

**Town Meeting Informational Warrant  
&  
Budget Recommendations**

***October 3, 2022 SPECIAL TOWN MEETING***

Hanson Middle School  
111 Liberty Street, Hanson, MA  
7:30pm



**Prepared by the Interim Town Administrator, Kevin R. Donovan  
and Executive Assistant, Lynn M. McDowell**

**at the direction of the Board of Selectmen**

September 20, 2022

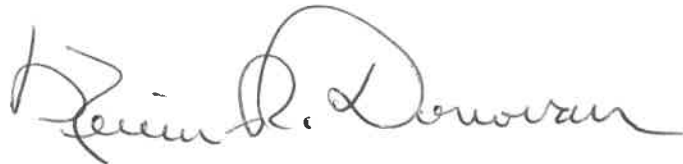
To the Voters at the Hanson October Special Town Meeting:

The enclosed is an informational copy of the warrant for the October 3, 2022 Special Town Meeting for your convenience during the Town Meeting.

This informational warrant provides you with the most current information on each article, including explanations and recommendations. I hope that this will assist you during the meeting.

The legal warrant was posted on the 15<sup>th</sup> of September, 2022 by the Constable of the Town of Hanson, in accordance with state law.

Cordially,

A handwritten signature in black ink that reads "Kevin R. Donovan". The signature is fluid and cursive, with a large loop at the end of the last name.

Kevin R. Donovan  
*Interim Town Administrator*

# *In Memoriam*

Richard “Chip” Muncey

Peter Muse

Della Snow

Bill Strait

*True and Faithful Public Servants*

**SPECIAL TOWN MEETING  
October 3, 2022**

Article	DEPT.	ITEM	AMOUNT	SOURCE	Free Cash	Raise & Appropriate	Other Sources	BOS Place on Warrant	BOS Recommend	Finance Recommend
1	Board of Selectmen	Unpaid Bills	\$ 9,554.45	Free Cash	\$ 9,554.45			Voted to place 5-0	Recommend 5-0	Recommend 4-0
2	Select Board & Wage and Personnel	Amend Salary Schedule	No Add'l funding					Voted to place 5-0	Recommend 5-0	Recommend 4-0
3	Select Board	Supplemental Appropriations for Current Fiscal Year	\$ 28,705.00	Raise and Appropriate		\$28,705		Voted to place 5-0	Recommend 5-0	
4	Recreation Commission	Supplemental Funding for Recreation Enterprise Fund	\$ 80,000.00	Program Revenue/Retained			\$ 80,000.00	Voted to place 5-0	Recommend 5-0	Recommend 4-0
5	Board of Health	Supplemental Funding for Transfer Station	\$ 404,752.00	Program Revenues/Retained			\$ 404,752.00	Voted to place 5-0	Recommend 5-0	Recommend 4-0
6	Select Board & Capital Improvement	Capital Expenditures	\$ 196,000.00	Free Cash	\$ 196,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
7	Planning Board	Engineering Study Litchfield Lane & Proudfoot Way	\$ 8,000.00	Free Cash	\$ 8,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
8	Fire Chief	Demolish Town Building at 1157 Main Street	\$ 15,000.00	Free Cash	\$ 15,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
9	Select Board	Amend Marijuana Facilities and Establishment By-Law	No Add'l funding					Voted to place 5-0	Recommend 5-0	Recommend 4-0
10	Conservation Commission	Replenish Conservation Fund	\$ 40,000.00	Free Cash	\$ 40,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
11	Conservation Commission	Transfer Town Land to Conservation Commission	No Add'l funding					Voted to place 5-0	Recommend 5-0	Recommend 4-0
12	Conservation Commission	Fund additional hours for Conservation Agent to full-time	\$ 26,488.80	Free Cash	\$ 26,488.80			Voted to place 5-0	Defer to Town Meeting	Pass Over 4-0
13	Select Board	Fund Part-time (15 hrs/week) Assistant in Select Board Office	\$ 22,034.00	Free Cash	\$ 22,034.00			Voted to place 5-0	Recommend 5-0	Pass Over 4-0
14	Highway Director	Additional Funds for Fuel Account	\$ 50,000.00	Free Cash	\$ 50,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
15	Highway Director	Engineering et al for EPA Permit for storm water system	\$ 74,000.00	Free Cash	\$ 74,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
16	Highway Director	Clean Retention Basins in Town	\$ 25,000.00	Free Cash	\$ 25,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
17	Recreation Commission	Rename to Camp Kiwanee Commission	No Add'l funding					Voted to place 5-0	Recommend 5-0	Defer to Town Meeting
18	Select Board	Change Board of Selectmen to Select Board	No Add'l funding					Voted to place 5-0 Abstained	Recommend 4-0-1	Defer to Town Meeting
19	Capital Improvement Committee	Change Committee from 7 to 5 with 2 alternates	No Add'l funding					Voted to place 5-0	Recommend 5-0	Recommend 4-0
20	Capital Improvement Committee	Change By-Law to limit of Useful life from 10 to 5 years	No Add'l funding					Voted to place 5-0	Recommend 5-0	Recommend 4-0
21	Select Board	Change Town Meeting hour start to 6:30 p.m.	No Add'l funding					Voted to place 5-0	Recommend 5-0	Refer to Town Meeting
22	Planning Board	Street Signs for Private Ways	\$ 8,928.50	Free Cash	\$ 8,928.50			Voted to place 5-0	Recommend 5-0	Recommend 4-0
23	Select Board	Add funds to Stabilization Fund	\$ 60,000.00	Free Cash	\$ 60,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
24	Select Board	Add funds to Regional Schools Capital Stabilization Fund	\$ 20,000.00	Free Cash	\$ 20,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0
25	Select Board	Add funds to Other Post Employment Benefits (OPEB)	\$ 20,000.00	Free Cash	\$ 20,000.00			Voted to place 5-0	Recommend 5-0	Recommend 4-0



COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HANSON  
WARRANT FOR OCTOBER, 2022 SPECIAL TOWN MEETING

**SPECIAL TOWN MEETING**

PLYMOUTH, SS.

To any Constables of the Town of Hanson, in the County of Plymouth:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Hanson, qualified to vote in Town affairs, and elections, to meet in the Hanson Middle School, 111 Liberty Street in said Hanson on **Monday the Third day of October, 2022** at 7:30 O'clock in the afternoon, to act on the following articles, to wit:

**ARTICLE 1:** To see if the Town will transfer from Free Cash a sum of money to pay the following unpaid bills from the prior fiscal years; or take any other action relative thereto.

