce this Bylaw. Any powers granted to or duties imposed upon the Enforcement Authority may be delegated in writing by the Enforcement Authority to its employees and agents.

Section 6: Rules and Regulations

After public notice and public hearing, the Enforcement Authority may adopt, and periodically amend, rules and regulations relating to the procedures and administration of this Bylaw, including but not limited to content of permit applications, review time periods, permit conditions, additional definitions, and fees. Failure by the Enforcement Authority to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this Bylaw.

Section 7: Fee structure

The Enforcement Authority by regulation shall promulgate an application fee schedule for Stormwater Management Permit applications and completion certificates. The fee schedule shall be reasonably related to the costs of processing, reviewing and acting upon the application, including review of the application by a professional engineer or other consultant retained by the Enforcement Authority, if it so deems necessary, to advise it on technical, legal, economic, or other aspects of the proposed work. The fee specified in such a fee schedule shall be made payable to the Town and shall accompany the permit application or request for certificate of completion. The Enforcement Authority may require an additional fee for review of any change in or alteration from an approved permit.

Section 8: Waivers

A. The Enforcement Authority may waive strict compliance with any requirement of this Bylaw or the rules and regulations promulgated hereunder, where such action:

- (1) is allowed by federal, state and local statutes and/or regulations,
- (2) is in the public interest, and
- (3) is not inconsistent with the purpose and intent of this Bylaw.

B. Any applicant may submit a written request to be granted such a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of this Bylaw does not further the purposes or objectives of this Bylaw.

Section 9: Enforcement

A. The Enforcement Authority or its authorized agent shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violation.

B. Orders

(1) The Enforcement Authority or an authorized agent of the Enforcement Authority may issue a written order to enforce the provisions of this Bylaw or the regulations thereunder, which may include requirements to:

(a) cease and desist from construction or land disturbance until there is compliance with this Bylaw, or provisions of an approved Stormwater Management Permit;

(b) maintain, install, or undertake additional erosion and sediment control measures;

(c) repair, maintain, or replace the stormwater management system or portions thereof in accordance with the operation and maintenance plan;

(d) perform monitoring, analyses, and reporting; and/or

(e) remediate an adverse impact resulting directly or indirectly from malfunction of erosion control measures or the stormwater management system.

(2) If the Enforcement Authority or its agent determines that abatement or remediation of adverse impacts is required, the order shall set forth a deadline by which such abatement or remediation must be completed by the violator or property owner.

C. Criminal Penalty

Any person who violates any provision of this Bylaw or regulation, order or permit issued thereunder, shall be punished by a fine of not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

D. Non-Criminal Disposition

As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in MGL c.40, § 21D and Article XII, Section 2 of the Town General By-laws, in which case the Enforcement Authority and its agents shall be the enforcing person. The penalty for the first violation shall be \$100. The penalty for the second violation shall be \$200. The penalty for the third and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

E. Appeals

The decisions or orders of the Enforcement Authority shall be final. Further relief shall be to a court of competent jurisdiction.

F. Remedies Not Exclusive

The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable federal, state, or local law.

Section 10: Severability

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason by a court of competent jurisdiction, all other provisions shall continue in full force and effect.

**Voted Article 17. That this Article is approved
Majority Vote 5/5/15 ATM**

ARTICLE 18. Voted that the Town amend the Position Classification and Salary Classification Plans of the **Personnel By-Laws**, exclusive of reclassification, as it applies to those positions not covered by collective bargaining agreements as recommended by the Personnel Board, or take any action relative thereto. The proposed modified classification plans can be found in Appendix B.

Sponsored by the Personnel Board

APPENDIX B

**TOWN OF SWAMPSCOTT
POSITION CLASSIFICATION PLAN
FOR EMPLOYEES**

Grade V

Director of Public Works

Grade IV

Town Planner

Assistant Assessor

Council on Aging Director

Inspector of Buildings

Library Director

Personnel Manager

Public Health Director

Recreation Director

Town Accountant

Town Clerk

Treasurer/Collector

Director of Information & Technology

Facilities Director

Grade III

Assistant Town Accountant

Administrative Assistant to the Town Administrator

Assistant Engineer

Assistant Library Director

Assistant Treasurer/Collector

Assistant Council on Aging Director

Grade II

Benefits Coordinator

Facilities Coordinator

Local Building Inspector

Outreach Worker

Public Health Nurse

Grade I

Administrative Assistant

Data Entry Clerk

Program Coordinator

Van Driver

Grade S

Animal Control Officer
Appeals Board Secretary
Assistant Electrical Inspector
Assistant Plumbing Inspector
Emergency Management Director
Finance Committee Secretary
Harbormaster
Municipal Hearing Officer
Parking Clerk
Planning Board Secretary
Plumbing/Gas Inspector
Veteran's Agent
Wiring Inspector

Grade H

Temporary Seasonal (professional)
Temporary Seasonal (non-professional)

**Voted Article 18. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 19. Voted that the Town amend the **Personnel By-Laws** so as to reclassify certain existing positions, as recommended by the Personnel Board, or take any action relative thereto. The proposed modified classification schedule can be found in Appendix C.

Sponsored by the Personnel Board

APPENDIX C

**Town of Swampscott
SALARY CLASSIFICATION PLAN FOR EMPLOYEES
As of July 1, 2015**

Grade	Min	Mid	Max
V-I (Salaried)			
V	\$74,623	\$93,279	\$119,396
IV	\$56,736	\$70,920	\$100,422
III	\$44,266	\$55,333	\$75,253
II	\$43,921	\$54,901	\$72,469
I	\$31,311	\$39,139	\$50,098

Grade	Annual Compensation
--------------	----------------------------

Animal Control Officer	\$16,074
Appeals Board Secretary	\$2,187
Assistant Electrical Inspector	\$1,250
Assistant Plumbing Inspector	\$1,250
Emergency Management Director	\$1,094
Finance Committee Secretary	\$2,495
Harbormaster	\$7,904
Municipal Hearing Officer	\$2,500
Parking Clerk	\$1,722
Planning Board Secretary	\$2,187
Plumbing/Gas Inspector	\$24,973
Veteran's Agent	\$10,984
Wiring Inspector	\$23,972

Grade	Min	Mid	Max
H (Hourly)			
Temporary/Seasonal/Part-Time Non-Professional-no certifications or special training required to perform the functions of the position (i.e. Library Pages, Recreation summer hires, DPW summer Laborers, Other)	\$8.00	\$10.00	\$12.00
Temporary/Seasonal/Part-Time Professional-certifications and/or special training may be required to perform the functions of the position (i.e. Police Reserves/Special Police Sailing Director, Head Lifeguards, Other)	\$10.00	\$20.00	\$30.00

**The Town Administrator/BOS maintain the discretion to hire new employees and/or retain current employees below the minimum salary classification for any grade.

**Voted Article 19. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 20. Voted that the Town will take in relation to the salaries of elected Town Officials for the ensuing year, or take any action relative thereto.

