

TOWN OF MARSHFIELD

SPECIAL AND ANNUAL TOWN MEETING

MONDAY, APRIL 22, 2013 at 7:00 P.M.

At

**FURNACE BROOK MIDDLE SCHOOL
AUDITORIUM**



Please bring this report to Town Meeting.

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TOWN MEETING RULES
Adopted ATM 2006 – (Amended STM October 2009)

1. The conduct of Marshfield's Town Meeting is dictated by Federal and State law, the Town's Charter and By-Laws, local tradition, and then the publication entitled "Town Meeting Time".
2. The Moderator shall preside over Town Meeting, decide all questions of order and procedure, and announce the results of all votes.
3. The Moderator may call for a voice vote, standing vote, show of hands, roll-call vote or secret ballot. A motion for any of these voting methods may be made at any time during the discussion phase of an Article by a recognized voter. If the results of a voice vote or a show of hands vote are questioned by seven (7) voters standing immediately after the announced vote, a standing vote will be taken without debate. A majority of the voters must approve any motion for a roll call vote or a vote by secret ballot. No voter will be subject to declaring his vote before said vote is called.
4. All matters shall be decided by a majority vote unless a 2/3 or greater vote is required. If more than a majority vote is required, the Moderator shall announce the required percentage for passage before calling for the vote.
5. In order for Town Meeting to act on or discuss an Article, a motion must be made. The Moderator will call for a motion on each Article. If no motion is made after the second call, the Moderator will "pass over" the Article and move on to the next Article. In order to bring back a "passed over" Article for discussion, a motion for reconsideration must be approved by a majority vote.
6. A motion may be reconsidered once by a majority vote. No further reconsideration will be permitted unless the Moderator determines that there has been a significant procedural error or that there is new information likely to affect the vote. There will be no reconsideration of a vote either on a subsequent evening or after 10:30pm on the evening of the vote in question.
7. Articles may be postponed by a majority vote or advanced by approval of the Moderator and a 2/3 vote.
8. To address Town Meeting, a speaker must first be recognized by the Moderator then give his or her name and address for the record. No speaker will be recognized while another person is speaking except to raise "a point of order" which is used to question a ruling of the Moderator or the conduct of the Town Meeting. "Points of Order" are NOT to address the subject matter being discussed.
9. The Moderator may set time limits on all presentations and may terminate debate on a motion when he deems it appropriate. Debate on a motion may also be terminated by a recognized voter "moving the question" which, if accepted by the Moderator as not being premature, shall be voted on without discussion or debate. A motion to "move

the question" requires a 2/3 vote for passage. The Moderator may set limits on the number of times a voter can speak on an article.

10. Articles in the Warrant give notice of the subjects to be discussed at Town Meeting and establish the parameters of matters that can be debated and acted upon. Amendments, motions, and/or debate determined by the Moderator, with the advice of Town Counsel, to be "beyond the scope" of the Articles may not be permitted.
11. Only two (2) amendments to a motion may be on the floor at any particular time. Generally, amendments shall be voted on in the order made and prior to the vote on the motion to be amended. Amendments over ten (10) words must be submitted to the Moderator in writing and, if over fifty (50) words, sufficient copies must be available at the entrance of the hall before the start of that particular session.
12. Consideration of differing dollar amounts to be appropriated shall be voted on in descending order, the largest number first, until an amount gains approval.
13. Non-voters will be seated in a special section unless permission is granted by the Town Meeting to be seated elsewhere. Non-voters may be allowed to address the Town Meeting with permission of the Moderator unless a majority of voters choose to deny such a privilege.
14. A resolution is a non-debatable, non-binding motion on any matter calling for a consensus of the Town Meeting. If a resolution is over ten (10) words, it must be submitted to the Moderator in writing and, if over fifty (50) words, sufficient copies must be available at the entrance of the hall to those attending.
15. No new business will be taken up after 10:30pm on any evening.
16. When justice or order requires, the Moderator may make exceptions to these rules as he/she, in his/her discretion, deems it appropriate under the circumstances and with the concurrence of the majority of the voters.
17. The Town Clerk shall report to town meeting on signage.

Reminder – State Law prohibits SMOKING on school property.

MUNICIPAL FINANCE TERMS

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

ASSESSED VALUATION – A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

BETTERMENT – A betterment assessment is a charge for the cost of public improvements, which benefit a limited area, against real estate situated in such.

BOND – A loan, typically over a year in maturity.

BOND AUTHORIZATION – The amount of money the Town Meeting approves for borrowing for a specific purpose.

BOND ISSUE – Generally, the sale of a certain number of bonds at one time by a governmental unit.

CAPITAL BUDGET – A plan of proposed capital outlays and the means of financing them for the current fiscal period.

CAPITAL OUTLAY – An expenditure for the purchase of property or equipment and for the construction or renovation of a facility and infrastructure.

CHERRY SHEET – A form showing all state and county charges and reimbursements to the town as certified by the Massachusetts Department of Revenue.

DEBT SERVICE – Payment of interest and repayment of principal to holders of the town's debt instruments.

ENTERPRISE FUND – Financing of services where all or most of the costs are paid for by users.

ENTERPRISE RETAINED EARNINGS – If during a fiscal year an Enterprise fund produces a surplus, such surplus shall be kept in a separate account called "retained earnings". The Department of Revenue then certifies that surplus as an available fund which can be used for:

1. operating costs to offset the need to increase user charges,
2. to fund capital improvements,
3. to reimburse General Fund to the extent the General Fund has funded a particular service in prior years, or
4. to fund Enterprise Fund revenue deficits.

FISCAL YEAR - A 12 month period, commencing on July 1, to which the annual budget applies. (Abbreviated as "FY".)

FREE CASH - The excess of assets over liabilities, minus uncollected taxes of prior years, also referred to as "available cash". The amount is certified annually by the Massachusetts Department of Revenue. Free Cash may be appropriated by vote of a town meeting.

GENERAL FUND - The major town owned fund which is created with town receipts and which is charged with expenditures payable from such revenues.

GRANT - A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.

LEVY LIMIT - The amount of dollars a Town can raise by taxation under Proposition 2 1/2.

LINE-ITEM BUDGET - A format of budgeting which organizes costs by type of expenditure. Such as expenses, equipment, and salaries.

OVERLAY - The overlay is the amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's overlay account no longer required to cover property tax abatements.

PROPERTY TAX LEVY - The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed "per thousand dollars" of assessed valuation.

RESERVE FUND - Money set aside by Town Meeting to be allocated by the Advisory Board for extraordinary and unforeseen expenditures.

REVOLVING FUND (Ch.44, Sec. 53E 1/2) - A Town may annually authorize the use of a revolving fund by accounting for separately the receipts received from a particular service or program and expend from such fund for providing such service or program without appropriation.

STABILIZATION FUND - A special account which is invested until used and can only be utilized by town meeting appropriation.

**FISCAL YEAR 2014 BUDGET MESSAGE
FROM THE ADVISORY BOARD**

Economic Growth will continue to be at a very slow pace this coming year but there are signs of positive change that should be helpful in Marshfield. The housing market is starting to revive and sales are improving albeit slightly. There are some older previously approved, inactive subdivisions and new subdivisions before the Planning that are now beginning to pursue building permits. Building permits (all) are up from last year.

The Town will benefit from the completion of a major economic endeavor which is the Route 139 widening project. New business is evolving in Marshfield and our new High School project is now visibly taking shape.

Although the economy is moving in the right direction, we are still far from the great economic times of years ago.

The Blizzard of 2013 changes the positive economic signs into a time to review and reflect our financial circumstances. At the time of this report, we could be looking at millions of dollars of damages throughout the town. The Board of Selectmen was granted authority to deficit spend and there is still time for more storms. We have confidence that our Fiscal Team will be providing thoughts, options and action items to address the pending shortfall, including using stabilization funds.

This year, making Public Safety a priority, we are proposing to increase Police and Fire Budgets by nearly 7%. We support adding two police officers to the Police Department and increasing the Fire Department overtime budget. We are very proud of our public safety efforts.

The FY 14 Budget did attempt to restore, even in a minor approach, some levels of services throughout Town government.

We are extremely grateful for the working relationship we have with all departments and for the leadership provided by the Board of Selectmen. We see the Fiscal Team as an asset to Marshfield Town Government. Our challenges will not be easy to resolve but we all should continue to work cooperatively together. Please keep in mind, much of the hard work that is done to review, compile and balance the Town's Budget was started in early February and culminates with Town Meeting action. While that process involved a commitment to spend many nights at Town Hall and in meetings, we all feel privileged to work for this great community!

On behalf of the Advisory Board,

Keith Polansky, Chairman
Thomas Scollins
Pauline Reid

Joanne Caulfield
Donald McAleer
Elizabeth Zimmer

Carlos Pena
Yvonne Price
Paul Sullivan

SPECIAL TOWN MEETING WARRANT

MONDAY, APRIL 22, 2013

TOWN OF MARSHFIELD
COMMONWEALTH OF MASSACHUSETTS
SPECIAL TOWN MEETING WARRANT

Special Town Meeting, Monday, April 22, 2013

At 7:00 o'clock in the evening at the Furnace Brook Middle School

Plymouth, SS: To either of the constables in the Town of Marshfield in the County of Plymouth.

Greetings: In the name of the Commonwealth of Massachusetts you are required to notify and warn the inhabitants of the Town of Marshfield qualified to vote in Town affairs to meet in the Furnace Brook Middle School Auditorium on Monday, the 22nd day of April 2013, at seven o'clock in the evening then and there to act on the following articles:

ARTICLE 1 Will the Town vote to raise and appropriate or transfer from available funds the sum of \$5,181.60 for payment of unpaid bills incurred during the previous fiscal year or take any other action relative thereto.

DEPARTMENT	VENDOR	DATE	AMOUNT
SCHOOL	LIFE DIMENSIONS	6/18/2012	\$1,377.00
SCHOOL	HUNTINGTON CONTROLS	3/19/2012	\$1,189.70
SCHOOL	PEARSON	1/20/2011	\$447.32
SCHOOL	WELLS FARGO	12/15/2008	\$78.00
TREASURER	COMMONWEALTH OF MASS	1/7/94-7/22/94	\$2,089.58
	STATE BOARD OF RETIREMENT		
			\$5,181.60

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 1 Explanation: These are unpaid bills from previous fiscal years that need to be paid.

ARTICLE 2 Will the Town vote to make the following adjustments to the Fiscal Year 2013 General Fund budget line items voted as Article 6 at the April 2012 Annual Town Meeting:

Transfer from the following FY 2013 budgets:

Employee Benefits:	sum of money
Unemployment:	sum of money
Utilities:	sum of money
Legal:	sum of money

Transfer to the following FY 2013 budgets:

Snow & Ice:	sum of money
Reserve Fund	sum of money
General Insurance:	sum of money
Facilities Expenses (Library Exterior):	\$31,241.31
Police Salaries (Overtime):	sum of money
Fire Expenses (Stretcher):	\$17,000.00

And further to transfer \$27,223.21 from Ventress Renovation, Article 29, ATM, 4/ 2008, transfer \$4,018.10 from Feasibility Study, Article 17, STM, 10/2007 and transfer a sum of money from other available funds or take any other action on any other line item relative thereto.

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 2 Explanation: This appropriation will fund those general fund line items which are experiencing shortfalls for unforeseen circumstances by transferring funds from line items which are performing better than expected.

ARTICLE 3 Will the Town vote to transfer from Overlay Surplus the sum of \$76,000 for the purpose of funding the abatement of FY2009 personal property tax to Verizon.

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 3 Explanation: The Supreme Judicial Court of Massachusetts has awarded Verizon an abatement of personal property tax for FY 2009. This case applied to all municipalities in Massachusetts which assessed a personal property tax to Verizon in FY 2009 based on values set by the Department of Revenue.

ARTICLE 4 Will the Town vote to expend a sum of money for the Energy Services Contract (ESCO) upgrades to various municipal buildings including asbestos abatement costs and to fund such appropriation transfer a sum of money from the investment income earned on the proceeds from the qualified energy conservation bond issued July 2, 2012 or take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 4 Explanation: The Town previously approved \$5,000,000 for this project which was financed by a federally subsidized qualified energy conservation bond. The federal subsidy will pay the full interest due on the bond over the next ten years. The terms of the bond require that any investment income earned by the Town on the \$5,000,000 be applied to the project costs. At

the time of the submission of this article, \$215.30 in additional investment income had been earned.

ARTICLE 5 Will the Town vote to establish a Capital Project Fund under Massachusetts General Laws Chapter 40, §5B or take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 5 Explanation: Unused funds in previous capital project authorizations would be closed to this fund per the Town By-Laws. This fund would then be used as the primary funding source for future capital projects. By establishing this fund in the Special Town Meeting, the Town can implement it for the FY 2013 accounting year end.

ARTICLE 6 Will the Town vote to amend Article 56 of the Town By-laws, by inserting Section 4A as follows:

Article 56, Section 4A - CAPITAL PROJECT FUND

1. A Capital Project Fund shall be established by Town Meeting vote. The Town Accountant is hereby authorized to close all completed general revenue, free cash and retained earnings financed capital appropriation balances in the General and Enterprise Funds to this fund. No expenditures shall be made from the Capital Project Fund. The fund shall serve solely as a source for financing future capital needs.
2. Unobligated balances in bonded capital project accounts shall be transferred to the Capital Project Fund at the completion of each such capital project. These balances shall be reserved for future appropriation in accordance with the municipal finance laws. To the extent that Town Meeting has not voted to designate Capital Project funds for a specific future project, the Unreserved Fund Balance in the Capital Project Fund shall be available for appropriation for additional capital needs.
3. As capital projects are completed during the course of a fiscal year, the responsible department head shall notify the Town Accountant and/or Treasurer Collector, who shall close unobligated appropriation balances to the Capital Project Fund. All year-end encumbered capital appropriation balances shall be brought forward from one year to the next, without any action of the responsible department head.
4. Not later than July 15th of each fiscal year, each department head having a capital appropriation in either an Enterprise Fund or the General Fund, for which there is an unexpended and unencumbered balance at June 30th, shall provide the Town Accountant and/or Treasurer Collector with a detailed request to carry the balance forward into the new fiscal year. This request shall contain a detailed description of the work to be performed, including any variations from the original plan, and a projected schedule for completion of the project. Prior to closing any appropriation for a capital project which has not been completed, the Town Accountant shall obtain the concurrence of the Board of Selectmen.
5. To the extent that undesignated and unreserved funds are available in the Capital

Project Fund at the time that the Capital Budget is submitted to Town Meeting, this fund shall be used as the priority source for capital appropriations. Free Cash shall not be used as a financing source for a capital appropriation while equal funding is available in the Capital Project Fund.

6. The Town Accountant and/or Treasurer Collector shall provide the Capital Budget Committee and the Board of Selectmen with an annual detailed report on the status of all capital appropriations, including a summary of all activity into and out of the Capital Project Fund.

or take any action relative thereto

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 6 Explanation: The above By-law would set out how funds would be closed to the Capital Project Fund and how they could be used. The adoption of such a fund was recommended to the Town by the Department of Revenue to address future capital needs.

ARTICLE 7 Will the Town vote to transfer from available funds a sum of money to fund collective bargaining agreements or other employee contracts with any one or more of the following organizations with respect to the fiscal year beginning July 1, 2011 and/or for prior fiscal years:

American Federation of State County and Municipal Employees AFL – CIO State Council 93
Local 1700 (Supervisory Employees)

or take any action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 7 Explanation: The Town has negotiated a collective bargaining agreement with the union above noted. Settlements are presented under MGL Chapter 150E for funding.

ARTICLE 8 Will the Town vote to transfer from the Stabilization Fund and any other available funds or borrow a sum of money for costs associated with the winter storms of 2013 and any snow and ice deficit due to snow removal costs incurred in the 2013 winter season or take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 8 Explanation: The Blizzard of 2013 was a historic event that caused considerable damage and resulted in unexpected and unforeseen costs. An article will be placed on a future Town Meeting Warrant to replace these funds upon receipt of federal and/or state reimbursements.

ARTICLE 9 Will the Town to authorize the Board of Selectmen to enter into a long-term, twenty (20) year, Power Purchase Agreement (PPA) with No Fossil Fuels, LLC, its successors and assigns, including an agreement to provide for certain real estate and/or property taxes during the term of the agreement and/or a payment in lieu of taxes agreement for the term of the agreement in connection with a solar photovoltaic generation facility with an aggregate generating capacity of approximately 3.99 MW DC (3.04 MW AC) to be located off of Clay Pit Road in Marshfield on privately owned land which is designed to produce Net Metering Credits for use by the Town in offsetting the utility bills associated with the Town's utility accounts or take any action relative thereto.

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 9 Explanation: The Board of Selectmen, at the time of the preparation of the Special Town Meeting Warrant, has been negotiating a contract with a private land owner and developer to purchase electricity generated by a solar array (Solar Photovoltaic generation facility) that is capable of generating nearly 4 megawatts of power. The contract or Power Purchase Agreement is for twenty years and will produce net metering credits for the Town of Marshfield that will be used to reduce the cost of electricity throughout the Town.

ARTICLE 10 Will the Town vote to take by Eminent Domain an access and grading easement of 50 foot width within assessors parcel H12-01-09A and shown on a plan prepared by Millbrook Surveying and Engineering, Marshfield, MA on file with the Town Clerk with land damages in the amount of a sum of money paid or take any action relative thereto.

Board of Public Works

Advisory Board Recommendation at Town Meeting.

Article 10 Explanation: The Town's drainage system from Ferry Street outfalls within an area on Town owned parcel G12-29-07 designated for drainage. The proposed easement on adjacent private property H12-01-09A will provide access for maintenance of the drainage area and allow the grading adjacent to be maintained to control storm water.

ARTICLE 11 Will the Town will vote to amend the Town of Marshfield Zoning Bylaws by adding a new section under Article V, Use Regulations, as follows:

Section 5.05 Temporary Moratorium on Medical Marijuana Treatment Centers. There is hereby enacted a temporary moratorium on the issuance of any use, building and/or zoning permits or approvals in any zoning district relating to medical marijuana treatment centers and other uses related to regulation of medical marijuana in the Town. The temporary moratorium will end on May 30, 2014 unless this moratorium is sooner repealed by Town Meeting upon recommendation of the Planning Board. The moratorium enacted by this paragraph will provide the Planning Board and Town sufficient time to write amendments to the Bylaw to determine the best way to regulate facilities associated with selling and processing marijuana for medical use in light of the enactment of Initiative Petition for the Humanitarian Medical Use of Marijuana effective January 1, 2013 and future regulations relating thereto to be promulgated by the Massachusetts Department of Public Health.

Or take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 11 Explanation: Massachusetts voters approved a ballot question legalizing marijuana for medical use; however, the Commonwealth and State Department of Public Health (DPH) has not provided any guidelines or promulgated regulations at this time to help the Town make a prudent decision about medical marijuana facilities and appropriate zoning regulations. The MA Attorney General's Office has ruled that cities and towns are free to adopt reasonable zoning moratoriums to enable them to respond in an appropriate manner to the forthcoming DPH regulations. The Board of Selectmen is recommending Town Meeting approve this moratorium to provide ample time for the Planning Board to consider the new regulations when issued and their impacts on zoning issue, to enable the Board of Health to consider local guidelines, and the Police Department to address present their concerns expressed on a state wide level already through the Massachusetts Chiefs of Police Association. .

ARTICLE 12 Will the Town vote to appropriate a sum of money for the purchase and installation of window blinds at the Daniel Webster and Eames Way schools and to fund such appropriation transfer a sum of money from the utility rebates received from NStar & Columbia Gas for the energy improvements made as part of the ESCO project?

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 12 Explanation: The replacement of the windows at the Daniel Webster and Eames Way schools were part of the ESCO project. Unfortunately, the old window blinds are not compatible with the new energy efficient windows and replacement blinds were not part of the ESCO project.

ARTICLE 13 Will the Town vote to appropriate a sum of money for the maintenance contracts for the new energy efficient boilers and HVAC systems installed as part of the ESCO project and to fund such appropriation transfer a sum of money from the utility rebates received from NStar & Columbia Gas for the energy improvements made as part of the ESCO project?

Board of Selectmen

Advisory Board Recommendation at Town Meeting.

Article 13 Explanation: The maintenance contracts will be phased out but are needed for the first year to train existing staff to properly maintain the new systems.

ARTICLE 14 Will the Town vote to raise and appropriate, transfer from available funds or borrow, a sum of money for the following General Fund purpose or take any other action relative thereto.

CAPITAL PROJECT RECOMMENDATIONS				
FISCAL YEAR 2013				
DEPARTMENT	PROJECT/PROGRAM	FY13 Request	FY 13 CBC Recomd	Funding Source/Comment
DPW - Engineering	Seawall and Piers	\$5,175,000	\$5,175,000	Borrowing pursuant to MGL Ch 64
GRAND TOTAL GENERAL FUND		\$5,175,000	\$5,175,000	

Capital Budget Committee

Advisory Board Recommendation at Town Meeting.

Article 14 Explanation: This article provides the funding necessary to permanently replace approximately 1,131 feet of seawall along Surf Avenue bounded more or less by the end of the recently constructed new seawall at Farragut Road and Old Beach Road and including the replacement of the access ramp. The seawall was constructed in 1931 and has reached beyond the end of design life. There are areas of severe concrete deterioration that are unsuitable for long term lasting repair. The access ramp at Old Beach Road and return walls will also be reconstructed for emergency vehicle and pedestrian access. The article will also repair 150 feet of the mortared revetment at Hewitt's Point and further provide design and permit funds for the 2,600 linear feet of seawall from Old Beach Road to 3rd Road.

ARTICLE 15 Will the Town vote to act upon the recommendation of the Board of Public Works to authorize the acquisition of certain parcel of land shown on the Marshfield Assessor's Map as lot G10-03-01 containing .652 acres more or less, located at 290 Main Street for the purpose of protection of groundwater and water supply of the municipal well field, and to authorize the treasurer to borrow a sum of money for the purchase, with costs defrayed from the Water Enterprise Fund or take any action relative thereto.

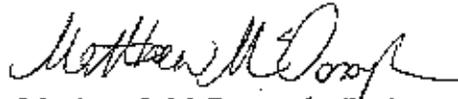
Advisory Board Recommendation: At Town Meeting.

Article 15 Explanation: The property is located on Main Street and is within the Zone-1 WRPD.....The purpose of the acquisition is to protect the integrity of the groundwater and water supply to the well (s).

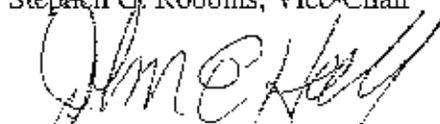
You are directed to serve this warrant by posting attested copies thereof at ten public places in different parts of the Town not less than fourteen days before the holding of said meeting. Hereof fail not to make the due return of this Warrant with our doings thereon to the Town Clerk at the time and place of the meeting aforesaid:

Given under our hands this 20th day of March 2013.

MARSHFIELD BOARD OF SELECTMEN


Matthew J. McDonough, Chairman


Stephen G. Robbins, Vice-Chair


John E. Hall, Clerk

A true copy, ATTEST:
Constable



TOWN OF MARSHFIELD

ANNUAL TOWN MEETING WARRANT

MONDAY, APRIL 22, 2013 AT 7:00 P.M.

AT

FURNACE BROOK MIDDLE SCHOOL AUDITORIUM

TOWN OF MARSHFIELD
COMMONWEALTH OF MASSACHUSETTS
WARRANT

For Annual Town Meeting, Monday, April 22, 2013
at 7:00 o'clock in the evening and on Tuesday, April 30, 2013 in the forenoon for the
Election of Town Officers of Marshfield and United States Senator

Precincts 1, 2, 3, 4, 5, 6, 7 - Furnace Brook Middle School Auditorium

Plymouth, SS: To either of the constables in the Town of Marshfield in the County of Plymouth.

Greetings: In the name of the Commonwealth of Massachusetts you are required to notify and warn the inhabitants of the Town of Marshfield qualified to vote in Town affairs to meet in the Furnace Brook Middle School Auditorium on Monday, the 22nd of April 2013, at seven o'clock in the evening then and there to act on the following articles:

ARTICLE 1 Will the Town vote to receive the reports of the Town Officers and Committees and to act thereon.