<b>Unpaid Bill No.</b>	<b>Department</b>	<b>Vendor</b>	<b>Amount</b>	<b>Funding Source</b>
1	IT	New Era Technology	\$350.00	Free Cash
2	IT	Amazon	\$ 860.12	Free Cash
3	Select Board	South Shore Health	\$645.00	Free Cash
4	Select Board	South Shore Health	\$280.00	Free Cash
5	Camp Kiwanee	Hanson Ace Hardware	\$43.64	Free Cash
6	Building Department	Building Inspector mileage	\$ 35.45	Free Cash
7	Select Board	First Student	\$7, 340.24	Free Cash
<b>Total Appropriation</b>			<b>\$ 9,554.45</b>	

Proposed by the Select Board

**Explanation:** These funds are needed to pay prior fiscal year bills received after the close of the fiscal year. This requires a 9/10 majority vote.

**Recommendation:** *Select Board voted 5-0 to Recommend*  
*Finance Committee voted 4-0 to Recommend*



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**ARTICLE 2:** To see if the Town will vote to amend the Wage and Personnel Bylaws, Article 2-12, Classification and Compensation by deleting Sections 11A through 11E in its entirety and inserting the new Sections 11A through 11E as printed below:

**SECTION 11 A : PROFESSIONAL POSITIONS**

	<u>7/1/22</u>	<u>10/3/22</u>
A. Director of Elder Affairs	35,000 to 65,000	35,000 to <b>75,000</b>
B. Town Accountant	45,000 to 75,000	45,000 to 75,000
Town Accountant – Part-Time hourly rate	24.00 to 41.00	24.00 to 41.00
C. Inspector of Buildings –Full-time Salary	51,700 to 72,350	51,700 to <b>75,000</b>
Inspector of Buildings – Part-time hourly rate	35.00 to 45.00	35.00 to 45.00
D. Health Agent	40,000 to 70,000	40,000 to 70,000
E. Conservation Agent –Full Time	35,000 to 89,000	35,000 to 89,000
Conservation Agent – Part-time hourly rate	28.00 to 45.00	28.00 to 45.00
F. Library Director	70,000 to 90,000	70,000 to 90,000
G. Town Planner	45,000 to 80,000	45,000 to <b>90,000</b>
H. Town Planner/Conservation Agent	45,000 to 75,000	45,000 to 75,000
I. Informational Technology Director	60,000 to 90,000	60,000 to <b>115,000</b>
J. Recreation Director **	30,000 to 50,000	30,000 to 50,000
K. Grant Writer/ Procurement Administrator	50,000 to 70,000	50,000 to 70,000

**SECTION 11 B: ADMINISTRATIVE AND/OR FULL TIME**

	<u>7/1/22</u>	<u>10/3/22</u>
A. Executive Assistant	17.00 to 32.00	17.00 to 34.00
B. Assistant to Police Chief	17.00 to 32.00	<b>18.00 to 40.00</b>
C. Veterans Agent ~ Annual salary	7,000 to 33,000	7,000 to 33,000
D. Reference Librarian	22.00 to 31.00	22.00 to 31.00
E. Youth Services Librarian	22.00 to 31.00	22.00 to 31.00
F. Animal Control Officer ~ Annual Salary	17,000 to 28,000	17,000 to 28,000
G. Van Drivers/Aide*	14.50 to 17.00	<b>15.00</b> to 17.00
H. Social Day Care Coordinator*	14.50 to 21.00	<b>15.00</b> to 21.00
I. Camp Kiwanee Caretaker**	14.50 to 20.00	<b>15.00 to 25.00</b>
J. Youth Services Associate	18.00 to 24.00	18.00 to 24.00
<b>K. Public Buildings Custodian</b>	<b>18.00 to 24.00</b>	<b>18.00 to 24.00</b>

**SECTION 11 C: PART TIME POSITIONS**

	<u>7/1/22</u>	<u>10/3/22</u>
A. Assistant Inspector of Building	22.00 to 30.00	22.00 to 30.00
B. Gas Inspector	22.00 to 30.00	22.00 to 30.00
C. Plumbing Inspector	22.00 to 30.00	22.00 to 30.00
D. Wiring Inspector	22.00 to 30.00	22.00 to 30.00
E. Civil Defense Director ~ Annual Salary	900 to 1,300 yr.	900 to 1,300 yr.
F. Police Matron	14.50 to 22.00	<b>18.00 to 30.00</b>
G. Outreach/Seniors*	14.50 to 22.00	<b>15.00</b> to 22.00



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H. Assistant Coordinator*	14.50 to 22.00	<b>15.00</b> to 22.00
I. Volunteer Services Intergenerational Coordinator*	14.50 to 19.00	<b>15.00</b> to 19.00
J. Senior Center Support Staff *	14.50 to 17.00	<b>15.00</b> to 17.00
K. Back-up Van Driver*	14.50 to 15.00	<b>15.00 to 17.00</b>
L. Animal Inspector	1,000 to 1,600	1,000 to 1,600
M. Election Clerk	14.50 to 16.75	<b>15.00 to 17.00</b>
N. Election Officer	14.50 to 16.75	<b>15.00 to 17.00</b>
O. Election Warden	14.50 to 16.75	<b>15.00 to 17.00</b>
P. Registrar of Voters	14.50 to 16.75	<b>15.00 to 17.00</b>
Q. Assistant Caretaker**	14.50 to 25.00	<b>15.00</b> to 25.00
R. Sealer of Weights & Measurers ~ Annual Salary	2,500 to 3,500 yr.	2,500 to 3,500 yr.
S. Milk Inspector	150 to 300 yr.	150 to 300 yr.
T. Assistant Veterans Agent	14.50 to 15.00	<b>15.00</b> to 15.00
U. Committee Clerical/Administrative Support Staff	14.50 to 15.00	<b>15.00</b> to 15.00
V. Emergency Clerical Labor	14.50 to 15.00	<b>15.00</b> to 15.00
W. Transfer Station Attendant	15.00 to 21.00	15.00 to 21.00
X. <i>Camp Kiwanee Event Coordinator</i> <i>Part time Hourly Rate</i>	14.50 to 17.00	<b>15.00 to 25.00</b>
Y. Facilities Manager <i>Facilities Manager Part Time Hourly Rate</i>	20,000 to 45,000 N/A	20,000 to 45,000 <b>15.00 to 25.00</b>
Z. Public Buildings Custodian	18.00 to 24.00	18.00 to 24.00
AA. Assistant Health Agent	14.50 to 22.00	<b>15.00</b> to 22.00
BB. Student Police Officer	20.00 to 35.00	<b>25.00 to 40.00</b>
CC. Part-time Police Officers/Special Police Officers	25.00 to 55.00	<b>25.00 to 90.00</b>
DD. <i>Civilian Traffic Control Agent</i>	N/A	<b>25.00 to 90.00</b>