Sponsored by the Board of Selectmen

Constable \$100

**Voted Article 20. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 21. Voted that the Town authorize the continuation of the Council on Aging Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Council on Aging and used for the deposit of receipts collected through user fees of Council on Aging programs; and further to allow the Council on Aging to expend funds not to exceed \$30,000 for fiscal year 2016 from said account for ongoing salaries, supplies, equipment and programs. This would be contingent upon an annual report from the Council on Aging to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

**Voted Article 21. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 22. Voted that the Town authorize the continuation of the Recycling – Blue Bins Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Health Department and used for the deposit of receipts collected through the sale of recycling bins; and further to allow the Health Department to expend funds not to exceed \$5,000 for fiscal year 2016 from said account for ongoing supplies and equipment. This would be contingent upon an annual report from the Health Department to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

**Voted Article 22. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 23. Voted that the Town authorize the continuation of a Recreation Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Town Administrator and used for the deposit of receipts collected through user fees of recreation programs; and further, to allow the Town Administrator to expend funds not to exceed \$250,000 for fiscal year 2016 from said account for ongoing supplies, salaries and equipment. This would be contingent upon an annual report from the Recreation Department to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

**Voted Article 23. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 24. Voted that the Town authorize the continuation of a Public Library Revolving Account as authorized by Chapter 44, Section 53E1/2, of the Massachusetts General Laws, said account to be under the direction of the Town Administrator and used for the deposit of receipts collected through the uses of the library public copier and computer printers; and further, to allow the Town Administrator to expend funds not to exceed \$3,500 for fiscal year 2016 from said account for ongoing supplies and paper for said copier and printers. This would be contingent upon an annual report from the Library Department to the Town on the total receipts and expenditures of the Account each fiscal year, or take any action relative thereto.

Sponsored by the Town Administrator

**Voted Article 24. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 25. Voted on the report of the Finance Committee on the Fiscal Year 2016 budget and to raise and appropriate or transfer from available funds money for the operation of the Town's Departments and the payment of debt service and all other necessary and proper expenses for the year, or take any action relative thereto.

Sponsored by the Finance Committee

**Voted Article 25. That this article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 26. Voted that the town transfer from the Water Retained Earnings of the Water Enterprise Fund to the account of Current Revenue the sum of **\$200,000** to be used and applied by the Board of Selectmen in the reduction of the water rate, or take any action relative thereto.

Sponsored by the Board of Selectmen

**Voted Article 26. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 27. Voted that the Town transfer from the Sewer Retained Earnings of the Sewer Enterprise Fund to the account of Current Revenue the sum of **\$100,000** to be used and applied by the Board of Selectmen in the reduction of the sewer rate, or take any action relative thereto.

Sponsored by the Board of Selectmen

**Voted Article 27. That this Article is approved.
Majority Vote 5/5/15 ATM**

ARTICLE 28. **Voted** that the Town transfer from Free Cash of the Town to the account of Current Revenue a sum of **\$300,000** to be used and applied by the Board of Assessors in the reduction of the tax levy, or take any action relative thereto.

Sponsored by the Town Administrator

Voted Article 28. That this Article is approved.
Majority Vote 5/5/15 ATM

ARTICLE 29. **Voted** that the Town amend the FY15 Budget voted under Article 28 of the May 5, 2014 Annual Town Meeting warrant to increase Line No. 90, Reserve Fund from \$215,000 to \$667,121 (\$452,121), reduce Line No. 14A Salary Reserve \$43,500, reduce Line No.98 Regional School \$203,900 and further, ~~to transfer \$50,000 from Town Meeting Article 8 (Purchase of Train Depot)~~ and \$204,721 from free cash or any action relative thereto.

Sponsored by the Town Administrator.

Voted Article 29. That this Article is approved as Amended
Majority Vote 5/5/15 ATM

ARTICLE 30. **Voted** that the Town appropriate and raise, by borrowing or otherwise, under any general or special law which authorizes the Town to raise money, by borrowing or otherwise, such sums of money as may be necessary for any and all of the purposes mentioned in the foregoing articles, or take any action relative thereto.

Sponsored by the Board of Selectmen

Voted Article 30. That this Article is approved.
Majority Vote 5/5/15 ATM

DEPARTMENTAL BUDGET
July 1, 2015 through June 30, 2016

Approp. FY'14	Approp. FY'15	lt. No.		Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>GENERAL GOVERNMENT</u>						
<u>MODERATOR</u>						
\$ 200	\$ 200		Expenses	\$ 200	\$ 200	\$ 200
\$ 200	\$ 200		Total Moderator Budget	\$ 200	\$ 200	\$ 200
<u>FINANCE COMMITTEE</u>						
2,373	2,421	1	Secretary	2,470	2,493	2,493
650	650	2	Expenses	650	650	650
\$ 3,023	\$ 3,071		Total Finance Committee Budget	\$ 3,120	\$ 3,143	\$ 3,143
<u>SELECTMEN'S OFFICE</u>						
-	-		Board Expenses	-	-	-
8,000	8,000		Office Expenses	8,500	8,500	8,500
4,750	4,750		Mass. Municipal Assoc.	5,000	5,000	5,000
-	-		Outside Services	-	-	-
-	-		Contingent	-	-	-
12,750	12,750	3	Total Expenses	13,500	13,500	13,500
\$ 12,750	\$ 12,750		Total Selectmen Budget	\$ 13,500	\$ 13,500	\$ 13,500
<u>TOWN ADMINISTRATOR</u>						
132,600	135,252		Town Administrator	137,957	137,957	137,957
49,695	50,689		Administrative Assistant	51,703	59,000	59,000
2,500	5,000		Other Compensation	5,000	5,000	5,000
\$ 184,795	\$ 190,941	4	Total Salaries	\$ 194,660	\$ 201,957	\$ 201,957
3,000	4,500	5	Expenses	4,500	4,500	4,500
\$ 187,795	\$ 195,441		Total Town Administrator Budget	\$ 199,160	\$ 206,457	\$ 206,457
<u>LAW DEPARTMENT</u>						
-	-	6	Town Counsel Salary	-	-	-
90,000	115,000	7	Town Counsel Contract Expense	125,000	125,000	125,000
\$ 90,000	\$ 115,000		Total Law Budget	\$ 125,000	\$ 125,000	\$ 125,000
<u>PARKING CLERK</u>						
-	-	8	Salary	-	-	-
6,000	6,000	9	Expenses	7,000	7,000	7,000
\$ 6,000	\$ 6,000		Total Parking Clerk Budget	\$ 7,000	\$ 7,000	\$ 7,000
<u>WORKERS' COMPENSATION</u>						
150,000	165,000		Expenses (Police & Fire)	165,000	165,000	165,000
425,000	435,000		Benefits/Insurance	435,000	435,000	435,000
\$ 575,000	\$ 600,000	10	Total Workers' Comp Budget	\$ 600,000	\$ 600,000	\$ 600,000
<u>PERSONNEL</u>						
53,464	54,534		Personnel Manager	55,625	67,500	67,500
-	20,000		Health & Benefits Coordinator	20,400	20,600	20,600
1,545	1,545		Other Compensation	1,545	1,545	1,545
55,009	76,079	11	Total Salaries	77,570	89,645	89,645
1,800	1,800	12	Expenses	3,000	3,000	3,000
\$ 56,809	\$ 77,879		Total Personnel Budget	\$ 80,570	\$ 92,645	\$ 92,645

