

**Manchester-by-the-Sea  
Finance Committee  
ANNUAL REPORT  
2009**



**Please be sure to attend Town Meeting  
at Memorial School**

**April 6, 2009 at 7:00 P.M.**

**Special Town Meeting beginning  
at 6:45 P.M.**

**and bring this report with you.**

# Definitions used in discussing money articles

## **Apportionment**

A formula used to compute the amount each town owes to the Regional School District.

## **Article 4**

The operating budgets for the town.

## **Article 5**

Most, but not all, capital items.

## **Assessors' overlay**

A fund in reserve for the Board of Assessors to cover abatements.

## **Assessment**

The Town Board of Assessor's opinion of the value of your property.

## **Available funds**

Free cash plus amounts in other accounts that are not Enterprise funds.

## **Borrowing**

Loans the town takes to pay for large capital items.

## **Capital budget**

One-time expenses. Traditionally Manchester has included some maintenance, including road repair, new roofs, etc. as capital expenditures.

## **Chapter 70**

The Chapter of the State law that governs the funding of schools. It is also the common name for the largest part of state funding to schools.

## **Cherry sheets**

State aid to the town. So called because they were once printed on red paper.

## **Choice**

Money that flows into the school district from the state when the system accepts students from outside the district.

## **Enterprise fund**

An account separate from the town's general fund for the revenue and expenses of a particular function of the town.

## **Exclusion**

An item that the Town Meeting and voters agree to fund outside the limits of Proposition 2 1/2 .

## **Free cash**

The amount of money left over in the general fund at the end of the year. Most of the free cash comes from unanticipated revenue.

## **General fund**

The Town's checking account. The General Fund can be expended only for the items approved by Town Meeting.

## **Hold**

The request to delay consideration of one part of a multi-part article. Any item that a Town Meeting member questions is marked as a hold and will be discussed after the unquestioned items have been voted.

*Definitions are continued on the inside back cover*

**TAX RATE ESTIMATE FOR  
FISCAL YEAR ENDING JUNE 30, 2010  
JULY 1, 2009 - JUNE 30, 2010**

	As Requested In Warrant	As Recommended By FinCom	Fin Com Urges You to Save
Article 4 Department Requests (salaries and normal operating expenses)	11,806,897	11,806,897	
Article 5 "C" Items (capital items requested by Departments)	1,197,870	419,870	778,000
Article 6 Regional School Operating and Debt	11,593,981	11,593,981	
Other Articles (7)	297,856	35,856	262,000
<b>TOWN MEETING TOTAL</b>	<b>24,896,604</b>	<b>23,856,604</b>	<b>1,040,000</b>
 <b>PLUS:</b>			
State Assessments	150,000	150,000	
Assessors' Overlay	150,000	150,000	
Snow Deficit	200,000	200,000	
 <b>GROSS AMOUNT TO BE RAISED</b>	 <b>25,396,604</b>	 <b>24,656,604</b>	 <b>1,040,000</b>
<b>LESS:</b>			
State Aid	237,000	237,000	
Estimated Local Revenues	1,650,000	1,650,000	
Free Cash	590,000	590,000	
Overlay Surplus	125,000	125,000	
Available Funds	3,142,190	3,142,190	
Recommended Debt Exclusion	0	0	
Subtotal of Deductions	5,744,190	5,744,190	
 <b>NET AMOUNT TO BE RAISED BY TAXATION</b>	 <b>19,652,414</b>	 <b>18,612,414</b>	 <b>1,040,000</b>
 <b>PERMITTED LEVY</b>	 <b>16,031,254</b>	 <b>16,031,254</b>	
<b>GROWTH FACTOR</b>	<b>125,000</b>	<b>125,000</b>	
<b>PREVIOUS DEBT EXCLUSION</b>	<b>2,513,109</b>	<b>2,513,109</b>	
<b>MAXIMUM PERMITTED LEVY</b>	<b>18,669,363</b>	<b>18,669,363</b>	
 <b>ESTIMATED VALUE OF ALL PROPERTY</b>	 <b>\$2,210,000,000</b>		
<b>FISCAL YEAR 2009 TAX RATE</b>	<b>\$8.25 PER THOUSAND</b>		
<b>ESTIMATED FISCAL YEAR 2010 TAX RATE</b>	<b>\$8.45 PER THOUSAND</b>		

# REPORT OF THE FINANCE COMMITTEE TO THE VOTERS OF THE TOWN

The Finance Committee has reviewed the budgets, capital items and other warrant articles that will be presented to voters at the Annual Town Meeting and Special Town Meeting on April 6, 2009. We once again thank the many Town and school district employees, elected officials and volunteers who prepared budgets, appeared before us and provided information in response to our inquiries.

The effect of the ongoing fiscal crisis has not spared Manchester-by-the-Sea, but relative to most other communities our fiscal challenges are at least manageable for Fiscal Year 2010 without cuts in staffing or services or an override. We currently project significantly greater challenges in Fiscal 2011, and cuts in staffing or services may well be required in the absence of an override.

We ask that voters at these Town Meetings follow our recommendations.

## *Executive Summary for Fiscal 2010 Budget*

- *Overall operating expenses up 1.0% for the Town and 5.5% for the school district over Fiscal 2009, excluding debt service; up .3% for the Town and 5% for the school district including debt service*
  - *Discretionary operating expenses up approximately .7%, and non-discretionary operating expenses (health insurance and pension premiums, utility costs, special education costs) up approximately 10.5%, over Fiscal 2009*
  - *Maintenance and property insurance expenses associated with the opening of the new middle/high school grew \$400,000 over Fiscal 2009; absent these items discretionary operating expenses other than salaries would be essentially flat year over year*
- *Property tax levy up 2.93% over Fiscal 2009; LNG pipelines contributed \$10,922,000 to the assessed valuation and \$90,000 to projected tax receipts*
- *Local receipts (other than real estate taxes) and state aid projected to be flat to Fiscal 2009*
- *At the time of this report recommended capital items total approximately \$420,000 out of approximately \$1,200,000 requested*
  - *Capital items do include needed upgrades to the water and sewer treatment plants, and one sewer main repair*
  - *Capital needs will grow significantly in the future as ambulance replacement, deferred vehicle replacement for public works and other infrastructure*

<sup>1</sup> Please refer to the inside front and back covers of this report for useful definitions of the terms used throughout and at Town meeting.