**SECTION 11 D: SEASONAL POSITIONS \*\***

	<u>7/1/22</u>	<u>10/3/22</u>
A. Beach Director	14.50 to 20.00	<b>15.00 to 25.00</b>
B. Water Safety Instructor	14.50 to 16.00	<b>15.00 to 25.00</b>
C. Lifeguards	14.50 to 16.00	<b>15.00 to 25.00</b>
D. Boat Coordinator	14.50 to 16.00	<b>15.00</b> to 16.00
E. Boating Instructor	14.50 to 20.00	<b>15.00</b> to 20.00
F. Concession Worker	14.50 to 16.00	<b>15.00</b> to 16.00
G. Recreation Assistant	14.50 to 16.00	<b>15.00</b> to 16.00
H. Security/Gate Attendants	14.50 to 16.00	<b>15.00</b> to 16.00

\*Positions are funded through the Multi-Service Senior Center's revolving account or grants

\*\* Positions are funded through the Recreation Commission's Enterprise Fund.

**SECTION 11 E: CALL FIREFIGHTERS/OFFICERS**

Position	Start 10/3/22	10 yrs.	15 yrs.	20 yrs.	25 yrs.
Call Firefighter in training	\$16.00	0	0	0	0



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Probationary Firefighter	\$18.00	0	0	0	0
Call Firefighter	\$22.00	+ 2%	+2%	+2%	+ 2%
Call Fire Lieutenant	\$24.00	+2 %	+ 2%	+ 2%	+ 2%

\$500.00 stipend will be paid in June of each fiscal year to those call firefighters who successfully complete and maintain the certification of an EMT recognized by the State and approved by the Fire Chief. Paramedics will receive a \$1,000.00 stipend

Proposed by the Select Board & Wage and Personnel Board

**Explanation:** The changes to the Compensation Plan are in *bold italicized* text. The changes include

- To reflect the minimum wage of \$15 per hour which becomes effective 1/1/23
- Creating a new position of Civilian Traffic Control Agent. There is a shortage of law enforcement officers currently in Massachusetts. The creation of Civilian Traffic Control Agents will allow us to meet public safety needs by supplementing our sworn law enforcement officers. The funding will come from fees paid by private parties. The Town will receive a 10 percent fee for the total off all billed hours.
- Increases have been made to the following positions to remain competitive in the market for police staffing: Assistant to the Police Chief, Police Matrons, Student Police Officers, Part-Time/Special Police Officers.
- The top rate for the Backup Bus Driver position, currently unfilled, had been previously raised to \$17 per hour, but was incorrectly reduced at a subsequent Town Meeting.
- The top rate for the Town Planner position had been previously raised to \$90,000 per year at the October, 2021 Town Meeting, but was incorrectly reduced at the May, 2022 Spring Town Meeting.
- Currently, the Library Custodian and Senior Center Custodian are part time positions, the Library and Senior Center are asking to combine the two positions into a full-time position. No further funding is required for this position.
- IT Director – The reclassification of these three positions are to keep the salaries in line with the market
- Building Commissioner- see above explanation
- COA Director- see above explanation

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend  
Wage and Personnel voted 5-0 to Recommend***





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**ARTICLE 3:** To see if the Town will vote to raise and appropriate the sum of \$ 28,705.00, to supplement appropriations previously voted at the Annual Town Meeting of May 2022 for the Fiscal Year beginning July 1, 2022 for various Town Departments, or take any other action relative thereto.

Line Number	Budget Line Item	Budget Line Item	Amount	Purpose
1	Select Board	Salaries	\$ 2,485.00	New Executive Asst.
16	Technology	Salaries	\$ 14,220.00	IT Salary Reclassification
73	Veterans	Benefits Assistance	\$ 12,000.00	Additional Veterans Benefits
		TOTAL	\$ 28,705.00	

Proposed by the Select Board

**Explanation:** The purpose of this article is to supplement a number of line items in the current fiscal year's budget (FY23) in order to fund a number of additional expenses. A detailed handout will be presented to the voters at Town Meeting outlining in detail these expenses.

**Recommendation:** *Select Board voted 5-0 to Recommend  
Finance Committee voted*

**ARTICLE 4:** To see if the Town will vote to amend Article 6 of the May 2022 Annual Town Meeting to amend the approved Recreation Enterprise Fund budget for FY22 and to transfer Eighty Thousand Dollars (\$80,000.00) from the Recreation Commission retained earnings account to the FY2023 Recreation operating budget, or take any other action relative thereto.

Estimated Revenues Item	FY 2023 Original	FY 2023 Revised
Program Receipts (fees)	\$ 224,000	\$ 224,000
Retained Earnings	0	80,000
Taxation	0	0
Total Revenues	\$ 224,000	\$ 304,000

Estimated Expenses Item	Amount	Amount	Funding Source
Salaries	\$ 117,000	\$ 126,700	\$ 117,000 Program Revenues 9,700 Retained Earnings
Expenses	75,500	148,800	75,500 Program Revenues 70,300 Retained Earnings
Indirect Costs	\$ 31,500	\$ 31,500	Program Revenues



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Total Expenses                      \$ 224,000                      \$ 304,000

Proposed by the Recreation Commission

**Explanation:** These funds are needed to cover the current fiscal year expenses at Camp Kiwanee.

**Recommendation:** *Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend*

**ARTICLE 5:** To see if the Town will vote to amend Article 7 of the May 2022 Annual Town Meeting to amend the approved Transfer Station Enterprise Fund budget for FY22 and to transfer \$ 239,752 from Program Revenues and \$ 165,000 from Retained Earnings to supplement the funding of the Transfer Station Enterprise Fund budget, or take any other action relative thereto.