Board of Selectmen

ARTICLE 2 Will the Town vote to establish the salaries and compensation of all elected Town Officers for fiscal year 2014 and raise and appropriate a sum of money to pay the same, or act on anything relative thereto:

Selectmen	\$3,417	(Chairman \$1,229, 2 members \$1,094)
Assessors	\$3,687	(Chairman \$1,363, 2 members \$1,162)
Public Works	\$2,180	(Chairman \$816, 2 members \$682)
Planning Board	\$1,120	(Chairman \$320, 4 members \$200)
Board of Health	\$1,460	
Town Clerk	\$55,580	
Moderator	<u>\$92</u>	
	\$67,536	

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

ARTICLE 3 Will the Town vote to raise and appropriate, transfer from available funds or borrow, a sum of money for the following General, Water, Wastewater (Sewer) and Solid Waste Fund purposes, or take any other action relative thereto. (See Appendix B for debt information).

DEPARTMENT	PROJECT/PROGRAM	FY14 Request	FY14 CBC Allocation	Funding Source/Commitment
Animal Control	Replacement of Animal Control Vehicle	\$29,000	\$29,000	Free Cash
Conservation	Purchase of Toyota Pick-up Truck	\$25,000	\$0	
	Replacement of 14 passenger bus (handicapped accessibility with lift)	\$52,000	\$52,000	Free Cash
Council on Aging	Replace Engine 4 - 1989 Maxim 1000 GPM Pumper	\$164,000	\$464,000	Borrowing pursuant to MGL Ch 44
Fire Dept	Replace Firefighting Protective Equipment	\$35,000	\$35,000	Free Cash
Fire Dept	Replace Self Contained Breathing Apparatus	\$86,000	\$68,000	Borrowing pursuant to MGL Ch 44
Fire Dept	Replace Paramedic Ambulance - 2005 Ford F-450	\$217,000	\$0	
Fire Dept	Replace Car C-3 - 2004 Chevrolet (Hybrid)	\$52,000	\$0	
Fire Dept	Mechanical Refurbish Engine 2, 3 & Quint 1	\$95,000	\$0	
Fire Dept	Green Harbor piers dock replacement	\$80,000	\$0	
Harbormeister	SAN Storage Upgrade	\$62,000	\$0	
Info Technology	Purchase of Lasers & Training	\$85,000	\$98,000	Borrowing pursuant to MGL Ch 44
Police	Blinds - DW, EW	\$75,000	\$0	
School Dept	FBMS bleachers; \$28,000 Free Cash and \$75,000 \$52,000 borrowing pursuant to MGL Ch 44	\$100,000	\$75,000	
School Dept	Replacement of Gymnasium Bleachers - FBMS, MEI	\$100,000	\$75,000	
School Dept	Resilient Flooring/Asbestos Flooring Abatement - SR	\$100,000	\$100,000	Borrowing pursuant to MGL Ch 44
School Dept	K - 5 English Language Arts Textbook Adoption - SV	\$400,000	\$0	
School Dept	Bituminous Paving - GW, DW, SR	\$381,000	\$0	
School Dept	Municipal VoIP Telephone System	\$100,000	\$0	
Town Hall (BOS)	Replace PU Truck #15 with F350 wirew cab	\$45,000	\$0	
DPW - Cemetery	Replace Utility Vehicle w/ Accessories	\$27,000	\$27,000	Borrowing pursuant to MGL Ch 44
DPW - Cemetery	Deck Mower - Grass Hopper	\$26,000	\$26,000	Free Cash
DPW - Cemetery	Repair Damons Point Dam	\$55,000	\$0	
DPW - Engineering	Stormwater NPDES MS4 Requirements	\$50,000	\$50,000	Borrowing pursuant to MGL Ch 44
DPW - Engineering	Dribek Way Bridge Repair Construction	\$620,000	\$620,000	Borrowing pursuant to MGL Ch 44
DPW - Engineering	Padding Hill Bridge Replacement Design	\$25,000	\$0	
DPW - Highway	Rubbish Compactor Truck	\$84,000	\$0	
				\$89,000 from Water Enterprise Retained Earnings; \$38,000 from Wastewater Enterprise Retained Earnings and \$400,000 from borrowing pursuant to MGL Ch 44
DPW - Highway	Fuel Depot	\$525,000	\$525,000	
DPW - Highway	Road Reconstruction	\$250,000	\$200,000	Borrowing pursuant to MGL Ch 44
DPW - Highway	Skid steer (Boat)	\$75,000	\$0	
	Replace Pump Truck 101 & 102 with 2001 with plow and sander	\$360,000	\$0	
				\$48,000 from Solid Waste Retained Earnings and \$105,000 from borrowing pursuant to MGL Ch 44
DPW - Highway	Replace 1994 trackless with plow and boom mower	\$154,000	\$154,000	
DPW-Maintenance	50,000 lbs Truck Lift	\$110,000	\$0	
GRAND TOTAL GENERAL FUND		\$4,907,000	\$2,521,060	

DEPARTMENT	PROJECT/PROGRAM	FY14 Request	FY 14 CBC Rebudget	Funding Source/Comment
Wastewater Enterprise	Collection System Repairs	\$150,000	\$150,000	Wastewater Enterprise Retained Earnings
	Pump Station Upgrades (Beta Master Plan) Avon & Central St.	\$1,550,000	\$1,550,000	Borrowing pursuant to MGL Ch 44
	Outfall system repairs - Inspection/Engineering	\$45,000	\$45,000	Wastewater Enterprise Retained Earnings
	Replace PU truck #77 with extd cab 3/4 ton PU F150	\$45,000	\$45,000	Wastewater Enterprise Retained Earnings
	Collection System Inspection Vehicle - extd cab 3/4 ton pick-up	\$45,000	\$45,000	Wastewater Enterprise Retained Earnings
	Design of Maintenance and Storage building	\$70,000	\$70,000	Wastewater Enterprise Retained Earnings
	TOTAL WASTEWATER ENTERPRISE FUND	\$1,905,000	\$1,905,000	
Solid Waste Enterprise	Horizontal Grinder	\$175,000	\$175,000	Borrowing pursuant to MGL Ch 44
	TOTAL SOLID WASTE ENTERPRISE FUND	\$175,000	\$175,000	
Water Enterprise	Meter Replacement	\$225,000	\$225,000	Borrowing pursuant to MGL Ch 44
	Water Main Upgrades	\$120,000	\$120,000	Water Enterprise Retained Earnings
	Fair Grounds pump station and water main construct	\$1,450,000	\$1,450,000	Borrowing pursuant to MGL Ch 44
	Replace #188, 2004, 6 wheel dump truck	\$169,000	\$169,000	Bond Premiums
	Well Cleaning and Rehabilitation	\$41,000	\$41,000	Water Enterprise Retained Earnings
	Replace Truck #122 utility body truck 2500	\$65,000	\$65,000	Bond Premiums
	Gate Valve Exerciser	\$60,000	\$60,000	Bond Premiums
	TOTAL WATER ENTERPRISE FUND	\$2,130,000	\$2,130,000	
GRAND TOTAL - ALL FUNDS		\$9,017,000	\$9,731,000	

Sources for those projects voted in this article only:

Borrowing supported by tax levy	\$2,182,000
Frec Cash	\$165,000
Water Enterprise Retained Earnings	\$250,000
Water Enterprise Bond Premiums	\$294,000
Wastewater (Sewer) Enterprise Retained Earnings	\$391,000
Solid Waste Enterprise Retained Earnings	\$49,000
Enterprise Fund Borrowing supported by user fees	\$3,400,000
Total	\$6,731,000

ARTICLE 4 Will the Town vote to establish revolving funds for certain Town Departments under Massachusetts General Law, Chapter 44, Section 53E1/2 for the fiscal year beginning July 1, 2013, with the specific receipts credited to each fund the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year as follows, or take any other action relative thereto:

<u>Authorized to Spend</u>	<u>Revolving Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>	<u>FY 2014 Spending Limit</u>
Recreation Commission	Recreation	Fees charged for recreation programs.	Full and part-time salaries, supplies, other charges and expenses of the various recreation programs.	\$349,000
Beach Commission	Beaches	Fees charged for beach stickers, parking at public beach lots and snack bar operations.	Part-time salaries, supplies, other charges and expenses of the beach operations.	\$247,000
DPW	Playing Field Rentals	Fees charged for rental of playing fields.	Part-time salaries, supplies, other charges and expenses of the playing field operations.	\$13,400
School Committee	High School Graphic Arts Program	Fees charged for the graphic arts program.	Part-time staff, supplies and equipment for the program.	\$28,900
School Committee	High School Restaurant Program	Fees charged for the restaurant program.	Part-time staff, supplies and equipment for the program.	\$14,000

School Committee	Boat Building Program	Fees charged for the activities of the boat building program.	Part-time staff, supplies and equipment for the program.	\$7,900
School Committee	Integrated Pre-school Program	Fees charged for the activities of the integrated pre-school program.	Part-time staff, supplies and equipment for the program.	\$124,000
School Committee	Community Education Program Fund	Fees charged for summer school and adult education.	Services of the continuing education program staff, supplies and equipment.	\$38,000
School Committee	Driver Education Program Fund	Fees charged for Driver education program.	Driver education staff, supplies, and equipment.	\$73,000
School Committee	Student Parking Fund	Fees charged to students for parking.	Expenses associated with school parking lot maintenance and monitoring.	\$35,000
Council on Aging	GATRA Bus	Reimbursement for Services	Expenses associated with transportation services for COA	\$73,000
Seth Ventress Rental	Selectmen Building	Fees for Rental of Seth Ventress Building	Expenses associated with maintenance of the Seth Ventress Building	\$180

			TOTAL OF ALL FUNDS	\$1,003,380
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Advisory Board Recommendation: At Town Meeting.

In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures are reported as follows:

<u>Revolving Fund</u>	<u>Beg Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Recreation:				
7/1/11-6/30/12	\$477,458.79	\$349,417.64	\$418,681.60	\$408,194.83
7/1/12-12/31/12	\$408,194.83	\$93,866.22	\$183,619.71	\$318,441.34
Beaches:				
7/1/11-6/30/12	\$79,846.91	\$247,711.66	\$226,187.22	\$101,371.35
7/1/12-12/31/12	\$101,371.35	\$125,276.48	\$166,470.06	\$60,177.77
Playing Field Rentals:				
7/1/11-6/30/12	\$27,152.87	\$13,430.00	\$40,582.87	(\$0.00)
7/1/12-12/31/12	(\$0.00)	\$2,975.00	\$1,986.08	\$988.92
High School Graphic Arts:				
7/1/11-6/30/12	\$1,473.64	\$28,927.89	\$28,739.94	\$1,661.59
7/1/12-12/31/12	\$1,661.59	\$17,084.05	\$17,141.19	\$1,604.45
High School Restaurant Program:				
7/1/11-6/30/12	\$17,290.45	\$14,455.50	\$14,778.18	\$16,967.77
7/1/12-12/31/12	\$16,967.77	\$2,970.14	\$5,788.05	\$14,149.86
Boat Building Program:				
7/1/11-6/30/12	\$6,953.18	\$7,926.00	\$7,372.41	\$7,506.77
7/1/12-12/31/12	\$7,506.77	\$400.00	\$5,460.01	\$2,446.76
Integrated Pre-School Program:				
7/1/11-6/30/12	\$51,701.66	\$124,695.50	\$158,151.55	\$18,245.61
7/1/12-12/31/12	\$18,245.61	\$48,632.66	\$52,952.77	\$13,925.50

Community Education Program:				
7/1/11-6/30/12	\$29,260.59	\$38,540.46	\$37,499.80	\$30,301.25
7/1/12-12/31/12	\$30,301.25	\$4,390.00	\$28,273.34	\$6,417.91
Driver Education Program:				
7/1/11-6/30/12	\$16,460.94	\$73,025.00	\$77,933.83	\$11,552.11
7/1/12-12/31/12	\$11,552.11	\$40,000.00	\$31,033.56	\$20,518.55
Student Parking Fund:				
7/1/11-6/30/12	\$44,089.19	\$35,420.00	\$63,069.28	\$16,439.91
7/1/12-12/31/12	\$16,439.91	\$15,254.50	\$12,428.55	\$19,265.86
Gatra Bus				
7/1/11-6/30/12	\$10,346.25	\$73,593.09	\$44,403.11	\$39,536.23
7/1/12-12/31/12	\$39,536.23	\$34,933.98	\$31,412.83	\$43,057.38
Seth Ventress Rental				
7/1/11-6/30/12	\$1,070.00	\$180.00	\$1,070.00	\$180.00
7/1/12-12/31/12	\$180.00	\$305.00	\$0.00	\$485.00

Article 4 Explanation: Revolving funds established under Chapter 44 Section 53E 1/2 need to be reauthorized each year and must be used as described and for the purposes noted in the above noted matrix. Chapter 44 Section 53E1/2 also requires an annual report included above. The Recreation Fund is being converted from a Chapter 44 Section 53D revolving fund to a Chapter 44 Section 53E1/2 revolving fund.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 5 Will the Town vote to revoke its acceptance of the provisions of Gen. L. c. 44 §53D approved by Article 7 at the 1981 Annual Town Meeting establishing a revolving fund for the conduct of self supporting recreation and/or park services or take any action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 5 Explanation: If Article 4 is approved as recommended this article would complete the recommendation of DOR and eliminate the existing recreation account.

ARTICLE 6 Will the Town vote to transfer a sum of money into the Stabilization Fund or take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 6 Explanation: The Stabilization is a special reserve account that currently has a balance of \$2,307,865. Only the legislative body of the Town, which is Town Meeting, may move funds into or out of this reserve account. A 2/3 vote is required to move funds out of the stabilization account for any legally authorized purpose.

ARTICLE 7 Will the Town vote to raise and appropriate, or transfer from available funds; including the Water Enterprise Fund, the Wastewater Enterprise Fund and the Solid Waste Enterprise Fund in accordance with Massachusetts General Laws Chapter 44 Section 53F ½, such sums of money as it determines necessary for Town expenses and charges including without limitation of the foregoing, debt and interest, wages, salaries, Reserve Fund and expenses for operations for the Town's departments and offices, all for FY2014 (beginning July 1, 2013 and ending June 30, 2014) inclusive, in accordance with the following schedule, which is incorporated by reference herein or take any action in relation thereto. (See Appendix C for Enterprise Fund detail)

Department	FY14 Advisory Board		
	FY12 Expended	FY13 Budget	Recommended
Selectmen Salaries	\$ 241,812	\$ 255,132	\$ 263,850
Selectmen Expenses	\$ 194,943	\$ 193,940	\$ 191,900
Selectmen Total	\$ 436,756	\$ 449,072	\$ 455,750
Facilities Salaries	\$ 93,000	\$ 93,000	\$ 98,000
Facilities Expenses	\$ 2,942	\$ 157,000	\$ 152,000
Facilities Total	\$ 95,942	\$ 250,000	\$ 250,000
Reserve Fund	\$ 68,729	\$ 100,000	\$ 100,000
Town Acct Salaries	\$ 168,484	\$ 175,197	\$ 180,419
Town Acct Expenses	\$ 3,933	\$ 3,939	\$ 4,700
Town Acct Total	\$ 172,417	\$ 179,136	\$ 185,119
Assessors Salaries	\$ 212,157	\$ 214,111	\$ 223,680
Assessors Expenses	\$ 57,082	\$ 69,750	\$ 69,750
Assessors Total	\$ 269,239	\$ 283,861	\$ 293,430
Treas Coll Salaries	\$ 326,159	\$ 339,556	\$ 350,546
Treas Coll Expenses	\$ 33,505	\$ 34,380	\$ 34,380
Treas Coll Total	\$ 359,664	\$ 373,936	\$ 384,926
Audit	\$ 60,000	\$ 60,000	\$ 60,000
Legal	\$ 305,205	\$ 170,000	\$ 115,000
Info Technlgy Salaries	\$ 148,423	\$ 148,490	\$ 157,416
Info Technlgy Expenses	\$ 144,741	\$ 151,668	\$ 169,547
Info Technlgy Total	\$ 293,164	\$ 300,158	\$ 326,963
Town Clerk Salaries	\$ 48,268	\$ 51,732	\$ 52,921
Town Clerk Expenses	\$ 1,766	\$ 4,110	\$ 4,110
Town Clerk Total	\$ 50,025	\$ 55,842	\$ 57,031
Elections/Bd of Reg	\$ 34,137	\$ 65,450	\$ 45,450
Conservation Salaries	\$ 98,839	\$ 98,885	\$ 112,529
Conservation Expenses	\$ 8,532	\$ 6,580	\$ 12,768
Conservation Total	\$ 107,371	\$ 107,465	\$ 125,297
Planning Bd Salaries	\$ 119,745	\$ 121,284	\$ 125,461
Planning Bd Expenses	\$ 1,800	\$ 1,898	\$ 2,298
Planning Bd Total	\$ 121,545	\$ 123,182	\$ 127,759

Department	FY14 Advisory Board		
	FY12 Expended	FY13 Budget	Recommended
Zoning Bd of App Salaries	\$ 25,676	\$ 27,589	\$ 28,645
Zoning Bd of App Expenses	\$ 1,077	\$ 1,880	\$ 1,880
Zoning Bd of App Total	\$ 26,753	\$ 29,469	\$ 30,525
Police Salaries	\$ 3,733,459	\$ 3,713,254	\$ 3,961,021
Police Expenses	\$ 231,027	\$ 251,845	\$ 274,832
Police Total	\$ 3,964,486	\$ 3,965,099	\$ 4,235,853
Fire Salaries	\$ 3,962,655	\$ 4,142,326	\$ 4,433,252
Fire Expenses	\$ 288,146	\$ 250,576	\$ 251,097
Fire Total	\$ 4,250,801	\$ 4,392,902	\$ 4,684,349
Building Ins Salaries	\$ 235,756	\$ 237,079	\$ 289,866
Building Ins Expenses	\$ 7,324	\$ 7,184	\$ 7,184
Building Ins Total	\$ 243,080	\$ 244,263	\$ 297,050
Sealer of Wgts & Meas	\$ 5,000	\$ 5,000	\$ 5,000
Animal Control Salaries	\$ 47,333	\$ 48,373	\$ 64,199
Animal Control Expenses	\$ 10,056	\$ 10,064	\$ 10,064
Animal Control Total	\$ 57,389	\$ 58,437	\$ 74,263
Animal Inspect Salaries	\$ 1,800	\$ 1,800	\$ 1,800
Animal Inspect Expenses	\$ -	\$ -	\$ -
Animal Inspect Total	\$ 1,800	\$ 1,800	\$ 1,800
Harbormaster Salaries	\$ 93,000	\$ 93,000	\$ 93,000
Harbormaster Expenses	\$ 49,526	\$ 50,500	\$ 50,500
Harbormaster Total	\$ 142,526	\$ 143,500	\$ 143,500
Education	\$ 40,851,798	\$ 41,400,104	\$ 42,653,343
Education Total	\$ 40,851,798	\$ 41,400,104	\$ 42,653,343
DPW Salaries	\$ 1,556,544	\$ 1,588,775	\$ 1,667,165
DPW Expenses	\$ 559,856	\$ 567,388	\$ 581,388
DPW Total	\$ 2,116,400	\$ 2,156,163	\$ 2,248,553
Snow & Ice	\$ 156,713	\$ 400,000	\$ 400,000
Automotive Fuel	\$ 489,895	\$ 405,374	\$ 408,300
Bd of Health Salaries	\$ 183,336	\$ 183,775	\$ 194,309
Bd of Health Expenses	\$ 24,500	\$ 24,117	\$ 24,117
Bd of Health Total	\$ 207,836	\$ 207,892	\$ 218,426

Department	FY12		FY13		FY14 Advisory
	Expended	Budget	Budget	Recommended	Board
Council on Aging Salaries	\$ 147,008	\$ 182,335	\$ 188,824		
Council on Aging Expenses	\$ 40,351	\$ 22,351	\$ 25,587		
Cncl on Aging Total	\$ 187,359	\$ 204,686	\$ 214,411		
Veterans Salaries	\$ 66,643	\$ 70,104	\$ 83,593		
Veterans Expenses	\$ 370,758	\$ 394,759	\$ 406,044		
Veterans Total	\$ 437,402	\$ 464,863	\$ 489,637		
Library Salaries	\$ 505,486	\$ 510,880	\$ 551,665		
Library Expenses	\$ 147,074	\$ 115,750	\$ 113,250		
Library Total	\$ 652,560	\$ 626,630	\$ 664,915		
Recreation Salaries	\$ 65,765	\$ 65,865	\$ -		
Recreation Expenses	\$ 1,458	\$ 1,532	\$ -		
Recreation Total	\$ 67,223	\$ 67,397	\$ -		
Trustee of Vets Mem Salaries	\$ -	\$ -	\$ 7,150		
Trustee of Vets Mem Expenses	\$ 9,580	\$ 9,580	\$ 4,850		
Trustees of Veterans Memrls	\$ 9,580	\$ 9,580	\$ 12,000		
Historical Commission	\$ 2,260	\$ 3,780	\$ 3,780		
Clam Flats Salaries	\$ 1,094	\$ 2,000	\$ 2,000		
Clam Flats Expenses	\$ 1,000	\$ 1,000	\$ 1,000		
Clam Flats Total	\$ 2,094	\$ 3,000	\$ 3,000		
Debt Service	\$ 4,719,985	\$ 4,773,000	\$ 8,243,767		
General Insurance	\$ 579,991	\$ 735,809	\$ 666,549		
Retirement	\$ 3,736,165	\$ 4,285,250	\$ 4,458,347		
Employee Benefits	\$ 5,633,992	\$ 5,575,655	\$ 5,472,872		
Unemployment	\$ 113,732	\$ 150,000	\$ 120,000		
Medicare	\$ 638,499	\$ 675,000	\$ 689,000		
Unclassified Salaries	\$ 798	\$ 1,000	\$ 1,000		
Unclassified Expenses	\$ 33,112	\$ 30,000	\$ 30,000		
Unclassified Total	\$ 33,910	\$ 31,000	\$ 31,000		
Utilities	\$ 389,965	\$ 392,185	\$ 379,765		
Total General Fund Budget	\$72,093,388	\$73,925,940	\$79,376,730		

	FY14 Advisory Board		
Department	FY12 Expended	FY13 Budget	Recommended
Wastewater Salaries	\$ 795,250	\$ 795,250	\$ 850,346
Wastewater Expenses	\$ 917,961	\$ 939,500	\$ 944,500
Wastewater Debt Service	\$ 506,156	\$ 522,351	\$ 522,351
Wastewater Emergency Reserve	\$ -	\$ 100,000	\$ 100,000
Wastewater Enterprise	\$ 2,219,367	\$ 2,357,101	\$ 2,417,197
Solid Waste Salaries	\$ 472,136	\$ 515,031	\$ 560,367
Solid Waste Expenses	\$ 1,862,176	\$ 1,977,000	\$ 2,077,000
Solid Waste Debt Service	\$ -	\$ -	\$ -
Solid Waste Emergency Reserve	\$ -	\$ 50,000	\$ 50,000
Solid Waste Enterprise	\$ 2,334,312	\$ 2,542,031	\$ 2,687,367
Water Salaries	\$ 1,057,403	\$ 1,058,275	\$ 1,187,868
Water Expenses	\$ 733,836	\$ 856,000	\$ 871,000
Water Debt Service	\$ 875,320	\$ 927,439	\$ 1,235,161
Water Emergency Reserve	\$ -	\$ 100,000	\$ 100,000
Water Enterprise	\$ 2,666,559	\$ 2,941,714	\$ 3,394,029
Grand Total All Budgets	\$ 79,313,626	\$ 81,766,786	\$ 87,875,323

Other Funding Sources

- Solid Waste Enterprise Receipts
- Solid Waste Enterprise Retained Earnings
- Water Enterprise Receipts
- Water Enterprise Retained Earnings
- Water Enterprise Bond Premiums
- Wastewater Enterprise Receipts
- Wastewater Enterprise Retained Earnings
- Cemetery Perpetual Care Interest
- Free Cash
- Licensing & Keeping of Dogs
- Waterways Fund
- Wetland Protection
- Bond Premiums
- Other Available Funds

Advisory Board

Advisory Board Recommendation: At Town Meeting.

Article 7 Explanation: This article is the comprehensive omnibus Operational Budget for Fiscal Year 2014 for the entire Town.