A TRUE COPY

ATTEST: *Susan J. Duplin*
Susan J. Duplin
Town Clerk, Swampscott

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
ACCOUNTING DEPARTMENT					
94,592	96,484		98,414	99,379	99,379
48,670	49,644		50,637	54,000	54,000
6,000	7,500		7,500	7,500	7,500
149,262	153,628	13	156,551	160,879	160,879
75,000	50,000	14	150,000	125,000	125,000
-	43,591	14A	100,000	30,000	30,000
6,500	7,000		7,000	7,000	7,000
3,500	4,000		4,000	4,000	4,000
8,250	9,500		9,500	9,500	9,500
18,250	20,500	15	20,500	20,500	20,500
\$ 242,512	\$ 267,719		\$ 427,051	\$ 336,379	\$ 336,379
TECHNOLOGY DEPARTMENT					
5,411	-	16	75,000	85,000	85,000
119,833	150,000		160,000	160,000	160,000
6,500	8,500		8,500	8,500	8,500
-	-		1,000	1,000	1,000
126,333	158,500	17	169,500	169,500	169,500
\$ 131,744	\$ 158,500		\$ 244,500	\$ 254,500	\$ 254,500
TREASURER/COLLECTOR					
77,277	75,000		76,500	76,500	76,500
48,569	49,644		50,531	54,000	54,000
93,287	95,156		96,706	96,706	96,706
5,250	5,750		5,400	5,400	5,400
224,383	225,550	18	229,137	232,606	232,606
8,250	8,250		10,000	10,000	10,000
1,000	3,000		1,000	1,000	1,000
1,500	1,000		3,300	3,300	3,300
55,000	65,000		69,000	69,000	69,000
2,500	2,200		1,000	1,000	1,000
68,250	79,450	19	84,300	84,300	84,300
\$ 292,633	\$ 305,000		\$ 313,437	\$ 316,906	\$ 316,906
TOWN CLERK					
60,000	61,803		80,000	66,276	66,276
46,645	47,578		48,352	48,352	48,352
9,630	9,630		9,630	9,630	9,630
800	800		800	800	800
4,000	4,625		4,975	4,975	4,975
\$ 121,075	\$ 124,436	20	\$ 143,757	\$ 130,033	\$ 130,033
-	-		-	-	-
-	-		-	-	-
3,938	4,000		4,060	4,060	4,060
2,461	2,500		2,538	2,538	2,538
8,628	27,000		28,905	28,905	28,905
761	3,761		3,818	3,818	3,818
15,788	37,261	21	39,321	39,321	39,321
\$ 136,863	\$ 161,697		\$ 183,078	\$ 169,354	\$ 169,354

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
ASSESSOR'S					
61,000	85,000		82,500	81,600	82,500
68,595	69,628		72,996	72,996	72,996
5,000	5,050		5,050	5,050	5,050
\$ 134,595	\$ 159,678	22	\$ 160,546	\$ 159,646	\$ 160,546
-	-		-	-	-
1,000	1,250		1,250	1,250	1,250
1,750	2,250		2,250	2,250	2,250
250	750		750	750	750
1,750	2,500		2,500	2,500	2,500
4,750	6,750	23	6,750	6,750	6,750
15,000	30,000	24	30,000	10,000	10,000
154,345	196,428		197,296	176,396	177,296
ZONING BOARD OF APPEALS					
2,081	2,123	25	2,165	2,187	2,187
6,180	6,180	26	6,180	6,180	6,180
\$ 8,261	\$ 8,303		\$ 8,345	\$ 8,367	\$ 8,367
PLANNING					
48,900	52,000		60,900	61,800	61,800
2,081	2,123		2,165	2,187	2,187
50,981	54,123	27	63,065	63,987	63,987
1,000	1,000		1,000	1,000	1,000
750	750		750	750	750
1,750	1,750	28	1,750	1,750	1,750
1,250	1,250	29	1,250	1,250	1,250
\$ 53,981	\$ 57,123		\$ 66,065	\$ 66,987	\$ 66,987
INSURANCE					
4,625,000	4,825,000		4,900,000	4,925,000	5,000,000
650,000	650,000		650,000	650,000	650,000
\$ 5,275,000	\$ 5,475,000	30	\$ 5,550,000	\$ 5,575,000	\$ 5,650,000
PENSIONS					
CONTRIBUTORY RETIREMENT					
4,050,402	4,205,622	31	4,419,812	4,419,812	4,419,812
\$ 4,050,402	\$ 4,205,622		\$ 4,419,812	\$ 4,419,812	\$ 4,419,812
NON-CONTRIBUTORY PENSIONS					
81,277	34,500	32	34,500	34,500	34,500
\$ 81,277	\$ 34,500		\$ 34,500	\$ 34,500	\$ 34,500
\$ 4,131,679	\$ 4,240,122		\$ 4,454,312	\$ 4,454,312	\$ 4,454,312
\$ 11,358,595	\$ 11,880,233		\$ 12,472,634	\$ 12,406,146	\$ 12,482,046

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>HARBORMASTER</u>					
7,523	7,674	41	7,828	7,904	7,904
5,000	13,500	42	17,950	13,500	13,500
\$ 12,523	\$ 21,174		\$ 25,778	\$ 21,404	\$ 21,404
<u>EMERGENCY MANAGEMENT</u>					
1,041	1,062	43	1,084	1,094	1,094
2,020	2,020	44	2,020	2,020	2,020
\$ 3,061	\$ 3,082		\$ 3,104	\$ 3,114	\$ 3,114
<u>WEIGHTS & MEASURES</u>					
5,000	5,000	45	5,000	5,000	5,000
-	-		-	-	-
-	-		-	-	-
\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000
<u>CONSTABLE</u>					
100	100	47	100	100	100
\$ 100	\$ 100		\$ 100	\$ 100	\$ 100
<u>BUILDING DEPARTMENT</u>					
5,200	65,000		78,000	66,950	66,950
65,908	27,068		27,609	28,436	24,425
22,817	23,274		23,740	23,972	24,972
22,817	23,274		23,740	23,972	23,972
-	-		-	-	-
1,000	1,000		1,000	1,250	1,250
-	-		-	-	-
1,000	1,000		1,000	1,250	1,250
46,645	47,578		48,292	48,316	48,316
1,000	2,550		4,600	4,600	4,600
166,387	190,744	48	207,981	198,746	195,735
4,500	5,000		5,000	5,000	5,000
300	500		1,000	1,000	1,000
-	-		-	-	-
4,800	5,500	49	6,000	6,000	6,000
\$ 171,187	\$ 196,244		\$ 213,981	\$ 204,746	\$ 201,735
<u>CONSERVATION COMMISSION</u>					
-	-	50	-	-	-
500	500		500	500	500
800	800		800	800	800
\$ 1,300	\$ 1,300	51	\$ 1,300	\$ 1,300	\$ 1,300
\$ 1,300	\$ 1,300		\$ 1,300	\$ 1,300	\$ 1,300
\$ 6,796,292	\$ 7,289,879		\$ 7,426,202	\$ 7,345,892	\$ 7,360,134

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
Public Protection					
<u>POLICE DEPARTMENT</u>					
112,675	114,929		117,228	117,228	117,228
85,011	87,143		88,885	88,885	88,885
285,754	292,916		298,772	298,772	298,772
382,707	392,298		400,140	400,140	400,140
1,081,089	1,086,460		1,151,510	1,109,694	1,109,694
56,718	56,304		57,430	57,430	57,430
7,000	7,000		7,000	7,000	7,000
510,000	561,000		572,220	550,000	550,000
109,715	115,974		119,585	119,585	119,585
16,268	16,268		22,217	22,217	22,217
358,598	365,889		355,791	355,791	355,791
225,376	234,156		236,758	236,758	236,758
140,000	180,000		185,640	185,640	185,640
15,000	20,000		20,000	20,000	20,000
-	15,000		18,850	15,300	15,300
3,385,911	3,545,337	33	3,652,026	3,584,440	3,584,440
48,500	75,000		75,000	75,000	75,000
15,000	29,850		29,850	29,850	29,850
-	18,000		18,000	18,000	18,000
40,000	40,000		40,000	40,000	40,000
9,000	9,000		9,000	9,000	9,000
10,000	10,000		10,000	10,000	10,000
29,000	29,000		29,000	29,875	29,875
-	5,000		5,000	5,000	5,000
-	-		-	-	-
151,500	215,850	34	215,850	216,725	216,725
35,000	140,000	35	80,000	80,000	80,000
\$ 3,572,411	\$ 3,901,187		\$ 3,947,876	\$ 3,881,165	\$ 3,881,165
<u>FIRE DEPARTMENT</u>					
107,600	109,999		112,199	112,199	112,199
82,603	84,255		85,941	85,941	85,941
291,925	297,764		303,719	303,719	303,719
256,486	261,821		267,057	267,057	267,057
1,359,624	1,386,816		1,384,927	1,384,927	1,384,927
6,082	6,204		6,328	6,328	6,328
6,082	6,204		6,328	6,328	6,328
300,000	350,000		360,000	360,000	360,000
114,717	118,301		120,667	120,667	120,667
10,000	10,000		10,000	10,000	10,000
43,702	45,068		45,969	45,969	45,969
59,654	61,517		62,747	62,747	80,000
99,421	102,526		104,577	104,577	104,577
20,400	20,400		20,400	20,400	20,400
28,992	34,300		34,300	34,300	34,300
-	3,102		3,164	3,164	3,164
-	3,102		3,164	3,164	3,164
7,822	7,978		7,978	7,978	7,978
20,000	22,000		22,000	22,000	22,000
2,815,110	2,931,357	36	2,961,465	2,961,465	2,978,718
40,000	40,000		40,000	40,000	40,000
5,250	8,250		9,568	9,568	9,568
250	500		500	500	500
40,000	40,585		60,430	60,430	60,430
5,000	5,000		5,000	5,000	5,000
3,500	3,500		3,500	3,500	3,500
2,000	2,000		2,000	2,000	2,000
-	-		-	-	-
96,000	99,835	37	120,998	120,998	120,998
23,600	29,600	38	39,600	39,600	39,600
78,000	78,000	39	78,000	78,000	78,000
18,000	23,000	40	29,000	29,000	29,000
\$ 3,030,710	\$ 3,161,792		\$ 3,229,063	\$ 3,229,063	\$ 3,246,316