Estimated Revenues	FY2023	FY 2023
Item	Original	Revised
Program Receipts (fees)	\$ 227,027	\$ 239,752
Retained Earnings	\$ 0	\$ 165,000
Taxation	<u>\$ 0</u>	<u>\$ 0</u>
Total Revenues:	\$ 227,027	\$ 404,752

Estimated Expenses			Funding
Item	Amount	Amount	Source
Salaries	\$ 100,752	\$ 125,752	100,752 Program Revenues 25,000 Retained Earnings
Expenses	\$ 126,275	\$ 229,000	139,000 Program Revenues 90,000 Retained Earnings
Indirect Costs	<u>\$ 0</u>	<u>\$ 50,000</u>	Retained Earnings
Total Expenses:	\$ 227,027	\$ 404,752	

Proposed by the Board of Health

**Explanation:** These funds are needed to cover the current fiscal year expenses at the Transfer Station.

**Recommendation:** *Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend*

**ARTICLE 6:** To see if the Town will vote to transfer the following sums of money from the sources as more specifically identified below to be expended for the following capital equipment and capital projects for various Town departments, or take any other action relative thereto.



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Line	Department	Item	Amount	Funding Source
1	Town Hall Library/ Senior Center	Security Cameras	\$ 35,000	Free Cash
		Installation	\$ 25,000	Free Cash
2	Highway	Infra-Red Pavement Recycler Trailer	\$53,000	Free Cash
3	Highway	Ventrac Sidewalk Snow Removal and Sweeping Tractor with Brush Arm	\$83,000	Free Cash

Proposed by the Select Board and the Capital Improvement Committee

**Explanations:**

Line 1– Security Cameras –

Cameras need to be added in various locations at the Town Hall and Library/Senior Center to ensure the safety of staff and visitors, particularly children and seniors at the Library/Senior Center, and to help protect Town Hall and Library and Senior Center property from theft, damage, and vandalism.

Line 2 – Infra-Red Pavement Recycler Trailer

The Highway Department makes constant repairs to the town’s roads and highways year round. Many of those repairs are related to damaged and deteriorating roadways from aging cracked asphalt and potholes. This machine will increase production and quality asphalt repairs in town. Currently these types of repairs can only be accomplished by contractors at a cost of \$3,800.00 - \$4,700.00 per day. When roadway repairs are accomplished with an Infra-Red Machine it rejuvenates the surrounding materials and produces a monolithic bond which will make the repair long lasting compared to a temporary patch. There are many roads town wide that are in need of repairs before they can be completely repaved due to monetary constraints for such work. (This Article was cut from May 2022 Special town Meeting due to budget constraints).

Line 3– Ventrac Sidewalk Snow Removal and Sweeping Tractor with Brush Arm

The Highway Department removes snow on sidewalks along Routes 14, 27 and 58. These sidewalks are located in proximity to the Indian Head School, Hanson Middle School, Town Hall, Shaw’s Plaza and the MBTA Station. Currently we have a 23 year old Trackless Machine that is scheduled for replacement in 2027. This piece of equipment is at the end of its service life and is prone to frequent breakdowns and servicing leaving no alternative to clear these sidewalks. This new tractor will provide a suitable alternative and allow for a faster response in clearing sidewalks, as it is a more agile machine. This machine can also sweep the sidewalks prior to street sweeping, as well as, cut roadside brush and clear drainage areas. It will extend the life of the Trackless vehicle as it is a much more expensive piece of equipment to replace. Approximately \$300,000.00 + attachments



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***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend  
Capital Improvement Committee Voted 5-0 to Recommend  
for Items 2 & 3. Item 1 not under its jurisdiction***

**ARTICLE 7:** To see if the Town will vote to transfer \$ 8,000.00 from free cash to retain the services of a qualified Massachusetts registered engineering firm to conduct a roadway and drainage infrastructure study of Litchfield Lane and Proudfoot Way and prepare a report of the findings for submission to the Hanson Planning Board and Hanson Select Board, or take any other action relative thereto.

Proposed by the Planning Board

**Explanation:** These streets were accepted as public ways at the 2006 Annual Town Meeting. Quitclaim deeds for the roadways and drainage easements were never obtained within the 120 days after the town meeting as required under Mass General Law Chapter 82, Section 24, thus voiding the approval of town meeting. Therefore, both Litchfield Lane and Proudfoot Way continue as private ways. Prior to proceeding with roadway acceptance process, the Planning Board is seeking information to determine the existing conditions of the roadway and drainage infrastructure.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 8:** To see if the Town will vote to transfer \$15,000 from free cash for the demolition of the building at 1157 Main Street, or take any other action relative thereto.

Proposed by the Fire Chief

**Explanation:** These funds will be utilized to demolish a town-owned building at 1157 Main Street. The building has reached the end of its useful life and has been deemed unusable.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 9:**

To see if the Town will vote to amend the Town of Hanson Land Use Regulations Zoning By-laws by amending Section VI, subsection L, SPECIAL REQUIREMENTS FOR MEDICAL MARIJUANA FACILITIES AND MARIJUANA ESTABLISHMENTS, to allow for delivery in industrial zones, as follows or take any other action relative thereto.

***By adding the following definitions, which language is underscored and italicized to subsection L. 3 Definitions:***



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*Marijuana Courier* – shall mean an entity licensed to deliver Finished Marijuana Products, Marijuana Accessories and Branded Goods directly to Consumers from a Marijuana Retailer, or directly to Registered Qualifying Patients or Caregivers from an MTC, but is not authorized to sell Marijuana or Marijuana Products directly to Consumers, Registered Qualifying Patients or Caregivers and is not authorized to Wholesale, Warehouse, Process, Repackage, or White Label. A Marijuana Courier is an additional license type under M.G.L. c. 94G, § 4(b)(1) that allows for limited delivery of Marijuana or Marijuana Products to Consumers; and shall not be considered to be a Marijuana Retailer under 935 CMR 500.002 or 500.050 and shall be subject to 935 CMR 500.050(1)(b).

*Marijuana Delivery Operator* – shall mean an entity licensed to purchase at Wholesale and Warehouse Finished Marijuana Products acquired from a Marijuana Cultivator, Marijuana Product Manufacturer, Microbusiness or Craft Marijuana Cooperative, and White Label, sell and deliver Finished Marijuana Products, Marijuana Accessories and Marijuana Branded Goods directly to Consumers, but is not authorized to Repackage Marijuana or Marijuana Products or operate a storefront under this license. A Delivery Operator is an additional license type under M.G.L. c. 94G, § 4(b)(1) that allows for limited delivery of Marijuana or Marijuana Products to Consumers; and shall not be considered to be a Marijuana Retailer under 935 CMR 500.002 or 500.050 and shall be subject to 935 CMR 500.050(1)(b).