*improvements – in particular for the water and sewer distribution systems – will require funding*

- *Budget includes use of stabilization fund and free cash reserves of approximately \$800,000 by the Town and \$330,000 by the school district*
- *The budget does not include expenditures to acquire properties on Pine Street formerly operated as a ‘burn dump’ by the Town or to pay for related clean up expenses that voters will be asked to approve at Town Meeting and at a special election following Town Meeting; any such expenditures if approved would be exempt from Proposition 2 1/2*

For Fiscal Year 2010 we are recommending operating and capital expenditures within the levy limit as permitted by Proposition 2 1/2. However, to accomplish this budget we are making significant use of reserves and are recommending deferral of a number of needed capital items that in our opinion are less critical than those we do recommend. This budget again reflects very tight controls on discretionary expenses and no increase in personnel, with the only real increases in non-discretionary expenses such as utilities, special education, pensions and health insurance, as well as contractually committed salary increases. As a result, the expected impact on the tax rate for Fiscal 2010 if our current recommendations are followed is modest – increasing to \$8.45 from \$8.25 currently, or about 20 cents per thousand of assessed valuation.

The bleak US and worldwide economic picture has a direct effect on our community, as it has resulted in a reduction in state aid and has caused us to be very conservative in projecting local receipts (in particular excise tax revenues) and the willingness of residents to fund increased fees and real estate taxes. Because the Town receives relatively little state aid in comparison to many communities, our budget anticipates that we can absorb these reductions without cuts in staffing levels or services in Fiscal 2010. Any decrease in state education spending (known as Chapter 70 monies) will be more difficult to absorb given the much higher level of state aid to the school district. The Fiscal 2010 school district budget assumes a 10% cut in Chapter 70 may be imposed during the year by the state in light of continued difficulties in the economy; if no cuts are imposed the school district may be able to run a small surplus that can help address the inevitable increases in expenses for Fiscal 2011. A very positive development in the last twelve months is that the middle/high school project did qualify for reimbursement under the Massachusetts School Building Assistance program and the school district has already received reimbursement for over \$10 million of the school construction costs. This reimbursement will reduce the amount of borrowings paid by real estate taxes levied on residents.

Looking ahead to Fiscal 2011, the picture appears even more difficult. Here are our current predictions:

- *No increase, and possible additional decreases, in state aid*
- *Local receipts may be flat as the cycle of new home construction and improvements in our Town slows to reflect the difficult economy*

- *While we have experienced somewhat more modest increases in health insurance and pension costs in Fiscal 2009 and Fiscal 2010, we may again see double digit growth – especially in the pension area as recent market losses on the investment portfolio (reflecting the dismal overall market performance) will result in greater assessments to meet the future pension obligations under the defined benefit pension plans covering existing and retired Town employees*
- *Capital needs will continue to grow, especially as our aging sewer and water collection and distribution systems fail and our sewer and water plants now entering middle age require increased maintenance as the ages of much of the equipment first put into service when the plants were constructed exceed their projected useful lives*
- *To avoid staffing and service cuts in Fiscal 2011 it is likely that we will need some combination of tax overrides or exclusions, considerably lower growth in negotiated salary increases and continued deferral of needed capital maintenance*

We have recommended that any future contract negotiations reflect the current economic circumstances and seek more modest salary increases and changes in health insurance coverage to reduce cost. However, achievement of any such goals cannot be assured and will take time. Capital items can only be deferred so long prior to becoming crises that demand immediate attention and dollars. We budget modest reserves to cover such equipment failures – approximately \$150,000 per year – that can be overwhelmed by a single item. Thus, overrides and exclusions will be a part of future budgets, with the only questions being when and how much.

Although there will be significant challenges ahead, there are two specific areas that present future opportunities. One is our dual trash collection system – both curbside and transfer station. As we enter the last year of our existing contract for trash pickup, the Town will be in a position to consolidate into a single collection system that should result in significant cost savings and we strongly endorse such action. Obviously, this may come at the cost of convenience for some residents and will not necessarily reduce fees since we currently cover less than 50% of the costs through fees. (Although we are not required to pay all of these costs through fees, there are some good arguments that payment should reflect usage, especially as an incentive to reduce waste and limit commercial trash that our system is not intended to collect.) If we do achieve cost savings these can be used to offset additional costs in other areas even if fees are not reduced.

The other potential opportunity relates to our sewer system. It is currently facing several serious (and related) issues:

- Only a portion of our residents have access to the system
- Many parts of the system are very old and in need of repair
- As a result, users pay very high sewer fees because they bear all the operating expenses and a majority of the capital costs of the system
- The existing discharge permit for the sewer plant is far below the sewer plant's capacity, limiting access to the sewer system

- Significant infiltration from storm water runoff and other sources further reduces the available capacity to treat actual sewerage

The Board of Selectmen has appointed a task force to examine these issues. We look forward to working with this task force and the Board of Selectmen to fashion a comprehensive plan to address these issues. Any such plan would likely involve substantial borrowing by the Town, but would ultimately provide many benefits, including providing access to the sewer system for many more residents and reducing the costs borne by users as a result of spreading them over a larger user base.

We again plan to have more information available at Town Meeting to help explain the budget. In particular, there will be some specific information on various collective bargaining agreements to be considered at the meetings. We invite voters to join us there and look forward to your input.

### **FINANCE COMMITTEE MEMBERS**

Jay E. Bothwick, Chairman	2010	George Putnam	2009
George Herbster, Vice Chairman	2011	Paul Sullivan	2009
James Carr	2009	Sam Martin	2010
John Croft	2009	John Kenney	2011

## RESERVE FUND

The Town appropriated \$195,000 for the fiscal year July 1, 2008 to June 30, 2009, to be used by the Finance Committee for extraordinary or unforeseen expenditures, which arise during the year. As of March 18, 2009 the Finance Committee has voted the following transfers:

Selectmen – soil testing on upper Pine Street (8/25/08)	\$50,000.00
Sewer – equipment repairs (2/23/09)	17,000.00
Veterans Services – benefits (2/23/09)	500.00
Assessors – professional services (2/23/09)	<u>8,000.00</u>
Balance in Reserve Fund (3/18/09)	\$119,500.00

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MANCHESTER-BY-THE-SEA



**ANNUAL TOWN MEETING WARRANT**

**Essex, ss.**

To any of the Constables of the Town of Manchester-by-the-Sea:

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Manchester-by-the-Sea qualified to vote in elections, to meet in the Memorial School, on Lincoln Street, in Manchester-by-the-Sea, on Monday, the sixth day of April, two thousand and nine AD, at seven o'clock in the evening, for the purpose, to wit:

**ARTICLE 1.** To see if the Town will vote to receive and place on file the reports of the Town boards and committees appearing in the Annual Report, or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE RECOMMEND APPROVAL.**

*The Board of Selectmen recommends approval.*

**ARTICLE 2.** To see if the Town will vote to fix the 12-month fiscal year salary and compensation of all elective officers of the Town as provided in Section 108 of Chapter 41, as amended, as follows:

Moderator	\$0.00
Chairman, Selectmen	\$0.00
Other four Selectmen	\$0.00
Chairman, Assessors	\$0.00
Other two Assessors (each)	\$0.00

Per petition of the Board of Selectmen

**WE RECOMMEND APPROVAL.**

*The Board of Selectmen recommends approval.*

**ARTICLE 3.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money as the Town's share of the North Shore Regional Vocational School District, or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE RECOMMEND APPROVAL IN THE AMOUNT OF \$35,856.**

*The Board of Selectmen recommends approval.*

**ARTICLE 4.** To see what sums of money the Town will raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2009, and appropriate the same.

Per petition of the Board of Selectmen

**DEPARTMENTAL REQUESTS AND  
FINANCE COMMITTEE RECOMMENDATIONS**

Item No.	Appropriations FY '09	Requests FY '10	Recommendations FY '10	Funding Sources	
<b>GENERAL GOVERNMENT</b>					
<b>30.16% OF ARTICLE 4</b>					
<b>SELECTMEN'S DEPARTMENT</b>					
1	Salaries	171,271.00	175,931.00	175,931.00	TAXATION
2	Expenses	73,100.00	16,600.00	16,600.00	TAXATION
3	Audit	24,000.00	25,000.00	25,000.00	TAXATION
4	Information Technology	79,100.00	75,000.00	75,000.00	TAXATION
<b>MODERATOR</b>					
5	Expenses	50.00	50.00	50.00	TAXATION
<b>FINANCE COMMITTEE</b>					
6	Salaries	1,347.00	1,381.00	1,381.00	TAXATION
7	Expenses	480.00	480.00	480.00	TAXATION
8	Reserve Fund	195,000.00	150,000.00	150,000.00	TAXATION
				OVERLAY SURPLUS	25,000.00
					125,000.00
<b>ELECTION &amp; REGISTRATION</b>					
9	Salaries	3,900.00	2,300.00	2,300.00	TAXATION
10	Expenses	9,150.00	9,250.00	9,250.00	TAXATION
11	Town Reports	11,500.00	11,500.00	11,500.00	TAXATION
<b>ACCOUNTING</b>					
12	Salaries	103,730.00	106,299.00	106,299.00	TAXATION
13	Expenses	2,125.00	2,050.00	2,050.00	TAXATION
<b>ASSESSORS'</b>					
14	Salaries	114,753.00	118,008.00	118,008.00	TAXATION
15	Expenses	30,750.00	54,650.00	54,650.00	TAXATION
<b>TREASURER/COLLECTOR</b>					
16	Salaries	143,670.00	147,323.00	147,323.00	TAXATION
17	Expenses	26,235.00	27,720.00	27,720.00	TAXATION
<b>TOWN CLERK</b>					
18	Salaries	78,403.00	87,373.00	87,373.00	TAXATION
19	Expenses	2,780.00	2,800.00	2,800.00	TAXATION
<b>LAW</b>					
20	Expenses	78,500.00	83,500.00	83,500.00	TAXATION
<b>APPEALS BOARD</b>					
21	Salaries	10,716.00	10,984.00	10,984.00	TAXATION
22	Expenses	13,460.00	13,860.00	13,860.00	TAXATION
<b>PLANNING BOARD</b>					
23	Salaries	15,061.00	15,438.00	15,438.00	TAXATION
24	Expenses	2,065.00	2,065.00	2,065.00	TAXATION
25	Professional Services	8,000.00	10,000.00	10,000.00	TAXATION
<b>TOWN HALL &amp; COMMON</b>					
26	Expenses	58,825.00	62,480.00	62,480.00	TAXATION
27	Seaside One	2,300.00	2,300.00	2,300.00	TAXATION
<b>PENSIONS</b>					
28	Contributory	566,384.00	592,695.00	592,695.00	TAXATION
				SEWER RATES	527,195.00
				WATER RATES	36,000.00
				TAXATION	29,500.00
29	Non-Contributory	5,000.00	4,800.00	4,800.00	TAXATION
<b>INSURANCE</b>					
30	Group Health Insurance	1,450,000.00	1,455,000.00	1,455,000.00	TAXATION
				SEWER RATES	1,307,000.00
				WATER RATES	83,000.00
				TAXATION	65,000.00
31	Workers' Compensation	34,000.00	40,000.00	40,000.00	TAXATION
					29,400.00

					SEWER RATES	5,000.00
					WATER RATES	5,600.00
32	Fire/Auto/Liability	95,000.00	95,000.00	95,000.00	TAXATION	71,000.00
					SEWER RATES	9,000.00
					WATER RATES	15,000.00
33	Unemployment Compensation	5,000.00	5,000.00	5,000.00	TAXATION	
34	FICA-Medicare	50,000.00	56,000.00	56,000.00	TAXATION	50,100.00
					SEWER RATES	3,600.00
					WATER RATES	2,300.00
Total General Government		3,465,655.00	3,462,837.00	3,462,837.00		

**PUBLIC SAFETY  
22.05% OF ARTICLE 4**

**POLICE**

35	Salaries	1,304,235.00	1,354,202.00	1,354,202.00	TAXATION	
36	Expenses	79,095.00	97,535.00	97,535.00	TAXATION	

**PARKING CLERK/RESIDENT PARKING**

37	Salaries	7,409.00	7,600.00	7,600.00	TAXATION	
38	Expenses	10,200.00	10,200.00	10,200.00	TAXATION	

**FIRE**

39	Salaries	909,480.00	927,931.00	927,931.00	TAXATION	
40	Expenses	70,910.00	70,910.00	70,910.00	TAXATION	
41	Ambulance Billing Expenses	16,000.00	18,000.00	18,000.00	TAXATION	