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
WAGES - Sewer					
353,998	354,120			364,644	364,644
27,000	27,000		362,144	27,000	27,000
5,000	5,000		5,000	5,000	5,000
-	-		-	-	-
6,250	6,250		5,000	5,000	5,000
-	-		-	-	-
31,500	32,150		10,000	10,000	10,000
-	-		-	-	-
\$ 423,748	\$ 424,520	62	\$ 409,144	\$ 411,644	\$ 411,644
EXPENSES - Sewer					
100,000	100,000		150,000	150,000	150,000
46,500	48,500		48,500	48,500	48,500
70,000	70,000		60,000	60,000	60,000
51,250	51,250		51,250	51,250	51,250
15,000	15,000		15,000	15,000	15,000
-	-		-	-	-
-	-		-	-	-
2,600	2,125		2,125	2,125	2,125
<u>950,000</u>	<u>950,000</u>		<u>950,000</u>	<u>950,000</u>	<u>950,000</u>
1,235,350	1,236,875	63	1,276,875	1,276,875	1,276,875
-	-	64	-	-	-
30,000	30,000	65	30,000	30,000	30,000
401,000	410,000		410,000	410,000	410,000
17,500	17,500		17,500	17,500	17,500
128,254	144,699		118,481	118,481	118,481
151,928	152,235		80,368	80,368	80,368
<u>20,272</u>	<u>15,950</u>		<u>11,387</u>	<u>11,387</u>	<u>11,387</u>
718,954	740,384	66	637,736	637,736	637,736
\$ 1,984,304	\$ 2,007,259		\$ 1,944,611	\$ 1,944,611	\$ 1,944,611
\$ 2,408,052	\$ 2,431,779		\$ 2,353,755	\$ 2,356,255	\$ 2,356,255
Total Budget - Sewer Enterprise Fund Funded by Sewer Revenue					
WAGES - Water					
352,899	354,447		359,340	361,840	361,840
27,000	27,000		27,000	27,000	27,000
5,000	5,000		5,000	5,000	5,000
-	-		-	-	-
9,500	9,500		9,500	9,500	9,500
-	-		-	-	-
24,500	25,000		15,000	15,000	15,000
-	-		-	-	-
\$ 418,899	\$ 420,947	67	\$ 415,840	\$ 418,340	\$ 418,340
EXPENSES - Water					
46,500	48,500		48,500	48,500	48,500
85,000	85,000		85,000	85,000	85,000
15,000	15,000		15,000	15,000	15,000
-	-		-	-	-
2,000	2,000		2,000	2,000	2,000
2,600	2,000		2,125	2,125	2,125
<u>1,800,000</u>	<u>1,900,000</u>		<u>1,900,000</u>	<u>1,900,000</u>	<u>1,900,000</u>
1,951,100	2,052,500	68	2,052,625	2,052,625	2,052,625
-	-		-	-	-
25,000	25,000	69	25,000	25,000	25,000
401,000	410,000		410,000	410,000	410,000
141,797	146,448		117,120	117,120	117,120
766,683	498,397		574,410	574,410	574,410
<u>18,158</u>	<u>9,726</u>		<u>4,705</u>	<u>4,705</u>	<u>4,705</u>
1,327,638	1,064,571	70	1,106,235	1,106,235	1,106,235
\$ 3,303,738	\$ 3,142,071		\$ 3,183,860	\$ 3,183,860	\$ 3,183,860
\$ 3,722,637	\$ 3,563,018		\$ 3,599,700	\$ 3,602,200	\$ 3,602,200
Total Budget - Water Enterprise Fund Funded by Water Revenue					
\$ 6,130,689	\$ 5,994,797		\$ 5,953,455	\$ 5,958,455	\$ 5,958,455
TOTAL WATER & SEWER BUDGET					

Actual FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
Health and Sanitation					
HEALTH DEPARTMENT					
63,423	64,692		70,900	70,378	70,378
17,478	17,478		17,828	17,478	17,478
46,645	47,578		48,355	48,355	48,355
18,100	18,100		18,426	18,426	18,426
4,400	4,605		4,730	4,730	4,730
150,046	152,453	52	160,239	159,367	159,367
4,255	4,315		4,175	4,175	4,175
-	-		-	-	-
4,255	4,315	53	4,175	4,175	4,175
1,800	1,830	54	1,860	1,860	1,860
2,200	2,230	55	6,160	6,160	6,160
-	-		-	-	-
1,015	1,030		1,045	1,045	1,045
3,500	3,555		3,610	3,610	3,610
4,515	4,585	56	4,655	4,655	4,655
976,000	983,000	57	983,000	983,000	983,000
\$ 1,138,816	\$ 1,148,413		\$ 1,160,089	\$ 1,159,217	\$ 1,159,217
\$ 1,138,816	\$ 1,148,413		\$ 1,160,089	\$ 1,159,217	\$ 1,159,217
Public Works					
WAGES - General					
-	-		-	-	-
25,000	25,000		30,000	30,000	30,000
-	-		-	-	-
15,000	25,500		30,000	30,000	30,000
-	-		-	-	-
5,000	5,000		5,000	5,000	5,000
-	-		-	-	-
-	-		-	-	-
290,670	292,273		272,736	275,236	275,236
\$ 335,670	\$ 347,773	58	\$ 337,736	\$ 340,236	\$ 340,236
EXPENSES - General					
65,000	55,000		60,000	60,000	60,000
10,000	28,000		28,000	28,000	28,000
5,000	5,000		7,500	7,500	7,500
2,500	3,500		3,500	3,500	3,500
35,000	35,000		40,000	40,000	40,000
2,500	3,500		3,500	3,500	3,500
41,500	41,500		45,000	45,000	45,000
14,000	25,000		25,000	25,000	25,000
1,000	2,250		1,700	1,700	1,700
176,500	198,750	59	214,200	214,200	214,200
170,000	200,000	60	200,000	200,000	200,000
25,000	25,000	61	25,000	25,000	25,000
-	-		-	-	-
\$ 371,500	\$ 423,750		\$ 439,200	\$ 439,200	\$ 439,200
\$ 707,170	\$ 771,523		\$ 776,936	\$ 779,436	\$ 779,436