ARTICLE 8 Will the Town vote to strike the existing Personnel Bylaw adopted by Article 5 at the 1964 Annual Town Meeting and substituting in its place the new Personnel

Classification and Compensation Bylaw, set forth in its entirety in Appendix D hereto, as Article 92 of the General Bylaws.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 8 Explanation: The new Personnel Classification and Compensation Bylaw is the first major revision to the Personnel Bylaw since 1964. The Bylaw is updated to reflect current practices, procedures, current laws and regulations as well as a wage schedule that provides Personnel Bylaw employees with a 2% base salary increase. This is the same increase provided to employees with settled collective bargaining agreements for FY14.

ARTICLE 9 Will the Town vote to raise and appropriate the sum of \$40,000 for the Compensated Absence Reserve and to fund such appropriation raise and appropriate or transfer from available funds the sum of \$40,000 to be used to pay school and town employees equally amounts to which they are entitled under applicable collective bargaining agreements or personnel bylaws, for unused sick leave, or take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 9 Explanation: Each year, employees of the Town are entitled to sick leave benefits due from union contracts or the Personnel Bylaw. Certain employees are entitled to buy back sick leave benefits and this article will fund those obligations.

ARTICLE 10 Will the Town vote to raise and appropriate the sum of \$10,000 and to fund such appropriation raise and appropriate or transfer from available funds the sum of \$10,000, to be transferred to the Other Post Employment Benefits Liability Trust Fund as established at the April 2009 Special Town Meeting or take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 10 Explanation: This funding would demonstrate the Town's recognition of the liability and an ongoing attempt to address it.

ARTICLE 11 Will the Town vote to raise and appropriate or transfer from available funds the sum of \$13,000 to codify the Town's Municipal Bylaws and all Departmental Rules and Regulations, or take any action in relation thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 11 Explanation: Currently the Town's Bylaws are recorded in chronological order. Without knowing when a bylaw was adopted, it is very difficult to discover or research the applicable bylaws. Standard code organization is by subject matter, which makes research much easier. Also, there is no composite of Board, Committee or Commission policies, rules or regulations. The codification process would not only reorganize all of the Town's Bylaws but also include a section on departmental policies. The codification project is designed to provide easy access to all governing bylaws and policies in an organized fashion.

ARTICLE 12 Will the Town vote to amend the Town of Marshfield Zoning Bylaws by striking certain language under Article V, Section 5.04, Accessory Uses, Section 20 as follows:

20. Accessory commercial parking lot to be operated only during the time the Marshfield Fair is being conducted each year, such parking lot to be used solely for the purpose of providing parking for persons attending the Marshfield Fair.

and replacing it with the following new text:

20. Accessory commercial parking lot to be operated only during the time events are being conducted on the property of the Marshfield Fairgrounds, such parking lot to be used solely for the purpose of providing parking for persons attending the Marshfield Fair or events on the Marshfield Fairgrounds, or to take any other action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 12 Explanation: The current zoning bylaw allows for lawful accessory "commercial" parking only for the traditional (10 day) Marshfield Fair. This change would authorize accessory "commercial" parking for residents located in the immediate vicinity of the Marshfield Fairgrounds during other events held at the Marshfield Fairgrounds throughout the year. Additional events are required to obtain additional licenses from the Board of Selectmen.

ARTICLE 13 Will the Town vote to raise and appropriate or transfer from available funds the sum of \$4,500.00 to contract with Northeastern University's Dukakis Center for Urban and Regional Policy and participate in a program entitled Economic Development Self Assessment Tool (EDSAT) to assist the Town in developing in formulating and implementing an economic development strategy or take any action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 13 Explanation: The Board of Selectmen has as an overall priority goal of economic development in the Town. The biggest impact on economic development in recent history will be the completion of the RT 139 widening project. In anticipation and hope for new business and industry in the appropriately zoned areas, the Board of Selectmen is seeking guidance relative the Town's existing process for development by reviewing our process strengths and weaknesses. A study would be conducted under the general direction of Dr. Barry Bluestone, a well know economist, through the Kitty and Michael Dukakis Center for Urban and Regional Policy at Northeastern University.

ARTICLE 14 Will the Town vote to raise and appropriate or transfer from available funds the sum of \$6,000 to fund non-profit agencies providing services to Marshfield residents listed as follows:

- 1) Clift Rodgers Free Library - \$1,000
- 2) YWCA - \$1,000
- 3) South Coastal Counties Legal Services, Inc. - \$1,000
- 4) South Shore Women's Resource Center - \$1,000
- 5) Talking Information Center - \$1,000
- 6) Grad Nite Live, Inc., \$1,000

or take any action relative thereto.

Board of Selectmen

Advisory Board Recommendation: At Town Meeting.

Article 14 Explanation: The Board of Selectmen adopted a Non-Profit Funding Policy that would allow for non-profit entities providing services to Marshfield residents to submit a request for funding. The Board of Selectmen and Advisory Board would have information about the entity/agency and this would allow the Town, through the budget process, to provide the same fiscal considerations and scrutiny that is provided to all Town Departments when making budgetary decisions.

ARTICLE 15 Will the Town vote to appropriate a sum of money from funds available to the Town under Massachusetts General Law Chapter 90, Section 34(2)(a), or take any other action relative thereto.

Board of Public Works

Advisory Board Recommendation: At Town Meeting.

Article 15 Explanation: This article authorizes the Town to receive State funding for public road projects within the Town which are approved

ARTICLE 16 Will the Town vote to raise and appropriate, and/or transfer from available funds and/ or authorize the borrowing of funds to purchase 9.8 acres of land consisting of three

parcels of land identified as Assessors Map K10-19-34 (1.2 acres) and K10-01-33 (4 acres) and K10-19-32 (4.6 acres) for a **Sum of Money**, for the purpose of gaining access to Bass Creek for future maintenance dredging, or take any other action related thereto.

Board of Public Works

Advisory Board Recommendation: At Town Meeting.

Article 16 Explanation: This article provides authorization to purchase wetlands abutting Leon Street and Charles Street and the Bass Creek for future maintenance dredging of the Bass Creek. This land will allow the Town an additional access point along the creek to reduce dredge spoil removal costs.

ARTICLE 17 Will the Town vote to raise and appropriate a **Sum of Money**, and or transfer from available funds and /or authorize the borrowing of funds to conduct an audit of cemetery records, research historical data, conduct field verification, and develop improved management system and make recommendations for the purpose of establishing a consolidated historical record and determining the Town's future cemetery needs or take and action relative thereto.

Board of Public Works

Advisory Board Recommendation: At Town Meeting.

Article 17 Explanation: This article provides funding to create a historical record of grave sites in the Town dating back to the mid 1600's to the present, and create an improved record management system and master plan to determine future cemetery needs.

ARTICLE 18 Will the Town vote to amend Article Fifty-Four of the General Bylaws by incorporating the following language, or take any other action relative thereto:

ARTICLE 6, Section 7 – REBUILDING THE MARSHFIELD WASTEWATER TREATMENT FACILITY AND PHASE I PUMP STATIONS AND COLLECTION SYSTEM: For any costs associated with any significant rebuilding, upgrading or increase in capacity of the existing wastewater treatment project, to the extent bonding is required to fund such project, the project will be bonded over a period of time as determined by the treasurer/collector. The existing wastewater treatment project includes the plant, outfall, collection system and original lift stations (Main Lift, Avon Street, Central Street, and Plymouth Avenue) and their force mains. Annual debt retirement shall be apportioned so that 40% is placed on the general tax rate and 60% on the sewer users or as determined by Town Meeting vote. The 60% allocated to sewer users will be recovered by sewer user charges.

Board of Public Works

Advisory Board Recommendation: At Town Meeting.

Article 18 Explanation: The Marshfield Wastewater Treatment Project, Phase I, was originally funded, by bonding, with 40% placed on the general tax rate and 60% on the sewer users. This infrastructure is now 30+ years old, benefits the entire Town, and is in need of rebuilding.

ARTICLE 19 To see if the Town will vote to amend the Town of Marshfield Zoning Bylaws by re-writing under Article VII, Section 7.02 subsection 13 as follows:

"In any Residential district, temporary contractor signs up to six-square feet of total surface area on any side shall be permitted. Such signs may be one- or two-sided, shall be unlighted, and must be free standing secured by post or stake in the ground with consent of the property owner. Said signs shall also be set back from the layout of any street or way at least ten (10) feet from the street lot line. Temporary contractor signs shall be allowed to be installed one week prior to the commencement of the project to be performed at that residential address and may remain in place for no longer than two weeks following completion of the project."

And by adding the following language to the end of Article VII, Section 7.02, subsection 14:

"Such signs shall be allowed to be installed one week prior to the commencement of the project to be performed at that address and may remain in place for no longer than two weeks following completion of the project."

Also, by adding the following additional text to heading of Article VII, Section 7.04:

Signs Permitted in Any Business District or in the Overlay PMUD

and, by striking under Article VII, Section 7.04, subsection 2 and replacing it with the following new text:

2. a) One primary wall sign is allowed. This sign shall represent 10% of the surface area of the wall to which it is attached up to 40 sq. ft. by right. A commercial or industrial establishment may be allowed, by special permit, to install a larger primary wall sign up to 90 sq. ft. so long as the surface area of the sign being requested does not exceed 10% of the surface area of the wall to which it is affixed. Primary signs must be attached and parallel to a wall facing a public or private way or a public or private parking area serving the commercial establishment.

b) A secondary wall sign, up to 40 sq. ft. shall also be allowed by right if it is in compliance with the criteria listed herein. Larger secondary wall signs, up to 50 sq. ft. may be allowed by special permit provided the size of the secondary wall sign does not exceed 10% of the surface area of the wall to which it is affixed. Secondary wall signs must be attached and parallel to a wall of the building which faces a public or private way or a public or private parking area serving the commercial or industrial establishment.

c) A tertiary wall sign may be allowed by special permit, up to 40 sq. ft. if it is in compliance with the criteria listed herein. Tertiary wall signs must be attached and parallel to a wall of the building which faces a public or private way or a public or private parking area serving the commercial or industrial establishment.

d) A commercial or industrial establishment may seek by special permit an alternate wall sign design scheme allowing the sign area of a proposed wall sign, meeting the criteria listed above, to be broken into multiple signs so long as the combined size of the signs does not exceed the maximum allowable square footage.

e) If lighted, primary wall signs shall be illuminated internally or by indirect lighting. Secondary or Tertiary signs may be lighted by special permit. Flashing or animated wall signs are not permitted.

f) If acting on special permit, the Zoning Board of Appeals shall take into account the visual impact of the proposed design scheme on the abutting properties, the character of the abutting area and neighborhood, the types of signs and their materials, the type of use, the setback of the proposed building from the streets, ways or parking areas, the size of such signs and other design, visual and aesthetic considerations in order to promote a proper balance between the proper and reasonable identification of the commercial and industrial establishments, the preservation of the character of the town and consistency with the intent and purpose of this bylaw.

g) The Zoning Board of Appeals may impose such conditions and restrictions on signs as it deems appropriate, including without limitation, hours of illumination, size, materials of construction, the nature and type of illumination, lighting effects, color schemes and other considerations in order to protect the public good consistent with the intent and purpose of this bylaw.

h) Commercial or Industrial establishments may be allowed to imprint logos, brands or trademarks on any canopy, awning or similar structure above doors or windows for said business by special permit, unless the plan is for said imprint to serve as the primary sign for the commercial or industrial establishment, which is allowed by right.

i) The Zoning Board of Appeals shall be the permit-granting authority for all special permit signs, including in the PMUD.

Also by adding the following text to the end of Article VII, Section 7.04, subsection 4:

"An additional sign board (including electronic) shall be permitted to be attached to the standing sign up to a total surface area of 10 square feet per side. If electronic, such sign boards may not be flashing or animated."

Or act on anything relative thereto.

Board of Selectmen/Chamber of Commerce

Advisory Board Recommendation: At Town Meeting.

Article 19 Explanation: The proposed changes to the existing sign by-laws are intended to accomplish the following: 1) Bring proportionality to the bylaws by including a provision that signs should not exceed 10% of the surface area of the wall to which they are affixed. 2) It seeks to add a special permitting process to occur that would allow businesses to affix signs larger than 40 sq ft to large buildings so long as said signs don't exceed 10% of the surface of the wall to which they are affixed up to a maximum of 90 sq. ft. 3) To give the ZBA enhanced decision-making authority around design, aesthetics and impact of signs through the special permitting process. 4) To allow for secondary signs to be affixed to buildings which face either multiple roadways or parking areas serving the business. 5) To more clearly define how long contractor's signs may remain at a job-site. 6) To allow 10 sq ft sign boards to be added to roadside, freestanding signs.

ARTICLE 20 Will the Town vote to amend the Zoning Bylaw Article V Table of Use Regulations - Community Facilities # 7. Day Camp or other camp for children; to be a permitted use within the Planned Mixed Use Development Zoning District. The amended section of the Zoning Bylaw will appear as follows:

Section 5.04

TABLE OF USE REGULATIONS

Principal Uses	Residential				Business					Industrial		Overlay	
	R-1	R-2	R-3	R-B	B-1	B-2	B-3	B-4	O-P	I-1	A	PMUD	WRPD
COMMUNITY FACILITIES													
7. Day camp or other camp for children	S	S	S	S	-	-	-	-	-	-	-	P	-

Or act on anything relative thereto.

Planning Board

Advisory Board Recommendation: At Town Meeting.

Article 20 Explanation: The Table of Use Regulations in Section 5.04 of the Zoning Bylaw currently does not allow camps for children in the Planned Mixed Use Overlay District (PMUD). The proposed amendment to the Zoning Bylaw will allow camps as a permitted use in the PMUD. This will allow the new Boys & Girls Club to offer camp programs at their building in the PMUD.

ARTICLE 21 Will the Town vote to raise and appropriate the sum of \$25,000 for the purpose of providing Senior Citizen Real Estate Tax Vouchers for services rendered pursuant to an agreement to be formulated between the Council on Aging and the Board of Selectmen, or take any other action relative thereto.

Council on Aging

Advisory Board Recommendation: At Town Meeting.

Article 21 Explanation: The Council on Aging Board voted unanimously to request another article for the Senior Property Tax Relief Work-Off Program. The program has been

successful for sixteen years in providing temporary employment and tax relief to seniors on limited incomes, while assisting town departments with much needed help.

ARTICLE 22 Will the Town vote to raise and appropriate or transfer from the April 2012 Annual Town Meeting Waterwheel Article #12 the sum of \$5,000.00 to replace the damaged water fountain at the Veterans Memorial Park or take any other action relative thereto.

Trustees of the Marshfield Veterans Memorial, et.al.

Advisory Board Recommendation: At Town Meeting.

Article 22 Explanation: This article will allow the Trustees to replace the existing non-functioning decorative fountain at the park that has been dedicated to women in the services to their country.

ARTICLE 23 Will the town vote to approve increasing the number of appointments to the Library Board of Trustees pursuant to Massachusetts General Laws Chapter 78, Section 10, from five to seven members or take any other action relative thereto.

Ventress Memorial Library Board of Trustees

Advisory Board Recommendation: At Town Meeting

Article 23 Explanation: The Library Trustees would like to increase the membership of the Trustees from 5 members to 7 members for additional assistance and participation with library affairs.

ARTICLE 24 Will the Town vote to act upon the recommendation of the Community Preservation Committee for the fiscal year beginning July 1, 2013, to expend, or set aside for later expenditure, a sum of money from the Community Preservation Fund established pursuant to Massachusetts General Laws Chapter 44B, or take any other action relative thereto, as follows:

Item	Fund Category	Project	Amount	Department/Applicant
1	Affordable Housing	Housing Coordinator; amount to be provided from FY2014 CPA Revenues	\$65,000	Affordable Housing Partnership
2	Affordable Housing	Expenses related to the conversion of existing market rate	\$75,629	Affordable Housing Partnership

		housing to affordable housing; amount to be provided from FY2014 CPA revenues		
3	Affordable Housing	Expenses related to the creation of affordable housing; amount to be provided from FY2014 CPA revenues	\$383,782	Affordable Housing Partnership
4	Historic Preservation	Daniel Webster Law Office, amount to be provided from FY2014 CPA revenues	\$20,000	Historical Commission
5	Historic Preservation	Daniel Webster Burial Site Fence, amount to be provided from FY2014 CPA revenues	\$170,000	Historical Commission
6	Open Space/Recreation	To reserve \$135,000 from FY2014 CPA revenues for Playground/Playing Fields Restoration	\$135,000	Department of Public Works
7	Open Space/Recreation	To reserve \$240,000 from FY2014 CPA revenues to begin Restoration of Peter Igo Park	\$240,000	Department of Public Works/Peter Igo Park Initiative
8	Historic Preservation	To reserve \$284,000 from FY2014 CPA revenues for Hatch Mill Restoration	\$284,000	Hatch Mill Restoration and Preservation Group
9	Historic Preservation	To reserve a sum of money from FY 2014 CPA revenues for the restoration of	Sum of Money	Historical Commission

		the Blacksmith Shop		
10	Historic Preservation	To reserve \$6,000 from FY 2014 CPA revenues for the Old Winslow Burial Ground National Register Nomination	\$6,000	Historical Commission
11	Affordable Housing Reserve	To reserve a Sum of Money from FY2014 CPA revenues for Affordable Housing Reserves	Sum of Money	Community Preservation Committee
12	Historic Preservation Reserve	To reserve a Sum of Money from FY2014 CPA revenues for Historic Resources Reserve	Sum of Money	Community Preservation Committee
13	Open Space Reserve	To reserve a Sum of Money from FY2014 CPA revenues for Open Space Reserves	Sum of Money	Community Preservation Committee
14	Administration	To reserve \$60,500 from the 2014 CPA revenues for Administration Costs	\$60,550	Community Preservation Committee
15	Budgeted Reserve	To reserve a sum of money from FY2014 CPA revenues for Budgeted Reserve	Sum of Money	Community Preservation Committee

It is further stipulated that:

The department named in each specified project shall assume the responsibility to fully execute the project.

Any un-used funds will be returned to the appropriating Community Preservation Act Fund.

- 1. The department named in each specified project shall assume the primary responsibility to fully execute the project; all contracts shall be signed by the Board of Selectmen, approved for form and content by Town Counsel, and approved as to funding by the Town Accountant.*
- 2. Any un-used funds will be returned to the appropriating Community Preservation Act Fund.*
- 3. CPA funds can be used for the purpose of matching grants from other sources.*

As per Chapter 44B, the State match for Community Preservation Act funds is accumulated from fees at the Registries of Deeds across the Commonwealth. The State Legislature cannot allocate the funds for any other purpose.

The Town Accountant is instructed to defray the aforesaid expenditures in the following manner:

Item 1 - Community Housing - Affordable Housing Coordinator: \$65,000 appropriated from FY2014 Community Preservation Fund revenues to fund the compensation of a Housing Coordinator to support and implement the Affordable Housing Plan submitted by the Housing Partnership.

Item 2 - Community Housing - Expenses for Conversion: To appropriate the balance of FY 2014 funds within the 10% required Community Preservation Fund revenues, or \$75,629, to fund expenses related to the conversion of marketing rate housing to affordable housing.

Item 3 - Community Housing -Expenses for Conversion: To appropriate \$383,782 from FY2014 Community Preservation Fund revenues to fund expenses related to the creation of affordable housing above the 10% reserves.

Explanation Items 1-3

Marshfield's Community Housing program, under the direction of a part-time coordinator, has helped income eligible residents purchase market rate homes through a successful lottery grant program, as well as provide support to families struggling with housing needs. Continued funding of this program will allow additional families to participate in home ownership in our community.

Item 4 - Historic Resources: To reserve \$20,000 from FY2014 Community Preservation Fund revenues for Historic Resources for the Daniel Webster Law Office.

Explanation Item 4

This funding will allow the Historic Commission to continue the restoration and move of the Daniel Webster Law Office back to the Daniel Webster Estate and complete necessary repairs to the building including the addition of electricity and security. The Law Office is an

important historic building and contains many of Daniel Webster's papers and personal possessions. The restoration and move of the Law Office will enhance both the educational and cultural experience for visitors to the Daniel Webster Estate.

Item 5- Historic Resources: To reserve \$170,000 from FY2014 Community Preservation Fund revenues for Historic Resources for the Daniel Webster Burial Ground Fence.

Explanation Item 5

Daniel Webster, the famous senator, orator and farmer is buried in an impressive tomb in the Old Winslow Burying Ground. His family burial site is protected by an ornate, hand wrought iron fence of an original design that was approved by Daniel Webster himself. Unfortunately, the fence has not been maintained and has fallen so far into disrepair that the cost to repair it is high. Fortunately, the funds are available.

Item 6 - Recreation: To reserve \$135,000 from FY2014 Community Preservation Fund revenues for Playgrounds and Playing Fields.

Explanation Item 6

The Department of Public Works has developed a comprehensive plan to update and renovate all the town's existing playgrounds and playing fields on an annual basis. The plan will take place over a three year period and projects will be prioritized using a schedule to be determined by the DPW Superintendent.

Item 7 - Recreation: To reserve \$240,000 from FY2014 Community Preservation Fund revenues for Peter Igo Park.

Explanation Item 7

The Department of Public Works, working with the Peter Igo Park Initiative, will begin a complete renovation of the Peter Igo Park, a 17 acre park located in the Brant Rock section of town. The renovation, to be partially funded in two phases by CPC, will include new ADA compliant tennis courts, safe access to the Green Harbor River for canoeing and kayaking, a basketball court, fitness, play and multi sports area, picnic facilities and walking paths.

Item 8 Historical: To reserve \$284,000 from FY2014 Community Preservation Fund revenues for Hatch Mill restoration.

Explanation Item 8

The Hatch Mill, located on Union Street, is a true historic gem. Once responsible for the construction of hundreds of ships along the North River, the mill, dating from the 1700s, was operated by members of the same family for over 200 years and is one of only five original mills left in New England. The Hatch Mill Restoration and Preservation Group has worked diligently for several years to restore this national treasure with plans to make it operational within the next few years. The final phases will include restoration of the saw mill, box mill, pond, footbridges and stone weir.

Item 9 - Historic: To reserve a sum of money from FY2014 Community Preservation Fund revenues to renovate the Blacksmith Shop.

Explanation Item 9

The Historical Commission, working with the Marshfield Historical Society, will repair existing structural damage at the 17th-18th century Blacksmith Shop, located on the grounds of the Historic Winslow House. The Blacksmith Shop is an integral part of the Marshfield public schools' third grade local history program, and is used to train local residents in the art of blacksmithing. It is also an important historical destination for visitors to Marshfield.

Item 10 – Historical Preservation: To reserve \$6,000 from FY2014 Community Preservation Fund revenues to proceed with the nomination process for the Old Winslow Burying Ground with the National Register of Historic Places..

Explanation Item 10

The Old Winslow Burial Ground, located on Winslow Cemetery Road, is the final resting place of many prominent Americans who made their homes in Marshfield including Pilgrims Susanna White Winslow and her children Resolved and Peregrine White, Governor Josiah Winslow and members of the Winslow family, and Daniel Webster and his family. Nomination to the National Register of Historic Places will not only provide protection for the Burial Ground but create new opportunities for grant funding. The nomination process is complicated and time consuming and the Massachusetts Historical Commission has recommended a consultant specializing in Register nominations be retained for the project.

Item 11 – Open Space: To reserve a Sum of Money or 10% from FY2014 Community Preservation Fund revenues for Open Space Reserves, as required by legislation.

Item 12- Historic: To reserve a Sum of Money or 10% from FY2014 Community Preservation Fund revenues for Historic Reserves, as required by legislation.

Item 13 – Affordable Housing: To reserve a Sum of Money or 10% from FY2014 Community Preservation Fund revenues for Affordable Housing Reserves, as required by legislation.

Item 14 - Administration: To reserve \$60,550 or up to 5% from FY2014 Community Preservation Fund revenues for Administrative Reserves, as required by legislation.

Explanation Item 11-14

Community Preservation Legislation requires that 10% of FY2014 Community Preservation Fund revenues be set aside annually in Open Space and Recreation, Historic Preservation, and Affordable Housing categories, and that 5% be set aside for administrative costs including advertising, memberships, salaries, office supplies, expenses, and appraisals, etc.

Item 15 – Budgeted Reserves: To reserve a sum of money from FY2014 Community Preservation Fund revenues for Budgeted Reserves.

Explanation Item 15

This funding represents the required 70% set asides of total expected revenue reimbursed from the state Community Preservation Fund to be used for open space, historic preservation, affordable housing, and or recreation.

Community Preservation Committee

Advisory Board Recommendation: At Town Meeting.