***By amending the definition of Marijuana Establishment in subsection L. 3 Definitions: by adding the language, which is underscored and italicized as follows:***

**Marijuana Establishment** - shall mean a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, *marijuana courier, marijuana delivery operator*, or any other type of licensed marijuana-related business, all as defined the Massachusetts General Laws, Chapter 94G, said Marijuana Establishments shall be deemed independent of any other definition in this by-law and not a subset or subcategory of any other category.

***By amending the eligible locations of Marijuana Establishment in subsection L. 4 Eligible Locations for Medical Marijuana Facilities and Marijuana Establishments: by adding the language, which is underscored and italicized, and by deleting the language which is show with a strikethrough, as follows:***

Marijuana Retailers shall be prohibited in the Town of Hanson.

Medical Marijuana Facilities and Marijuana Establishments, expressly excluding Marijuana Retailers, may be allowed by Special Permit from the Town of Hanson Board of Selectmen in the following locations: on Assessor's Map 59 Lots 17-3, 17-4, 17-5, 17-6, ~~17-7, 17-8,~~ *17-A-H,* 17-A-H, 17-10, 17-11, 17-12, ~~17-13,~~ *17-13A-H,* 17-13A-H Assessor's Map 52 Lot 17-16 and Assessor's Map ~~24~~ Lot 70 as depicted on the most



COMMONWEALTH OF MASSACHUSETTS  
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WARRANT FOR OCTOBER, 2022 SPECIAL TOWN MEETING

current Assessor's Maps prepared by CAI Technologies revised to January 1, 2020 - a plan entitled ~~Proposed Medical Marijuana Distribution Area Overlay District Plan, Job Number P-2967, prepared by Land Planning, Inc. of Hanson, Massachusetts, provided the facility meets the requirements of this Section VI.L.~~

~~Medical Marijuana Facilities and Marijuana Establishments, expressly excluding Marijuana Retailers, may be allowed by Special Permit from the Town of Hanson Board of Selectmen~~

Proposed by the Select Board

**Explanation:** The Select Board believes that there was significant confusion at the last Town Meeting given the number of warrant articles related to cannabis. This article will allow the siting of a delivery operation in the Town and thereby generate income for the Town. Delivery Operators are subject to the 3% local sales tax and are NOT permitted under this license to operate a brick and mortar retail store. The aforementioned lots are located in the Hanson Industrial Park.

**Recommendation:** *Select Board voted 5-0 to Recommend*  
*Finance Committee voted 4-0 to Recommend*

**ARTICLE 10:** To see if the Town will vote to transfer \$40,000 from free cash to replenish the Conservation Fund, or take any other action relative thereto.

Proposed by the Conservation Commission

**Explanation:** The Conservation Fund supports the Commission's efforts to carry out its care and custody responsibilities for open space and recreation areas. These efforts include trail building and maintenance; provision of signage, notices, and other information; property enhancements, such as mowing, invasive vegetation removal, and site clean-up; wildlife habitat and stream improvements; removal of encroachments; establishment of bounds and survey recordings; and equipment rental as necessary to support these activities.

**Recommendation:** *Select Board voted 5-0 to Recommend*  
*Finance Committee voted 4-0 to Recommend*

**ARTICLE 11:** To see if the Town will vote to place the properties identified as Assessors Map 106, Lots 7 and 10-1, and Assessors Map 98, Lots 10, 11, 12, and 15 into the care and custody of the Conservation Commission for open space protection under Article 97 of the Massachusetts Constitution, or take any other action relative thereto.

Proposed by the Conservation Commission

**Explanation:** The Little Cedar Swamp is an important wetland resource that provides stormwater storage, treatment, and aquifer recharge, as well as wildlife habitat. It is one of the headwaters of Indian Head Brook and River, and as such is



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part of a cold water fishery, one of the few in Southeastern Massachusetts. The parcels identified in the article are currently Town owned and not developable. Together with adjacent parcels already under the care and custody of the Conservation Commission, they make up approximately 75 percent of the Little Cedar Swamp. Article 97 protection will ensure this resource is protected for the foreseeable future.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 12:** To see if the Town will vote to transfer \$26,488.80 from free cash to fund an additional 16 hours per week for the Conservation Agent position, making the position full-time at 35 hours per week, or take any other action relative thereto.

Proposed by the Conservation Commission

**Explanation:** The Conservation Agent is currently authorized for 19 hours per week and is the only Department Head with part-time status. The Agent's workload warrants full time.

***Recommendation: Select Board voted 5-0 to Defer to Town Meeting  
Finance Committee voted 4-0 to Pass Over***

**ARTICLE 13:** To see if the Town will vote to transfer the sum of \$22,034 from free cash, to be added to the Selectmen's budget to hire a part-time Administrative Assistant in the Selectmen's office for 15 hours per week, or take any other action relative thereto.

Proposed by the Select Board

**Explanation:** The funds will help secure a part-time clerical position for the Selectmen's office to assist with the daily operations of the office.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Pass Over***

**ARTICLE 14:** To see if the Town will vote to transfer fifty thousand dollars (\$50,000.00) from free cash to the Town-wide Fuel account which covers all town vehicles (including police and fire) gas and oil, or take any other action relative thereto.

Proposed by the Highway Director

**Explanation:** Due to the present drastic increase in fuel costs and equipment parts relative to gas and oil, this account is underfunded. There is also a State Mandate for Vapor Recovery Fuel System Upgrade Requirements that need to be completed by January, 2023 of approximately \$6,000.00.



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***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 15:** To see if the Town will vote to transfer the sum of \$ 74,000 from Free Cash for Town-wide Stormwater Management and MS4 Permit related items, or take any other action relative thereto.

Proposed by the Highway Director

**Explanation:** This money will be used for engineering, mapping, inspections, testing, screening, and surveying required for compliance with the Town's Municipal Separate Storm Sewer System (MS4) permit issued by the U.S. Environmental Protection Agency.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 16:** To see if the Town will vote to transfer a sum of money from available sources to the Town-wide retention pond cleaning fund to be expended on retention ponds located on publicly owned property, in conjunction with and adhering to the Town's stormwater and drainage MS4 compliance, or take any other action relative thereto.

Proposed by the Highway Director

**Explanation:** Due to the condition of the retention ponds they must be professionally cleaned and cleared of debris to help restore their functionality. The scope of this work would include the clearing of three (3) retention ponds located on town drainage easements.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 17:** To see if the Town will vote to change the name of the Recreation Commission to the Camp Kiwanee Commission, or take any other action relative thereto.