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
<u>COUNCIL ON AGING</u>					
50,473	51,483		55,836	61,000	61,000
12,000	12,240		14,978	14,978	14,978
			16,974	16,974	16,974
<u>15,080</u>	<u>15,382</u>		<u>17,317</u>	<u>17,317</u>	<u>17,317</u>
77,553	79,105	76	105,105	110,269	110,269
10,502	10,712	77	-	-	-
32,000	32,000	78	32,000	37,500	37,500
\$ 120,055	\$ 121,817		\$ 137,105	\$ 147,769	\$ 147,769
<u>VETERANS' SERVICE</u>					
10,455	10,664	79	10,878	10,984	10,984
150	150		150	150	150
2,300	2,500		2,500	2,500	2,500
<u>550</u>	<u>550</u>		<u>550</u>	<u>550</u>	<u>550</u>
3,000	3,200	80	3,200	3,200	3,200
6,500	25,000	81	25,000	30,000	30,000
\$ 19,955	\$ 38,864		\$ 39,078	\$ 44,184	\$ 44,184
<u>Maturing Debt</u>					
<u>NON-SEWER DEBT SERVICE</u>					
3,692,233	3,671,975		3,558,217	3,558,217	3,483,217
1,083,585	1,082,840		925,000	925,000	925,000
-	-		-	-	-
45,000	45,000		100,000	100,000	100,000
<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
\$ 4,820,818	\$ 4,799,815	82	\$ 4,583,217	\$ 4,583,217	\$ 4,508,217
<u>SEWER DEBT SERVICE</u>					
498,902	-		-	-	-
-	-		-	-	-
<u>1,000</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
\$ 499,902	\$ -	83	\$ -	\$ -	\$ -
\$ 5,320,720	\$ 4,799,815		\$ 4,583,217	\$ 4,583,217	\$ 4,508,217
<u>LIBRARY</u>					
69,365	70,753		72,168	80,848	80,848
50,062	51,063		52,084	61,145	61,145
20,930	21,348		21,825	21,825	21,825
53,024	54,720		55,813	55,813	55,813
47,917	48,875		49,853	49,853	49,853
47,917	48,875		49,853	49,853	49,853
27,907	28,465		29,023	29,023	29,023
38,210	41,763		64,266	64,266	64,266
67,906	69,951		40,842	40,842	40,842
26,099	27,163		27,569	27,569	27,569
-	-		21,292	21,292	21,292
<u>20,574</u>	<u>22,250</u>		<u>22,661</u>	<u>22,661</u>	<u>22,661</u>
469,911	485,226	84	507,249	524,990	524,990
1,200	1,200		1,200	1,200	1,200
50,000	51,500		55,000	55,000	55,000
<u>400</u>	<u>400</u>		<u>400</u>	<u>400</u>	<u>400</u>
51,600	53,100	85	56,600	56,600	56,600
148,045	161,995	86	166,044	166,044	170,079
\$ 669,556	\$ 700,321		\$ 729,893	\$ 747,634	\$ 751,669

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
WAGES - Buildings & Grounds					
125,566	131,452		141,024	143,524	143,524
1,500	4,000		8,000	8,000	8,000
-	-		-	-	-
-	-		-	-	-
\$ 127,066	\$ 135,452	71	\$ 149,024	\$ 151,524	\$ 151,524
EXPENSES - Buildings & Grounds					
-	-		-	-	-
12,500	15,000		15,000	15,000	15,000
2,500	2,000		2,000	2,000	2,000
600	850		850	850	850
\$ 15,600	\$ 17,850	72	\$ 17,850	\$ 17,850	\$ 17,850
\$ 142,666	\$ 153,302		\$ 166,874	\$ 169,374	\$ 169,374
SPECIAL ACCOUNTS					
4,000	4,000		4,000	4,000	4,000
5,000	5,000		5,000	5,000	5,000
100,000	100,000		95,000	95,000	95,000
8,000	8,000		8,000	8,000	8,000
5,000	5,000		5,000	5,000	5,000
40,000	40,000		40,000	40,000	40,000
24,000	24,000		24,000	24,000	24,000
-	-		50,000	50,000	50,000
\$ 186,000	\$ 186,000	73	\$ 231,000	\$ 231,000	\$ 231,000
\$ 7,166,525	\$ 7,105,622		\$ 7,128,265	\$ 7,138,265	\$ 7,138,265
RECREATION					
-	-		-	-	-
-	-		-	-	-
20,000	20,000		25,000	25,000	25,000
20,000	20,000	74	25,000	25,000	25,000
-	-		-	5,000	5,000
-	-		-	-	-
-	-		-	-	-
\$ 20,000	\$ 20,000	75	\$ 25,000	\$ 30,000	\$ 30,000

Approp. FY'14	Approp. FY'15	It. No.	Department Requested FY'16	Administrator Recommended FY'16	Finance Committee Recommended FY'16
UNCLASSIFIED					
3,000	3,000	87	Town Reports	3,000	3,000
27,500	29,500	88	Telephones (most Depts.)	30,000	30,000
185,000	185,000	89	Street Lighting	185,000	185,000
175,000	215,000	90	Reserve Fund	175,000	175,000
52,500	55,000	91	Audit	57,500	57,500
1,250	1,250	92	Historical Commission	1,250	1,250
392,000	435,000	93	Medicare Tax	450,000	450,000
50,000	500,000	94	Stabilization Fund	250,000	250,000
50,000	100,000	95	Capital Stabilization Fund	100,000	100,000
5,000	-	96	Unemployment	5,000	5,000
500,000	500,000	97	OPEB Trust Fund	250,000	250,000
\$ 1,441,250	\$ 2,023,750		Total Unclassified Budget	\$ 1,506,750	\$ 1,506,750
Schools					
\$ 428,220	\$ 637,897		REGIONAL VOCATIONAL SCHOOL	\$ 552,500	\$ 524,171
\$ -	\$ 120,519		New Construction-NS Agricultural & Tech	\$ 55,000	\$ 75,829
	\$ 758,416	98	TOTAL REG VOCATIONAL SCHOOL	\$ 607,500	\$ 600,000
\$ 24,481,000	\$ 25,081,000		SCHOOLS - SWAMPSCOTT		
			Total Budget	26,156,000	26,156,000
			Less Anticipated Rev.-Nahant, Metco, ...	-	-
\$ 24,481,000	\$ 25,081,000	99	Net Budget	\$ 26,156,000	\$ 26,156,000
\$ 24,909,220	\$ 25,839,416		TOTAL SCHOOLS	\$ 26,763,500	\$ 26,756,000
\$ 58,960,984	\$ 60,968,130		TOTAL FY2016 BUDGET*	\$ 61,971,733	\$ 61,884,251

* Excludes Non Appropriated Expenses (i.e. State Assessments & Assessor's Overlay) of \$792,120
Total Town Budget including State Assessments and Assessor's Overlay and Net of Water/Sewer= \$56,717,916