ARTICLE 25 Will the town vote to rescind its acceptance of M.G.L. Chapter 44, Section 53D which established a recreation Revolving Fund, and further, to transfer any monies remaining in this fund as of June 30, 2013 to the Recreation Revolving Fund established in accordance with M.G.L. Chapter 44, Section 53E1/2 as was voted at this Annual Town Meeting, or take any other action in relation thereto.

Petition of John P. Feeney, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 26 Will the Town vote to create a Recreation Revolving Fund in accordance with M.G.L. Chapter 44, Section 53E1/2, to which will be credited revenues collected from recreation program fees, which shall be expended for general operating cost and capital expenditures for recreation programs to be authorized by the Recreation Commission, of which FY2014 expenditures shall not exceed 1% of the tax levy, or take any other action in relation thereto.

Petition of John P. Feeney, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 27 Will the Town vote to raise and appropriate the sum \$1,700.00 from available funds for the support of the Marshfield Branch, YWCA.

Petition of Martine Anderson, Advisory Board, YWCA, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 28 Will the Town vote to raise and appropriate the sum of \$1,500.00 from available funds for the support of the Clift Rodgers Free Library?

Petition of Matthew Currie, Board of Trustees, Clift Rodgers Library, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 29 Shall the Town amend the Bylaws of the Town of Marshfield to establish a Nuclear Advisory Committee for the purpose of investigating the public impacts of

the Pilgrim Nuclear Power Station upon the citizens of Marshfield, including but not limited: public health impacts; economic and fiscal impacts; radiation monitoring; nuclear waste disposal, transportation and storage; emergency preparedness; and evacuation planning?

The committee shall be composed of at least 7 members, appointed in staggered terms by the Board of Selectmen, consisting of at least one member from a pro-nuclear organization and one member from a nuclear watchdog organization. The committee shall hold public meetings and seek input from the licensee of the plant, public safety officials, experts involved in nuclear matters, and concerned citizen. The committee shall report at least annually to the Board of Selectmen on the status of each of the matters it investigates.

Petition of Anna Baker, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 30 Will the Town vote to lease to the Marshfield Food Pantry, a 501 c3 non-profit organization, for a period of time not less than 10 years, 2000 square feet of space located in Library Plaza once occupied by the Boy's & Girl's Club of Marshfield.

Petition of Martine Anderson, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 31 To see if the Town will vote to amend the Town of Marshfield Zoning Bylaws by re-writing under Article VII, Section 7.02 subsection 13 as follows:

"In any Residential district, temporary contractor signs up to six-square feet of total surface area on any side shall be permitted. Such signs may be one- or two-sided, shall be unlighted, and must be free standing secured by post or stake in the ground with consent of the property owner. Said signs shall also be set back from the layout of any street or way at least ten (10) feet from the street lot line. Temporary contractor signs shall be allowed to be installed one week prior to the commencement of the project to be performed at that residential address and may remain in place for no longer than two weeks following completion of the project."

And by adding the following language to the end of Article VII, Section 7.02, subsection 14:

"Such signs shall be allowed to be installed one week prior to the commencement of the project to be performed at that address and may remain in place for no longer than two weeks following completion of the project."

Also, by adding the following additional text to heading of Article VII, Section 7.04:

Signs Permitted in Any Business District or in the Overlay PMUD

and, by striking under Article VII, Section 7.04, subsection 2 and replacing it with the following new text:

2. a) One primary wall sign is allowed. This sign shall represent 10% of the surface area of the wall to which it is attached up to 40 sq. ft. by right. A commercial or industrial establishment may be allowed, by special permit, to install a larger primary wall sign up to 90 sq. ft. so long as the surface area of the sign being requested does not exceed 10% of the surface area of the wall to which it is affixed. Primary signs must be attached and parallel to a wall facing a public or private way or a public or private parking area serving the commercial establishment.

b) A secondary wall sign, up to 40 sq. ft. shall also be allowed by right if it is in compliance with the criteria listed herein. Larger secondary wall signs, up to 50 sq. ft. may be allowed by special permit provided the size of the secondary wall sign does not exceed 10% of the surface area of the wall to which it is affixed. Secondary wall signs must be attached and parallel to a wall of the building which faces a public or private way or a public or private parking area serving the commercial or industrial establishment.

c) A tertiary wall sign may be allowed by special permit, up to 40 sq. ft. if it is in compliance with the criteria listed herein. Tertiary wall signs must be attached and parallel to a wall of the building which faces a public or private way or a public or private parking area serving the commercial or industrial establishment.

d) A commercial or industrial establishment may seek by special permit an alternate wall sign design scheme allowing the sign area of a proposed wall sign, meeting the criteria listed above, to be broken into multiple signs so long as the combined size of the signs does not exceed the maximum allowable square footage.

e) If lighted, primary wall signs shall be illuminated internally or by indirect lighting. Secondary or Tertiary signs may be lighted by special permit. Flashing or animated wall signs are not permitted.

f) If acting on special permit, the Zoning Board of Appeals shall take into account the visual impact of the proposed design scheme on the abutting properties, the character of the abutting area and neighborhood, the types of signs and their materials, the type of use, the setback of the proposed building from the streets, ways or parking areas, the size of such signs and other design, visual and aesthetic considerations in order to promote a proper balance between the proper and reasonable identification of the commercial and industrial establishments, the preservation of the character of the town and consistency with the intent and purpose of this bylaw.

g) The Zoning Board of Appeals may impose such conditions and restrictions on signs as it deems appropriate, including without limitation, hours of illumination, size, materials of construction, the nature and type of illumination, lighting effects, color schemes and other considerations in order to protect the public good consistent with the intent and purpose of this bylaw.

h) Commercial or Industrial establishments may be allowed to imprint logos, brands or trademarks on any canopy, awning or similar structure above doors or windows for said business by special permit, unless the plan is for said imprint to serve as the primary sign for the commercial or industrial establishment, which is allowed by right.

i) The Zoning Board of Appeals shall be the permit-granting authority for all special permit signs, including in the PMUD.

Also by adding the following text to the end of Article VII, Section 7.04, subsection 4:

"An additional sign board (including electronic) shall be permitted to be attached to the standing sign up to a total surface area of 10 square feet per side. If electronic, such sign boards may not be flashing or animated."

Petition of Chris White, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 32 Will the Town vote to accept as public ways, Hillcrest Road and Fox Hill Circle, the two remaining streets in the Hampstead Development off of Pine Street in North Marshfield that have not yet been accepted by the Town.

Petition of Kevin McMahon, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 33 Will the Town vote to raise and appropriate or transfer from available funds a total of \$3,000 for three Non-Profit Organizations to contract services to Marshfield residents (3 NPOs x \$1,000 each = \$3,000):

1. SOUTH COASTAL COUNTIES LEGAL SERVICES (\$1,000 for free civil matter legal services for low income families and their children,
2. SOUTH SHORE WOMEN'S RESOURCE CENTER (\$1,000) for free domestic violence intervention and prevention services that empower women and children to lead lives free of violence,
3. A NEW DAY (\$1,000), a program of Health Imperatives, (formerly Womensplace Crisis Center) for free services for victims of sexual assault.

Petition of Barry N. Cornwall, et.al.

Explanation: These three Southeast Massachusetts non-profit, tax-exempt organizations, working with referrals from Marshfield's town departments and others, provide free services to some of our most vulnerable citizens. The demand for these services increases when the economy drops into recession mode. These annual petitions continue a twenty+ year tradition.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 34 To see if the town will vote to amend the TABLE OF USE REGULATIONS in Article V, section 5.04, section 6 of sub-heading RETAIL AND SERVICE by substituting "S" for "-" in the Overlay, WRPD column.

Such amendment would allow by Special permit an Establishment selling new or used automobiles and trucks, new automobile tires and other accessories, aircraft, motorcycles and household trailers within the Water Resource Protection District.

Petition of Brian J. Taylor, et.al.

Advisory Board Recommendation: At Town Meeting.

ARTICLE 35 We, the undersigned qualified voters of the Town of Marshfield, request that the Selectmen include the article appearing below in the Annual Town Meeting of April 22, 2013 (10 signatures required).

To see if the Town will vote to amend the Marshfield Zoning Map dated April 24, 2012, so as to include within the Planned Mixed Use District (PMUD) the following parcels: D10-03-01A; D10-03-09; D10-03-10; D10-03-11; D09-01-23; D10-03-12; D09-01-24; D09-01-22A; D09-25-1; D09-01-20A; D09-01-09C; D-09-09D; D09-01-11B; D09-01-35; D09-01-16; D09-01-34; D09-01-33; D09-01-32; D09-01-35; D09-01-07; D09-01-36A; D09-01-30; D09-01-29; D09-01-28; D09-01-27; D09-01-26; D09-01-37A; D08-01-05; D08-01-11A; D08-01-12; D08-01-10A; D08-01-07; D08-01-08; D08-01-06 including Commerce Way, Endeavor Circle, Rockwood Road and to the centerline of Enterprise Drive to a point being the straight line projection of the boundary line between parcels D10-03-09 and D10-03-10 then by the south-westerly sideline of Enterprise Drive to the southerly boundary line of Plain Street thence easterly by said Plain Street to the easterly boundary line of parcel D10-03-01A all as more particularly described and shown on the plan by Stenbeck & Taylor, Inc. dated January 2013, a copy of which is annexed hereto.

Petition of Brian Taylor, et.al.

Advisory Board Recommendation: At Town Meeting.

Enterprise Park

- Area Within Existing Planned Affect-Use Development Overlay District (PUD) - 10-03-AC
- NEW ARBA Zoned Planned Mixed-Use Development Overlay District (PMUD) - 11-14-AC



STENBECK & TAYLOR, INC.
 Registered Professional Engineers and Land Surveyors
 664 Webster Street
 Suite 3
 Marshfield, MA 06649
 781-454-6599
 Fax: 781-454-8291
 www.stenbeck.com
 JANUARY 2011

You are also required to notify and warn the inhabitants of said town qualified to vote in elections and town affairs to meet at the Furnace Brook Middle School on Tuesday, April 30, 2013 at seven o'clock in the forenoon for the following purposes:

ARTICLE 1 To bring in their votes to the Election Officers for the election of candidates for the following offices:

One Selectman for the term of three years.

One Assessor for the term of three years.

One member of the Board of Health for the term of one year.

One member of the Board of Health for the term of three years.

Two members of the School Committee for the term of three years.

One member of the Planning Board for the term of five years.

One member of the Housing Authority for the term of five years.

One member of the Board of Public Works for the term of three years.

Two members of the Trustees of Veterans Memorial, (NON-VETERAN), for the term of three years.

One member of the Trustees of Veterans Memorial (VETERAN) for the term of one year.

ARTICLE 2 To bring in their votes to the Election Officers for the election of candidates for the following office:

One United States Senator for the balance of the current term.

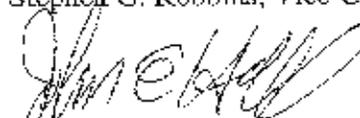
The polls will be open at seven o'clock in the forenoon and kept open until eight o'clock in the afternoon. You are directed to serve this warrant by posting attested copies thereof at ten public places in different parts of the Town not less than seven days before the holding of said meeting. Hereof fail not to make the due return of the Warrant with our doings there to the Town Clerk at the time and place of the meeting aforesaid.

Given under our hands this 20th day of March in the year 2013.

MARSHFIELD BOARD OF SELECTMEN


Matthew J. McDonough, Chairman


Stephen G. Robbins, Vice-Chair


John E. Hall, Clerk

A true copy, ATTEST:
Constable

APPENDIX A

Community Preservation Act Funds Appropriation Summary

Town Meeting Project Authorizations

Town Meeting	Project	Amount Authorized	Expended to Date	Transferred to Other Projects	Unexpended -	
					Closed Back to Fund	Expendable Project Balance
ATM 04/02 Art 15	Administrative Expenses	\$25,500.00	\$9,258.14		\$16,241.86	\$ -
ATM 04/02 Art 15	Daniel Webster House	\$183,000.00	\$183,000.00		\$ -	\$ -
ATM 04/02 Art 15	Cliff Rogers Library	\$29,199.00	\$29,199.00		\$ -	\$ -
ATM 04/02 Art 15	Skate Park Landscape	\$29,850.00	\$20,030.27		\$9,819.73	\$ 0.00
STM 10/02 Art 7	Housing Partnership	\$18,000.00	\$15,000.00		\$ -	\$ -
ATM 04/03 Art 29	Marshfield Fire Station 2	\$27,840.00	\$27,840.00		\$ -	\$ -
ATM 04/03 Art 29	1835 Marcia Thomas House	\$29,493.00	\$29,493.00		\$ -	\$ -
STM 10/03 Art 10	Open Space Plan	\$9,200.00	\$6,586.50		\$2,613.50	\$ -
ATM 04/04 Art 22	Peregiosa White Dr. Lm Acq. (52 A) J12-02-20A	\$150,000.00			\$150,000.00	\$ -
ATM 04/04 Art 22	Daniel Webster House	\$240,397.00	\$240,397.00		\$ -	\$ -
ATM 04/04 Art 22	Veterans Park Lagoon	\$60,800.00	\$50,740.27		\$10,059.13	\$ (0.00)
ATM 04/04 Art 22	GAR Hall Restoration Study	\$30,000.00	\$30,000.00		\$ -	\$ -
ATM 04/04 Art 22	Ferry St. Land Acq. Backsmd (9 A) G13-01-02	\$350,000.00	\$350,000.00		\$ -	\$ -
ATM 04/04 Art 22	Affordable Housing Plan Implementation	\$65,000.00	\$65,000.00		\$ -	\$ -
ATM 04/04 Art 22	Administrative Expenses	\$64,582.00	\$15,268.38		\$49,313.62	\$ -
STM 10/04 Art 1	Union St. Land Acq (25 A) - B13-01-08 Messer	\$780,000.00	\$797,967.59		\$12,032.37	\$ (0.00)
STM 04/05 Art 1	Church St Land Acq (7 A) - H13-02-08	\$700,600.00			\$700,600.00	\$ -
ATM 04/05 Art 18	Administrative Expenses	\$81,430.00	\$17,529.18		\$63,900.82	\$ -
ATM 04/05 Art 18	GIS Development	\$60,000.00	\$59,934.50		\$65.50	\$ -
ATM 04/05 Art 18	Owners Unknown Title Search	\$25,000.00	\$15,245.12		\$9,754.88	\$ -
ATM 04/05 Art 18	Land Acquisition Appraisals	\$50,000.00	\$46,200.00		\$3,800.00	\$ -
STM 10/05 Art 3	Housing Coordinator	\$85,000.00	\$86,485.83		\$8,514.17	\$ (0.00)
STM 10/05 Art 3	Aff Hsg Conversion Expenses	\$87,393.00	\$87,393.00		\$ -	\$ -
STM 04/06 Art 17	Winslow House	\$130,952.00	\$130,952.00		\$ -	\$ -
ATM 04/06 Art 25	Ferry St Land Acq. Leone (4,75A) G10-04-20	\$120,000.00	\$116,205.82		\$3,794.18	\$ (0.00)
ATM 04/06 Art 25	Administrative Expenses	\$31,363.00	\$16,344.79		\$15,018.21	\$ -
ATM 04/06 Art 25	Winslow Village I & II	\$208,725.00	\$139,692.06		\$69,032.94	\$ -
STM 10/06 Art 15	Korean War Honor Roll Design	\$15,000.00	\$12,422.25		\$2,577.75	\$ -
STM 10/06 Art 16	Plain St. Land Acq Ellis (27 A) - F08-02-10B	\$1,530,000.00	\$1,613,673.70		\$16,326.30	\$ (0.00)
ATM 04/07 Art 23	Trails Mapping Project	\$2,400.00	\$313.95		\$2,086.05	\$ -
ATM 04/07 Art 23	Venressa Building Restoration-Phase 1	\$40,000.00	\$40,000.00		\$ -	\$ -
ATM 04/07 Art 23	Haich Mill Restoration - Phase 1	\$120,260.00	\$120,250.00		\$ -	\$ -
ATM 04/07 Art 23	Winslow House - Phase 2	\$121,370.00	\$113,071.51		\$8,298.49	\$ 0.00
ATM 04/07 Art 23	Marcia Thomas House - Phase 2	\$180,344.00	\$175,680.39		\$4,663.61	\$ (0.00)
ATM 04/07 Art 23	Housing Coordinator	\$65,000.00	\$66,484.02		\$8,515.98	\$ 0.00
ATM 04/07 Art 23	Aff Hsg Conversion Expenses	\$219,873.00	\$219,873.00		\$ -	\$ -
ATM 04/07 Art 23	Administrative Expenses	\$99,955.00	\$23,791.00		\$76,164.00	\$ -
STM 04/07 Art 7	Coast Guard Station Demolition	\$76,500.00	\$76,500.00		\$ -	\$ -
STM 10/07 Art 18	Unknown Owners Title Research	\$30,000.00	\$4,627.50		\$ -	\$ 25,372.50
STM 10/07 Art 16	2154 Ocean St Land Acq Smith G08-05-03 (18A)	\$142,000.00	\$120,198.01		\$21,801.99	\$ 0.00
STM 10/07 Art 16	Daniel Webster House	\$107,500.00	\$91,738.10		\$15,761.90	\$ (0.00)
STM 04/08 Art 15	2029-32 Ocean St Land Acq Heap G07-02-18 (1.5A)	\$510,000.00	\$509,517.20		\$482.80	\$ (0.00)
ATM 04/08 Art 25	Seth Venressa Bldg Renovation	\$3,941,133.00	\$3,443,427.25	\$265,311.00	\$232,394.75	\$ -
ATM 04/08 Art 28	Housing Coordinator	\$65,000.00	\$59,743.13		\$5,256.87	\$ 0.00
ATM 04/08 Art 28	Aff Hsg Conversion Expenses	\$381,000.00	\$381,000.00		\$ -	\$ -
ATM 04/08 Art 28	Administrative Expenses	\$82,876.00	\$8,150.78		\$74,725.22	\$ -
STM 10/08 Art 2	Land Acquisition B18-01-17 215 Union 25A Swift	\$727,363.00	\$726,451.51		\$ -	\$ 1,911.49
STM 10/08 Art 2	Land Acquisition L05-31-25 Careswell 15 A Bennett	\$60,000.00	\$49,182.46		\$10,817.54	\$ 0.00
STM 10/08 Art 2	Land Acq G08-05-04/05 2148 Ocean, B & P (1.48 A)	\$54,000.00	\$538,680.88		\$ -	\$ 5,115.12
STM 04/09 Art 17	Community Playground	\$250,000.00	\$250,000.00		\$ -	\$ -
ATM 04/09 Art 24	Housing Coordinator	\$65,000.00	\$62,940.84		\$12,059.16	\$ 0.00
ATM 04/09 Art 24	Aff Hsg Conversion Expenses	\$89,376.00	\$89,376.00		\$ -	\$ -
ATM 04/09 Art 24	Administrative Expenses	\$63,774.00	\$16,509.80		\$47,264.20	\$ -
STM 10/09 Art 8	South River Greenway Design	\$35,000.00	\$34,870.00		\$ -	\$ 130.00
STM 10/09 Art 8	Appraisals	\$40,000.00	\$3,860.00		\$ -	\$ 36,140.00
STM 10/09 Art 5	Land Acq MRV B11-01-01_02 & B12-01-03 17.9A	\$891,000.00	\$867,644.20		\$ -	\$ 23,355.80
STM 04/10 Art 9	South River Greenway Park Construction	\$504,465.50	\$499,833.44		\$ -	\$ 4,632.06
ATM 04/10 Art 23	Housing Coordinator	\$65,000.00	\$65,000.00		\$ -	\$ (0.00)
ATM 04/10 Art 23	Conversion Expenses	\$67,278.00	\$67,278.00		\$ -	\$ -
ATM 04/10 Art 23	Administrative Expenses	\$36,114.00	\$20,361.47		\$15,752.53	\$ -
STM 10/10 Art 5	Land Acq Goggin B15-01-02/02A (47.9A)	\$1,148,000.00	\$1,108,206.55		\$ -	\$ 39,793.15
STM 10/10 Art 11	Veterans Honor Roll - S River Park	\$265,311.00	\$259,754.51		\$ -	\$ 5,556.49
ATM 04/11 Art 24	Administrative Expenses	\$66,017.00	\$14,543.83		\$51,473.17	\$ -
ATM 04/11 Art 24	Housing Coordinator	\$65,000.00	\$46,771.62		\$ -	\$ 18,228.38
STM 10/11 Art 15	Conversion Expenses	\$152,425.00	\$12,350.79		\$ -	\$ 140,074.22
STM 04/12 Art 10	South River Park Shade Shelter	\$57,250.00	\$1,388.00		\$ -	\$ 45,862.00
ATM 04/12 Art 22	Housing Coordinator	\$65,000.00	\$ -		\$ -	\$ 65,000.00
ATM 04/12 Art 22	Conversion Expenses	\$71,574.00	\$ -		\$ -	\$ 71,574.00
ATM 04/12 Art 22	Conversion Expenses	\$212,666.00	\$ -		\$ -	\$ 212,666.00
ATM 04/12 Art 22	Daniel Webster Law Office	\$40,000.00	\$4,500.00		\$ -	\$ 35,500.00
ATM 04/12 Art 22	Howland Cemetery	\$5,437.00	\$2,840.00		\$ -	\$ 2,597.00

Community Preservation Act Funds Appropriation Summary

Town Meeting Project Authorizations		Amount	Expended to	Transferred to	Unexpended -	Expendable
Town Meeting	Project	Authorized	Date	Other Projects	Closed Back to Fund	Project Balance
ATM 04/12 Art 22	Athletic Fields Creation - D09-01-17 Rockwood Rd	\$985,000.00	\$52,278.02		\$	\$ 932,720.98
ATM 04/12 Art 22	Administrative Expenses	\$50,500.00	\$13,348.72		\$	\$ 47,151.28
STM 07/12 Art 15	Conversion Expenses	\$426,360.00			\$	\$ 426,360.00
STM 10/12 Art 15	Land Acq. Pratt HC8-02-01, HC8-02-03, HC8-04-01/37A)	\$327,330.78	\$308,496.50		\$	\$ 28,834.28
STM 10/12 Art 15	Land Acq. Salvetti F15-08-12 (8.3A)	\$8,600.00	\$4,397.00		\$	\$ 4,203.00
STM 10/12 Art 15	Historic Winslow Tomb Restoration	\$8,000.00			\$	\$ 8,000.00
Totals for Projects Authorized		\$19,047,286.28	\$14,783,443.51	\$255,311.00	\$1,835,838.22	\$ 2,196,892.45

Community Preservation Act Funds Appropriation Summary

Reserve Funds (10% must be set aside or expended on the three core areas as denoted)