**HARBOR MASTER**

42	Salaries	44,988.00	46,150.00	46,150.00	MOORING/FLOAT FEES	
43	Expenses	9,706.00	10,350.00	10,350.00	MOORING/FLOAT FEES	
44	Care of Floats	6,000.00	6,000.00	6,000.00	MOORING/FLOAT FEES	

**BUILDING DEPARTMENT**

45	BUILDING INSPECTOR	17,595.00	18,035.00	18,035.00	TAXATION	
46	GAS/PLUMBING INSPECTOR	10,388.00	10,648.00	10,648.00	TAXATION	
47	SEALER OF WGHTS & MEASURES	3,075.00	3,075.00	3,075.00	TAXATION	
48	ELECTRICAL INSPECTOR	10,388.00	10,648.00	10,648.00	TAXATION	
49	INSPECTORS' EXPENSES	4,100.00	4,900.00	4,900.00	TAXATION	

**EMERGENCY MANAGEMENT**

50	Salaries	8,000.00	8,500.00	8,500.00	TAXATION	
51	Expenses	500.00	500.00	500.00	TAXATION	
52	EMERGENCY NOTIFICATION	0.00	5,420.00	5,420.00	TAXATION	

**ANIMAL CONTROL**

53	Salaries	12,360.00	12,669.00	12,669.00	TAXATION	
54	Expenses	4,160.00	4,400.00	4,400.00	TAXATION	

Total Public Safety		2,528,589.00	2,627,673.00	2,627,673.00		
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**DEPARTMENT OF PUBLIC WORKS  
12.56% OF ARTICLE 4**

**DEPARTMENT OF PUBLIC WORKS**

55	Salaries	672,773.00	634,835.00	634,835.00	TAXATION	
56	Expenses	121,000.00	121,450.00	121,450.00	TAXATION	
57	Park/Beach Maintenance	27,000.00	25,000.00	25,000.00	TAXATION	19,000.00
					PARKING/ BEACH FEES	6,000.00
58	Maintenance	60,000.00	60,000.00	60,000.00	TAXATION	
59	Trees	10,000.00	10,000.00	10,000.00	TAXATION	

**SNOW REMOVAL**

60	Salaries	20,000.00	25,000.00	25,000.00	TAXATION	
61	Expenses	82,200.00	90,000.00	90,000.00	TAXATION	
62	STREET LIGHTING	78,000.00	93,600.00	93,600.00	TAXATION	

**SANITATION/COMPOSTING/RECYCLING**

63	Salaries	25,250.00	15,000.00	15,000.00	TAXATION	
64	Expenses	33,400.00	30,000.00	30,000.00	TAXATION	
65	Rubbish Collection/ Recycling	234,000.00	248,000.00	248,000.00	TAXATION	103,000.00
					TRASH FEES	145,000.00
66	Disposal	171,600.00	150,000.00	150,000.00	TAXATION	
Total Dept. of Public Works		1,535,223.00	1,502,885.00	1,502,885.00		

**OTHER ENVIRONMENTAL  
.52% OF ARTICLE 4**

<b>HISTORIC DISTRICT COMMISSION</b>						
67	Expenses	1,200.00	1,200.00	1,200.00	TAXATION	
<b>CONSERVATION COMMISSION</b>						
68	Salaries	55,677.00	57,076.00	57,076.00	TAXATION	
69	Expenses	3,648.00	3,648.00	3,648.00	TAXATION	
70	CHEBACCO WOODS	800.00	800.00	800.00	TAXATION	
Total Other Environmental		61,325.00	62,724.00	62,724.00		

**HUMAN SERVICES  
2.08% OF ARTICLE 4**

<b>HEALTH</b>						
71	Salaries	47,049.00	48,520.00	48,520.00	TAXATION	
72	Expenses	57,530.00	57,530.00	57,530.00	TAXATION	
73	Household Hazardous Waste Collection/Ddisposal	5,000.00	5,000.00	5,000.00	TAXATION	
<b>VETERANS' SERVICES</b>						
74	Veternas' Agent	10,807.00	11,078.00	11,078.00	TAXATION	
75	Expenses	750.00	750.00	750.00	TAXATION	
76	Veterans' Benefits	500.00	500.00	500.00	TAXATION	
<b>COUNCIL ON AGING</b>						
77	Salaries	107,677.00	110,522.00	110,522.00	TAXATION	
78	Expenses	13,400.00	13,400.00	13,400.00	TAXATION	
79	Senior Care	2,200.00	2,000.00	2,000.00	TAXATION	
Total Human Services		244,913.00	249,300.00	249,300.00		

**CULTURE AND INFORMATIONAL SERVICES  
3.12% OF ARTICLE 4**

<b>LIBRARY</b>						
80	Salaries	231,469.00	241,184.00	241,184.00	TAXATION	
81	Expenses	126,099.00	132,000.00	132,000.00	TAXATION	
Total Culture/Informational Services		357,568.00	373,184.00	373,184.00		

**RECREATION  
2.44% OF ARTICLE 4**

<b>PARKS &amp; RECREATION</b>						
82	Salaries	91,286.00	94,311.00	94,311.00	TAXATION	31,311.00
					PARKING/ BEACH FEES	30,000.00
					PROGRAM FEES	33,000.00
83	Expenses	9,885.00	10,135.00	10,135.00	TAXATION	8,135.00
					PARKING/ BEACH FEES	2,000.00
<b>SINGING BEACH OPERATIONS</b>						
84	Salaries	56,729.00	65,744.00	65,744.00	PARKING/BEACH FEES	
85	Expenses	18,001.00	15,280.00	15,280.00	PARKING/BEACH FEES	
<b>LIFEGUARDS</b>						
86	Salaries	46,295.00	47,585.00	47,585.00	PARKING/BEACH FEES	
87	Expenses	3,200.00	3,200.00	3,200.00	PARKING/BEACH FEES	
<b>TUCK'S POINT</b>						
88	Salaries	8,000.00	8,000.00	8,000.00	TAXATION	
89	Expenses	9,730.00	8,830.00	8,830.00	TAXATION	

90	ATHLETIC FIELD MAINTENANCE	30,000.00	30,000.00	30,000.00	TAXATION FIELD USER FEES	28,000.00 2,000.00
91	MEMORIAL DAY	1,500.00	1,500.00	1,500.00	TAXATION	
92	FOURTH OF JULY	6,000.00	7,000.00	7,000.00	TAXATION	
Total Recreation		<u>280,626.00</u>	<u>291,585.00</u>	<u>291,585.00</u>		