May ATM Town Meeting Members Attendance

			ADDRESS	TERM	5/4/15	5/5/2015
1	Antaya	Leah	12 Overhill Rd	2018	present	absent
1	Balcells-Camp	Mercedes	234 Windsor Ave	2016	present	absent
1	Baldacci	Kristen	43 Sampson Ave	2017	absent	absent
1	Baldacci	Richard	43 Sampson Ave	2018	present	present
1	Bartlett-Genest	Lee	47 Elwin St	2017	present	present
1	Bartram	Glenn	18 Eureka Ave	2017	absent	absent
1	Blonder	Jeffrey	15 Shackle Way	2018	absent	absent
1	Briones Jr	Jorge A	15 Tidd St	2017	present	absent
1	Callahan	Richard M	2 Pierro Ter.	2016	absent	absent
1	Chavez	Robert	12 Sampson Ave	2017	present	present
1	Cresta Jr	Gino	76 Windsor Ave	2018	present	present
1	Dandreo	Robert	28 Vaughan Pl	2018	present	present
1	Davis	Jeremy Veronica	1008 Paradise Rd 1E	2017	absent	absent
1	Davis	Elizabeth	1008 Paradise Rd 1E	2017	absent	absent
1	Delano	Candance I	110 Eastman Ave.	2016	present	absent
1	Delano	Francis (Ted) E	110 Eastman Ave.	2018	present	present
1	DiMento	William R	1008 Paradise Rd	2018	present	present
1	Dolan	Charles	1 Loring Ave 403	2016	present	present
1	Dube	John R	209 Windsor Ave.	2016	present	absent
1	Faulkner	Robert	32 Elwin St	2016	present	absent
1	Green	E. Lloyd	133 Foster Rd	2018	present	absent
1	Griffin	Aliceanne	1 Loring Ave 412	2017	present	present
1	Groothuis	Becky	7 Sampson Ave	2016	absent	absent
1	Harrington	Nancy	68 Foster Rd	2016	present	present
1	Hartmann	Eric	39 Nichols St	2018	present	present
1	Johnson	Maryalice	49 Windsor Ave	2017	present	present
1	Karametsopoulos	Maria	39 Carson Ter	2016	present	present
1	Kearney	Sheila	14 Shackle Way	2017	absent	absent
1	Kessler	Nelson	1002 Paradise Rd	2018	present	present
1	LeBlanc	Frank R	100 Vantage Ter 206	2017	absent	absent
1	Montague	Neil	14 Capstan Way	2017	present	present
1	Morse	Rhoda	1 Loring Ave 102	2017	present	present
1	Nottingham	Todd A	28 The Greenway	2016	present	absent
1	Park	Isabell	126 Eastman Ave	2016	present	absent
1	Patalano	Nicole	55 Burpee Rd	2016	absent	absent
1	Patalano	Raymond	55 Burpee Rd	2017	absent	absent

1	Picariello	John A	53 Carson Ter	2018	present	present
1	Porter	Catherine	65 Foster Rd.	2016	present	present
1	Powell	Sally	65 Carson Ter	2018	present	present
1	Rogers	Larson	53 Burpee Rd	2016	absent	absent
1	Rogers	Thomas	1 Loring Ave 304	2017	absent	absent
1	Rooks	Norma H	406 Paradise Rd	2018	present	present
1	Roy	David	20 Tidd St	2018	present	absent
1	Saad	Digna	22 The Greenway	2017	present	absent
1	Serino	Ellen	103 Burpee Rd	2016	present	absent
1	Serino	Michael A	99 Burpee Rd	2018	absent	absent
1	Serino Jr	Robert	103 Burpee Rd	2018	present	absent
1	Serino III	Robert	103 Burpee Rd	2018	present	absent
1	Smith	Edward	2 Capstan Way	2016	present	present
1	Speranza-Hartmann	Marianne	39 Nichols St	2018	present	present
1	Titcomb	Mary R	53 Burpee Rd	2016	present	present
1	Varvounis	Chrysoula	23 Vaughan Pl	2017	present	present
1	Washburn	Kenneth	104 Foster Rd	2016	absent	absent
1	Whittier	Douglas	1 Bickford Way	2017	present	absent
			ADDRESS	TERM	5/4/15	5/5/2015
2	Barden	Eugene	316 Paradise Rd	2018	present	present
2	Bell	Robert	149 Paradise Rd	2016	absent	present
2	Boggs	Deborah A	42 Walker Rd	2016	present	present
2	Breen	Kevin F	47 Paradise Rd	2018	present	present
2	Breen	Leslie A	47 Paradise Rd	2018	present	present
2	Cameron	Janell A	97 Farragut Rd	2018	present	present
2	Caron	Mark R	77 Franklin Ave	2017	present	present
2	Chaisson	Ellen	116 Paradise Rd	2017	present	present
2	Chaisson	George E	116 Paradise Rd	2017	present	present
2	Conner	Molly	19 Farragut Rd	2016	absent	present
2	Cooper	Gargi B	24 Shaw Rd	2016	present	present
2	Cormier	Kathleen	51 Thomas Rd	2018	absent	present
2	Crimmins	Joseph P	68 Walker Rd	2018	present	present
2	Doherty	John J	5 Ellis Rd	2018	present	present
2	Duffy	Neal	44 Hampden St	2017	present	present
2	Dunn	Judith F	145 Stetson Ave	2017	present	present
2	Esteverena	Catherine	26 Farragut Rd	2017	present	present
2	Frenkel	Richard	3 Grant Rd	2017	present	present
2	Greene	Rebecca	133 Stetson Ave	2017	present	present
2	Hanlon	Nancy S	87 Plymouth Ave	2016	present	present

2	Jackson	Lorene	11 Longwood Dr	2017	present	present
2	Jackson	William	11 Longwood Dr	2017	absent	present
2	Jones	Patrick	100 Farragut Rd	2016	present	present
2	Jones	William D	45 Andrew Rd	2016	absent	present
2	Julien-Hayes	Lisa	35 Grant Rd	2018	present	present
2	Kelleher	Martha G	11 Outlook Rd	2016	absent	present
2	Locke	Maureen E	39 Berkshire St	2016	absent	present
2	Locke	Jonathan J	39 Berkshire St	2016	absent	absent
2	MacDonald	Matthew M	35 Suffolk Ave	2016	absent	present
2	Marshall	Carin T	42 Suffolk Ave	2016	present	present
2	Marshall	John J	42 Suffolk Ave	2016	absent	present
2	Morrell	Agatha	21 Banks Rd	2017	present	present
2	Mulvey	Edward	110 Norfolk Ave	2017	absent	absent
2	Newhall	Linda A	14 Nantucket Ave	2018	absent	present
2	Newhall	Walter E	14 Nantucket Ave	2018	absent	present
2	Norton	Kenneth A	25 Banks Rd	2016	present	present
2	Norton	Allison S	25 Banks Rd	2016	present	present
2	Olivetti	Lorenz J	86 Farragut Rd	2016	present	present
2	Paster	David	20 Hamden St	2018	present	present
2	Pinkerton	Don	15 Banks Rd	2017	present	present
2	Rosenberg	Gail	56 Middlesex Ave	2017	present	present
2	Ruggiero	John	48 Franklin Ave	2017	absent	absent
2	Ryan	Leah	16 Duke St	2018	absent	present
2	Schultz Jr	W. Jackson	23 Hampden St	2018	present	present
2	Scibelli	Anthony A	27 Longwood Dr	2018	present	present
2	Spathanas	Laura	43 Berkshire St	2017	present	present
2	Spellios	Rebecca	7 Outlook Rd	2018	present	present
2	Spellios	Peter	7 Outlook Rd	2018	present	present
2	Strauss	Danielle	15 Duke St	2018	present	present
2	Strauss	Matthew	15 Duke St	2018	present	present
2	Swanstrom	Dana	61 Prospect St	2017	present	present
2	Travascio	William A	80 Stetson Ave	2016	absent	absent
2	Wales	Herrick	77 Paradise Rd	2016	present	present
2	Wright	Suzanne	11 Hardy Rd	2017	present	present
			ADDRESS	TERM	5/4/15	5/5/2015
3	Ardon	Kenneth	14 Nirvana Dr	2017	present	present
3	Bench	Clinton	12 Boyton St	2017	absent	absent
3	Benson	Robert C	235 Burrill St	2018	present	present
3	Callahan	Claire	24 Maple Ave	2016	present	present