	Budgeted Reserve*	Reserve for Open Space	Reserve for Community Housing	Reserve for Historic Preservation	Total Reserve Set Aside
Set-Asides					
ATM 04/02 Art 15		\$54,650.00	\$54,650.00	\$0.00	\$109,300.00
ATM 04/03 Art 29		\$118,365.00	\$116,365.00	\$59,032.00	\$291,762.00
ATM 04/04 Art 22		\$0.00	\$129,164.00	\$0.00	\$129,164.00
ATM 04/05 Art 18		\$162,861.00	\$162,861.00	\$162,861.00	\$488,583.00
ATM 04/06 Art 25		\$62,766.00	\$0.00	\$182,766.00	\$245,532.00
ATM 04/07 Art 23	\$1,065,411.00	\$191,509.00	\$0.00	\$0.00	\$1,256,920.00
ATM 04/08 Art 28	\$77,391.00	\$165,752.00	\$0.00	\$0.00	\$243,143.00
ATM 04/09 Art 24	\$829,066.00	\$127,548.00	\$0.00	\$127,548.00	\$1,084,162.00
ATM 04/10 Art 23	\$859,827.00	\$132,278.00	\$0.00	\$132,278.00	\$1,124,383.00
ATM 04/11 Art 24	\$772,827.00	\$132,034.00	\$152,425.00	\$132,034.00	\$1,189,320.00
ATM 04/12 Art 22	\$470,681.00	\$136,574.00	\$0.00	\$91,137.00	\$698,392.00
Sub-total of set-aside appropriations	\$4,075,203.00	\$1,282,337.00	\$615,465.00	\$887,656.00	\$6,860,661.00
Appropriations					
ATM 04/04 Art 22 Peregrine White Dr. Land Acq. J12-02-20A		\$0.00			\$0.00
ATM 04/04 Art 22 GAR Hall Restoration Study				(\$30,000.00)	(\$30,000.00)
ATM 04/04 Art 22 Daniel Webster House				(\$29,032.00)	(\$29,032.00)
ATM 04/04 Art 22 Ferry St. Land Acq. G13-01-02		(\$21,015.00)			(\$21,015.00)
ATM 04/04 Art 22 Affordable Housing Plan Implementation			(\$65,000.00)		(\$65,000.00)
ATM 04/07 Art 23 Winslow House - Phase 2				(\$79,412.51)	(\$79,412.51)
ATM 04/07 Art 23 Marcia Thomas House - Phase 2				(\$175,680.39)	(\$175,680.39)
ATM 04/07 Art 23 Affordable Housing Conversion Expenses			(\$90,964.00)		(\$90,964.00)
STM 10/07 Art 16 Unknown Owners Title Research		(\$30,000.00)			(\$30,000.00)
STM 10/07 Art 16 2154 Ocean St Land Acq G08-05-03 .19A		(\$120,198.01)			(\$120,198.01)
STM 10/07 Art 16 Daniel Webster House	(\$29,928.00)			(\$61,810.10)	(\$91,738.10)
STM 04/08 Art 15 2028-33 Ocean St Land Acq G07-02-18 (1.5A)	(\$509,517.20)				(\$509,517.20)
STM 04/08 Art 15 Budgeted Reserve close-out 2028-2033 Ocean	(\$482.80)				(\$482.80)
ATM 04/08 Art 26 Seth Ventress Bldg Rehab	(\$306,443.00)				(\$306,443.00)
ATM 04/08 Art 26 Affordable Housing Conversion Expenses			(\$280,248.00)		(\$280,248.00)
ATM 04/07 Art 23 Budgeted Reserve close-out at year end	(\$219,040.00)				(\$219,040.00)
STM 10/08 Art 2 Land Acquisition B16-01-17 915 Union 25A		(\$410,888.00)			(\$410,888.00)
ATM 04/08 Art 28 Affordable Housing Conversion Expenses			(\$26,828.00)		(\$26,828.00)
STM 04/08 Art 16 Community Playground	(\$77,391.00)				(\$77,391.00)
STM 10/09 Art 8 South River Greenway Design	(\$65,000.00)				(\$65,000.00)
STM 10/09 Art 8 Appraisals	(\$40,000.00)				(\$40,000.00)
STM 10/09 Art 9 Land Acq NRV B11-01-01-.02 & B12-01-03 17.9A	(\$724,066.00)	(\$15,088.00)			(\$739,154.00)
STM 04/10 Art 9 South River Greenway Park Construction		(\$262,460.00)			(\$262,460.00)
STM 10/10 Art 5 Land Acq Goggin B15-01-02/02A (47.9A)	(\$859,827.00)	(\$132,278.00)			(\$992,105.00)
STM 10/11 Art 15 Conversion Expenses			(\$152,425.00)		(\$152,425.00)
ATM 04/12 Art 22 Athletic Flds Creatn-Rockwood Rd D19-01-17	(\$772,827.00)				(\$772,827.00)
STM 10/12 Art 15 Conversion Expenses	(\$426,360.00)				(\$426,360.00)
STM 10/12 Art 15 Land Acq Pratt H08-02-01, H08-02-03, H08-04-01(37A)	(\$44,321.00)	(\$221,909.99)			(\$266,230.99)
STM 10/12 Art 15 Land Acq Salvetti F15-08-12 (8.3A)		(\$68,500.00)			(\$68,500.00)
STM 10/12 Art 15 Historic Winslow Tomb Restoration				(\$8,000.00)	(\$8,000.00)
Total Available for Future Appropriation	\$0.00	\$0.00	\$0.00	\$503,721.00	\$503,721.00

Community Preservation Act Appropriation by Category Summary

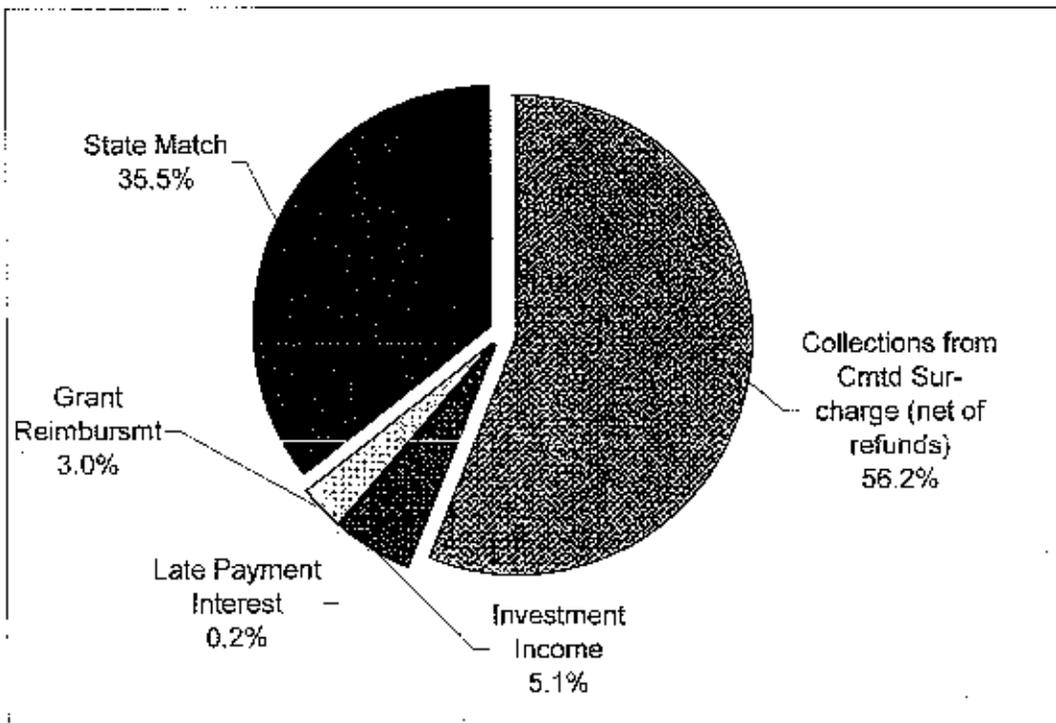
Town Meeting	Project	Administrative	Historic Preservation	Open Space/ Recreation	Community Housing	Total
ATM 04/02 Art 15	Administrative Expenses	\$9,268.14				\$9,268.14
ATM 04/02 Art 15	Daniel Webster House		\$183,000.00			\$183,000.00
ATM 04/02 Art 15	Cliff Rogers Library		\$29,199.00			\$29,199.00
ATM 04/02 Art 15	Skate Park Landscape			\$20,030.27		\$20,030.27
STM 10/02 Art 7	Housing Partnership				\$15,000.00	\$15,000.00
ATM 04/03 Art 29	Marshfield Fire Station 2		\$27,840.00			\$27,840.00
ATM 04/03 Art 29	1835 Marcia Thomas House		\$29,493.00			\$29,493.00
STM 10/03 Art 10	Open Space Plan			\$6,586.50		\$6,586.50
ATM 04/04 Art 22	Administrative Expenses	\$15,268.38				\$15,268.38
ATM 04/04 Art 22	Affordable Housing Plan Implementation				\$65,000.00	\$65,000.00
ATM 04/04 Art 22	Daniel Webster House		\$240,397.00			\$240,397.00
ATM 04/04 Art 22	GAR Hall Restoration Study		\$30,000.00			\$30,000.00
ATM 04/04 Art 22	Peregrine White Dr. Acq. J12-02-20A			\$0.00		\$0.00
ATM 04/04 Art 22	Veterans Park Lagoon			\$50,740.87		\$50,740.87
ATM 04/04 Art 22	Ferry St. Land Acq. G13-01-02			\$350,000.00		\$350,000.00
STM 10/04 Art 1	Union St. Land Acq. B13-01-08			\$767,367.63		\$767,367.63
STM 04/05 Art 1	Church St Land Acq. H13-02-08			\$0.00		\$0.00
ATM 04/05 Art 18	Administrative Expenses	\$17,523.18				\$17,523.18
ATM 04/05 Art 18	GIS Development		\$19,934.50	\$20,000.00	\$20,000.00	\$59,934.50
ATM 04/05 Art 18	Owners Unknown Title Search			\$15,245.12		\$15,245.12
ATM 04/05 Art 18	Land Acquisition Appraisals			\$46,200.00		\$46,200.00
STM 10/05 Art 3	Housing Coordinator				\$56,485.83	\$56,485.83
STM 10/05 Art 3	Aff Hsg Conversion Expenses				\$87,393.00	\$87,393.00
STM 04/06 Art 17	Winslow House		\$130,952.00			\$130,952.00
ATM 04/06 Art 25	Ferry St Land Acq. (4.75A) G10-04-20			\$116,205.82		\$116,205.82
ATM 04/06 Art 25	Administrative Expenses	\$16,344.79				\$16,344.79
ATM 04/06 Art 25	Winslow Village I & II				\$139,692.06	\$139,692.06
STM 10/06 Art 15	Korean War Honor Roll Design		\$12,422.25			\$12,422.25
STM 10/06 Art 16	Plain St. Land Acq (27 A) - F08-02-10B			\$1,613,673.70		\$1,613,673.70
ATM 04/07 Art 23	Trails Mapping Project			\$313.95		\$313.95
ATM 04/07 Art 23	Ventress Building Restoration-Phase 1		\$40,000.00			\$40,000.00
ATM 04/07 Art 23	Hatch Mill Restoration - Phase 1		\$120,250.00			\$120,250.00
ATM 04/07 Art 23	Winslow House - Phase 2		\$113,071.51			\$113,071.51
ATM 04/07 Art 23	Marcia Thomas House - Phase 2		\$175,680.39			\$175,680.39
ATM 04/07 Art 23	Housing Coordinator				\$56,484.02	\$56,484.02
ATM 04/07 Art 23	Aff Hsg Conversion Expenses				\$219,873.00	\$219,873.00
ATM 04/07 Art 23	Administrative Expenses	\$23,791.00				\$23,791.00
STM 04/07 Art 7	Coast Guard Station Demolition			\$76,500.00		\$76,500.00
STM 10/07 Art 16	Unknown Owners Title Research			\$30,000.00		\$30,000.00
STM 10/07 Art 16	2164 Ocean St Acq G08-05-03.18A			\$120,198.01		\$120,198.01
STM 10/07 Art 16	Daniel Webster House		\$91,738.10			\$91,738.10
STM 04/08 Art 15	2029-2033 Ocean St Land Acq			\$509,517.20		\$509,517.20
ATM 04/08 Art 28	Seth Ventress Building Rehabilitation		\$3,443,427.25			\$3,443,427.25
ATM 04/08 Art 28	Housing Coordinator				\$59,743.13	\$59,743.13
ATM 04/08 Art 28	Conversion Expenses				\$381,000.00	\$381,000.00
ATM 04/08 Art 28	Administrative Expenses	\$8,150.78				\$8,150.78
STM 10/08 Art 2	Land Acq B16-01-17 915 Union 25A			\$727,363.00		\$727,363.00
STM 10/08 Art 2	Land Acq L05-31-25 Careswell 15 A			\$49,162.46		\$49,162.46
STM 10/08 Art 2	Land Acq 309-05-04/05 2148 Ocean 1.48 A			\$544,000.00		\$544,000.00
STM 04/09 Art 17	Community Playground			\$250,000.00		\$250,000.00
ATM 04/09 Art 24	Housing Coordinator				\$52,940.84	\$52,940.84
ATM 04/09 Art 24	Aff Hsg Conversion Expenses				\$89,376.00	\$89,376.00
ATM 04/09 Art 24	Administrative Expenses	\$16,569.80				\$16,569.80
STM 10/09 Art 8	South River Greenway Design			\$65,000.00		\$65,000.00
STM 10/09 Art 8	Appraisals			\$40,000.00		\$40,000.00

Community Preservation Act Appropriation by Category Summary

Town Meeting	Project	Administrative	Historic Preservation	Open Space/ Recreation	Community Housing	Total
STM 10/09 Art 9	Land Acq NRV B11-01-01-02 & B12-01-03 17.9A			\$881,000.00		\$881,000.00
STM 04/10 Art 9	South River Greenway Park Construction			\$504,465.50		\$504,465.50
ATM 04/10 Art 23	Housing Coordinator				\$65,000.00	\$65,000.00
ATM 04/10 Art 23	Conversion Expenses				\$67,278.00	\$67,278.00
ATM 04/10 Art 23	Administrative Expenses	\$20,361.47				\$20,361.47
STM 10/10 Art 5	Land Acq Goggin B15-01 02-02A (47.9A)			\$1,148,000.00		\$1,148,000.00
ATM 04/11 Art 24	Housing Coordinator				\$65,000.00	\$65,000.00
ATM 04/11 Art 24	Administrative Expenses	\$14,543.83				\$14,543.83
STM 10/10 Art 11	Veterans Honor Roll - S River Park			\$265,311.00		\$265,311.00
STM 10/11 Art 15	Conversion Expenses				\$152,425.00	\$152,425.00
STM 04/12 Art 10	South River Park			\$57,250.00		\$57,250.00
ATM 04/12 Art 22	Housing Coordinator				\$65,000.00	\$65,000.00
ATM 04/12 Art 22	Conversion Expenses				\$71,574.00	\$71,574.00
ATM 04/12 Art 22	Conversion Expenses				\$212,666.00	\$212,666.00
ATM 04/12 Art 22	Daniel Webster Law Office		\$40,000.00			\$40,000.00
ATM 04/12 Art 22	Howland Cemetery		\$5,437.00			\$5,437.00
ATM 04/12 Art 22	Athletic Fields Creation-Rockwood Rd D19-01-17			\$985,000.00		\$985,000.00
ATM 04/12 Art 22	Administrative Expenses	\$60,500.00				\$60,500.00
STM 10/12 Art 15	Conversion Expenses				\$426,360.00	\$426,360.00
STM 10/12 Art 15	Land Prat: H-08-02-01, H08-02-03, H08-04-01 (37A)			\$327,330.78		\$327,330.78
STM 10/12 Art 15	Land Acq Salvetti F15-08-12 (8.3A)			\$68,500.00		\$68,500.00
STM 10/12 Art 15	Historic Winslow Tomb Restoration		\$8,000.00			\$8,000.00
Total Authorized		\$202,261.37	\$4,740,842.00	\$9,664,961.81	\$2,368,270.88	\$16,976,336.06
Percentage of Total Authorized		1.2%	27.9%	56.9%	14.0%	100.0%

Community Preservation Act Funds Revenue Summary

Fiscal Year of Collection	Collections from Cmtd Sur-charge (net of refunds)	Investment Income	Late Payment Interest	Grant Reimbursmt	State Match	% Match	Total
FY 2002 (07/01/01 - 06/30/02)	\$534,974.94	\$4,202.86	\$788.88				\$539,966.68
FY 2003 (07/01/02 - 06/30/03)	\$620,200.74	\$13,740.36	\$1,343.03		\$545,152.00	100.0%	\$1,180,437.13
FY 2004 (07/01/03 - 06/30/04)	\$695,479.54	\$28,901.72	\$1,387.69		\$521,322.00	100.0%	\$1,347,101.95
FY 2005 (07/01/04 - 06/30/05)	\$771,271.10	\$73,111.14	\$1,727.63		\$705,842.00	100.0%	\$1,551,952.87
FY 2006 (07/01/05 - 06/30/06)	\$828,312.41	\$164,372.22	\$2,042.48		\$777,289.00	100.0%	\$1,772,017.11
FY 2007 (07/01/06 - 06/30/07)	\$868,953.10	\$263,070.18	\$2,160.85	\$420,000.00	\$832,961.00	100.0%	\$2,387,146.11
FY 2008 (07/01/07 - 06/30/08)	\$942,703.97	\$226,809.74	\$3,121.64		\$880,921.00	100.0%	\$2,053,356.35
FY 2009 (07/01/08 - 06/30/09)	\$946,656.80	\$105,463.18	\$3,670.06		\$692,555.00	72.8%	\$1,748,345.75
FY 2010 (07/01/09 - 06/30/10)	\$990,291.54	\$18,868.42	\$3,565.01		\$372,681.00	39.0%	\$1,385,405.97
FY 2011 (07/01/10 - 06/30/11)	\$1,015,086.48	\$6,347.61	\$3,161.36		\$300,467.00	30.3%	\$1,325,062.75
FY 2012 (07/01/11 - 06/30/12)	\$1,047,474.42	\$6,326.83	\$3,092.50	\$116,498.91	\$303,691.00	29.7%	\$1,477,083.96
FY 2013 (07/01/12 - to date)	\$798,879.50	\$4,736.11	\$2,016.90		\$314,385.00	29.9%	\$1,120,017.81
TOTALS	\$10,060,284.54	\$915,750.33	\$28,088.03	\$536,498.91	\$6,347,266.00		\$17,867,894.44
Percentage of Total	56.2%	5.1%	0.2%	3.0%	35.5%		100.0%



APPENDIX B

**Town of Marshfield
General Fund Debt Service Schedule**

Description: Original Issue	Maturity Date	FY13	FY13	FY13	FY14	FY14	FY14
		Principal	Interest	Total	Principal	Interest	Total
Skatepark - \$31,000	2013	\$5,000	\$200	\$5,200	\$0	\$0	\$0
HVAC - GWS - \$80,000	2013	\$10,000	\$400	\$10,400	\$0	\$0	\$0
WWTF SCADA - \$510,000 (40%)	2013	\$20,000	\$325	\$20,325	\$0	\$0	\$0
Senior Center - \$3,125,000	2013	\$310,000	\$5,038	\$315,038	\$0	\$0	\$0
Seawalls - \$1,750,000	2013	\$40,000	\$650	\$40,650	\$0	\$0	\$0
School repairs, alarms, windows \$1,814,000	2013	\$95,000	\$1,544	\$96,544	\$0	\$0	\$0
FB/ Martinson Renov. - \$520,000 (Debt Excl)	2013	\$50,000	\$813	\$50,813	\$0	\$0	\$0
Library Design - \$344,000	2014	\$85,000	\$3,400	\$88,400	\$85,000	\$1,275	\$86,275
Vehicle #37 pick-up truck - \$38,000	2014	\$5,000	\$200	\$5,200	\$5,000	\$100	\$5,100
Road Reconstruction - \$300,000	2014	\$60,000	\$2,400	\$62,400	\$60,000	\$1,200	\$61,200
Menzi Muck Excavator - \$68,000	2014	\$10,000	\$400	\$10,400	\$10,000	\$200	\$10,200
Library Computers Replacement - \$31,000	2014	\$5,000	\$200	\$5,200	\$5,000	\$100	\$5,100
Highway Garage Repairs - \$25,000	2014	\$5,000	\$200	\$5,200	\$5,000	\$100	\$5,100
Forest Fire Truck - \$45,000	2014	\$10,000	\$300	\$10,300	\$5,000	\$100	\$5,100
Fire Station Feasibility Study - \$30,000	2014	\$5,000	\$200	\$5,200	\$5,000	\$100	\$5,100
Rehab of Fire Station 2 - \$90,000	2014	\$10,000	\$700	\$10,700	\$10,000	\$350	\$10,350
Exterior Door Rplmt-DW-\$133,000	2014	\$15,000	\$875	\$15,875	\$10,000	\$350	\$10,350
Ambulance - \$185,000	2015	\$45,000	\$4,500	\$49,500	\$45,000	\$3,150	\$48,150
Library Design - \$106,000	2015	\$30,000	\$2,450	\$32,450	\$25,000	\$1,550	\$26,550
Summer St Drainage - \$100,000	2015	\$20,000	\$1,300	\$21,300	\$20,000	\$800	\$20,800
Seawalls - \$100,000	2015	\$20,000	\$1,300	\$21,300	\$20,000	\$800	\$20,800
Inner Harbor Dredge/Pier Repairs - \$371,000	2015	\$70,000	\$4,550	\$74,550	\$70,000	\$2,800	\$72,800
GWS Modernization - \$50,000	2015	\$10,000	\$650	\$10,650	\$10,000	\$400	\$10,400
Schools Exterior Masonry - \$40,000	2015	\$5,000	\$600	\$5,600	\$5,000	\$400	\$5,400
Window Replacement - SR - \$310,000	2015	\$30,000	\$3,225	\$33,225	\$30,000	\$2,175	\$32,175
Sewer 2000 (40%) - \$500,000	2015	\$20,000	\$2,150	\$22,150	\$20,000	\$1,450	\$21,450
Seawalls - \$750,000	2015	\$75,000	\$8,063	\$83,063	\$75,000	\$5,438	\$80,438
Resilient Firing-DW, EW, GW, SR - \$100,000	2015	\$10,000	\$1,075	\$11,075	\$10,000	\$725	\$10,725
Ops Bldg - Ext Repair - \$200,000 (40%)	2015	\$8,000	\$860	\$8,860	\$8,000	\$580	\$8,580
Floor Drains - \$100,000	2015	\$10,000	\$1,075	\$11,075	\$10,000	\$725	\$10,725
Coast Guard Renovation - \$605,000	2015	\$60,000	\$6,450	\$66,450	\$60,000	\$4,350	\$64,350
Truck #155 Replacement - \$38,000	2016	\$10,000	\$450	\$10,450	\$5,000	\$300	\$5,300
Road Reconstruction-\$250,000	2016	\$50,000	\$4,000	\$54,000	\$50,000	\$3,000	\$53,000
Road Reconstruction-\$150,000	2016	\$30,000	\$2,400	\$32,400	\$30,000	\$1,800	\$31,800
Ventress Bldg AV - \$82,000	2016	\$15,000	\$850	\$15,850	\$10,000	\$600	\$10,600
School VoIP Telephone System-\$220,000	2016	\$45,000	\$3,450	\$48,450	\$45,000	\$2,550	\$47,550
Truck #114 Replacement - \$65,000	2016	\$15,000	\$950	\$15,950	\$15,000	\$650	\$15,650
FBMS Carpet Replacement-\$38,000	2016	\$10,000	\$450	\$10,450	\$5,000	\$300	\$5,300
Corrosion Ctrl Engine 2 & Quint 1-\$72,000	2016	\$15,000	\$1,050	\$16,050	\$15,000	\$750	\$15,750
Bass Creek Dredging-\$50,000	2016	\$10,000	\$800	\$10,800	\$10,000	\$600	\$10,600
Plotter/Scanner-\$27,000	2016	\$5,000	\$400	\$5,400	\$5,000	\$300	\$5,300
Seawalls - \$475,000	2016	\$55,000	\$8,000	\$63,000	\$50,000	\$5,800	\$55,800
Plymo Vert, Guns, Motorcycles, Truck #189 & Ambulnc	2017	\$91,000	\$6,210	\$97,210	\$80,000	\$4,500	\$84,500
Wide Area Network - \$274,000	2017	\$35,000	\$3,613	\$38,613	\$35,000	\$2,913	\$37,913
Vehicle #101 dump truck - \$129,000	2017	\$20,000	\$1,400	\$21,400	\$15,000	\$1,000	\$16,000
Telegraph Hill Drainage - \$202,000	2017	\$25,000	\$2,400	\$27,400	\$25,000	\$1,900	\$26,900
Seawalls & Riprap - \$500,000	2017	\$65,000	\$8,700	\$73,700	\$60,000	\$5,400	\$65,400
Seawalls & Riprap - \$250,000	2017	\$25,000	\$4,188	\$29,188	\$25,000	\$3,688	\$28,688
Rexhame Fieldston Drainage - \$230,000	2017	\$30,000	\$3,063	\$33,063	\$30,000	\$2,463	\$32,463
SRS Roof Replacement - \$407,000	2017	\$40,000	\$7,800	\$47,800	\$40,000	\$6,200	\$46,200
Police Station Roof - \$80,000	2017	\$5,000	\$1,000	\$6,000	\$5,000	\$800	\$5,800
Narrows Dredging - \$136,000	2017	\$15,000	\$2,400	\$17,400	\$15,000	\$1,800	\$16,800
Highway Garage Repairs - \$50,000	2017	\$5,000	\$1,000	\$6,000	\$5,000	\$800	\$5,800
Vehicle #160 dump truck - \$81,000	2018	\$15,000	\$888	\$15,888	\$5,000	\$588	\$5,588
Inner Harbor Dredging - \$360,000	2018	\$40,000	\$5,500	\$45,500	\$40,000	\$4,700	\$44,700
Outfall Pipe MWPAT; \$834,446 (40%)	2019	\$26,586	\$5,358	\$31,944	\$26,155	\$5,045	\$31,200
Seawalls - \$1,350,000	2019	\$200,000	\$25,000	\$225,000	\$200,000	\$21,000	\$221,000