Proposed by the Recreation Commission

**Explanation:** The Commission believes this name change will better reflect the tasks, duties, and responsibilities of the Commission.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted to Refer to Town Meeting***

**ARTICLE 18:** To see if the Town will vote to amend the Zoning Bylaws of the Town of Hanson with gender neutral wording specifically, by deleting the words "Board





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of Selectmen” and inserting in its place the words “Select Board” wherever those words appear; or to take any other action relative thereto.

Proposed by the Select Board

**Explanation:** “Select Board” is a term that simply and fully represents the people and the world that we live in today.

**Recommendation:** *Select Board voted 4-0-(1 abstained) to Recommend Finance Committee voted to Refer to Town Meeting*

**ARTICLE 19:** To see if the Town will vote to amend Article 2-11 Section 1 of the Capital Improvement Committee General Bylaw’s of Hanson by changing the committee size from 7 citizens at large to 5 citizens at large with two non-voting alternates. The strikethrough would be removed and the underlined italics would replace the strikethrough.

“The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Committee composed of ~~seven~~ five citizens at large, and two citizens at large *who will serve as alternates*, three to serve 1 year, two to serve 2 years and two to serve 3 years and each thereafter for three years. The Town Administrator, Assessor/Appraiser, Town Accountant and the Treasurer/Collector shall serve as non-voting members. The committee shall choose its own officers. (10/07)”

**Explanation:** Changing the committee size would make it easier for this important committee to achieve a quorum.

Proposed by the Capital Improvement Committee

**Recommendation:** *Select Board voted 5-0 to Recommend Finance Committee voted 4-0 to Recommend*

**ARTICLE 20:** To see if the Town will vote to amend Article 2-11 Section 2 of the Capital Improvement Committee General Bylaw’s of Hanson by changing the limit for capital improvement expenses to have a useful life of five years instead of the ten years listed. The strikethrough would be removed and the underlined italics would replace the strikethrough.

“Sec. 2.

The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life at least ~~ten~~ five years; and, 3) cost over \$35,000. In order that the Town 1) coordinate development of a capital improvement budget with the operating budget of the current year, and 2) develop a capital program including the subsequent 5 years, all officers, boards, and committees



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including the Selectmen and the Regional School Committee shall, by a date specified annually by the Capital Improvement Committee, prepare for the committee information concerning all anticipated capital improvement projects requiring Town Meeting action for the period specified. No appropriation shall be voted for a capital improvement requested by a department, board, or commission unless the proposed capital improvement is considered in the committee report. However, in order to allow consideration of a project reflecting an extraordinary circumstance which must be addressed before the formulation of the next year's capital program, a department, board or committee may submit a proposal to the Capital Improvement Committee for consideration. The Committee must then submit a report to the Finance Committee and the Board of Selectmen with a satisfactory explanation why the proposal was not considered by the Capital Improvement Committee at a time when it could be included in the committee's report. Each of the boards and committees must vote that the proposed project meets the extraordinary circumstance issue. (5/2015)"

**Explanation:** Changing the time threshold would give more transparency of capital expenses to the citizens of Hanson.

Proposed by the Capital Improvement Committee

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 21:** To see if the Town will vote to amend Article 1-1 of the General Bylaw's of Hanson by allowing Town Meeting and Special Town Meeting to begin at 6:30PM EST. The strikethrough would be removed and the underlined italics would replace the strikethrough.

"Sec. 1 A. The Annual Town Meeting shall be held on the first Monday in May at ~~7:30~~ 6:30 o'clock in the afternoon. The primary purpose of this meeting shall be to deal with all financial matters of the Town including revisions of the Classification and Compensation By-Law, if necessary. The election of Town Officers and the voting upon questions as required by General or Special Law shall be held on the third Saturday in May. The hours for the opening and the closing of the polls shall be left to the discretion of the Board of Selectmen. (07/2020)

Sec. 1 B. The Board of Selectmen shall call one Special Town Meeting annually on the first Monday in October at ~~7:30~~ 6:30 o'clock in the afternoon for the primary purpose of considering General By-Law and Zoning By-Law changes and other matters where financial considerations are not involved."

**Explanation:** Changing the meeting time would allow for residents of Hanson to have better access to the town meeting. Many of our Elderly residents do not feel comfortable driving late into the evening, and many of our younger residents have a difficult time securing accommodations for their children.

Proposed by the Select Board



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***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted to Refer to Town Meeting***

**ARTICLE 22:** To see if the Town will vote to transfer the sum of \$ 8,928.50 from Free Cash for the purposes of purchasing and installing street signs for private ways, said installation to take place on the public way where it meets with the private way, or take any other action relative thereto.

Proposed by the Planning Board

**Explanation:** There are a number of private ways that do not possess sufficient street signs denoting the location.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 23:** To see if the Town will vote to transfer from free cash the sum of \$ 60,000 to be added to the Stabilization Fund, or take any other action relative thereto.

Proposed by the Select Board

**Explanation:** These funds will be used to increase the Stabilization Fund. A Stabilization Fund is a mechanism for setting aside money either for unforeseen needs or for capital projects. Such a fund is intended to equalize the effect of capital expenditures over time and to provide a “rainy day” fund. The Town’s target has been to maintain close to 5% which is the industry standard minimum amount for Stabilization Funds as recommended by our auditors and will help to maintain a positive bond rating for future borrowing purposes.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***

**ARTICLE 24:** To see if the Town will vote to transfer \$ 20,000 from free cash to be added to the Regional Schools Capital Stabilization Fund, or take any other action relative thereto.

Proposed by the Select Board

**Explanation:** This Stabilization Fund sets aside funds for the exclusive use of paying for capital improvements to the Hanson School Buildings and the Whitman Hanson Regional High School.

***Recommendation: Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend***



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**ARTICLE 25:** To see if the Town will vote to transfer from free cash the sum of \$ 20,000 to be added to the Other Post-Employment Benefits (“OPEB”) Trust, or take any other action relative thereto.

Proposed by the Select Board

**Explanation:** The Town is liable for an employee’s postemployment benefits, other than pensions (referred to as other postemployment benefits or OPEB), such as retiree health insurance. The Governmental Accounting Standards Board (GASB) recommends that the funds accrue in the period of an active employee rather than the future cash flow/liability at retirement.