3	Callahan	Joseph	24 Maple Ave	2016	present	present
3	Campbell	Janet	34 Phillips St	2016	absent	present
3	Campbell	Michael S	34 Phillips St	2016	present	present
3	Colella	Angelo	32 Hillcrest Cir #1	2017	absent	absent
3	Costin	Timothy P	18 Berkshire St	2018	present	present
3	Davis	Deborah	51 Beach Ave	2017	absent	present
3	DeChristopher	Anthony	3 Hillcrest Cir	2017	absent	absent
3	DePaolo	George	30 Hillcrest Cir	2016	present	present
3	DePaolo	Jan	30 Hillcrest Cir	2018	present	present
3	Dobias	Robert J	22 Thomas Rd	2016	absent	present
3	Domelowicz Jr	Joseph J.	34 Essex Ave	2017	absent	present
3	Domeniconi	Kelly A	43 Hillside Ave	2018	present	present
3	Donaher	Karen	28 Burpee Rd	2017	absent	absent
3	Dunn	Michael	64 Burpee Rd	2017	absent	present
3	Dunn	Matthew	64 Burpee Rd	2017	present	present
3	Eccles	Daniel H	11 Beach Ave	2017	present	present
3	Edwards	Ralph	87 Melvin Ave	2017	present	absent
3	Eldridge	Barbara F	15 Maple Ave	2018	absent	absent
3	Eldridge	Scott	15 Maple Ave	2018	present	present
3	Faeskorn	Amy P	26 Curry Cir	2016	absent	present
3	Faeskorn	Olaf	26 Curry Cir	2018	absent	present
3	Fitzhenry	George	2 Essex Ter	2016	present	present
3	Flannery-Pitcher	Nico C	56 Beach Ave.	2016	present	present
3	Gallagher	Tara	12 Hillcrest Cir	2018	present	present
3	Hendrickson	Ruth	72 Burpee Rd	2016	present	present
3	Hilario	Joan	64 Burpee Rd	2017	present	present
3	Iannaccone	Stephen	26 Rock Ave #2	2017	present	present
3	Kelly	Nancy	185 Burrill St	2018	absent	present
3	Lincoln	Maria F	164 Burrill St	2018	present	present
3	Lincoln Jr	Loring B	164 Burrill St	2018	present	present
3	Malphrus	Patricia	86 Cherry St	2017	absent	present
3	McCarter	Lucille	77 Buena Vista St	2017	absent	absent
3	McMahon	Maura	7 Hillcrest Cir	2016	present	present
3	Meister	Thelma Young	51 Norfolk Ave	2017	present	present
3	Moss	Evan	103 Burrill St	2018	absent	absent
3	O'Brien	Diane	19 Essex Ave.	2016	present	present
3	Patriarca	Michael	78 Columbia St	2016	absent	absent
3	Perry	Gerard D	60 Burpee Rd	2018	present	present
3	Pilotte	Denis	19 Thomas Rd	2018	present	present

3	Pilotte	Maura	19 Thomas Rd	2018	present	present
3	Pitcher	David E	56 Beach Ave.	2016	present	present
3	Pulos	Victoria	87 Melvin Ave	2017	absent	present
3	Reen	Sandra L	26 Thomas Rd	2016	present	absent
3	Reen	Brandan	26 Thomas Rd	2016	absent	present
3	Shilo	Mark A	59 Beach Ave.	2016	absent	present
3	Stadtlander	Jason	20 Columbia St	2018	present	absent
3	Sverker	Alex	32 Hillcrest Cir #1	2017	absent	absent
3	Vousboukis	William L	199 Burrill St	2016	absent	absent
3	Webster	Mary	7 Elmwood Rd	2018	present	present
3	White	Whitney L	72 Burpee Rd	2018	present	present
			ADDRESS	TERM	5/4/15	5/5/2015
4	Barden	Marc	377 Forest Ave	2018	present	present
4	Barrett	Fiona	72 Greenwood Ave	2016	absent	absent
4	Beuttler	Kim	88 Rockland St	2018	present	present
4	Blum	Lyn	112 Redington St	2016	present	absent
4	Brown	Andrew	99 Banks Rd	2016	present	present
4	Bush	Ann M	34 King St	2016	present	present
4	Callahan	John	19 Greenwood Ter	2017	present	present
4	Cunningham	Kelly	52 Greenwood Ave	2017	present	present
4	Dansdill	Terence J	49 Pine Hill Rd	2017	absent	present
4	Dansdill	Martha	49 Pine Hill Rd	2017	present	present
4	Dawley	Thomas	137 Redington St	2018	present	present
4	DeChillo	Mary H	7 Rockland St	2017	present	present
4	Defilippi	Melissa	80 Banks Rd	2016	absent	present
4	Dorsey	Timothy J	24 Bay View Dr	2016	absent	present
4	Dreeben	Naomi	6 Sheridan Ter	2017	present	present
4	Drummond	Ellen	153 Redington St	2016	present	present
4	Drummond	Brian	153 Redington St	2018	present	present
4	Ewing	Sara	84 Banks Rd	2018	absent	present
4	Falco	Michael	142 Redington St	2017	absent	absent
4	Goldman	Iris	34 Sheridan Rd	2017	present	present
4	Goudreau	Connie	61 Greenwood Ave	2018	present	present
4	Greehan	Kathleen M	79 Greenwood Ave	2017	present	present
4	Honig	Jennifer	12 Banks Ter	2017	present	present
4	Howe	Christopher	51 Lexington Cir	2018	absent	present
4	Hughes	Nancy	8 Brooks Ter	2018	present	absent
4	Jurma	Jer Davin	146 Elmwood Rd	2017	present	present
4	Kalpin	David	6 Pine Hill Rd	2016	absent	present

4	Kennedy	Edward	83 Magnolia Rd	2016	present	present
4	Kinney	Jacqueline	64 Fuller Ave	2018	present	present
4	Kraft	Richard	146 Elmwood Rd	2017	absent	present
4	Krippendorf Sr	Edward W	11 Mapledale Pl	2017	present	present
4	Leger	Jeanne	60 Redington St	2017	present	present
4	Lord	Nancy	10 Pine Hill Rd	2018	present	present
4	Lord	Gary	10 Pine Hill Rd	2018	present	present
4	Madden	Jennifer J	153 Elmwood Rd	2018	absent	present
4	Mahler	Jason A	92 Banks Rd	2016	present	present
4	McClung	Michael	64 Fuller Ave	2017	present	present
4	McNerney	Cinder	201 Humphrey St	2016	present	present
4	Meninno	Christine	13 Supreme Ct	2018	absent	present
4	Miller	Ellie	57 Greenwood Ave	2018	present	present
4	Moynihan	John	27 Rockland St	2016	present	present
4	Pappalardo	Elizabeth	5 Lexington Pk	2018	present	present
4	Paster	Glenn P	44 Pine Hill Rd	2017	present	present
4	Paster	Linda A	14 Pine Hill Rd	2018	present	present
4	Phelan	John V III	75 Banks Rd	2018	present	present
4	Pierce	Sydney A	17 Devens Rd	2017	present	present
4	Raymond	Richard	55 Devens Rd	2016	absent	present
4	Rogers	Kevin C	314 Forest Ave	2016	present	present
4	Shanahan	Patricia	48 King St	2018	present	present
4	Sprague	Jeffrey C	32 Greenwood Ter	2016	present	present
4	Stern	Marc J	54 Lexington Cir	2016	absent	present
4	Stern	Melissa A	54 Lexington Cir	2016	absent	absent
4	Urbano	Christian J	153 Elmwood Rd	2016	present	present
4	Wynne	Catherine	373 Forest Ave	2017	absent	present
			ADDRESS	TERM	5/4/15	5/5/2015
5	Belson	Jaclyn	69 Kensington Ln.	2016	present	present
5	Bergeron	Matthew	4 Holly Cir	2016	absent	absent
5	Bernstein	Neil	15 Pine Hill Rd	2018	present	present
5	Caplan	Diana	26 Laurel Rd	2017	present	present
5	Caplan	Edward	26 Laurel Rd	2017	present	present
5	Cassidy	John R	15 Hemenway Rd.	2016	absent	absent
5	Cerra	Anthony	15 Sargent Rd	2017	present	present
5	Eichler	Marc A	55 Orchard Rd.	2016	absent	present
5	Fletcher	Mary Ellen	35 Puritan Rd	2017	present	present
5	Ford	Jennifer E	45 Walnut Rd	2017	absent	present
5	Ford	Joseph D	45 Walnut Rd	2017	absent	present