**Town of Marshfield
General Fund Debt Service Schedule**

Description: Original Issue	Maturity Date	FY13	FY13	FY13	FY14	FY14	FY14
		Principal	Interest	Total	Principal	Interest	Total
Communications Tower - \$203,000	2019	\$33,000	\$3,730	\$36,730	\$30,000	\$3,100	\$33,100
GWS Modernization - \$90,000	2019	\$15,000	\$1,650	\$16,650	\$15,000	\$1,350	\$16,350
Wireless WAN - \$203,000	2019	\$20,000	\$3,350	\$23,350	\$20,000	\$2,950	\$22,950
Library Roof Replacement - \$248,000	2019	\$25,000	\$3,900	\$28,900	\$25,000	\$3,400	\$28,400
Fire Engine #5 - \$380,000	2019	\$40,000	\$6,175	\$46,175	\$40,000	\$5,375	\$45,375
EWS Roof Replacement - \$310,000	2019	\$30,000	\$5,025	\$35,025	\$30,000	\$4,425	\$34,425
GWS Modernization - \$875,000	2021	\$90,000	\$32,150	\$122,150	\$90,000	\$29,450	\$119,450
Road Reconstruction-\$100,000	2021	\$10,000	\$3,700	\$13,700	\$10,000	\$3,400	\$13,400
Seawall Construction-\$150,000	2021	\$15,000	\$5,550	\$20,550	\$15,000	\$5,100	\$20,100
GWS Modernization - \$175,000	2021	\$20,000	\$3,303	\$23,303	\$20,000	\$2,903	\$22,903
Seawalls-\$250,000	2021	\$25,000	\$4,838	\$29,838	\$25,000	\$4,338	\$29,338
Seawall-Constellation/Farragut-\$1,250,000	2021	\$125,000	\$24,188	\$149,188	\$125,000	\$21,888	\$146,888
WWTF Upgr & Rsdls; \$1,887,000 (40%)	2021	\$28,764	\$9,435	\$38,199	\$28,344	\$8,572	\$36,916
Sewer Ocean St.; \$500,000 (40%)	2021	\$10,272	\$3,370	\$13,642	\$10,124	\$3,062	\$13,186
School Remodeling; \$24,935,000 (Debt Excl)	2021	\$1,277,410	\$419,008	\$1,696,418	\$1,258,830	\$380,666	\$1,639,516
Sewer 2000 MWPAT (40%) \$8,010,580	2023	\$118,041	\$24,542	\$142,583	\$117,737	\$21,131	\$138,868
ESCO - \$5M (100% reimbursed by fed govt)	2023	\$0	\$0	\$0	\$371,388	\$227,250	\$598,638
GWS Modernization - \$63,000	2019	\$0	\$0	\$0	\$13,000	\$2,778	\$15,778
Road Reconstruction-\$250,000	2022	\$0	\$0	\$0	\$30,000	\$13,421	\$43,421
Math Textbooks-\$307,000	2017	\$0	\$0	\$0	\$82,000	\$11,626	\$93,626
Protective Fire Equipment-\$35,000	2018	\$0	\$0	\$0	\$10,000	\$1,384	\$11,384
DPW Bucket Truck - \$140,000	2018	\$0	\$0	\$0	\$30,000	\$5,858	\$35,858
DPW PU Trucks #31 & 68	2018	\$0	\$0	\$0	\$20,000	\$3,212	\$23,212
Fire Car C-1-\$39,000	2018	\$0	\$0	\$0	\$14,000	\$1,462	\$15,462
Police Communications Tower-\$300,000	2019	\$0	\$0	\$0	\$30,000	\$17,055	\$47,055
Seawalls & Hurricane Study-\$250,000	2018	\$0	\$0	\$0	\$50,000	\$10,625	\$60,625
Massasoit Fire Stn Design & Plans-\$100,000	2018	\$0	\$0	\$0	\$25,000	\$3,830	\$28,830
MHS Feasibility-\$1,118,000	2031	\$0	\$0	\$0	\$68,000	\$62,599	\$130,599
Bond Issuances		\$3,933,073	\$709,327	\$4,642,400	\$4,057,578	\$970,693	\$5,028,271
Bonding Costs/Annual Disclosure				\$12,000			\$12,000
MWPAT Admin Fees				\$3,601			\$6,179
Short Term Interest				\$81,999			\$31,567
Sub-total Debt Service				\$4,720,000			\$5,078,017
MHS Construction-\$30,000,000 (Debt Excl)	2033	\$0	\$0	\$0	\$1,500,000	\$1,653,750	\$3,153,750
MHS Constrctn ST Interest (Debt Excl)				\$53,000			\$12,000
Grand Total Debt Service				\$4,773,000			\$8,243,767

**Town of Marshfield
Other Funds Debt Service Schedule**

SEWER ENTERPRISE FUND

Description: Original Issue	Maturity	FY13	FY13	FY13	FY14	FY14	FY14
	Date	Principal	Interest	Total	Principal	Interest	Total
WWTF SCADA - \$510,000 (60%)	2013	\$30,000	\$488	\$30,488	\$0	\$0	\$0
Ops Bldg Modifications - \$200,000 (60%)	2015	\$12,000	\$1,290	\$13,290	\$12,000	\$870	\$12,870
Sewer 2000 (60%) - \$500,000	2015	\$30,000	\$3,225	\$33,225	\$30,000	\$2,175	\$32,175
Effluent Upgrades to SCADA	2016	\$25,000	\$3,500	\$28,500	\$25,000	\$2,750	\$27,750
Main Lift Design	2017	\$18,000	\$980	\$18,980	\$10,000	\$700	\$10,700
Pump Station Upgrades-\$70,000	2018	\$10,000	\$1,300	\$11,300	\$10,000	\$1,100	\$11,100
Outfall Pipe MWPAT; \$634,446 (60%)	2019	\$39,879	\$8,037	\$47,916	\$39,232	\$7,567	\$46,799
Sewer Ocean St.; \$500,000 (60%)	2021	\$15,408	\$5,054	\$20,462	\$15,186	\$4,593	\$19,779
WWTF Upgr & Rsdls; \$1,887,000 (60%)	2021	\$43,146	\$14,153	\$57,299	\$42,516	\$12,858	\$55,374
Aeration System Upgrade-\$250,000	2021	\$25,000	\$4,838	\$29,838	\$25,000	\$4,338	\$29,338
Sewer 2000 MWPAT (60%) \$8,010,580	2023	\$177,061	\$36,814	\$213,875	\$176,605	\$31,697	\$208,302
Bond Issuances		\$425,494	\$79,679	\$505,173	\$385,539	\$68,648	\$454,187
Short Term Interest				\$6,777			\$23,895
MWPAT Admin Fees				\$5,401			\$9,269
Borrowing Costs				\$5,000			\$35,000
Total Debt Service				\$522,351			\$522,351

WATER ENTERPRISE FUND

Description: Original Issue	Maturity	FY13	FY13	FY13	FY14	FY14	FY14
	Date	Principal	Interest	Total	Principal	Interest	Total
Water Mains - Summer St - \$340,000	2015	\$35,000	\$3,400	\$38,400	\$30,000	\$2,175	\$32,175
Pudding Hill Water Tank Design-\$139,000	2016	\$30,000	\$2,050	\$32,050	\$25,000	\$1,500	\$26,500
Lime Storage Shed-\$25,000	2016	\$5,000	\$400	\$5,400	\$5,000	\$300	\$5,300
S River Water Main-\$600,000	2017	\$60,000	\$12,000	\$72,000	\$60,000	\$9,600	\$69,600
Furnace Brook PS #1 Constructn-\$800,000	2017	\$90,000	\$18,000	\$108,000	\$90,000	\$14,400	\$104,400
Church St Land Acquisition-\$631,000	2017	\$65,000	\$12,200	\$77,200	\$60,000	\$9,600	\$69,600
Pine St Water Main-\$80,000	2018	\$0	\$0	\$0	\$20,000	\$3,286	\$23,286
Highland St Water Main-\$500,000	2019	\$75,000	\$9,250	\$84,250	\$75,000	\$7,750	\$82,750
Pine Street Water Main-\$300,000	2021	\$30,000	\$5,805	\$35,805	\$30,000	\$5,205	\$35,205
Highland St Water Main-\$50,000	2021	\$5,000	\$968	\$5,968	\$5,000	\$868	\$5,868
Pine Street Water Main-\$100,000	2021	\$10,000	\$3,700	\$13,700	\$10,000	\$3,400	\$13,400
Highland St Water Main-\$135,000	2021	\$0	\$0	\$0	\$15,000	\$7,415	\$22,415
Fairgrounds Pumping Stn-\$250,000	2023	\$0	\$0	\$0	\$25,000	\$14,213	\$39,213
Carolina Hill Tank & Ferry Station-\$2.5M	2024	\$152,748	\$39,493	\$192,241	\$155,834	\$36,407	\$192,241
15 Ferry St Land Acq-\$225,000	2026	\$15,000	\$8,383	\$23,383	\$15,000	\$7,913	\$22,913
Metuxet Woods Land Acq - \$2.15M	2026	\$145,000	\$79,900	\$224,900	\$145,000	\$75,550	\$220,550
Pudding Hill Water Tank Const-\$1,500,000	2033	\$0	\$0	\$0	\$75,000	\$82,688	\$157,688
S River St Water Main-\$1,000,000	2033	\$0	\$0	\$0	\$50,000	\$55,125	\$105,125
Short Term Interest				\$10,000			\$3,000
MWPAT Fees				\$2,962			\$2,732
Borrowing Costs				\$1,200			\$1,200
Total Debt Service				\$927,439			\$1,235,161

SCHOOL LUNCH FUND

Description: Original Issue	Maturity	FY13	FY13	FY13	FY14	FY14	FY14
	Date	Principal	Interest	Total	Principal	Interest	Total
Food Service Equipment	2019	\$5,000	\$838	\$5,838	\$5,000	\$738	\$5,7
		\$5,000	\$838	\$5,838	\$5,000	\$738	\$5,7
				\$0			
Total Debt Service				\$5,838			\$5

APPENDIX C

Town of Marshfield

Expenditure Budget Report FY 2014 TOWN Budget

Account	Description	2012 Est	2013 App	2013 Est	2014 Reg	Act Budget
660104315120	SOLID WASTE FULL TIME EMPLOYEES	392,908.52	431,031.00	101,656.59	477,262.00	477,262.00
660104315121	SOLID WASTE PART TIME EMPLOYEES	17,429.55	25,000.00	13,012.85	25,000.00	25,000.00
660104315130	SOLID WASTE OVERTIME	58,926.85	55,000.00	17,048.73	55,000.00	55,000.00
660104315132	SOLID WASTE RMR/AGENCY OVERTIME	601.60	500.00	0.00	500.00	500.00
660104315136	SOLID WASTE STANDBY PAY	0.00	0.00	0.00	0.00	0.00
660104315137	SOLID WASTE OPERATING OUT OF GRADE	115.64	500.00	0.00	500.00	500.00
660104315143	SOLID WASTE LONGEVITY	360.00	1,000.00	0.00	605.00	605.00
660104315144	SOLID WASTE SICK LEAVE INCENTIVE PA	0.00	500.00	150.00	1,500.00	1,500.00
660104315148	SOLID WASTE LICENSES	2,193.67	1,500.00	579.32		
660104315190	SOLID WASTE UNIFORM ALLOWANCE	0.00	0.00	0.00		
Total		472,135.83	515,031.00	132,447.49	560,367.00	560,367.00
660104315205	SOLID WASTE EQUIPMENT MAINTENANCE	9,195.09	5,000.00	1,090.95	5,000.00	5,000.00
660104315214	SOLID WASTE FENCING	0.00	4,500.00	0.00	4,500.00	4,500.00
660104315216	SOLID WASTE ADVERTISING	3,442.99	10,000.00	2,074.20	10,000.00	10,000.00
660104315227	SOLID WASTE UTILITIES & POWER	4,143.53	10,000.00	1,159.96	10,000.00	10,000.00
660104315290	SOLID WASTE CURBSIDE COLLECTION	1,025,300.00	1,100,000.00	177,381.40	1,100,000.00	1,100,000.00
660104315298	SOLID WASTE GRINDING/SCREENING	24,600.00	45,000.00	0.00	45,000.00	45,000.00
660104315299	SOLID WASTE INSPECTIONS	5,700.00	5,000.00	0.00	5,000.00	5,000.00
660104315322	SOLID WASTE MONITORING TESTING	37,469.14	40,000.00	1,600.00	40,000.00	40,000.00
660104315324	SOLID WASTE WASTE DISPOSAL TRANSPOR	500,053.55	555,000.00	113,852.36	650,000.00	650,000.00
660104315365	SOLID WASTE PAYT PROGRAM	60,173.50	40,000.00	217.91	40,000.00	40,000.00
660104315370	SOLID WASTE SITE MAINTENANCE	73,050.78	75,000.00	19,168.80	75,000.00	75,000.00
660104315371	SOLID WASTE HAZARDOUS WASTE COLLECT	16,115.34	25,000.00	16,707.65	25,000.00	25,000.00
660104315389	SOLID WASTE TEST CONTROL	1,100.00	2,000.00	150.00	2,000.00	2,000.00
660104315391	SOLID WASTE SPECIAL WASTES	14,213.44	20,000.00	284.04	20,000.00	20,000.00
Total		1,833,957.45	1,936,500.00	332,707.27	2,021,500.00	2,021,500.00

Town of Marshfield

Expenditure Budget Report

FY 2014 TOWN Budget

Account	2012 EXP	2013 APP	2013 BUD	2013 BUD	2013 BUD
500 SUPPLIES					
660104315440	14,144.61	16,000.00	4,955.51	16,000.00	16,000.00
660104315444	3,452.21	4,000.00	189.58	4,000.00	4,000.00
660104315482	1,255.77	2,000.00	222.97	2,000.00	2,000.00
660104315490	2,763.46	4,500.00	1,016.90	4,500.00	4,500.00
Total	21,594.05	26,500.00	6,284.96	26,500.00	26,500.00
5700 OTHER CHARGES					
660104315710	427.67	4,000.00	96.00	4,000.00	4,000.00
Total	427.67	4,000.00	96.00	4,000.00	4,000.00
5800 CAPITAL OUTLAY					
660104315830	6,197.00	10,000.00	3,755.00	15,000.00	15,000.00
Total	6,197.00	10,000.00	3,755.00	15,000.00	15,000.00
5900 TRANSFERS					
660104315961	209,835.00	202,892.00	0.00	214,389.00	214,389.00
660104315962	0.00	50,000.00	0.00	50,000.00	50,000.00
660104315963	0.00	0.00	0.00	0.00	0.00
Total	209,835.00	252,892.00	0.00	264,389.00	264,389.00
Program Total	2,544,147.00	2,744,923.00	475,290.72	2,901,756.00	2,901,756.00
DPW Total	2,544,147.00	2,744,923.00	475,290.72	2,901,756.00	2,901,756.00
Total Salaries	472,135.83	515,021.00	132,497.49	560,507.00	560,507.00
Total Expenses	2,072,011.17	2,229,902.00	342,843.23	2,341,389.00	2,341,389.00

Town of Marshfield

Expenditure Budget Report

FY 2014 TOWN Budget

Account	Description	2013 Est	2013 App	2013 PA1	2014 Est	FY 10000
600104405120	WASTE WATER FULL TIME EMPLOYEES	741,836.81	720,000.00	191,471.77	772,240.00	772,201.00
600104405121	WASTE WATER PART TIME EMPLOYERS	4,568.20	10,000.00	6,622.22	10,000.00	10,000.00
600104405130	WASTE WATER OVERTIME	14,644.56	25,000.00	1,544.06	25,000.00	25,000.00
600104405132	WASTE WATER EMERGENCY OVERTIME	0.00	4,500.00	0.00	4,500.00	4,500.00
600104405136	WASTE WATER STANDBY PAY	24,181.10	24,000.00	5,904.76	24,000.00	24,000.00
600104405137	WASTE WATER OPERATING OUT OF GRADE	0.00	500.00	0.00	500.00	500.00
600104405143	WASTE WATER LONGEVITY	3,715.00	4,000.00	650.00	6,895.00	6,895.00
600104405144	WASTE WATER SICK LEAVE INCENTIVE PA	300.00	500.00	300.00	500.00	500.00
600104405148	WASTE WATER LICENSES	6,004.33	6,750.00	1,560.09	6,750.00	6,750.00
600104405190	WASTE WATER UNIFORM ALLOWANCE	0.00	0.00	0.00	0.00	0.00
Total		795,259.00	795,250.00	208,052.90	850,346.00	850,346.00
5400 - PUBLIC UTILITIES SERVICES						
600104405227	WASTE WATER UTILITIES & POWDR	360,085.20	400,000.00	76,764.44	400,000.00	400,000.00
600104405294	WASTE WATER TREATMENT PLANT MAINTEN	207,418.13	150,000.00	78,850.18	150,000.00	150,000.00
600104405295	WASTE WATER PUMP STATION MAINTENANC	87,400.75	40,000.00	6,414.02	40,000.00	40,000.00
600104405296	WASTE WATER COLLECTION SYSTEM MAINT	21,427.56	60,000.00	2,296.95	60,000.00	60,000.00
600104405297	WASTE WATER RESIDUAL DISPOSAL	121,667.66	175,000.00	32,302.13	175,000.00	175,000.00
600104405311	WASTE WATER TECHNICAL SERVICES	3,722.70	6,000.00	663.57	11,000.00	11,000.00
<i>Jeopard Software</i>						
Total		835,722.10	831,000.00	197,291.29	836,000.00	836,000.00
5400 - SUPPLIES						
600104405440	WASTE WATER TOOLS & SUPPLIES	5,129.27	4,000.00	122.09	6,000.00	4,000.00
600104405470	WASTE WATER CHEMICALS	24,068.13	35,000.00	5,111.50	35,000.00	35,000.00
600104405486	WASTE WATER LABORATORY	23,168.30	30,000.00	5,083.12	30,000.00	30,000.00
600104406490	WASTE WATER UNIFORMS	5,505.11	7,500.00	44.00	7,500.00	7,500.00
Total		67,870.81	76,500.00	10,360.71	76,500.00	76,500.00

Town of Marshfield

Expenditure Budget Report

FY 2014 TOWN Budget

Account	Description	2013 Exp	2013 App	2013 Est	2013 Req	Adv Board
600104403710	WASTE WATER PROJECTS, TRAINING & ME	5,204.24	5,000.00	952.14	5,000.00	5,000.00
600104403711	WASTH WATER LICENSES	1,682.00	2,000.00	677.00	2,000.00	2,000.00
	Total	7,186.24	7,000.00	1,629.14	7,000.00	7,000.00
600104403850	WASTH WATER OTHER CAPITAL OUTLAY	7,181.95	25,000.00	17,808.48	25,000.00	25,000.00
	Total	7,181.95	25,000.00	17,808.48	25,000.00	25,000.00
600104403961	WASTFWATER TRANSFER TO GENERAT. FND	426,811.00	426,145.00	0.00	455,056.00	455,056.00
600104403962	WASTIC WATER RESERVE FUND TRANSFERS	0.00	100,000.00	0.00	100,000.00	100,000.00
600104403963	WASTFWATER TRANSFER TO SPECIAL ARHT	0.00	0.00	0.00	0.00	0.00
	Total	426,811.00	526,145.00	0.00	555,056.00	555,056.00
	Program Total	2,140,022.10	2,260,895.00	435,142.52	2,349,902.00	2,349,902.00
	DPW Total	2,140,022.10	2,260,895.00	435,142.52	2,349,902.00	2,349,902.00
	Total Salaries	795,250.00	795,250.00	208,052.90	850,346.00	850,346.00
	Total Expenses	3,444,772.30	3,465,645.00	227,089.62	3,499,556.00	3,499,556.00

Town of Marshfield

Expenditure Budget Report

FY 2014 TOWN Budget

Account	Description	2012 Est	2013 App	2013 YTD	2014 Req	Am. Budget
610104505120	WATER CONTAMINATION MITIGATION EXPENSES	0.00	0.00	0.00	0.00	0.00
Total						
610104505120	WATER CONTAMINATION MITIGATION EXPENSES	923,642.19	956,225.00	231,631.99	1,012,981.00	1,012,980.00
610104505121	WATER FULL TIME EMPLOYEES	10,268.86	14,000.00	7,265.24	14,000.00	14,000.00
610104505130	WATER PART TIME EMPLOYEES	59,345.53	40,000.00	12,404.61	50,000.00	50,000.00
610104505132	WATER OVERTIME	16,364.58	20,000.00	703.70	20,000.00	20,000.00
610104505156	WATER EMERGENCY OVERTIME	21,595.22	22,000.00	5,505.86	22,000.00	22,000.00
610104505137	WATER STANDBY PAY	2,231.00	3,400.00	471.11	3,000.00	3,000.00
610104505142	WATER OPHAWING OUT OF GRADE PAY	3,250.00	3,500.00	1,500.00	3,500.00	3,500.00
610104505143	WATER EDUCATION	11,875.00	12,775.00	7,705.00	14,160.00	14,160.00
610104505144	WATER SICK LEAVES INCENTIVE PAY	1,050.00	2,400.00	800.00	43,748.00	43,748.00
John Pate sick leave buyback 150 days @ \$291.65 = \$43,747.50						
610104505148	WATER LICENSES	7,780.12	4,500.00	1,951.43	4,500.00	4,500.00
610104505190	WATER UNIFORM ALLOWANCE	0.00	0.00	0.00	0.00	0.00
Total						
		1,057,402.50	1,078,000.00	269,938.94	1,187,868.00	1,187,868.00
610104505200 SEWER SERVICES						
610104505211	WATER PUMP STATION REAR	25,316.44	20,000.00	0.00	20,000.00	20,000.00
610017005225	WATER CONSERVATION-LEAK DETECTION	816.28	0.00	0.00	0.00	0.00
610104505227	WATER UTILITIES & POWER	285,399.81	220,000.00	79,665.01	320,000.00	320,000.00
610104505255	WATER LEAK DETECTION	10,000.00	10,000.00	380.00	10,000.00	10,000.00
610104505260	WATER MAINTAIN WATER LINES	60,437.18	60,000.00	14,164.82	60,000.00	60,000.00
610104505292	WATER SAFETY DETAILS	22,625.33	25,500.00	5,621.29	25,500.00	25,500.00
610104505293	WATER HYDRANT MAINTENANCE	14,385.18	15,400.00	1,657.75	15,000.00	15,000.00
610104505295	WATER PUMP STATION MAINTENANCE	60,954.89	60,000.00	27,354.57	60,000.00	60,000.00
610104505311	WATER TECHNICAL SERVICES	41,264.21	60,000.00	27,396.20	65,000.00	65,000.00
610104505322	WATER MONITORING TESTING	28,810.00	40,000.00	7,145.00	50,000.00	50,000.00
610104505339	WATER EXCURRY WATER	30,403.31	25,000.00	0.00	25,000.00	25,000.00