**DEBT SERVICE  
15.36% OF ARTICLE 4**

<b>PRINCIPAL ON BONDS</b>	1,341,893.00	1,333,126.00	1,333,126.00	
<b>INTEREST ON BONDS</b>	552,049.00	498,485.00	498,485.00	
<b>TEMPORARY LOANS/ INTEREST</b>	0.00	0.00	0.00	
<b>WPAT ADMINISTRATION FEES</b>	6,280.00	6,136.00	6,136.00	
93 Total Debt Service	<u>1,900,222.00</u>	<u>1,837,747.00</u>	<u>1,837,747.00</u>	TAXATION 1,480,828.00 SEWER RATES 356,919.00

**ENTERPRISE FUNDS  
11.70% OF ARTICLE 4**

<b>SEWER FUND</b>					
94	Salaries	293,821.00	302,744.00	302,744.00	SEWER RATES
95	Expenses	246,600.00	254,400.00	254,400.00	SEWER RATES
96	Maintenance	35,000.00	30,000.00	30,000.00	SEWER RATES
<b>WATER FUND</b>					
97	Salaries	250,643.00	251,468.00	251,468.00	WATER RATES
98	Distribution Expenses	76,250.00	67,850.00	67,850.00	WATER RATES
99	Treatment Expenses	456,500.00	457,500.00	457,500.00	WATER RATES
100	Maintenance	35,000.00	35,000.00	35,000.00	WATER RATES
Total Enterprise Funds		<u>1,393,814.00</u>	<u>1,398,962.00</u>	<u>1,398,962.00</u>	
<b>TOTAL</b>		<u><u>11,767,935.00</u></u>	<u><u>11,806,897.00</u></u>	<u><u>11,806,897.00</u></u>	

**ARTICLE 4 SUMMARY**

GENERAL GOVERNMENT	3,465,655.00	3,462,837.00	3,462,837.00
PUBLIC SAFETY	2,528,589.00	2,627,673.00	2,627,673.00
DEPARTMENT OF PUBLIC WORKS	1,535,223.00	1,502,885.00	1,502,885.00
OTHER ENVIRONMENTAL	61,325.00	62,724.00	62,724.00
HUMAN SERVICES	244,913.00	249,300.00	249,300.00
CULTURE AND INFORMATIONAL SERVICES	357,568.00	373,184.00	373,184.00
PARKS & RECREATION	280,626.00	291,585.00	291,585.00
DEBT SERVICE	1,900,222.00	1,837,747.00	1,837,747.00
ENTERPRISE FUNDS	1,393,814.00	1,398,962.00	1,398,962.00
<b>TOTAL</b>	<u><u>11,767,935.00</u></u>	<u><u>11,806,897.00</u></u>	<u><u>11,806,897.00</u></u>

**WE RECOMMEND APPROVAL AND THAT THEY BE FUNDED AS INDICATED IN THE FUNDING COLUMN.**

*The Board of Selectmen recommends approval.*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate the sums of money called for under the following items, or any other sums, for the purposes indicated, and to determine whether the money shall be provided by taxation, by appropriation from available funds in the Treasury, or by borrowing, or take any other action relative thereto.

	<u>Department</u>	<u>Item</u>	<u>Requested</u>	<u>Recommended</u>
1.	Police	Patrol Car	\$32,050	\$32,050
2.	Police	Replace Computer Server	\$14,820	\$14,820
3.	Fire	Rescue / Ambulance	\$175,000	\$0
4.	Public Works	1996 Dump Truck Replacement	\$62,000	\$0
5.	Public Works	2002 Pickup Truck Replacement	\$27,000	\$27,000
6.	Public Works	2003 Pickup Truck Replacement	\$27,000	\$0
7.	Public Works	Rebuild Round Pond Pump Station (Water)	\$50,000	\$50,000
8.	Public Works	Dredge Gravelly Pond Lagoon (Water)	\$5,000	\$0
9.	Public Works	Dredge Water Treatment Plant Lagoons	\$10,000	\$0
10.	Public Works	Replace Water Treatment Plant Filter Media	\$38,000	\$38,000
11.	Public Works	Water Plant Upgrades	\$20,000	\$0
12.	Public Works	Water Plant Computer / Control Upgrade	\$25,000	\$30,000
13.	Public Works	Lincoln Street Well Electrical Upgrades	\$35,000	\$35,000
14.	Public Works	Clean Sewer Aeration Tank	\$18,000	\$18,000
15.	Public Works	Sewer Plant Computer / Control Upgrade	\$25,000	\$25,000
16.	Public Works	Replace Sewer Plant Sludge pump	\$14,000	\$0
17.	Public Works	Sewer Plant Bio-filter Media Replacement	\$3,000	\$3,000
18.	Public Works	Sewer Plant Inflow Meter	\$5,000	\$0
19.	Public Works	Replace Sewer Plant Grit Pump	\$13,000	\$13,000
20.	Public Works	Install Sewer Plant Dissolved Oxygen Sensors	\$6,000	\$0
21.	Public Works	Sewer Main Rehabilitation	\$150,000	\$0
22.	Public Works	Portable Generator Sets	\$9,000	\$0
23.	Public Works	Sewer Main Maintenance (Vacuum Truck)	\$4,000	\$4,000
24.	Public Works	Harbor Loop Sewer Main Repair	\$110,000	\$110,000
25.	Public Works	Harbor Dredging	\$20,000	\$20,000
26.	Public Works	Stream Cleaning	\$10,000	\$0
27.	Public Works	Chapter 90	TBD	
28.	Public Works	Road Improvements	\$150,000	
29.	Public Works	Move Water Building Operations	\$100,000	\$0
30.	Public Works	Replace Cemetery Building Sill	\$10,000	\$0
31.	Fire	Replace Apparatus Doors	\$30,000	\$0
<b>TOTAL</b>			<b>\$1,247,870</b>	<b>\$419,870</b>