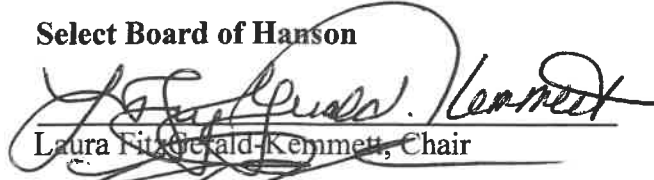
**Recommendation:** *Select Board voted 5-0 to Recommend  
Finance Committee voted 4-0 to Recommend*

And you are directed to serve this Warrant by posting attested copies thereof, at the Town Hall, the Fire Station, the public stores, and Post Offices, fifteen days at least, before the said meeting.

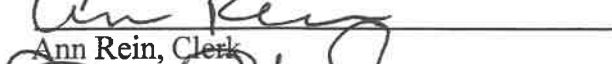
Here of fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk at the time and place above-mentioned.

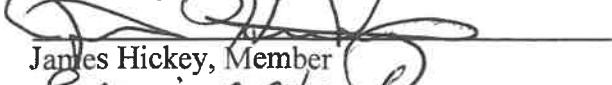
Given under our hands, this 13<sup>th</sup> day of September, in the year of our Lord two thousand Twenty-Two.

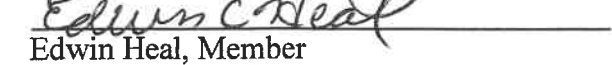
**Select Board of Hanson**

  
\_\_\_\_\_  
Laura FitzGerald-Kemmett, Chair

\_\_\_\_\_  
Joseph Weeks, Vice Chair

  
\_\_\_\_\_  
Ann Rein, Clerk

  
\_\_\_\_\_  
James Hickey, Member

  
\_\_\_\_\_  
Edwin Heal, Member

**ATTEST:**

\_\_\_\_\_  
CONSTABLE

\_\_\_\_\_  
DATE

## ***Glossary of Terms commonly used during Town Meeting***

**Article** – An item listed in the Town Meeting Warrant which must contain a sufficient description of what is proposed to be voted upon. Every action taken at the town meeting must be pursuant to some Article printed in the Warrant, and must be within the scope of such Article. The Warrant is issued by the Board of Selectmen, and must also state the time and place of the upcoming Town Meeting.

**Assessed Valuation** – A valuation set upon real property and personal property by the Board of Assessors as a basis for levying taxes.

**Available Funds** – Balances in the various fund types that represent non-recurring revenue sources. Our town's fiscal policy suggests that Available Funds be appropriated (used) to meet unforeseen expenses, for capital expenditures, or other one-time costs. Examples of Available Funds include Free Cash, Stabilization Funds, and Overlay Surplus.

**Capital Improvement Plan** – A blueprint for planning the town's capital expenditures which includes an annual capital budget and a five-year capital program, which our Town Charter requires the Town Manager to update each year. Examples of items which are typically included in the Capital Improvement Plan are purchases or lease payments for town vehicles, municipal building renovations or construction, and investment in equipment which is intended to last for at least five years. An article is included in each year's Town Meeting Warrant to list the proposed capital expenditures, to identify the sources of funding, and to seek approval of the voters in attendance at Town Meeting.

**Capital Outlay Expenditure Exclusion** – A mechanism which allows a town to raise the total dollar cost of a capital purchase or capital project through a one-year increase in the tax levy. In this way, the town avoids long-term interest costs, if it were to instead borrow the needed funds. Such an Exclusion requires a 2/3 vote of the Selectmen to place the Exclusion on a ballot, and then must be confirmed by a subsequent vote of residents at a ballot box election (majority vote required). As a comparison, a town could vote to purchase a \$750,000 item with a Capital Expenditure Exclusion (resulting in a one year tax levy increase to pay the lump sum purchase price) or with a Debt Exclusion (resulting in a series of smaller annual tax levy increases over several years which typically decrease each year until the amount of the bond/loan and its interest is paid in full).

**Chapter 70 School Aid** – Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993, by which the state aid portion of public education funding is distributed to cities and towns.

**Chapter 90 Highway Funds** – State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The amount granted to each town is paid in the form of reimbursements by the state after the town completes local work and submits certified expenditure reports to the Mass Dept of Transportation.

**Cherry Sheet** – A cherry-colored form issued by the State each year which lists all state and county charges required to be paid by the town, as well as all state reimbursements and Local Aid to be paid to the town. Some reimbursements paid to the town are based on formulas which review how much the town spent on certain items during the previous fiscal year.

**Community Preservation Act (“CPA”)** – Enacted in 2000, MGL Ch. 44B permits towns which adopt its provisions to establish a restricted fund from which monies can only be appropriated for the acquisition, creation and preservation of open space, historic resources, land for recreational use, community housing, and the rehabilitation and restoration of those town assets. Abington voters adopted the CPA in 2016 and set the local surcharge at 1.5% (3% is the maximum), together with certain exemptions, and the state annually contributes additional money to our local CPA fund from money generated from registry of deeds fees. In many cases, instead of paying for desired town preservation projects by borrowing money with interest payable over 10-20 years (see “Debt Service”), the CPA provides an alternative source of funding for a town to purchase open space, improve playgrounds or recreation areas, construct or renovate senior housing, and restore/preserve historical buildings, documents and monuments without having to pay “full price” (because the state historically pays 20-40% of CPA project costs). All expenditures of CPA funds must be proposed by a committee of local residents (the Community Preservation Committee or “CPC”), and then be approved by a vote of Town Meeting. An article is typically included in the Warrant for our Annual Town Meeting to list all of the proposed projects and their related funding requests, and to seek the voters’ approval to authorize the use of the available CPA funding for those projects.

**Debt Exclusion** - A town can vote to assess taxes in excess of its Levy Limit in order to borrow money and make annual loan payments. A Debt Exclusion for a town is similar to a mortgage for a home, with the exception that annual payments for Debt Exclusions usually decrease each year until the debt is completely paid. The additional amount approved for the payment of the annual loan payments (“Debt Service”) is added to the Levy Limit for the life of the debt only (typically 10 or 20 years). Unlike Overrides, Debt Exclusions do not become part of the base upon which the Levy Limit is calculated for future years. A Debt Exclusion is typically used to pay for capital equipment purchases and municipal building construction/renovation projects. A Debt Exclusion must be approved by a 2/3 vote of the Selectmen to place the Debt Exclusion on a ballot, and then must be confirmed by a subsequent vote of registered voters at a ballot box election (majority vote required).