Town of Marshfield

Expenditure Budget Report FY 2014 TOWN Budget

Account	Description	2013 Exp	2013 App	2013 Est	2014 Rec	Adv Board
401 DPW						
5200 PURCHASE OF SERVICES						
610104505350	WATER TRAILER RENTAL	5,675.58	6,000.00	1,139.86	6,000.00	6,000.00
Total		584,088.21	641,506.00	164,824.50	656,500.00	656,500.00
5400 SUPPLIES						
610104505440	WATER TOOLS & SUPPLIES	7,594.30	10,000.00	1,131.65	10,000.00	10,000.00
610104505470	WATER CHEMICALS	44,251.36	50,000.00	11,255.00	50,000.00	50,000.00
610104505478	WATER WATER METER SUPPLIES	23,462.59	60,000.00	12,299.24	60,000.00	60,000.00
610104505490	WATER UNIFORMS	8,847.79	10,000.00	1,025.98	10,000.00	10,000.00
610104505531	WATER PATCHING	19,910.29	20,000.00	4,348.97	20,000.00	20,000.00
610104505537	WATER SAND	15,000.00	20,000.00	7,164.15	20,000.00	20,000.00
Total		119,066.33	170,000.00	37,224.99	170,000.00	170,000.00
5500 OTHER CHARGES						
610104505710	WATER MEETINGS, TRAINING & MD.FAGE	5,469.26	8,000.00	1,810.76	8,000.00	8,000.00
610104505711	WATER LICENSES	1,478.00	1,500.00	60.00	1,500.00	1,500.00
610104505721	WATER DEEP ASSESSMENT	6,597.28	10,000.00	0.00	10,000.00	10,000.00
Total		13,544.54	19,500.00	1,870.76	19,500.00	19,500.00
5800 CAPITAL OUTLAY						
610104505850	WATER OTHER CAPITAL OUTLAY	17,145.36	25,000.00	3,918.58	25,000.00	25,000.00
Total		17,145.36	25,000.00	3,918.58	25,000.00	25,000.00
5900 TRANSFERS						
610104505961	WATER TRANSFER TO GENERAL FUND	589,052.00	643,074.00	0.00	671,905.00	671,905.00
610104505962	WATER RESERVE FUND TRANSFERS	0.00	100,000.00	0.00	100,000.00	100,000.00
610104505963	WATER TRANSFER TO SPECIAL-AUCTIONS	0.00	0.00	0.00	0.00	0.00
Total		589,052.00	743,074.00	0.00	771,905.00	771,905.00
Program Total		2,380,290.94	2,677,014.00	477,777.77	2,830,773.00	2,830,773.00
DPW Total		2,380,290.94	2,677,014.00	477,777.77	2,830,773.00	2,830,773.00
Total Salaries		1,056,352.50	1,076,000.00	269,138.94	1,144,200.00	1,144,200.00
Total Expenses		1,323,938.44	1,601,014.00	208,618.83	1,686,653.00	1,686,653.00

Enterprise Fund Allocation of Indirect Costs to General Fund for FY 2014

Category	Description	Water	Sewer	Solid Waste
Shared Facilities				
Highway Garage	FY12 Actual Expense for Water Dept usage, Maintenance - 35%, Telephone - 22%, Utilities - 10.2%	\$5,242	\$0	\$0
Town Hall	FY12 Actual Expense for 25% use of building, Water - 0.5%, Sewer - 2.7%, Solid Waste - 6.5%	\$18,349	\$5,215	\$12,554
Employee Benefits & Services				
Health & Life Insurance	FY12 Enrolled Employees Actual Expense	\$182,801	\$98,578	\$53,591
Medicare	FY12 Employees Actual Expense	\$10,934	\$11,232	\$5,868
Unemployment	FY12 Employees Actual Expense	\$0	\$0	\$0
Pension Assessment	FY12 Expense as provided by actuary for retirement system	\$129,167	\$99,599	\$41,878
Payroll Benefits Administration	FY12 Expense based on number of employees serviced	\$4,450	\$2,932	\$2,427
Labor Counsel	FY12 Actual Expense - assumption of 5% services to each employee group	\$1,311	\$1,311	\$1,311
Medical & Alcohol/Drug Testing	FY12 Employees Actual Expense	\$1,011	\$282	\$530
Shared Services				
Postage	Expense based on FY12 usage	\$9,579	\$5,664	\$1,652
Town Warrant/Annual Reports	FY12 Actual Expense - based on volume and amount of data - Water-3%, Sewer-5%, Solid Waste-5%	\$461	\$161	\$461
Automotive Fuel	FY12 Actual Expense - usage provided by gas pump dispensing system	\$72,652	\$17,489	\$2,412
General Insurance	FY12 Actual Expense as provided by insurance company	\$81,588	\$22,899	\$7,083
General Insurance-Workers Comp	FY13 Actual Bill for \$40,123.32 from workers comp insurer, MEGA, from prior year	\$7,046	\$6,589	\$6,596
Independent Audit	FY13 Actual Expense for FY 12 audit as provided by auditors	\$5,000	\$5,000	\$5,000
Equipment Maintenance	FY12 Actual Expense - based on usage - Water - 14.9%, Sewer - 3.8% & Solid Waste - 6.7%	\$39,483	\$10,070	\$17,754
Accounting	FY12 Actual Expense - based on volume - Water - 16%, Sewer - 16% & Solid Waste - 9%	\$26,681	\$26,681	\$15,008
Information Technology	FY12 Expense based on # of users and infrastructure costs	\$42,194	\$40,694	\$45,324
Treasurer Collector	FY12 Expense based on volume and services provided	\$32,817	\$21,896	\$31,600
Shared Professional Services				
DPW Administration	FY12 Actual Expense - Water - 25%, Sewer - 25%, Solid Waste - 25%	\$47,691	\$47,691	\$47,691
BPW Elected Officials	FY12 Actual Expense - Water - 25%, Sewer - 25%, Solid Waste - 25%	\$380	\$380	\$380
Town Counsel	FY12 Actual Expense - Water - 10%, Sewer - 10%, Solid Waste - 10%	\$17,784	\$17,784	\$17,784
Town Administrator/Selectmen	FY12 Actual Expense - Water - 10%, Sewer - 10%, Solid Waste - 10%	\$24,448	\$24,448	\$24,448
Offset Costs for Services Provided				
Services provided to Town		(\$22,299)	(\$6,767)	(\$43,407)
Services provided to School		(\$26,865)	(\$5,062)	(\$93,586)
TOTAL		\$671,905	\$455,056	\$214,389

APPENDIX D

TOWN OF MARSHFIELD, MASSACHUSETTS

PERSONNEL BYLAW

Effective Date of Adoption: _____

Effective Date of Amendment: _____

A town by by-law may establish and, from time to time, amend a plan classifying any or all positions, other than those filled by popular election and those under the direction and control of the school committee, into groups and classes doing substantially similar work or having substantially equal responsibilities. In a town by vote of the town at a town meeting, establish, and from time to time amend, a plan establishing minimum and maximum salaries to be paid to employees in positions so classified, and such salary plan may provide for the attainment of such maximum salaries by periodical step-rate increases based on length of service.

A town may consolidate, in a single chapter or article, all provisions of its by-laws pertaining to the administration of its personnel including, among other things, the compensation plan. It may provide by by-law for the establishment of a personnel board or other agency for the purpose of administering said plans or other provisions of its by-laws pertaining to personnel determining any questions arising there under, and advising the town in any matters pertaining thereto.

TOWN OF MARSHFIELD PERSONNEL CLASSIFICATION AND COMPENSATION PLAN BY-LAWS

SECTION 1. AUTHORIZATION AND APPLICATION

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the Massachusetts General Laws there shall be established plans which may be amended from time to time by vote of the Town at a Town Meeting; (a) classifying positions in the service of the Town, other than those filled by popular election, those under the direction and control of the School Committee, those employees covered by a collective bargaining agreement, and certain positions for the compensation is on a fee basis of the incumbents of which render intermittent or casual service, into groups and classes doing substantially similar work or having substantially equal responsibilities; (b) authorizing a compensation plan for positions in the classification plan; and (c) providing for the administration of said classification and compensation plans.

Nothing in any of the Town of Marshfield's Personnel Rules, Policies, Procedures or other documents relating to employment with the Town of Marshfield ("the Town") creates any express or implied contract or guarantee of continued employment for a specific term. No past practices or procedures, whether oral or written, from any express or implied agreement or contract to continue such practices or procedures. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the limitations set forth in this paragraph create any contract of employment unless: 1) the terms are put in writing, 2) the document is labeled "Contract," 3) the document states the duration of employment, and 4) the document is signed by the Board of Selectmen.

The Town, acting exclusively through the Town Administrator, reserves the right to add, change or discontinue any aspect of its personnel policies and benefit programs and to revise or modify

provisions of this Bylaw with proper notice provided to the Town's collective bargaining groups.

Conflicting provisions contained in collective bargaining agreements, to the extent required by law, shall supersede these policies. Where collective bargaining agreements are silent, these policies and regulations may be applied. If there is a conflict between language in the Employee Personnel Bylaw and language in an official plan document (such as the group health insurance policy) the official plan document governs.

Subject to the Town Administrator's review and approval, departmental regulations that establish standards of performance, employee conduct, or action shall continue to be applicable. Employees of the Town that are not otherwise covered by a collective bargaining agreement, employment agreement, or State civil service statutes are at-will employees. Either party may terminate the employment relationship at any time with good cause, with or without notice. The term cause shall include but not be limited to the following: incapacity other than temporary illness, inefficiency, insubordination and conduct unbecoming the office.

This Bylaw is intended to be in accordance with all applicable state and federal laws. In the event that these policies are inconsistent with the applicable state or federal law, the applicable law shall apply.

SECTION 2. PERSONNEL BOARD

The membership of the Personnel Board (hereafter the Board) shall be appointed by the Board of Selectmen per the Town Charter and subject to MGL Chapter 268A as follows: (a) One (1) member to be appointed to serve for one (1) year; (b) Two (2) members to be appointed to serve for two (2) years; (c) Two (2) members to serve three (3) years. At the expiration of each term of office, appointments or re-appointments thereafter shall be made in the same manner for terms of three (3) years. Each term of office shall expire on June 30th. In the event of a vacancy occurring in the membership of the Personnel Board (Board, the position shall be filled within thirty (30) days in the same manner and by the same authority as in the original method of selection and for the remainder of such unexpired term of office. The members of the Personnel Board shall not be employees or elected officials of the Town. It is preferred that members of the Personnel Board have a background in Human Resources, Public Administration or a related field. The Board shall elect a chairman from its membership who shall have the power to call meetings and who shall preside over such meetings. Any three (3) members shall constitute a quorum for transaction of business. A majority vote of such a board shall prevail unless there is a bare quorum, in which event there must be a unanimous vote.

The Board is responsible for the review and recommendations of changes to the Town's Personnel Bylaw and the establishment of policies pertaining to the provision of human resource services to employees covered by the provisions of this Bylaw subject to the approval of Town Meeting.

SECTION 3. ADMINISTRATION OF CLASSIFICATION/COMPENSATION PLAN

(A) **GENERAL SCOPE.** This section shall apply to all employees in the service of the Town of Marshfield, unless covered by individually negotiated employment agreements or collectively bargained contracts in accordance with MGL Chapter 41, Section 108N between the Town and certain employees. It is the policy of the Town to develop and maintain a compensation plan that is competitive with the market place enabling the Town to recruit and retain a quality work force. External salary data is collected by the Town Administrator or designee on a regular basis at least every three (3) years from comparable communities as determined from the geographical recruitment area as well as operational and demographic criteria on a position by position basis. The Town may make changes to the salary ranges for each grade level as it deems necessary in order to maintain competitiveness with the market place.

(B) **ADMINISTRATION.** The Town Administrator or his/her qualified designee shall be responsible for the administration of the Classification and Compensation Plan.

(C) **JOB DESCRIPTIONS.** The Town Administrator shall maintain written descriptions of the jobs or positions in the Plan describing the essential characteristics, requirements and general duties. The descriptions shall not be interpreted as either complete or restrictive and employees shall continue to perform any duties assigned by an employee's superior(s).

(D) **SALARY AND WAGE REVIEW.** The Town Administrator shall, from time to time not to exceed three (3) years, review the wage and salary schedules of all positions subject to the Plan in order to keep informed as to pay rates and policies outside the service of the town, and be in a position to recommend to the Town any action deemed desirable to maintain a fair and equitable (competitive) pay level.

(E) **JOB DESCRIPTION REVIEW.** The Town Administrator shall review the duties of all employees subject to the Classification Plan on a regular basis. The Town Administrator upon receipt of substantiating data may add a new position tentatively, to the classification schedule, or reclassify an existing position to a different group, subject to the subsequent ratification of this action by formal amendment of this By-Law by approval of Town Meeting.

(F) **NEW CLASSIFICATIONS.** The Town Administrator shall establish the Classification schedule for all newly-created positions in accordance with the Classification and Compensation Plan, as approved at a Special or Annual Town Meeting.

(G) **REPORTS.** The Town Administrator shall, when deemed necessary, in advance of each annual Town Meeting at which recommendations of the Board will be considered, prepare a printed report for the information of Town Meeting and Town employees. The Town Administrator shall make an annual report in writing to the Board of Selectmen on or before January 15th of each year.

SECTION 4. TITLES OF POSITIONS

The title of each position in the classification plan shall be the official title for all positions, and shall be used to designate the position in all Town payrolls, budget estimates and official record and reports, and in every connection involving personnel and fiscal processes, but any abbreviation or code symbol approved by the Town Administrator may be used in lieu of the title to designate the classification in any such connection.

Position titles shall be interpreted to be descriptive only and not restrictive. They shall be construed solely as a means of distinguishing one position from another and not as prescribing what the duties or responsibilities of any position shall be, or, as modifying, or in any way affecting, the power of any administrative authority, as otherwise existing, to appoint, to assign duties to, or to direct and control the work of, any employee under the jurisdiction of such authority.

SECTION 5. PERSONNEL RECORDS

The Town Administrator shall keep such employment records of all employees of the Town, including the name, age, date of employment, classification, department in which employed, and other information as the Town shall deem necessary. Department Heads shall furnish such information as shall be requested for this purpose.

The official employee personnel files are kept in the Office of the Board of Selectmen shall be the official employee personnel files of the Town or Marshfield and shall include all original documentation pertaining to each employee in accordance with applicable state and/or federal regulations. Department Heads may maintain files supporting departmental actions. In accordance with the State's Public Records Law, official employee personnel files are confidential records that are accessible by the Town Administrator, and are not available for public inspection or copying.

Current and/or former Town employees have the right to examine their own personnel files and may, upon written request submitted to the Office of the Town Administrator, receive a copy of any records contained in their personnel file. No personnel files may be taken out of the Town Administrator's office without the approval of the Town Administrator.

The personnel records include all original information pertinent to an employee's employment with the Town including the employment application, payroll deductions, performance appraisals, leave records, special commendations, disciplinary actions, education and training certificates and Employee Personnel Action Form. Employee medical records will be kept separate from all other personnel file information. It is the responsibility of employees to inform their Department Head of changes in name, address, telephone number, marital status and person(s) to be notified in the event of an emergency and to notify the Town Administrator's office and the Treasurer/Collector's office of changes to an employee's personal status to insure proper insurance coverage.

In accordance with MGL Chapter 149, Section 52C as amended, the Town will notify an employee within ten (10) days of placing information in an employee's personnel record that is, has been used or may be used, to negatively affect an employee's qualification for employment, promotion, transfer, additional compensation or subject (the employee) to disciplinary action.

SECTION 6. COMPENSATION PLAN FUNDING

Compensation adjustments provided for in this section shall be subject to the availability of funds as appropriated by Town Meeting.

SECTION 7. CIVIL SERVICE

No provisions that are contained in this Personnel By-Law shall be construed to be conflict with Chapter 31 of the Massachusetts General Laws.

SECTION 8. EFFECTIVE DATE

These By-Laws shall take effect upon adoption by the Town at the Annual Town Meeting.

SECTION 9. CLASSIFICATION AND COMPENSATION PLAN

(A) Development of the Classification Plan

It is the policy of the Town to classify positions based on the application of a Position Rating system that consisting of a set of universal position rating criteria.

(B) Annual Salary Plan Adjustments Annual salary plan guidelines are used to administer individual salaries throughout the fiscal year. Based upon external market data, budget parameters, and the Town's ability to pay funds are provided for employee compensation purposes throughout the year. It is the general policy of the Town of Marshfield to make salary adjustments at the beginning of each fiscal year as well as during the fiscal year based on an employee's years of service in a position as well as merit. An employee's movement or growth within a salary range is not and should not be considered an automatic natural progression.

(C) Maintenance of the Compensation Plan

The Town Administrator is responsible for overseeing the administration of the Town's wage and compensation plan(s) after adoption by the Annual Town Meeting. The Town Administrator may correct individual discrepancies in salaries in compliance with the Classification and Compensation Plan.

(D) Salary Adjustments

1. Starting Salary: New Employee

It is the policy of the Town to hire new employees between the minimum and mid-point of a salary range in each classification level as contained in Section 11, Schedule A of

this Bylaw. It is understood that the Town reserves the right to hire a new employee above the hiring range based on the qualifications of an employee as well as market conditions. Progression within a salary range is neither mandatory nor automatic, but is on the basis of merit, years of service in a position and subject to the appropriation of funds by Town Meeting. All employees covered under this Bylaw shall be paid within the grade or classification level that as established in Section 11, Schedule A of this Bylaw.

2. Promotion

An employee may be promoted in two (2) ways:

Organizational Promotion

An employee may be appointed to a different position that is classified in a higher pay band than the position is currently assigned; or

Job Revaluation/Reclassification:

Duties and responsibilities of an employee's job may be expanded and as a result, the position requires an employee to have additional knowledge, skill, and/or ability, etc. Based on the application of the Town's Position Rating system, the position is assigned a new classification level. An employee whose position has been assigned to a higher salary range should be treated as having received a promotion at the next common review date.

A promotional increase for a regular, full-time employee should advance an employee to a pay rate in the new salary range that exceeds an employee's current rate of pay by at least 3%. Factors such as length of service and budget considerations may affect the amount of compensation.

3. Step Increase

If an employee is eligible for a step increase, they shall be paid annually and on the anniversary date of appointment to a position. It is understood that step increases are not automatic but are subject to merit, years of service in a position and the appropriation of funds by Town Meeting.

4. Temporary Promotion

Employees filling in for a senior person for a period of time greater than 2 weeks may receive special pay consideration during or after the completion of the assignment. In such instances, consideration should be given to the length of the assignment, level of performance, and job level of the more senior person.

5. Demotion

A demotion takes place when a position is permanently reclassified or an employee is assigned to a position in a lower pay band. This action may be either voluntary or involuntary. An individual's salary may or may not be reduced upon demotion or reduction in job classification at the discretion of the Town. An employee's position in the new salary range will affect future salary increases.

6. Merit Compensation

It is the responsibility of the Town Administrator to develop and implement an employee performance management system, for Department Heads that is uniformly applied to those employees covered by this Bylaw throughout the organization.

Consideration for merit salary increases will be given at least once each year subject to the availability of funds. To be eligible for a merit increase, an employee must have been actively working for the Town (in an active pay status) for at least 30 of the 52 weeks of the relevant performance review cycle. Merit increases are calculated using the annual employee's salary in effect immediately preceding the effective date of the merit increase. Merit increases are directly linked to the employee's overall performance, provided that the employee's current salary does not exceed the maximum of the position's salary range.

Merit performance reviews ensure that eligible employees are considered for merit pay increases but does not guarantee that an individual employee will receive an increase. A merit increase is a salary increase earned by an employee whose performance has met or exceeded the requirements of the position. An employee who receives an overall performance rating of Unsatisfactory is not eligible for a salary increase until the level of performance is improved.

7. Managing Performance

It is the policy of the Town of Marshfield to compensate employees based on an employee's years of service in a position and performance. It is the principal responsibility of the Town Administrator to manage the performance evaluation process in accordance with the performance management guidelines and performance management cycle as approved by the Board of Selectmen.

8. Payment at a Listed Grade

All employees shall be paid at a wage within the minimum-maximum salary range for the grade level established for each position in accordance with the Classification Schedule in Section 11 of this Bylaw.

9. Pay Period/Pay Days

Normally employees are paid weekly, (or biweekly) with the payroll period ending on Saturday and checks available on Friday. In the event that a holiday occurs on a holiday, payroll checks will be distributed on the nearest preceding work day. Existing employees may elect to have paychecks deposited by the Town through the ACH system directly to their personal account(s). All new employees hired by the Town shall be required to participate in the Town's payroll direct deposit program.

10. Introductory Hiring Period

All new employees must serve an introductory hiring period of nine (9) months duration. An employee may be terminated by the Town during the introductory hiring period or at any time with cause, with or without notice.

11. Payroll Deductions

Mandatory payroll deductions are made depending upon the number of exemptions claimed for federal and state income taxes and retirement contributions. Optional payroll deductions are made based on employee authorization for health insurance, life insurance, dental insurance, deferred compensation, and for other contributions consistent with the law and as approved by Town Meeting. Pursuant to the applicable federal or state law or court ordered wage assignments, the Town may be obliged to retain and pay over to a third party a portion of an employees earnings.

12. Section 125 Plan

The Town offers a pre-tax program, for employees who work 20 hours or more which excludes from federal income tax purposes expenses for medical, child care or dependent care.

13. Unemployment Compensation

Commonwealth of Massachusetts law requires the Town to reimburse the State of Massachusetts for unemployment benefits paid to former employees of the Town. It is the responsibility of individuals to file claims with the State Division of Employment and Training. The Town reserves the right to contest claims for unemployment compensation.

14. Workers Compensation

To preserve rights under the law, an employee must notify their Department Head immediately or as soon as possible if involved in an on-the-job accident that results in personal injury. Employees, injured on-the-job are protected against loss of income and medical expenses by provisions of the Massachusetts Workers Compensation Act. Employees receiving workers' compensation benefits may, upon request, receive vacation, sick or personal leave accrued at the time of injury to supplement workers' compensation benefits up to the amount of base wages the employee received each week before the injury occurred.

15. Retirement System

As a condition of employment, all permanent employees who are regularly scheduled to work and earn more than \$5,000 annually are required to join the Plymouth County Retirement System. Retirement applications must be made by an employee in accordance with the rules and regulations of the Plymouth County Retirement System.

16. Death Benefit

Upon the death of a Town employee who is on the Town's payroll, their estate or designated beneficiary is eligible to receive accrued vacation and/or sick leave, in accordance with the provisions of this Bylaw.

SECTION 10. AMENDMENTS TO THE PERSONNEL BYLAW

(A) It shall be Town policy to amend the provisions of the Personnel Bylaw and Classification Plan at either a Special or Annual Town Meeting.

(B) The Board of Selectmen may, from time to time of its own motion, hold a hearing to consider any proposed amendment to this Bylaw. In the event said proposed amendment is supported by an affirmative vote of a majority of the members, the Board shall proceed according to the preceding sub-section to insert an article in the warrant and to report its recommendations to the Advisory Board.

SECTION II. POSITION CLASSES AND COMPENSATION SCHEDULES

The following schedules constitute the classification and compensation plans of the Town.

Schedule A

General Government Positions

Administrative Assistant	11
Assistant Veterans Agent	11
COA Van Driver	11
Officer Manager	10
Payroll/Benefits Manager	10
Project Coordinator for Volunteers	11
COA Social Services Coordinator	11
Beach Administrator	8
Project Engineer	14
Assessor/Appraiser	15
Council on Aging Director	13
Library Director	15
Town Planner	14
Town Engineer	14
Executive Secretary	8
Senior Secretary	8

Schedule B

Part-time and Seasonal Positions

Animal Inspector	\$1,800 per year
Assistant Animal Control Officer	\$9.00-\$10.00 per hour
First Assistant Harbormaster	\$11-\$18 per hour
Assistant Harbormaster	\$9.00-\$15.00 per hour
Assistant Shellfish Officer	\$6.00-\$7.00 per hour
Lifeguard	\$9.50-\$12.00 per hour; \$.25 increase per year returning
Beach Attendant	\$8.50-\$11.50 per hour \$.25 increase per year returning
Beach Supervisor	\$11.00 - \$16.00 per hour \$.25 increase per year returning
Call Firefighter	\$1,000 per year
Clerical Assistant (COA)	\$12.00 to \$19.00 per hour
Custodian (COA)	\$16.00 to \$19.00 per hour
Intern	\$10.00 to \$1.00 per hour
Kitchen/Activities Assistant (COA)	\$9.00 to \$12.00 per hour

Police Patrolman (intermittent)	\$12.50 to \$15.00 per hour
Police Matron	\$8.00 per hour (3 hr. min.)
Program/Activities Coordinator (COA)	\$13.00 to \$19.00 per hour
Recreation Site Coordinator	\$14-\$24 per hour
Recreation Group Leader	\$8-\$14 per hour
Recreation Assistant Leader	\$8-\$9.50 per hour
Recreation Nurse	\$25-\$26 per hour
Recreation Lead Teacher	\$17-\$22 per hour
Recreation Sports & Playground Instructor	\$8-\$11.50 per hour
Recreation After School Sports Instructor	\$26.00 per hour
Scaler of Weights & Measures	\$5,000 per year
Wiring Inspector	Grade 8
Plumbing Inspector	Grade 8

Schedule A Compensation Plan

FY2014 - 2%

Annual GRADE	STEP 1	STEP 2	STEP 3	STEP 4
4	\$27,834	\$28,946	\$30,101	\$31,304
5	\$30,703	\$31,929	\$33,207	\$34,526
6	\$33,869	\$35,222	\$36,634	\$38,099
7	\$37,360	\$38,847	\$40,408	\$42,021
8	\$41,200	\$42,855	\$44,564	\$46,346
9	\$46,346	\$47,265	\$49,153	\$51,127
10	\$50,142	\$52,141	\$54,231	\$56,394
11	\$55,307	\$57,517	\$59,807	\$62,203
12	\$61,008	\$63,442	\$65,975	\$68,623
13	\$67,112	\$69,782	\$72,574	\$75,486
14	\$73,545	\$76,485	\$79,538	\$82,715
15	\$80,895	\$84,130	\$87,491	\$90,988

SECTION 12. OVERTIME COMPENSATION

It is the policy of the Town of Marshfield that all work be accomplished within the normal work day. On occasion, the Town may determine that overtime is necessary to complete the assigned work beyond the normal work day. Each position authorized as listed in Section 11 of this Bylaw, shall be designated as exempt or non-exempt from the payment of overtime in accordance with the provisions of the Fair Labor Standards Act (FLSA). Vacation days, sick days, and holidays are counted as time worked in the computation of overtime. For further details, please see the FLSA Guidelines in the Addendum Section of this Bylaw.