Per petition of the Board of Selectmen

**WE RECOMMEND APPROVAL OF ITEMS 1, 2, 5, 7, 10, 12-15, 17, 19, 21, 23-25, 27, AND 28, AND THAT ITEMS 1, 2, 15, AND 24 BE FUNDED BY TAXATION; ITEM 5 BE FUNDED WITH PERPETUAL CARE FUNDS; ITEM 7 BE FUNDED WITH WATER SURPLUS; ITEMS 10, 12, AND 13 BE FUNDED WITH WATER RATES; ITEMS 14, 17, 19, AND 23 BE FUNDED WITH SEWER RATES; ITEM 25 BE**

**FUNDED WITH HARBOR IMPROVEMENT; AND WE WILL MAKE A RECOMMENDATION ON TOWN MEETING FLOOR OF THE AMOUNT AND FUNDING SOURCE FOR ITEMS 21, 27, AND 28.**

*The Board of Selectmen recommends approval.*

**ARTICLE 6.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Town's assessment from the District for the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District including debt service - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of G.L. c. 71, § 16B allowing District members "to reallocate the sum of their required local contributions to the District in accordance with the regional agreement", for the fiscal year beginning July first, two thousand nine; or take any other action relating thereto.

Per petition of the Manchester-Essex Regional School Committee  
**WE RECOMMEND APPROVAL OF \$10,185,775 FOR THE OPERATING BUDGET AND \$1,408,206 FOR DEBT SERVICE FUNDED BY TAXATION.**

*The Board of Selectmen recommends approval.*

**ARTICLE 7.** To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2010 Community Preservation budget and to appropriate from the Community Preservation Fund estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2010; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, historic resources, and community housing purposes, as well as a sum of money to be placed in the 2010 Budgeted Reserve for general Community Preservation Act purposes; and further to appropriate from the Community Preservation Fund a sum or sums of money for Community Preservation projects or purposes as recommended by the Community Preservation Committee; or take any other action in relation thereto.

Per petition of the Community Preservation Committee  
**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen recommends approval.*

**ARTICLE 8.** To see if the Town will vote to amend its acceptance of sections 3 to 7, inclusive, of Chapter 44B of the General laws, the Community Preservation Act, as approved by the 2005 Town meeting and by the voters at the 2005 Annual Town Election, by increasing the surcharge from .5% to 3%, with such increased surcharge to be implemented beginning July 1, 2009; provided however, that before such increase in the surcharge may take effect, the change must also be approved by the voters of the Town at the 2009 Annual Town Election, or take any other action relative thereto.

Per petition of the Community Preservation Committee  
**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen will make a recommendation on the Town Meeting floor.*

**ARTICLE 9.** To see if the Town will vote to raise and appropriate the sum of \$1,500 to be expended under the direction of the Board of Selectmen to fund a grant to Action, Inc., 180 Main Street, Gloucester, MA to maximize available resources to meet human services programming needs identified by the community by providing services to local residents particularly those of low and moderate income, or take any other action appurtenant thereto.

Per petition of Gretchen A. Wood, et al

**WE DO NOT RECOMMEND APPROVAL.**

*The Board of Selectmen does not recommend approval.*

**ARTICLE 10.** To see if the Town will vote to raise the sum of \$2,500 for HAWC, Help for Abused Women and their Children, or to seek any other action pertaining thereto.

Per petition of Charlotte Bendsorp Wilson, et al

**WE DO NOT RECOMMEND APPROVAL.**

*The Board of Selectmen does not recommend approval.*

**ARTICLE 11.** To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain, or otherwise, for the purpose of protecting public health and safety, the fee or any other interest in the parcels of land identified as follows:

156 Pine Street, approximately 1.313 acres, further identified as Parcel 59 on Assessors Map 32

158 Pine Street, approximately .607 acres, further identified as Parcel 58 on Assessors Map 32

160 Pine Street, approximately .86 acres, further identified as Parcel 57 on Assessors Map 32

and, as funding therefor, to raise and appropriate, transfer or borrow a sum of money for the costs of this acquisition and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen be authorized to borrow said amount under the provisions of G.L. c.44 or any other enabling authority and to issue bonds or notes of the Town therefore; that the amount authorized to be borrowed by this vote shall be reduced to the extent of any grants or gifts that may be awarded to the Town on account of this acquisition.

And further, to see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to pay for preliminary engineering, testing, design and legal expenses related to the cleanup of the above-identified properties and any related property as ordered by the Department of Environmental Protection, or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen recommends approval.*

**ARTICLE 12.** To see if the Town will vote to amend the General Bylaw, Article XX Police and Other Regulations, by deleting Section 33 in its entirety and adopting a new Section 33, as follows:

**SECTION 33 House Numbering**

A. Every dwelling house, dwelling unit, and building housing a business or businesses located in whole or in part in the Town of Manchester shall have affixed thereto or otherwise posted on the premises in a location approved by the Selectmen the street number

which has been assigned to said building by the Selectmen. Said number may be in numerical or word form.

**B. Violations and Penalties**

An owner or occupant who fails to post on his premises the street number assigned thereto within six (6) months after being given notice as hereafter provided of the number which has been assigned or receiving actual notice thereof, whichever occurs earlier, or any owner or occupant who fails to keep said number posted and maintained in a legible condition or any person who unlawfully removes, defaces or conceals said number shall be subject to a fine of twenty-five (\$25.00) dollars for each offense. In case of a failure to post, keep posted or maintain said number in a legible condition, each day such number is not so posted, kept posted or maintained in a legible condition shall constitute a separate offense.

**C. Notice of Assignment**

Street numbers shall be assigned from time to time by the Selectmen who shall, as soon after the assignment as practical, cause notice of the number assigned to be mailed to the party or any one of the parties listed as an owner of the premises on the tax records of the Town as of January 1 of the year in which the number was assigned or notice mailed, whichever occurs later. Such notice may, at the option of the Selectmen, be sent with an annual tax bill covering the premises;

or take any other action relative thereto.

Per petition of the Chief of Police

**WE DO NOT TAKE A POSITION.**

*The Board of Selectmen recommends approval.*

**ARTICLE 13.** To see if the Town will vote to revoke its acceptance of R.L. c. 19, section 37, which was adopted on May 25, 1910, thereby revoking civil service coverage from the Town police department's police officers Pursuant to G.L. c.4, section 4B (e) this action will only affect officers hired after this revocation vote and not any incumbent police officers currently covered by civil service law; or take any other action relative thereto.