**Debt Service** – The repayment cost to be budgeted each year to make principal and interest payments due on the bonds owed by the town. It is similar to a homeowner’s budget for mortgage payments.

**DOR** – Massachusetts Department of Revenue.

**Enterprise Funds** - Funds that are set up pursuant to MGL Ch 44 §53F½ to collect fees paid by users to pay for certain self-sufficient programs. These funds account for all revenues and expenditures for services and allow surpluses to be used to reduce future fees for the services or to pay for future capital improvements for that service. Each fund has an independent budget.

Losses are made up from the town's general fund. For example, the Sewer Department collects sewer use fees to offset its operational, maintenance and capital costs.

**Estimated Receipts** – Funds expected to be received by the town in the coming fiscal year, but not including real estate taxes. Building permit fees, marriage license fees, and automobile and boat excise taxes are examples of items included in Estimated Receipts. See Local Revenues.

**Finance Committee (“FinCom”)** – A committee of 9 volunteer residents who are appointed by the Moderator to review and make recommendations for each budget line item and each Article in the Town Meeting Warrant. The FinCom also manages and controls the Reserve Fund.

**Fiscal Year (“FY”)** – The budget cycle period from July 1 of one year through June 30 of the next year. The Fiscal Year refers to the year in which it ends (FY24 is July 1, 2023 to June 30, 2024).

**Fixed Costs** – Costs that are legally or contractually mandated, such as retirement, FICA/Social Security, the town’s liability insurance, or Debt Service.

**Free Cash** - The amount of Available Funds which were not spent in a prior year’s budget, minus uncollected taxes from that prior year. Free Cash can be generated when the town collects more fees or revenue than expected in a given year (e.g., increased permit fees or delinquent taxes from prior years are paid to the town), or budgeted expenses are lower than expected (e.g., less unemployment payments or health insurance costs, or reduced heating or electricity costs). Free Cash must be certified by the State Bureau of Accounts after June 30<sup>th</sup> before it can be spent by the town. A Town Meeting vote during the following year is required to approve how Free Cash will be allocated, saved or used to adjust some budget line items after the State has certified the exact amount of Free Cash.

**General Fund** – The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

**Levy Limit** – The maximum amount that any town can collect (or levy) in a given fiscal year through the real estate tax and personal property tax. The Levy Limit can grow by no more than 2½% of the prior year’s Levy Limit, plus New Growth and any voter-approved Overrides or Debt Exclusions.

**Local Aid** – Revenue allocated and paid by the State to our town. Some Local Aid is unrestricted (the town votes how to spend it), and other types of Local Aid are restricted to education uses, highway/street maintenance, and the like.

**Local Revenues** – Locally generated revenues which do not include real estate taxes or personal property taxes. Examples include motor vehicle excise taxes, investment income or permit fees paid to the town.

**Motion to “Pass Over”** – A Motion to Pass Over an Article is a polite way to make a motion to reject or disapprove an Article. This requires a majority vote.

**New Growth** – Additional tax revenue expected to be collected in the coming fiscal year due to taxes being assessed to new construction projects (commercial and residential) and other increases in the property tax base (home renovations, building upgrades or additions, etc.). New growth is calculated by multiplying the value associated with the new construction by the tax rate of the previous year.

**Non-Recurring Revenue**– Money that the town expects to collect this year, but not next year. As an example, if the town plans to sell a piece of real estate this year, the money received from the sale would be Non-Recurring Revenue. The fiscal policy of our town states that Non-Recurring Revenue should not be relied upon to pay for expected recurring expenses. In other words, the policy suggests that the town should not hire an employee with funds from the sale of a parcel real estate this year because we wouldn't be able to sell the same parcel again next year and receive additional sale proceeds to continue paying for the employee. Please also see and compare the definition of Recurring Revenue.

**Overlay** - Funds set aside each year to cover real estate tax abatements, exemptions and uncollected taxes in the coming year.

**Overlay Reserve or Overlay Surplus** - Unused accumulated amount of Overlay from previous years that is not required to be held in a specific Overlay account for a given year. Once released by the Assessors, the funds may be added to Free Cash and used for any municipal purpose.

**Override** – The ability of residents to increase the town's Levy Limit by more than 2½% by voting to approve a higher Levy Limit. A majority vote by the Board of Selectmen is required to place an Override question on a ballot, and a majority vote by registered voters at a subsequent ballot box election is required to approve an Override. A Town Meeting vote to approve a town budget over the Levy Limit usually precedes the Selectmen's vote, but such action by Town Meeting it is not required. An Override vote must specify the exact dollar amount requested and the specific purpose of the increased tax, and if approved, the amount will become a permanent increase in the Levy Limit.

**Raise and Appropriate** – A phrase used to mean that an item will be paid for by real estate taxes and other revenue sources (excise taxes, permit fees, local aid, etc.) to be collected by the town in the coming fiscal year.

**Recap Sheet** – Also called the Tax Rate Recapitulation Sheet, it is a document submitted by the town to the DOR in order to set each year's property tax rate. The Recap Sheet shows all estimated revenues and actual appropriations which affect the property tax rate, and must be submitted before December 1<sup>st</sup> of each year in order for the town to issue "actual tax bills" in the 3<sup>rd</sup> and 4<sup>th</sup> quarter of the fiscal year.

**Reserve Fund** - A small fund established each year by the Annual Town Meeting. The money is controlled by the Finance Committee, which may authorize transfers at the end of each fiscal year to cover any extraordinary or unforeseen expenditures of the town. The fund may be composed of not more than 5% of the tax levy for the preceding year.



**Revolving Fund** – A fund established each year for certain town departments to allow those departments to collect fees for a specific service and use those fees/revenues to support the service without using tax dollars. Revolving Funds are currently used to maintain and clean the Public Library’s meeting rooms (by collecting user fees), to run the cathode ray tube recycling program (by collecting fees to safely dispose of the CRTs), and to fund the services of a town engineer to review plans (by fees paid by developers). By statute, Revolving Funds cannot be used for town water and sewer receipts (see Enterprise Funds).

**Stabilization Fund** - A special account created to provide a reserve for municipal purposes. It is typically considered as a town’s savings account or a “rainy day fund” to be used to balance budget shortfalls in years when local revenues or state aid is low, or when unique or unexpected expenses arise, or for any other purpose that Town Meeting authorizes. To deposit or withdraw money from the Stabilization Fund, Town Meeting must approve the amount by a 2/3 vote.