All overtime work must be authorized by the Town Administrator in advance of said employee being required to work beyond the normal work day. A non-exempt employee shall receive a rate of pay for hours worked beyond 40 hours per work week that is equal to one and one-half times an employee's normal rate of pay. Documentation of overtime work shall be submitted by the employee(s) Department Head to the Treasurer/Collector department. Exempt employees may receive compensation in the form of compensatory time off for work required beyond 40 hours in a work week. An employee is required to take compensatory time off by the end of the fiscal year in which time is earned.

Exempt positions the Fair Labor Standards Act (FLSA) are not eligible for overtime compensation. These positions are expected to work the hours necessary to complete their respective duties.

Non-exempt positions shall be paid overtime for work in excess of forty (40) hours in a work week in accordance with the provisions of the Fair Labor Standards Act (FLSA).

SECTION 13 LONGEVITY PAY

Years of Service Completed	Earned Longevity Pay
Employed upon completion of 5 years	\$100
Employed 5 years up to 19 years	\$20 for each additional year
Employed 20 years	\$500
Employed more than 20 years	\$100 for each additional year

This sum is to be paid annually within one (1) month of the employee's date of hire. Full time employees are eligible for longevity. Part time employees that work the full year (52 weeks) are eligible for longevity on a pro rata basis.

SECTION 14. PAID HOLIDAYS

- (A) The following twelve (12.5) days or dates, as proclaimed by the Governor or the General Court of the Commonwealth, shall be recognized as legal holidays within the meaning of this By-Law on which days employees shall be excused from all duty not required to maintain essential Town services.

New Years Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Birthday	Veterans' Day
Patriot's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
	Half Day before Christmas (taken on the working day prior to Christmas holiday)

- (B) Every employee in full-time or continuous part-time employment shall be entitled to these designated holidays on the following terms:
- (1) If paid on an hourly basis, an employee shall receive one (1) day's pay at their regular rate based on the number of hours regularly worked on the day on which the designated holiday occurs;
 - (2) If paid on a weekly, semi-monthly or annual basis, they shall be granted each designated holiday without loss in pay which they would have received if worked.
- (C) Payment under the provisions of this section shall be made provided the eligible employee shall have worked on the last regularly scheduled working day prior to and the next regularly scheduled working day following such holiday, or was in full pay status on such preceding and following days in accordance with other provisions of this By-Law.
- (D) An employee in continuous employment, occupying a position in other than Supervisory or Administrative position that performs work on one of the days designated in subsection (A) shall be paid at their regular rate in addition to the amount to which he is entitled under sub-section (B).
- (E) An employee may be granted compensatory time off at the discretion of the Department Head in lieu of payment for holidays.
- (F) Whenever one of the holidays as set forth in sub-section (a) falls on a Sunday, the following day shall be the legal holiday. Whenever one of the holidays as set forth in subsection (a) falls on a Saturday, the previous day shall be the legal holiday.

- (G) Should any holiday fall on an employee's normal day off, Monday through Friday, they shall be given holiday pay in accordance with subsection (b), paragraph (1).

SECTION 15. VACATION LEAVE

- (A) A regular full-time employee in continuous service shall be granted vacation days with pay on the following basis. Part time employees' work the full year (52 weeks) are eligible for vacation leave on a pro rata basis.

<u>Years of Service Completed</u>	<u>Earned Vacation Time</u>
Employed 6 months thru 1 year	5 days
Employed 1 year thru 4 years	10 days
Employed 5 years	15 days
Employed 10 years	20 days
Employed 20 years	25 days

- (B) Vacations provided under subsection (a) shall be requested by employees in advance and scheduled at the discretion of the Department Head at such a time that will cause the least interference with the performance of the regular work .
- (C) On an employee's fifth, tenth, and twentieth anniversary he/she will be entitled to a third, fourth, or fifth week (whichever is applicable) of vacation, but only if said anniversary is between July 1 and December 31; otherwise, not until the following July 1 will the employee be entitled to the third, fourth, or fifth week.
- (D) Employees may bank up to two (2) weeks of their earned vacation and use it the following Fiscal Year with prior written approval of the Town Administrator.
- (E) Employees who are eligible for vacation under these rules who resign, retire voluntarily enter into the Armed Forces who give two (2) weeks notice of their intention to resign/retire or enter the Armed Forces shall be paid an amount equal to the vacation allowance as earned as of the date of resignation/retirement, and not granted, in the vacation year prior to such dismissal, resignation with notice retirement or entrance into the Armed Forces. In addition, payment shall be made for that portion of vacation allowance earned in the vacation year during which such dismissal, resignation with notice, retirement, or entrance into the Armed Forces occurred up to the time of an employee's separation from the payroll; said allowance to be one (1) day for each full month of continuous service completed subsequent to July 1st.

- (F) Absences on account of sickness in excess of that authorized under the rules therefore or for personal reasons as provided for elsewhere may, at the discretion of the Department Head, be charged to vacation leave.
- (G) An employee shall be granted an additional day of vacation if, while on vacation leave, a designated holiday occurs which falls on or is legally observed in accordance with their regularly scheduled work week.
- (H) Vacation allowances provided under the terms of this section will be calculated on a twelve (12) month period commencing on July 1st and ending on June 30th and these allowances must be taken in the twelve (12) month period that immediately follows. In unusual circumstances, exceptions may be granted by a Department Head. Such vacation shall attempt to be granted by the Department Head that will cause the least interference with the performance of the regular work of the Town.
- (I) An employee shall not be allowed to work during their vacation leave and be compensated with extra pay without the written approval of the Town Administrator.
- (J) The Town Administrator may approve up to fifteen (15) days of vacation leave for persons hired in positions listed under Schedule A, General Government. The determination for this vacation benefit shall be made at the time the person is hired. The appointing authority shall send a written notice of such determination to the Town Accountant and to the Personnel Board. The future accrual of vacation time shall be in accordance with the schedule as described in Schedule A of this section.

SECTION 16. SICK LEAVE

- (A) An employee in continuous employment who has completed at least thirty (30) weeks of service following their date of hire, shall be allowed twelve (12) days leave with pay each calendar year or one (1) day for each month thereof; if in any fiscal year an employee's employment is less than thirty (30) weeks, provided such leave is caused by sickness or injury or by exposure to contagious disease.
- (B) An employee in continuous employment shall be credited with the unused portion of leave granted under sub-section (a) up to one hundred and fifty (150) days.
- (C) An employee with five (5) years of continuous service may, if absent due to a prolonged illness or injury, borrow additional sick leave in an amount equal to that which had been accrued at the outset of the calendar year up to an aggregate total of one hundred and twenty (120) days. If the amount of sick leave credit provided by the foregoing is about to be exhausted, an employee may make application to the Town Administrator for borrowing additional sick leave time. Such application shall be made to the Town Administrator which is authorized to grant such additional allowance as it may determine to be equitable after reviewing all circumstances including the employee's attendance and

performance record prior to conditions supporting a request for the additional allowance. Borrowed leave shall be repaid to the Town at a minimum of one-half the rate of accrual outlined in Sub-Section (a).

(D) Sick leave shall be granted to all non-exempt employees following original hire date accrued at the rate of one (1) day for each month. Sick leave shall accumulate to a maximum of one hundred-fifty (150) days of sick leave eligibility. All full-time employees with five (5) years full-time continuous service and fifty (50) accumulative sick days will be eligible for the following:

0 sick days used	\$300
1 sick day used	\$250
2 sick days used	\$200
3 sick days used	\$150

Sick leave will be determined from July 1st to June 30th and paid the following fiscal year.

(E) Sick leave must be authorized by the Department Head and must be reported, on the Town's payroll forms.

(F) The Town may require a physician's certificate of illness to be submitted by the employee at any time to their Department Head before leave is granted under the provisions of this Section. Their certificate shall be forwarded to the Town Administrator forthwith upon request.

(G) The Town Administrator may require a medical examination of any employee who reports their inability to report for duty because of illness. This examination shall be at the expense of the Town by a physician appointed by the Town.

(H) Any employee hired by the Town prior to January 1, 1983, shall be compensated in cash for all unused sick leave up to a maximum of 150 days when they are permanently separated from employment as a result of retirement under the terms of the Plymouth County Retirement Plan, or death. In the event of death, payment is made to the estate of the employee. Payment shall be made for 100% of the accumulated unused sick leave in the employee's account as of June 30, 1984, and for 50% of the accumulated unused sick leave after that up to the maximum 150 days.

SECTION 17. BEREAVEMENT LEAVE

Leave up to three (3) days with pay may be allowed in the event of death in an employee's immediate family (wife, husband, mother, father, child, brother, sister, mother-in-law, father-in-law, and grandparents, grandchild, aunt, uncle, brother-in-law, and sister-in-law, step parent, step sister or step brother).

SECTION 18. MILITARY LEAVE

The Town of Marshfield recognizes the patriotic service rendered by many employees who belong to military reserve units. Therefore, military leave will be granted to employees in accordance with the provisions of state and/or federal law. Employees are required to provide the Town Administrator with written notice of any leave upon learning of any leave assignment. Upon being released from service with the Armed Forces, such employee shall be reemployed by the Town in the capacity in which formerly employed at the time of departure, provided that such employee is physically and mentally suited to perform the required duties and if such employee makes an application to the Town Administrator's Office for reemployment. Such application must be made within thirty (30) days following termination of armed forces service and if approved must report for work as instructed by the Town Administrator.

SECTION 19. JURY DUTY

Employees required to serve on a jury shall promptly notify their immediate supervisor. An employee called for jury duty shall be paid by the Town for an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the court, excluding allowance for travel. This request will be certified by the Town Accountant upon presentation of a check or proper evidence for monies received for jury duty.

Any compensation received by an employee that is greater than \$75 shall be returned to the Town.

SECTION 20. PERSONAL or EMERGENCY LEAVES OF ABSENCE

Personal or emergency leaves of absence with pay for up to three (days) per year may be granted to full-time permanent employees with more than six (6) months consecutive employment by an employee's Department Head. The Town Administrator shall be notified in writing within (7) days of such leave. Extended leaves of absence without pay may be granted by the Town Administrator.

SECTION 21 SMALL NECESSITY LEAVE

In accordance with MA General Laws Chapter 149, Section 52D, employees who are eligible employees can take up to 24 hours of unpaid leave during a 12 month period to participate in school activities directly related to the educational advancement of a son or daughter such as parent teacher conferences); (2) accompany a son or daughter of the employee to routine medical or dental appointments, and (3) accompany an elderly relative of the employee to routine medical or dental appointment(s) or appointment(s) for other professional services related to the elder's care. The 24 hours of leave provided by this Act is in addition to the time provided by the FMLA. As with the FMLA, the leave can be without pay, or with use of paid leave if the employee so elects. Unlike the FMLA, the Small Necessities Leave may be taken intermittently or on a reduced leave schedule. If the necessity for leave under this section is foreseeable, the employee shall provide the Town with not less than seven (7) days written notice before the date of the leave is to begin. If the leave is not foreseeable, the employee shall provide the Department Head or immediate supervisor with such notice as is practicable.

SECTION 22. EDUCATION REIMBURSEMENT

(A) Educational Reimbursement: Educational assistance to defray the cost of tuition, up to five hundred dollars (\$500) per calendar year, may be granted to full time permanent Town employees with a minimum of one (1) years service, who are under the jurisdiction of the "Personnel Classification and Compensation Plan By-Laws". Such grants will be approved for job orientated, college level credit (undergraduate/graduate) educational courses or for the maintenance of certifications that are required by the Town. Requests for approval shall be made through the Department Head prior to enrollment. Reimbursement will be made upon receipt of proof of successful completion of the course or with an academic grade of "B" or higher and presentation of receipted tuition bill. In instances where a "letter" grade is not given, it is acceptable to provide proof of completion of the course or not.

(B) Mileage Reimbursement: In accordance with Internal Revenue Service (IRS) regulations, employees will be reimbursed for use of personal vehicles for Town related business for those employees covered by this by-law. Reimbursement must be approved by an employee's Department Head.

SECTION 23. CONFLICTS OF INTEREST

(A) In accordance with Mass General Laws Chapter 268A, the Town requires its employees to avoid conflicts of interest between their obligations to the Town and an employee's personal affairs. In accordance with State law, an employee is required to successfully complete a conflict of interest test every two (2) years that is administered by the Commonwealth, acknowledge receipt of an annual summary and file the appropriate certifications with the Town Clerk's office. No employee of the Town should have an economic interest, position or relationship with any person, firm, or corporation with which the Town does business, as would influence the actions of such employee on behalf of the Town.

The holding of an interest in a supplier does not necessarily indicate a conflict of interest. The disclosure of such holding in most instances may be enough to make clear that such conflict exists. The determination of a conflict of interest is the sole responsibility of the Town.

(B) The Town regards good supplier relations and the demonstrated integrity of its employees as indispensable sources of Town goodwill. It is the obligation of the Town and its employees to preserve and protect these values.

(C) The acceptance of tangible or intangible items of value from an organization which seeks or participates in supplying Town requirements is prohibited.

(D) Any violation of these standards of conduct may result in disciplinary action up to and including immediate discharge from employment with the Town.

SECTION 24.

ANTI-DISCRIMINATION

Non-discrimination and equal opportunity are the policy of the Town of Marshfield in all its decisions, programs and activities. All Town employees shall rigorously take affirmative steps to ensure equality of opportunity in the internal affairs of all departments, as well as in an employee's relations with the public, including those persons, departments and boards having business with any government agency. Each department or board, in discharging its statutory responsibilities, shall consider the likely effects which its decisions, programs and activities shall have in meeting the goal of equality of opportunity.

Affirmative action requires more than vigilance in the elimination of discriminatory barriers in accordance with established protected classes including race, color, religious creed, national origin, ancestry, age forty (40) or over, criminal record (applications only), handicap, retaliation, sexual harassment, sexual orientation, genetics, military personnel, transgender and sex. It must also entail positive and aggressive measures to ensure equal opportunity in internal personnel practices and in those programs which can affect persons and activities outside the Town Government. Affirmative action shall include efforts necessary to remedy the effects of present and past discriminatory patterns and practices and shall invoke any action necessary to guarantee equal opportunity for all people.

Town of Marshfield officials and supervisory employees shall hire, appoint, assign, train, evaluate, compensate and promote personnel on the basis of merit and ability, without regard to race, color, religion, national origin, ancestry, language, age, mental handicap, sex, or sexual preference.

SECTION 25.

DEFINITIONS

"Anniversary Date": The date of initial employment as an employee of the Town.

"Break in Service": Any separation from the classified service of one scheduled workday, or more, whether by resignation, layoff, dismissal, disability, retirement, or absence without leave of one (1) workweek or more when the employee is subsequently reemployed. An authorized leave without pay shall not be considered as constituting a "break in service".

"Classification and Compensation Plan": The official or approved system of grouping and compensating positions into appropriate classes consisting of (1) a salary range (minimum/maximum) consistent with each classification level; (2) an index to the class specifications; (3) the class specifications; and (4) rules for administering the Classification and Compensation Plan.

"Continuous Service": Length of employment with the Town of a full-time or regular part-time employee, uninterrupted except for military leave, vacation leave, sick leave, jury duty leave, disability, maternal/paternal leave, or any other authorized leave of absence covered in this Bylaw. Service should not be considered continuous if there is a break of service resulting in the employee being in a non-pay status for a period of time exceeding thirty (30) days excepting authorized leave of absence.

"Employee": an employee of the Town occupying a position in the classification plan.

"Exempt Position": In accordance with the Fair Labor Standards Act (FLSA), an exempt employee is required to perform management, administrative responsibilities or require specialized, professional qualifications. Exempt employees are paid a salary for all hours worked and are not eligible for overtime compensation.

"Full-time employee": an employee scheduled to work no less than 37.5 hours per week and 52 weeks per year, minus legal holidays and authorized vacation leave, sick leave, bereavement leave and other leave of absence. This definition is not intended to include employees classified as part time in the Personnel Classification and Compensation Plan By-Laws.

"Immediate Family": Defined as spouse, mother, father, child including step child, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, grand child, aunt, uncle, grand child, step parent, step sister, step brother or partner.

"Introductory Hiring Period": All new employees must serve a working test period of nine (9) months duration or as specified in a Collective Bargaining Agreement or State Civil Service Statute during which an employee is required to demonstrate their fitness to perform duties for the position to which assigned. An employee may be terminated by the Town during the Introductory Hiring Period or at any time with or without cause, with or without notice.

"Non-Exempt Position": In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees will be paid overtime for all hours required to work over 40 in one work week. Police, fire or employees covered by a collective bargaining agreement, are paid overtime pursuant to the provisions of an employment agreement or collective bargaining agreement.

"Permanent Part-Time": a person required to work at least 1040 hours of time worked in a calendar year; such employee is eligible for benefits as described in this Personnel Bylaw on a pro-ratio basis as determined by the number of regularly scheduled hours compared to the normal work week.

"Part-time Intermittent": a person doing occasional hourly, daily or weekly work 52 weeks per year and less than 20 hours per week; such an employee is not eligible for benefits as described in this Personnel Bylaw

"Permanent Position" any position in the Town service which has required or which is likely to require the services of an incumbent without interruption for a period of more than six calendar months, either on a full-time or part-time employment basis.

"Permanent employee": defined as (1) any employee retained on a continuing basis in a permanent position, as defined above; (2) any employee holding a permanent appointment under Civil Service Law to a position deemed permanent within the meaning of said law.

"Position Rating System": a system enabling the Town to compare positions to one another consisting of a set of universal rating criteria in order to establish the minimum qualifications required to carry out a position's job duties and to assign positions to a classification level in a consistent manner.

"Seasonal Employees" Employees serving in a position for a specified period of time, such as a summer season, are considered seasonal. Seasonal employees are not entitled to town benefits regardless of the number of hours worked during the specified season.

"Temporary position", or "seasonal position", any position in the Town service which requires or is likely to require the services of one incumbent for a period not to exceed six calendar months; a seasonal position requiring less than the work week of its occupational group shall be considered as part time.

"Temporary employee", (1) an employee retained in a temporary or seasonal position as defined above; (2) any employee holding a temporary appointment under Civil Service Law who does not also have permanent status there under. Such employee is not eligible for benefits as described in this Personnel Bylaw

"Work Week" A work week is defined as a period consisting of seven (7) consecutive twenty-four (24) hour days; Sunday to Saturday, 12:01 A.M. to 12:00 P.M..

Section 26. Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires employer-sponsored group medical and dental plans to allow covered employees and their dependents to elect to have the current medical coverage continued, at the employee and dependent's expense, at group rates for up to thirty-six (36) months following a qualifying loss of coverage.

Section 27. Health Insurance Portability and Accountability Act (HIPPA)

Permanent employees regularly required to annually work twenty (20) or more hours per week are covered under the Federal Health Insurance Portability and Accountability Act of 1996 (HIPPA). HIPPA provides employees with certain rights that create a "portability" of health insurance coverage from one employer to the next. This does not mean that an employee can transfer their current health plan into a new employment situation. It means that an employee can receive "credit" for prior coverage when joining a new plan provided by the Town that may have

waiting periods for pre-existing conditions. This requires a transfer of prior coverage information from the old employer to the new employer. The Town will provide to each employee who loses health insurance coverage a full certificate of coverage. The certificate of coverage provides: the date of certification, identifying information including the name of the employee, the employee's health insurance plan identification number, names of dependents to whom the certificate applies, name of group health plan, name of employer, name, address, phone number of the plan Administrator and the first and last day of coverage. A certificate will be issued whenever an individual loses health insurance coverage or would lose coverage except for an election under COBRA.

Group health and dental benefits and premium rates for individuals electing continuation are the same as for active employees and their dependents plus an administrative charge. Individuals electing continuation must pay the entire monthly premium in advance. Employees will be notified of their COBRA rights upon employment and at the time of a qualifying event as explained above. It is the employee's responsibility to keep the Town informed of any address changes or other pertinent information regarding themselves and/or an employee's dependents.

Section 28. Town Insurance Plans

The Town of Marshfield makes available to all regular full or permanent part-time employees group life, accidental death, long-term disability, sickness, group hospitalization and dental insurance programs. Family coverage is also available. Please see the Addendum section of this Handbook for a list of current premiums, insurance carriers. The level of coverage, and respective premium costs are subject to possible change by the Town. The Town will provide proper notice in advance of any proposed changes to an insurance plan (s) in accordance with statutory notification requirements. For information regarding employee insurance, employees should contact the office of the Town Treasurer/Collector.

Section 29. Grievance Policy and Procedure

A grievance is defined as any complaint by an employee that he/she has been treated unfairly, unlawfully, or in violation of their rights under Town policies with regard to any matter pertaining to employment with the Town. This definition includes, but is not limited to, discharge, suspension, involuntary transfer and demotion. Also, if an employee believes that he/she has not received or been credited with or has otherwise lost wages or benefits to which he/she feels entitled, he/she must present a grievance in accordance with the employee Grievance Procedure that is contained in this Bylaw or such wages or benefits may be forfeited.

An employee who feels that he/she has a grievance must follow the following procedure:

Step 1 Any employee who feels that he/she has received inequitable treatment because of some condition of employment may discuss the grievance orally with their Department Head for relief from that condition within ten (10) working days of the occurrence or knowledge of the event. The immediate supervisor or department head shall meet with the aggrieved employee and respond in writing to the employee within ten (10) working days of the date of the meeting.

Step 2 If the grievance is not resolved by the decision of the Department Head, the employee may file an appeal in writing with the Town Administrator within ten (10) working days of receipt of the Department Head's decision in Step 2. The Town Administrator shall, upon request, meet with the employee within a reasonable time after receipt of the employee's appeal. The Town Administrator shall reply in writing to the employee's grievance within ten (10) working days after a meeting with the employee is held. The Town Administrator will send one (1) copy of the reply to the employee, one (1) copy to the Department Head and place one (1) copy in the employee's personnel file.

Step 3 If the grievance is still not settled at Step 2, or within ten (10) working days of the deadline for the response of the Town Administrator, the employee may submit the grievance in writing to the Board of Selectmen. The Board shall meet with the Town Administrator, Department Head and the employee at its next regularly scheduled meeting following the date of the receipt of the grievance in the office of the Board of Selectmen. The Board shall render a final decision in writing within ten (10) working days of the date of the meeting with the Board.

A grievance shall be considered settled at the completion of any step unless it is appealed within the time limits as set forth in this section. The time limits of the grievance procedure may be extended by management due to illness, vacations, business trips or emergency. The employee will be notified in writing by the Town if an extension is required. If the response time limit falls on an employee's scheduled day off, the reply by management will be given to the employee on the employee's scheduled workday immediately following an employee's return to work.

SECTION 30. NO STRIKE

Since municipal employees provide a service to the public whose interruption in many instances may be detrimental to public safety, no municipal employees shall engage in any work stoppage, slowdown, or strike. Any employee engaging in such work stoppage, slowdown, or strike shall be subject to immediate dismissal without any rights to any of the benefits provided by the Town.

SECTION 31. WORK PLACE VIOLENCE

The Town of Marshfield maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the public, or anyone who conducts

business with the Town. It is the intent of the Town to provide a workplace that is free from the intimidation, threats or violent acts.

Workplace violence includes but is not limited to harassment, threats, physical attack or property damage. A threat is the explicit or implicit expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is intentional hostile physical contact with another person such as hitting fighting, shoving, or throwing objects. Property damage is intentional damage to property that includes property owned by the Town, employees or others.