Per petition of the Chief of Police

**WE RECOMMEND APPROVAL.**

*The Board of Selectmen recommends approval.*

**ARTICLE 14.** To see if the Town will vote to amend the General Bylaw, Article XX, Police and Other Regulations, by adding a new section 39, to read as follows:

**PUBLIC CONSUMPTION OF MARIJUANA OR TETRAHYDROCANNABINOL**

(1) No person shall smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol (as defined in G.L. c. 94C, § 1, as amended) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public.

(2) Any person smoking, ingesting or otherwise using or consuming marijuana or tetrahydrocannabinol in violation of Section 1 of this bylaw shall provide to a police officer so requesting personal identifying information, including their full legal name and address. Failure to provide such identifying information upon request, or provision of false, incorrect or otherwise invalid identifying information shall be considered a separate violation of this bylaw.

(3) This by-law may be enforced through any lawful means in law or in equity includ-

ing, but not limited to, enforcement by criminal indictment or complaint pursuant to G.L. c. 40, § 21, or by non-criminal disposition pursuant to G.L. c. 40, § 21D by the Board of Selectmen, the Town Administrator, or their duly authorized agents, or any police officer. The fine for violation of this by-law shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this by-law shall be in addition to any civil penalty imposed under G.L. c. 94C, § 32L;

or take any other action relative thereto.

Per petition of the Chief of Police

**WE DO NOT TAKE A POSITION.**

*The Board of Selectmen recommends approval.*

**ARTICLE 15.** To see if the Town will vote to amend the General Bylaw, Article XIV Resident Parking, by deleting the following Streets from Schedule A, entitled Resident Parking Streets, Town of Manchester-by-the-Sea Motor Vehicle and Traffic By-laws:

<u>Location</u>	<u>Side</u>	<u>From and To</u>
Vine Street	South	Lincoln to Norwood
Vine Street	North	Norwood to School
Lincoln Street	North	Entire Length
Norwood Avenue	West	Entire Length

And further to add a new Schedule A3 to read as follows:

The following Streets shall be designated resident parking, pursuant to the provisions of this by-law, provided that weekdays from September 1 through June 15, parking shall also be limited to no more than two hours between the hours of 7:00 am and 3:00 pm;

<u>Location</u>	<u>Side</u>	<u>From and To</u>
Vine Street	South	Norwood to Lincoln
Vine Street	North	Norwood to School
Lincoln Street	North	Entire Length
Norwood Avenue	West	Entire Length

or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE DO NOT TAKE A POSITION.**

*The Board of Selectmen recommends approval.*

**ARTICLE 16.** To see if the Town will vote to authorize the Board of Selectmen to grant an easement to the Essex County Club on land located on Lincoln Street, containing 6.03 acres, more or less, shown on a plan entitled “Easement Plan, Lincoln Avenue, Town of Manchester-by-the-Sea”, dated September 18, 2008, and prepared by North Shore Survey Corporation, which is on file with the Town Clerk, on such terms as the Board of Selectmen shall determine to be appropriate, for the purpose of continuing the use of the property as a golf course;

and further to see if the Town will vote to authorize the Board of Selectmen to accept an easement from the Essex County Club on land located on Mill Street shown on a plan entitled “Easement Plan Mill Street, Manchester-by-the-Sea, dated September 18, 2008, and prepared by North Shore Survey Corporation, which is on file with the Town Clerk,

on such terms as the Board of Selectmen shall determine to be appropriate, for the purpose of extending water mains and making improvements to the traveled way;  
or to take any other action relative thereto.

Per petition of the Board of Selectmen

**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen recommends approval.*

**ARTICLE 17.** To see if the Town will adopt the following resolution or take any other action relative thereto:

The Town of Manchester-by-the-Sea resolves that: should the Town require the use of a portion or all of the Essex County Club, Inc., land shown on Map 38 Lot 22, the best interests of the Town would be served by its purchasing the land or, failing agreement, by a taking. The best interests of the Town would not be served by exchanging Town land for the Club land whether by way of easements or any other method. In particular, that portion of Club land shown on Map 38 Lot 22 bordering along Mill Street between Town-owned property shown on Map 37 Lot 65 and in the intersection of Mill Street with Forest Street should be purchased or taken, not exchanges by way of easements or any other method.

Per petition of Timothy G. Gates

**WE DO NOT RECOMMEND APPROVAL.**

*The Board of Selectmen does not recommend approval.*

**ARTICLE 18.** To see if the Town will vote to raise and appropriate, transfer from available funds or to borrow the sum of \$6,500 to fund the position of Young Adult Librarian or take any other action relative thereto.

Per petition of Dorothy H. Jodice, et al

**WE DO NOT RECOMMEND APPROVAL.**

*The Board of Selectmen does not recommend approval.*

**ARTICLE 19.** To see if the Town will require the Board of Health to develop a plan of regular dye-testing of the Town's septic systems that are five years of age or older, with priority given to those systems in areas of environmental vulnerability. And that said Board shall present its plan and an estimation of the cost to the next year's Town meeting.

Per petition of Adele Q. Ervin, et al

**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen recommends advice of the Board of Health.*

**ARTICLE 20.** To see if the Town will vote to mandate that the Northeast Mosquito Control District use only Bti as the larvicide in the Town's storm drains and prohibit the use of methoprene.

Per petition of Manchester Coastal Stream Team

**WE RECOMMEND THE ADVICE OF THE BOARD OF HEALTH.**

*The Board of Selectmen recommends advice of the Board of Health.*

**ARTICLE 21.** To see if the Town will vote to mandate that the Board of Health give a 24-hour notice of warning when spraying of pesticides by the Northeast Mosquito Control District is scheduled. This warning will require: 1.) placing highly visible signs in front of the Post office and Town Hall; 2.) utilizing the reverse 911 message system of the Manchester Police Department when it becomes available; 3.) and, if possible, utilizing the phone message system of the Manchester Essex Regional School system and take other measures to ensure that the public is notified of the impending spraying of pesticides

Per petition of Susan Purser

**WE RECOMMEND THE ADVICE OF THE BOARD OF HEALTH.**

*The Board of Selectmen recommends advice of the Board of Health.*

**ARTICLE 22.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Stabilization Fund, or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen will make a recommendation on the Town Meeting floor.*

**ARTICLE 23.** To see what sum of money the Town will vote to appropriate or transfer from Free Cash for the purpose of reducing the tax rate, or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen will make a recommendation on the Town Meeting floor.*

And you are directed to serve this warrant by posting attested copies thereof, one at the Town Hall Building, one at the Police Station, one at the Fire House, one at the Memorial School, and one at the Post Office, twenty-one (21) days, at least, before the time of holding said meeting.