5	Forman	Adam	81 Bates Rd	2018	present	present
5	Forman	Amy	81 Bates Rd	2018	present	present
5	Gallo	Elizabeth A (Betty)	477 Humphrey St	2018	present	present
5	Grant	Kenneth GY	471 Humphrey St	2016	present	present
5	Greenfield	Barry	77 Gale Rd	2017	absent	present
5	Greenfield	Stephanie	77 Gale Rd	2017	absent	present
5	Halevi	Baruch	26 Forest Rd.	2016	absent	absent
5	Hartmann	Jill	40 Glen Rd	2018	present	present
5	Hatch-Belhumeur	Cynthia	100 Galloupes Point Rd	2018	absent	present
5	Hirshberg	Jeffrey	198 Forest Ave	2016	present	present
5	Ippolito	Angela	366 Puritan Rd	2018	present	present
5	Keller	Ellen Long	73 Ocean View Rd	2016	present	present
5	Kessler	Glenn	29 Puritan Ln	2018	present	present
5	Landen	Jaren	200 Forest Ave	2017	absent	present
5	Landen	Ronald A	200 Forest Ave	2018	present	present
5	Lawler	Sami	6 Gale Rd	2017	present	present
5	Lawler	Jack	6 Gale Rd	2017	present	present
5	Malagrifa	Richard	25 Pleasant St	2018	present	present
5	Masucci	Heather Romas	25 Tupelo Rd	2017	present	present
5	Masucci	Peter	25 Tupelo Rd	2018	present	present
5	O'Neill	Thomas	152R Puritan Rd	2016	present	absent
5	Patkin	Marjorie	34 Ross Rd	2018	present	present
5	Patkin	Randall	34 Ross Rd	2018	present	present
5	Pierce	Todd M	63 Kensington Ln,	2017	absent	present
5	Quagrello	Anne M	14 Cedar Rd	2017	present	present
5	Reardon	Jean	25 Glen Road	2016	absent	absent
5	Rooks	Ruth K	119 Puritan Ln	2017	present	present
5	Rooks	George	119 Puritan Ln	2017	present	present
5	Sherry	Paul A	7 Deer Cove Rd.	2016	absent	present
5	Shore	Geraldine Gerrie	425 Puritan Rd.	2016	present	present
5	Smith	Abbe Y	176 Puritan Rd.	2016	absent	present
5	Steinman	Roy H	129 Galloupes Pt Rd	2017	absent	absent
5	Stephens	Thomas	63 Kensington Ln,	2016	present	present
5	Stephens	Susan	63 Kensington Ln,	2016	absent	present
5	Sullivan	Jill	43 Lincoln House Pt	2018	absent	present
5	Talkov	Roger	16 Ross Rd	2018	present	present
5	Van Dam	David S	396 Puritan Rd	2018	present	present
5	Van der Burg	Linso	152 Puritan Rd	2018	present	present
5	Van der Burg	Joanne	152 Puritan Rd	2018	present	present

5	Waters	Rosemary	12 Nason Rd	2016	absent	absent
5	Weiner	Lawrence J	11 Walnut Rd	2016	absent	absent
5	Whear	Bruce	107 Puritan Ln	2016	absent	absent
5	Zarinsky	Irma W Dr	21 Sutton Pl	2017	present	present
			ADDRESS	TERM	5/4/15	5/5/2015
6	Baker	Robert A	75 Stanley Rd	2018	present	present
6	Bartram	Paul	11 Parsons Dr	2016	absent	absent
6	Bartram	Stephanie	11 Parsons Dr	2017	present	absent
6	Beaupre	Laurier	135 Phillips Ave	2016	present	present
6	Beermann	Jack M	9 Sumner St	2018	present	present
6	Belkin	Sylvia B	35 Beach Bluff Ave	2018	present	present
6	Bevis	Judith A	49 Bellevue Rd	2016	present	present
6	Block	Lawrence	48 Crosman Ave	2018	absent	absent
6	Brooks	Ronald	49 Bellevue Rd	2016	present	present
6	Burke	Scott D	44 Longley Ave	2016	present	absent
6	Caplan	Seth	50 Dennison Ave	2017	present	present
6	Caplan	Melissa	50 Dennison Ave	2018	present	absent
6	Cassidy-Driscoll	Tara L	28 Crosman Ave	2016	present	present
6	Costello	Shelagh	45 Bellevue Rd	2017	present	present
6	Dembowski	Claire C	42 Beach Bluff Ave	2018	present	present
6	Dembowski	Henry S	42 Beach Bluff Ave	2018	present	absent
6	Driscoll	Thomas	28 Crosman Ave	2018	present	present
6	Erlich	Norman	63 Linden Ave	2017	present	present
6	Faulkner	A. Scott	41 Salem St	2018	present	present
6	Field	Josh	31 Estabrook Rd	2016	present	present
6	Field	Sandra	31 Estabrook Rd	2018	present	absent
6	Fillenworth	Scott	145 Phillips Ave	2016	present	present
6	Frisch	Peter	20 Mostyn St	2017	present	present
6	Galazka	Marzie	50 Dale St	2017	present	present
6	Gupta	Mary Kelly	48 Atlantic Ave	2017	present	present
6	Healey	Thomas J	25 Harrison Ave	2016	present	present
6	Katz	Jeffrey A	1037 Humphrey St	2017	absent	absent
6	Kornitsky	Marc	15 Brown Rd	2016	present	present
6	Levenberg	Thomas O	29 Beach Bluff Ave	2016	present	absent
6	Levenson	Sheryl	63 Shepard Ave	2017	present	present
6	Levenson	Paul E	63 Shepard Ave	2017	present	present
6	Locke	Judith E	15 Dennison Ave	2018	present	present
6	Logiudice	Paul	78 Phillips Ave	2016	absent	absent
6	McDermott	Marianne	34 Stanley Rd	2018	present	present

6	Moran	Paul	3 Oakledge Rd	2016	present	absent
6	Munafo	Susan	131 Walker Rd	2017	present	absent
6	O'Connor	Amy L	4 Hawthorne Rd	2016	present	present
6	O'Hare	Mary Michael	24 Manton Rd	2017	present	present
6	Oliveri-Callum	Julie R	11 Eulow St	2018	present	present
6	O'Neill	Joanna	59 Stanley Rd	2018	present	present
6	Pascucci	Camay	41 Morton Rd	2017	present	present
6	Patsios	Charles	130 Atlantic Ave	2016	present	present
6	Pruett	Sarah D	95 Bellevue Rd	2016	present	present
6	Rotner	Philip	44 Lincoln Cir	2018	present	present
6	Rotner	Kim	44 Lincoln Cir	2018	present	present
6	Ryan	William	85 Morton Rd	2017	present	present
6	Ryan	Mary Ann	85 Morton Rd	2017	present	present
6	Sackett	Shelly A	116 Ocean Ave	2016	absent	absent
6	Seligman	Edward	13 Young Ave	2017	present	present
6	Shutzer	Carole B	1 Salem St	2018	present	present
6	Shutzer	Kenneth	1 Salem St	2018	present	present
6	Tennant	Cynthia	91 Beach Bluff Ave	2017	present	present
6	VanDam	Robert H	40 Atlantic Rd	2017	present	present
6	Whitman	Andrew	19 Puritan Pk	2016	present	present