Hereof fail not to make due return of this warrant, with your doings thereon, to the Town Clerk three (3) days before the day of this meeting.

Given under our hands at Manchester-by-the-Sea, aforesaid, this \_\_\_\_ day of March 2009.

**BOARD OF SELECTMEN:**

Susan W. Thorne, Chairman

Thomas P. Kehoe, Vice Chairman

Bryan S. Gubbins

Mary M. Hardwick

Lee B. Spence

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To the Town Clerk:

I have served the foregoing Warrant by posting attested copies thereof as directed by the By-Law of the Town and the Commonwealth.

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Constable

Date of Posting

Received by Town Clerk

COMMONWEALTH OF MASSACHUSETTS  
**TOWN OF MANCHESTER-BY-THE-SEA**



**SPECIAL TOWN MEETING WARRANT**

**Essex, ss.**

To either of the Constables of the Town of Manchester-by-the-Sea:

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Manchester-by-the-Sea qualified to vote in elections, to meet in the Memorial School, on Lincoln Street, in Manchester-by-the-Sea, on Monday, the sixth day of April two thousand and nine AD, at forty-five minutes past six o'clock in the evening, for the purpose, to wit:

**ARTICLE 1.** To see if the Town will vote to reduce the FY 2009 operating budget to accommodate a mid-year reduction in State Aid by reducing FY 2009 DPW SALARIES by \$26,971, from \$669,573 to \$642,602, or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE RECOMMEND APPROVAL.**

*The Board of Selectmen recommends approval.*

**ARTICLE 2.** To see if the Town will vote to appropriate from the Community Preservation Fund, for Affordable Housing purposes, a sum of money for use in the preparation of an update of the existing 1988 "Manchester Affordable Housing Study", as approved by the Community Preservation Committee or take any other action in relation thereto.

Per petition of the Community Preservation Committee

**WE RECOMMEND APPROVAL OF \$10,000 FROM THE COMMUNITY PRESERVATION FUND FOR THIS PROJECT.**

*The Board of Selectmen recommends approval.*

**ARTICLE 3.** To see if the Town will vote to appropriate a sum of money from the Community Preservation Fund unrestricted fund for the preparation of an updated conditions assessment for Crowell Chapel and adjustments to the scope of work based on that assessment for the completion of the next phase of the rehabilitation of Crowell Chapel, or take any other action relative thereto.

Per petition of the Community Preservation Committee

**WE WILL MAKE OUR RECOMMENDATION ON TOWN MEETING FLOOR.**

*The Board of Selectmen recommends approval.*

**ARTICLE 4.** To see if the Town will vote to amend the General By-law, Article XX Community Preservation Bylaw, section (c) to add two at-large members, increase the total membership of the Committee from seven to nine members, and authorize the Finance Committee to appoint a non-member to the Community Preservation Committee. The new paragraph (c) to read as follows:

(c) The Committee shall be composed of nine members, with one member of the Conservation Commission as designated by the Commission, one member of the Planning Board as designated by the Board, one member of the Housing Authority as designated by the Authority, one representative for municipal finances as designated by the Finance Committee, one representative for historic resources as designated by the Board of Selectmen, one representative for parks and recreation as designated by the Board of Selectmen, and three at-large representative as designated by the Board of Selectmen, or take any other action relative thereto.

Per Petition of the Community Preservation Committee

**WE RECOMMEND APPROVAL.**

*The Board of Selectmen recommends approval.*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sufficient sum of money to fund and implement the new Contract between the Town of Manchester-by-the-Sea and the International Brotherhood of Teamsters Local 42 for Manchester Police Officers, or take any other action relative thereto.

Per petition of the Board of Selectmen

**WE RECOMMEND APPROVAL.**

*The Board of Selectmen recommends approval.*

And you are directed to serve this warrant by posting attested copies thereof, one at the Town Hall Building, one at the Police Station, one at the Fire House, one at the Memorial School, and one at the Post Office, fourteen (14) days, at least, before the time of holding said meeting.

Hereof fail not to make due return of this warrant, with your doings thereon, to the Town Clerk three (3) days before the day of this meeting.

Given under our hands at Manchester-by-the-Sea, aforesaid, this \_\_\_\_\_ day of March 2009.

**BOARD OF SELECTMEN:**

Susan W. Thorne, Chairman  
Thomas P. Kehoe, Vice Chairman

Bryan S. Gubbins  
Mary M. Hardwick  
Lee B. Spence

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To the Town Clerk:  
I have served the foregoing Warrant by posting attested copies thereof as directed by the By-Law of the Town and the Commonwealth.

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Constable

Date of Posting

Received by Town Clerk



**Levy**

The amount that the town raises by property tax, computed by multiplying the total taxable assessment of the town (\$2,170,000,000) by the tax rate.

**Local Revenues**

Funds the town receives for fees, permits, excise tax, etc.

**New Growth**

An amount equal to the property tax that new construction, additions and renovations will generate.

**Offset**

An amount of a grant or aid package whose use is restricted to a particular item, e.g library, road maintenance, etc.

**Operating budget**

The routine expenditures of the Town plus the school assessment.

**Other revenue**

Town income from fees, excise taxes, fines, stickers, permits etc.

**Overlay Surplus**

Unexpended funds from the Assessor's overlay.

**Override**

A mechanism that allows the voters of the Town to reset the levy limit imposed by Proposition 2 1/2.

**Proposition 2 1/2**

Is the name associated with a state law that restricts the increase in the levy to 2 1/2% per year plus new growth.

**Reserve fund**

A sum of money available to meet unforeseen expenses.

**School budget**

The amount of the whole school budget apportioned to the town. The Town Meeting cannot change the school budget.

**School choice**

State legislation which allows students from one school district to attend school in another district.

**Sewer fund**

Money from the sewer rates that offsets costs associated with the sewer system.

**Stabilization fund**

Money put aside by the Town for major unexpected events.

**Taxation**

Town revenue raised through the property tax. All other forms of revenue are referred to as "other revenue" or "local revenue".

**Water fund**

Money from the water rates that offsets costs associated with the water system.

**More Information is available at <http://www.manchester.ma.us>**